

**MINUTES**  
**CIVIL SERVICE COMMISSION**  
**Monday, November 17, 2014, @ 9:00 A.M.**  
**Conference Room of the Town Attorney**

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

Commissioner Elliott Kerzner called the meeting to order at 9:00 A.M. with Commissioner Guy Guarino in attendance. Also present were Executive Secretary Ken Kelley, Administrative Secretary Renee Palumbo-Morgan, Human Resources Director/BOE Vanessa Ditta, Facilities Manager/BOE Mark Albanese, Assistant Director of Facilities/BOE Frank Caraglio, Information Technology/Records Division Manager Mario DiNatale, Director of Public Works and Parks Craig Cesare and Assistant Director of Public Works and Parks Michael Siciliano.

1. Review and approval of the minutes of the October 20, 2014, meeting of the Civil Service Commission. On a motion by Commissioner Kerzner, seconded by Commissioner Guarino, it was the unanimous decision of the Commission to approve the minutes.
2. Review and action on the following eligibility list(s):
  - a) Maintainer/Public Works and Parks – (original certification 11/20/12) – Expires on 11/20/14. Noted for the record.
  - b) Head Custodian/BOE – (original certification 05/06/13) – On a motion by Commissioner Kerzner, seconded by Commissioner Guarino, it was the unanimous decision of the Commission to certify the list for another six month period ending 05/06/15.
  - c) Information Technology Manager – (original certification 05/29/14) – No candidates left on the list. Noted for the record.
3. Review and certification of the following eligibility list(s):
  - a) Information Technology Technician – On a motion by Commissioner Guarino, seconded by Commissioner Kerzner, it was the unanimous decision of the Commission to certify the list for a six month period ending 05/17/15.
4. Review and action on the following application(s):
  - a) Information Technology/Records Division Manager – (4 applicants) – On a motion by Commissioner Guarino, seconded by Commissioner Kerzner, it was the unanimous decision of the Commission that two applicants met the minimum qualifications and would move on in the process.

5. Review and approval of the Calendar of Meetings for 2015. On a motion by Commissioner Guarino, seconded by Commissioner Kerzner, it was the unanimous decision of the Commission to approve the calendar.
6. Correspondence from Director of Economic Development Dale Kroop requesting a recruitment from within the Town Hall Union and if necessary open competitive recruitment for the position of Economic Development Technician. On a motion by Commissioner Guarino, seconded by Commissioner Kerzner, it was the unanimous decision of the Commission to commence with the recruitment.
7. Correspondence from Director of Public Works Craig Cesare requesting an open competitive recruitment for the position of Entry Level Maintainer. On a motion by Commissioner Guarino, seconded by Commissioner Kerzner, it was the unanimous decision of the Commission to commence with the recruitment.
8. Review of Civil Service Rules and Regulations:
  - a) Rule 8 – On a motion by Commissioner Guarino, seconded by Commissioner Kerzner, it was the unanimous decision of the Commission to table this until Chairman Oneal is in attendance.
9. No motions were made under Old Business.
10. No motions were made under New Business.
11. On a motion by Commissioner Kerzner, seconded by Commissioner Guarino, it was the unanimous decision of the Commission to adjourn at 9:17 AM.

Respectfully submitted,

Kenneth S. Kelley  
Executive Secretary