

**MINUTES  
CIVIL SERVICE COMMISSION  
ELECTRONIC MEETING**

**Tuesday, August 18, 2020 @ 9:00 A.M.**

**Electronic Meeting pursuant to Paragraph 1 of Executive Order 7B.**

**This was a 100% Electronic Meeting.**

**Public Questions were emailed to [CSC@hamden.com](mailto:CSC@hamden.com)**

**Click on the link below to join the meeting:**

<https://zoom.us/j/99649579879>

**IN ACCORDANCE WITH A DECISION OF THE HAMDEN CIVIL SERVICE  
COMMISSION, MINUTES WILL REFLECT INDIVIDUALS IN ATTENDANCE,  
MOTIONS MADE AND VOTES TAKEN.**

Chairperson Andrea Lobo called the meeting to order at 9:06 A.M. with Commissioner Kyle Blake in attendance. Also present were Executive Secretary Ken Kelley, Administrative Secretary Renee Palumbo-Morgan, Human Resources Officer Brigitte Cogswell, Building Official Robert Labulis, Tax Collector Kathleen Flynn, Police Chief John Sullivan, Fire Chief Gary Merwede and Town Planner Daniel Kops.

1. Review and approval of the July 21, 2020 Civil Service Commission meeting minutes. On a motion by Chairperson Lobo, seconded by Commissioner Blake, it was the unanimous decision of the Commission to approve the minutes.
2. Review and action on the following eligibility list(s):
  - a) Clerk 6/BOE – (original certification 08/06/19) – On a motion by Commissioner Blake, seconded by Chairperson Lobo, it was the unanimous decision of the Commission to certify the list for another six (6) month period ending 02/06/2021.
  - b) Central Communications Technician – (original certification 08/06/19) – On a motion by Chairperson Lobo, seconded by Commissioner Blake, it was the unanimous decision of the Commission to certify the list for another six (6) month period ending 02/06/2021.
  - c) Deputy Finance Director – (original certification 02/04/2020) – On a motion by Chairperson Lobo, seconded by Commissioner Blake, it was the unanimous decision of the Commission to allow the list to expire.
  - d) Library Custodian – (original certification 02/04/2020) – On a motion by Commissioner Blake, seconded by Chairperson Lobo, it was the unanimous decision of the Commission to certify the list for another six (6) month period ending 02/04/2021.
  - e) Assistant Animal Control Officer – (original certification 08/21/2018) – No action, list will expire.

- f) Maintainer Public Works & Parks – (original certification 02/19/2019) – On a motion by Chairperson Lobo, seconded by Commissioner Blake, it was the unanimous decision of the Commission to certify the list for another six (6) month period ending 02/06/2021.
3. Review and action on the following application(s):
    - a) Assistant Building Official/Electrical/Structural – (12 applicants) – On a motion by Chairperson Lobo, seconded by Commissioner Blake, it was the unanimous decision of the Commission that all applicants be allowed to participate in the structured oral examination.
  4. Correspondence from Fire Chief Gary Merwede requesting promotional recruitments from within IAFF Local 2687 for the positions of Battalion Chief and Fire Captain. On a motion by Chairperson Lobo, seconded by Commissioner Blake, it was the unanimous decision of the Commission to commence with the recruitments.
  5. Correspondence from Acting Police Chief John Sullivan requesting a promotional recruitment from within UPSEU/COPS Local 062 for the position of Detective. On a motion by Chairperson Lobo, seconded by Commissioner Blake, it was the unanimous decision of the Commission to commence with the recruitment.
  6. Correspondence from Town Planner Daniel Kops requesting a promotional recruitment from with AFSCME Local 2863 and if necessary open competitive recruitment for the position of Zoning Enforcement Officer. On a motion by Chairperson Lobo, seconded by Commissioner Blake, it was the unanimous decision of the Commission to commence with the recruitment.
  7. Correspondence from Finance Director Curtis Eatman requesting a promotional recruitment from with AFSCME Local 2863 and if necessary open competitive recruitment for the position of Assistant Assessor. On a motion by Chairperson Lobo, seconded by Commissioner Blake, it was the unanimous decision of the Commission to commence with the recruitment.
  8. Under Old Business Mr. Kelley informed the Commission after a brief discussion that a third Commissioner has not been appointed.
  9. Under New Business was a discussion of two recruitment requests that were submitted late. It was decided that they will be put on the next meeting agenda and will be voted on at the next meeting. The Commissioners also discussed the posting requirements of the Executive Order and determined that New Business items have to be put on the following meeting agenda to be in compliance with the state requirements.

**Minutes (Continued)**  
**Civil Service Commission**  
**August 18, 2020**

**Page 3.**

10. On a motion by Chairperson Lobo, seconded by Commissioner Blake, it was the unanimous decision of the Commission to Adjourn at 9:32 AM.

Respectfully submitted,

  
Kenneth S. Kelley  
Executive Secretary

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TOWN CLERK  
HANDEN, CT  
2020 AUG 21 P 3:35  
REC'D AND FILED BY