

**MINUTES**  
**CIVIL SERVICE COMMISSION**  
**ELECTRONIC REGULAR MEETING**  
**Tuesday, October 6, 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 9:07 A.M. with newly appointed Commissioner Wanda Lary in attendance. Also present were Executive Secretary Ken Kelley, Administrative Secretary Renee Palumbo-Morgan, Human Resources Officer Brigitte Cogswell, Building Official Robert Labulis, Police Chief John Sullivan, Deputy Police Chief Bo Kicak, Police Sergeant Matthew Barbuto, Police Sergeant William May, Fire Chief Gary Merwede, Fire Training Officer Richard Lennon, Assistant Fire Marshal Nelson Hwang and Library Director Melissa Canham-Clyne.

1. Welcome and introduction of newly appointed Civil Service Commissioner Wanda Lary. Executive Secretary Kelley introduced Commissioner Lary and asked her to tell the Commission a little about her background. Executive Kelley thanked Commissioner Lary for her service to the Town.
2. Review and approval of the August 18, 2020, Civil Service Commission meeting minutes. Chairperson Lobo read and approved the minutes, it was the decision of the Commission to approve the minutes.
3. Review and action on the following eligibility list(s):
  - a) Custodian #10/BOE – (original certification 09/25/2018) – No action, list expired.
  - b) Plumber/BOE – (original certification 10/16/2018) – No action, list expired.
4. Review and certification of the following eligibility list(s):
  - a) Assistant Building Official (ABO Structural) – On a motion by Chairperson Lobo, seconded by Commissioner Lary, it was the unanimous decision of the Commission to certify the list for a six (6) month period ending 04/06/2021.
  - b) Assistant Building Official (ABO Electrical) – On a motion by Chairperson Lobo, seconded by Commissioner Lary, it was the unanimous decision of the Commission to certify the list for a six (6) month period ending 04/06/2021.
  - c) Fire Lieutenant - a motion by Chairperson Lobo, seconded by Commissioner Lary, it was the unanimous decision of the Commission to certify the list for a six (6) month period ending 04/06/2021.

5. Review and action on the following application(s):
  - a) Police Detective (17 applicants) – On a motion by Chairperson Lobo, seconded by Commissioner Lary, it was the unanimous decision of the Commission that (17) seventeen applicants met the minimum qualifications and would move on in the process.
  - b) School Nurse – (6 applicants) – On a motion by Chairperson Lobo, seconded by Commissioner Lary, it was the unanimous decision of the Commission that (6) six applicants met the minimum qualifications and would move on in the process.
6. Correspondence from Acting Police Chief John Sullivan regarding job certification requirements for the positions of Animal Control Officer and Assistant Animal Control Officer. On a motion by Chairperson Lobo, seconded by Commissioner Lary, it was the unanimous decision of the Commission to add the certification requirements to the job descriptions for the positions of Animal Control Officer and Assistant Animal Control Officer.
7. Correspondence from Human Resources Director/BOE Gary Highsmith requesting a promotional recruitment from within UPSEU Local 424 Unit 2 and if necessary open competitive recruitment for the position of Clerk 11/BOE. On a motion by Chairperson Lobo, seconded by Commissioner Lary, it was the unanimous decision of the Commission to commence with the recruitment.
8. Correspondence from Human Resources Director/BOE Gary Highsmith requesting a temporary appointment of Ethel Garcia to the position of School Nurse for a period of up to five (5) months. On a motion by Chairperson Lobo, seconded by Commissioner Lary, it was the unanimous decision of the Commission to approve the temporary appointment of Registered Nurse Ethel Garcia to the position of School Nurse for a period of up to five (5) months or until the position is filled permanently.
9. Correspondence from Acting Police Chief John Sullivan requesting a promotional recruitment from within AFSCME, Local 2863 and if necessary open competitive recruitment for the position of Assistant Animal Control Officer. On a motion by Chairperson Lobo, seconded by Commissioner Lary, it was the unanimous decision of the Commission to commence with the recruitments using the modified job description. Acting Police Chief Sullivan also requested a temporary appointment of Paris Gibbs on a part-time basis to the position of Assistant Animal Control Officer to complete mandated reports. On a motion by Chairperson Lobo, seconded by Commissioner Lary, it was the unanimous decision of the Commission to approve the temporary appointment of Paris Gibbs to the position of Assistant Animal Control Officer for up to 19 hours a week for up to 30 days to finish mandated reports.

10. Correspondence from Town Attorney Susan Gruen requesting a temporary appointment of Patricia Lujick to the position of Paralegal on a part-time basis for a five (5) month period or until the position is filled permanently. On a motion by Chairperson Lobo, seconded by Commissioner Lary, it was the unanimous decision of the Commission to approve the part time temporary appointment of Patricia Lujick for a five month period or until the position is filled permanently. Chairperson Lobo requested that Attorney Gruen send her request for recruitment to fill the position of Paralegal within thirty (30) days.
11. Correspondence from Library Director Melissa Canham-Clyne requesting a promotional recruitment from within UPSEU, Unit #23 and if necessary open competitive recruitment for the position of Associate Library Director. On a motion by Chairperson Lobo, seconded by Commissioner Lary, it was the unanimous decision of the Commission to table this item until more data can be evaluated by the Commission.
12. Correspondence from Sergeant Matthew Barbuto and Sergeant William May regarding the Police Lieutenant Exam. On a motion by Chairperson Lobo, seconded by Commissioner Lary, it was the unanimous decision of the Commission to table this item until more data can be evaluated by the Commission.
13. On a motion by Chairperson Lobo, seconded by Commissioner Lary, it was the unanimous decision of the Commission to adjourn at 9:49 A.M.

Respectfully submitted,



Kenneth S. Kelley  
Executive Secretary

TOWN CLERK  
HAMDEN, CT  
2020 OCT 13 A 10:47  
REC'D AND FILED BY