

**MINUTES  
CIVIL SERVICE COMMISSION  
SPECIAL MEETING  
Tuesday, February 10, 2015 @ 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.**

Chairman Carlton Oneal called the meeting to order at 9:05 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 and Fire Chief David Berardesca.

1. Review and approval of the January 20, 2015, Civil Service Commission meeting minutes. 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 lists:
  - a) Vital Records Clerk – (original certification 02/04/13) – No Action, List Expired.
3. Review and action on the following applications:
  - a) Lead Library Custodian – (2 applicants) – On a motion by Chairman Oneal, seconded by Commissioner Guarino, it was the unanimous decision of the Commission that two (2) applicants met the minimum qualifications and would move on in the process.
  - b) School Nurse – (3 applicants) – On a motion by Chairman Oneal, seconded by Commissioner Guarino, it was the unanimous decision of the Commission that three (3) applicants met the minimum qualifications contingent on providing copies of their certifications. They will move on in the process once copies are received by the Personnel Office.
  - c) Certified Police Officer – (1 applicant) - a motion by Commissioner Guarino, seconded by Chairman Oneal, it was the unanimous decision of the Commission that one (1) applicant met the minimum qualifications and would move on in the process.
4. Review and certification of the following eligibility list(s):
  - a) Assistant Superintendent of Apparatus & Emergency Systems – 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, 08/10/15.
  - b) Lead Library Custodian – 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, 08/10/15.

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5. On a motion by Chairman Oneal, seconded by Commissioner Guarino, it was the unanimous decision of the Commission to adjourn at 9:16 A.M.

Respectfully submitted,

Kenneth S. Kelley  
Executive Secretary