

**MINUTES  
CIVIL SERVICE COMMISSION  
Monday, August 6, 2012 @ 9:00 A.M.  
Conference Room of the Town Attorney**

Minutes of the meeting of the Civil Service Commission held Monday, July 16, 2012 @ 9:00 A.M.

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

Chairman Carlton Oneal called the meeting to order at 9:01 A.M. with Commissioner Elliott Kerzner present. Also present were Executive Secretary Ken Kelley, Administrative Secretary Renee Palumbo-Morgan, Assistant Superintendent of Personnel & Administration William McGraw, Public Works Director Craig Cesare and Assistant Public Works Director Michael Siciliano.

1. Review and approval of the Minutes of the July 16, 2012, Civil Service Commission meeting. On a motion by Chairman Oneal, seconded by Commissioner Kerzner, it was the unanimous decision of the Commission to approve the minutes.
2. Review and action on the following Eligibility List(s):
  - a) Real Property Appraiser – On a motion by Commissioner Kerzner, seconded by Chairman Oneal, it was the unanimous decision of the Commission to certify the list for another six (6) month period, ending February 6, 2013.
  - b) Records Technician – On a motion by Chairman Oneal, seconded by Commissioner Kerzner, it was the unanimous decision of the Commission to certify the list for another six (6) month period, ending February 6, 2013.
  - c) Foreman of Buildings – On a motion by Commissioner Kerzner, seconded by Chairman Oneal, it was the unanimous decision of the Commission to certify the list for another six (6) month period, ending February 6, 2013.
3. Correspondence from Public Works Director Craig Cesare, requesting an open competitive recruitment for the position of Maintainer in the Public Works and Parks Department. On a motion by Chairman Oneal, seconded by Commissioner Kerzner, it was the unanimous decision of the Commission to grant his request and commence with the recruitment. On a motion by Chairman Oneal, seconded by Commissioner Kerzner, it was the unanimous decision of the Commission to table the suggestion of giving point credits to applicants that reside in Hamden until the next meeting .
4. Chairman Oneal adjusted the order of the items to allow Assistant Superintendent McGraw to leave the meeting. Correspondence from Assistant Superintendent of Personnel & Administration William McGraw regarding Clerk 7/BOE and Clerk 9/BOE testing. On a motion by Commissioner Kerzner, seconded by Chairman Oneal, it was the unanimous decision of the Commission to reopen the recruitment for Clerk 9/BOE until August 13, 2012.
5. Review and approval of the following applications:
  - a) Hydrant Maintainer – On a motion by Chairman Oneal, seconded by Commissioner Kerzner, it was the unanimous decision of the Commission that ten (10) applicants met the minimum qualifications and would move on in the process.
  - b) Central Communications Technician – On a motion by Chairman Oneal, seconded by Commissioner Kerzner, it was the unanimous decision of the Commission that thirty nine (39) applicants met the minimum qualifications and would move on in the process.

**Minutes (Continued)**  
**Civil Service Commission**  
**July 16, 2012**

**Page 2.**

No motions were made under **Old Business**.

No motions were made under **New Business**.

On a motion by Chairman Oneal, seconded by Commissioner Kerzner, it was the unanimous decision of the Commission to adjourn at 10:24 A.M.

Respectfully submitted,

Kenneth S. Kelley  
Executive Secretary