

**MINUTES**  
**CIVIL SERVICE COMMISSION**  
**Monday, February 7, 2011 @ 9:00 AM**  
**Conference Room of the Town Attorney**

Minutes of the Regular meeting of the Civil Service Commission held Monday, February 7, 2011 @ 9:00 AM:

**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 AM with Commissioner Cate Reynolds present. Also present was Executive Secretary Ken Kelley, Administrative Secretary Terri Gamberdella, Police Chief Thomas Wydra, Fire Chief David Berardesca, Deputy Fire Chief Robert Surprise, Finance Director Kathleen Etkin, Elderly Services Coordinator Suzanne Burbage, and Supervisors Union President Patti Riccitelli.

1. Review and Approval of the Minutes of the January 18, 2011 Civil Service Commission meeting. On a motion by Chairman Oneal seconded by Commissioner Reynolds, it was the unanimous decision of the Commission to approve the minutes.
2. Review and Approval of the Minutes of the January 28, 2011 Civil Service Commission Special Meeting via teleconference. On a motion by Chairman Oneal seconded by Commissioner Reynolds, it was the unanimous decision of the Commission to approve the minutes.
3. Certification of the following eligibility list:
  - a. Certified Fire Fighter. On a motion by Chairman Oneal seconded, by Commissioner Reynolds it was the unanimous decision of the Commission to certify the list for a six (6) month period.
4. Review and action on the following eligibility list(s):
  - a. Fire Lieutenant – up for recertification. On a motion by Commissioner Reynolds, seconded by Chairman Oneal it was the unanimous decision of the Commission to recertify the list for another six (6) month period.
  - b. Clerk #7/BOE – up for recertification. On a motion by Chairman Oneal, seconded by Commissioner Reynolds it was the unanimous decision of the Commission to recertify the list for another six (6) month period.
  - c. Library Technical Assistant. Since there were only two (2) names on the list, a new eligibility list had been established and those two (2) individuals decided to reapply and take the examination and are now on the new list, no action was taken and the list expires.
  - d. Account Clerk #9/BOE – Since the list will expire on 2/17/11, no action was taken.
5. Review and action on three (3) applications for Budget Coordinator/Special Projects. On a motion by Chairman Oneal, seconded by Commissioner Reynolds it was the unanimous decision of the Commission that all three (3) applicants met the minimum qualifications and will continue on in the process.

6. Review and Action on the following promotional applications:
  - a. Elderly Services Counselor (4). On a motion by Commissioner Reynolds, seconded by Chairman Oneal it was the unanimous decision of the Commission that the four (4) promotional applicants did not meet the minimum qualifications. The position will now be opened to all other Unions and an Open Competitive Recruitment will commence.
  
7. Review and approval of updated job description for Animal Control Officer. After review, on a motion by Chairman Oneal, seconded by Commissioner Reynolds it was the unanimous decision of the Commission to approve the job description as amended. The job description for Administrative Assistant to the Police Chief was pulled.

Under **New Business** was a request by Finance Director Kathleen for certification of the eligibility list for Budget Coordinator/Special Projects. On a motion by Commissioner Reynolds, seconded by Chairman Oneal it was the unanimous decision of the Commission to certify the list for a six (6) month period.

On a motion by Chairman Oneal, seconded by Commissioner Reynolds, it was the unanimous decision of the Commission to adjourn at 9:43 AM.

Respectfully submitted,

Kenneth S. Kelley  
Executive Secretary