

Minutes
CIVIL SERVICE COMMISSION
Monday August 1, 2011 @ 9:00 AM
Conference Room of the Town Attorney

Minutes of the regular meeting of the Civil Service Commission held Monday, August 1, 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 9:02 AM with Commissioner Elliott Kerzner and Commissioner Cate Reynolds present. Also present was Administrative Secretary Renee Morgan, Tax Collector Barbara Tito, Supervisors Union President Patti Riccitelli, Town Clerk Vera Morrison, Chief Assessor James Clynes, Police Chief Thomas Wydra, Public Works Director Craig Cesare, David Lockery, John Torgerson, John Pucillo, Joseph Colello, Anthony Greene, and Frank Cooper.

1. Review and approval of the minutes of the July 18, 2011 Civil Service Commission meeting. On a motion by Commissioner Kerzner, seconded by Commissioner Reynolds it was the unanimous decision of the Commission to approve the minutes with two corrections, 2009 be replace by 2011 in item 2.b. and Under New Business was the eligibility list for Budget Coordinator, add the expiration date of August 7, 2011.
2. Review and action on the following eligibility lists:
 - a.) 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 to certify the list for a six (6) month period with one correction that the title read Eligibility List not Oral Examination results.
 - b.) Information Technologies/Records Division Manager/PD – On a motion by Commissioner Reynolds, seconded by Commissioner Kerzner it was the unanimous decision of the Commission to certify the list for a six (6) month period.
3. Review and Action on the following applications:
 - a.) Real Property Appraiser – On a motion by Chairman Oneal, seconded by Commissioner Reynolds it was the unanimous decision of the commission that three (3) applicants met the minimum qualifications and will continue on in the process. One (1) additional applicant may continue on in the process if pending information can be confirmed.
 - b.) School Nurse – On a motion by Chairman Oneal, seconded by Commissioner Reynolds it was the unanimous decision of the Commission that one (1) applicant met the minimum qualifications and will continue on in the process.
4. Correspondence from Police Chief Thomas Wydra requesting the open competitive recruitment for the position of Records Technician in the Police Department. On a motion by Commissioner Reynolds, seconded by Commissioner Kerzner it was the unanimous decision of the Commission to commence with the recruitment.
5. Correspondence from Tax Collector Barbara Tito requesting a temporary appointment of Shawn LaFrancois to the position of Tax Cashier effective August 2, 2011 until the position can be filled permanently. On a motion by Commissioner Reynolds, seconded by Commissioner Kerzner it was the unanimous decision of the Commission to make the appointment for a five (5) month period.

6. Correspondence from Town Clerk Vera Morrison requesting the internal recruitment from with the Town Hall Union for the position of Vital Records Technician. On a motion by Chairman Oneal, seconded by Commissioner Reynolds it was the decision of the Commission to move this item to **New Business**.

Under **New Business** was a request from Town Clerk Vera Morrison requesting a temporary appointment of Linda Bykowski to the position of Clerk Typist in the Town Clerks office effective August 2, 2011. On a motion by Commissioner Kerzner, seconded by Commissioner Reynolds it was the unanimous decision of the Commission to make the appointment for a five (5) month period.

Under **New Business** was Review and action on two (2) applications for Examiner of Land Indicies. On a motion by Commissioner Reynolds, seconded by Chairman Oneal it was the unanimous decision of the Commission that two (2) applicants met the minimum qualifications and will continue on in the process.

On a motion by Chairman Oneal, seconded by Commissioner Kerzner it was the unanimous decision of the Commission to adjourn at 9:50 AM.

Respectfully submitted,

Kenneth S. Kelley
Executive Secretary