

**MINUTES
CIVIL SERVICE COMMISSION
Monday, February 4, 2013 @ 9:00 A.M.
Conference Room of the Town Attorney**

Minutes of the Civil Service Commission meeting held Monday, February 4, 2013 @ 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 9:04 A.M. With Commissioner Guy Guarino in attendance. Also present were Executive Secretary Ken Kelley, Administrative Secretary Renee Palumbo-Morgan, Library Director Marian Amodeo, Assistant Library Director Nancy McNicol, Town Clerk Vera Morrison and Police Chief Thomas Wydra.

1. Review and approval of the minutes of the January 22, 2013, meeting of the Civil Service Commission. On a motion by Commissioner Guarino, seconded by Chairman Oneal, it was the unanimous decision of the Commission to approve the minutes.

2. Review and action on the following eligibility list(s):

a) Records Technician/Police Department – (Certified on 02/06/12) – On a motion by Chairman Oneal, seconded by Commissioner Guarino, it was the unanimous decision of the Commission to certify the list for another six (6) month period ending 08/04/13.

b) Foreman of Buildings/Public Works – (Certified on 02/06/2012) – On a motion by Commissioner Guarino, seconded by Chairman Oneal, it was the unanimous decision of the Commission to certify the list for another six (6) month period ending 08/04/13.

3. Review and certification of the following eligibility list(s):

a) Vital Records Clerk/Town Clerks Office – On a motion by Chairman Oneal, seconded by Commissioner Guarino, it was the unanimous decision of the Commission to certify the list for a six (6) month period ending 08/04/13.

4. Review and action on the following applications:

a) Library Business Manager (18 Applicants) – On a motion by Chairman Oneal, seconded by Commissioner Guarino, it was the unanimous decision of the Commission that 18 applicants met the minimum qualifications and would move on in the process.

Under **Old Business**, Police Chief Thomas Wydra discussed the procedures for Entry Level Police Officer background checks which was noted for the record.

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

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On a motion by Commissioner Guarino, seconded by Chairman Oneal, it was the unanimous decision of the Commission to adjourn at 9:42 A.M.

Respectfully submitted,

Kenneth S. Kelley
Executive Secretary