

**MINUTES
CIVIL SERVICE COMMISSION
REGULAR MEETING
Monday July 18, 2011 @ 9:00 AM
Conference Room of the Town Attorney**

Minutes of the regular meeting of the Civil Service Commission held Monday, July 18, 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 9:05 AM with Commissioner Elliott Kerzner present. Also present was Executive Secretary Ken Kelley, Administrative Secretary Renee Morgan, Fire Chief David Berardesca, Police Chief Thomas Wydra, Chief Assessor James Clynes, Assistant Town Clerk Cindy Esposito and Public Works Director Craig Cesare. Commissioner Cate Reynolds arrived at 9:37 AM.

1. Review and approval of the minutes of the July 8, 2011 Special Meeting. On a motion by Chairman Oneal, seconded by Commissioner Kerzner it was the decision of the Commission to approve the minutes with one correction to the word, and replacing an, in item 7.
2. Review and Action on the following eligibility lists:
 - a.) Certified Fire Fighter – On a motion by Chairman Oneal, seconded by Commissioner Kerzner it was the unanimous decision of the Commission to recertify the list for another six (6) month period.
 - b.) Fire Lieutenant – No Action as the list Expires on August 3, 2009.
 - c.) Library Page – On a motion by Chairman Oneal, seconded by Commissioner Kerzner it was the unanimous decision of the Commission to recertify the list for another six (6) month period.
 - d.) Legislative Council Administrator – On a motion by Chairman Oneal, seconded by Commissioner Kerzner it was the unanimous decision of the Commission to recertify the list for another six (6) month period.
3. Review and Certification of the following eligibility lists:
 - a.) Employee Benefits Technician – On a motion by Chairman Oneal, seconded by Commissioner Kerzner it was the unanimous decision of the Commission to certify the list for a six (6) month period.
 - b.) Records Technician/Police Department – On a motion by Commissioner Kerzner, seconded by Chairman Oneal it was the unanimous decision of the Commission to certify the list for a six (6) month period.
4. Review and Approval of the following applications:
 - a.) Land Records Technician – On a motion by Chairman Oneal, seconded by Commissioner Kerzner it was the unanimous decision of the Commission that one (1) applicant met the minimum qualifications and will continue on in the process.
 - b.) Assistant Director of Public Works and Parks – On a motion by Chairman Oneal, seconded by Commissioner Kerzner it was the unanimous decision of the Commission that eight (8) applicants met the minimum qualifications and will continue on in the process.

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5. Correspondence from Chief Assessor, James Clynes requesting a promotional recruitment form within the Town Hall Union for the position of Examiner of Land Indices. On a motion by Chairman Oneal, seconded by Commissioner Reynolds it was the unanimous decision of the Commission to commence with the recruitment.

Under **New Business** was the eligibility list for Budget Coordinator. No Action was taken the list will expire.

Under **New Business** was an eligibility list for Land Records Technician. 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.

On a motion by Chairman Oneal, seconded by Commissioner Reynolds it was the unanimous decision of the Commission to adjourn at 9:53 AM.

Respectfully submitted,

Kenneth S. Kelley
Executive Secretary