

**MINUTES**  
**CIVIL SERVICE COMMISSION**  
**Tuesday, December 20, 2016 @ 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 Guarino called the meeting to order at 9:00 A.M. with Commissioner Judi Kozak in attendance. Also present were Executive Secretary Ken Kelley, Administrative Secretary Renee Palumbo-Morgan, Town Engineer Mark Austin, Town Attorney Sue Gruen and Kim Craft of Elderly Services.

1. Review and approval of the December 6, 2016, Civil Service Commission meeting minutes. On a motion by Commissioner Guarino, seconded by Commissioner Kozak, it was the unanimous decision of the Commission to approve the minutes. In his absence Chairman Kerzner approved the minutes via email correspondence to the Commission.
2. Review and action on the following eligibility list(s):
  - a) Superintendent of Apparatus and Emergency Systems – (original certification 12/15/14) – No action list expired.
  - b) Head Custodian/BOE – (original certification 06/21/16) – On a motion by Commissioner Kozak, seconded by Commissioner Guarino, it was the unanimous decision of Commission to certify the list for another six (6) month period ending 06/21/17.
  - c) Custodian # 10/BOE – (original certification 06/21/16) – On a motion by Commissioner Guarino, seconded by Commissioner Kozak, it was the unanimous decision of the Commission to certify the list for another six (6) month period ending 06/21/17.
3. Review and action on the following application(s):
  - a) Certified Police Officer – (1 applicant) – On a motion by Commissioner Guarino, seconded by Commissioner Kozak, it was the unanimous decision of the Commission that one (1) applicant met the minimum qualifications and would move on in the process.
  - b) Assistant Town Planner – (25 applicants) – On a motion by Commissioner Guarino, seconded by Commissioner Kozak, it was the unanimous decision of the Commission that ten (10) applicants met the minimum qualifications and would move on in the process.

4. Review and approval of the following job description(s):
  - a) Director of Arts and Culture – On a motion by Commissioner Guarino, seconded by Commissioner Kerzner, it was the unanimous decision of the Commission to approve the job description.
5. Under **Old Business** Commissioner Guarino inquired about the status of the process for adoption of the revised Civil Service Rules and Regulations. Attorney Gruen informed the Commission that a review of all Town positions needed to be completed. Once completed the revised Civil Service Rules and Regulations would have to be properly posted and adopted as a Town ordinance by the Legislative Council.
6. New Business:
  - a) Correspondence from Commissioner Kozak requesting discussion of the Vice Chairman appointment that was made at the December 6, 2016 meeting. Commissioner Kozak expressed her concern of the posting of New Business items and the process of the Commission's voting procedures. Her comments were duly noted and accepted.
  - b) Under **New Business** was a request from Town Engineer Mark Austin for a temporary appointment of Elliott Fuller to a temporary part time position of Staff Engineer until the position can be filled permanently. On a motion by Commissioner Guarino, seconded by Commissioner Kozak, it was the unanimous decision of the Commission to add this item to the agenda. On a motion by Commissioner Kozak, seconded by Commissioner Guarino, it was the unanimous decision of the Commission to grant his request for a period of up to five (5) months.
7. On a motion by Commissioner Guarino, seconded by Commissioner Kozak, it was the unanimous decision of the Commission to adjourn at 9:37 A.M.

Respectfully submitted,



Kenneth S. Kelley  
Executive Secretary

REC'D AND FILED BY

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TOWN CLERK  
HANDEN, CT