

**MINUTES**  
**CIVIL SERVICE COMMISSION**  
**Monday, September 21, 2015 @ 9:00 A.M.**  
**Conference Room of the Town Attorney**

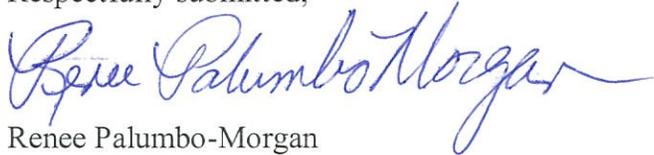
**IN ACCORDANCE WITH A DECISION OF THE HAMDEN CIVIL SERVICE  
COMMISSION, MINUTES WILL REFLECT INDIVIDUALS IN  
ATTENDANCE, MOTIONS MADE, AND VOTES TAKEN.**

Chairman Carlton Oneal called the meeting to order at 9:00 A.M. with Commissioners Elliott Kerzner and Guy Guarino in attendance. Also present were Human Resources Officer Brigitte Cogswell, Administrative Secretary Renee Palumbo-Morgan, Facilities Manager/BOE Frank Caraglio, Human Resources Director/BOE Gary Highsmith and Purchasing Agent Philip Goodwin arrived late.

1. Review and approval of the September 8, 2015, Civil Service Commission meeting minutes. 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 applications:
  - a) Head Custodian/BOE – (23 applicants) – On a motion by Commissioner Guarino, seconded by Chairman Oneal, it was the unanimous decision of the Commission that 23 applicants met the minimum qualifications and would move on in the process.
  - b) Purchasing Technician Promotional – (1 applicant) – On a motion by Chairman Oneal, seconded by Commissioner Guarino, it was the unanimous decision of the Commission that one (1) applicant did not meet the minimum qualifications.
  - c) School Nurse – (1 applicant) – On a motion by Commissioner Guarino, seconded by Chairman Oneal, it was the unanimous decision that one (1) applicant met the minimum qualifications and would move on in the process.
3. Correspondence from Purchasing Agent Philip Goodwin requesting the temporary appointment of David McCollum to the position of Purchasing Technician for a period not to exceed five months commencing 9/21/15. On a motion by Commissioner Guarino, seconded by Commissioner Kerzner, it was the unanimous decision of the Commission to grant his request. Mr. McCollum's appointment will end when a permanent appointment is made and will not exceed five months.
4. Review of Civil Service Rules:
  - a) Penalty and Definitions Sections – This section refers to Connecticut General Statute Section 7-424 Chapter 113. The Commission has asked that Town Attorney Susan Gruen review the Statute for revisions and it will be updated for the Civil Service Rules if necessary.

5. Old Business:
  - a) Research on Civil Service Commission – Brigitte Cogswell – Discussion was noted for the record.
6. No motions were made under New Business.
7. On a motion by Commissioner Guarino, seconded by Commissioner Kerzner, it was the unanimous decision of the Commission to adjourn at 10:10 A.M.

Respectfully submitted,



Renee Palumbo-Morgan  
Administrative Secretary

REC'D AND FILED

2015 SEP 23 A 9:23

TOWN CLERK  
HAMDEN, CT