

**Minutes**  
**CIVIL SERVICE COMMISSION**  
**Monday, August 15, 2011 @ 9:00 AM**  
**Conference Room of the Town Attorney**

Minutes of the regular meeting of the Civil Service Commission held Monday, August 15, 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 9:01 AM with Commissioner Elliott Kerzner and Commissioner Cate Reynolds present. Also present were Executive Secretary Ken Kelley, Administrative Secretary Renee Morgan, Supervisors Union President Patti Riccitelli, Tax Collector Barbara Tito, Finance Director Kathleen Etkin, Fire Chief David Berardesca, Public Works Director Craig Cesare, and Public Works Supervisors David Lockery, Joseph Colello and Anthony Greene.

1. Review and approval of the minutes of the August 1, 2011 Civil Service Commission meeting. On a motion by Chairman Oneal, seconded by Commissioner Kerzner it was the unanimous decision of the Commission to approve the minutes with three (3) corrections. In item 1 the word replace be changed to replaced. Item 5 to read as follows: Correspondence from Tax Collector Barbara Tito requesting a temporary appointment of Shawn LeFrancois to the position of Tax Cashier effective August 2, 2011 for a five (5) month period or until the position can be filled permanently. Third, the minutes are respectfully submitted by Administrative Secretary Renee Morgan.
2. Review and action on the following eligibility lists:
  - a.) Clerk 7/BOE – No action as the list expires on 08/17/11.
  - b.) Clerk Typist – No action as all candidates requested their names be removed from the list.
3. Review and action on the following applications:
  - a.) School Nurse – Two (2) applicants. On a motion by Commissioner Reynolds, seconded by Chairman Oneal it was the unanimous decision of the Commission one (1) applicant met the minimum qualification and will continue on in the process.
4. Correspondence from Public Works Director Craig Cesare requesting the promotional recruitment from within the Supervisors Union for the position of Superintendent of Streets. On a motion by Chairman Oneal, seconded by Commissioner Reynolds it was the unanimous decision of the Commission to table the item.
5. Correspondence from Tax Collector Barbara Tito requesting the promotional recruitment from the Town Hall Union and if necessary Open Competitive Recruitment for the position of Tax Cashier in the Tax office. On a motion by Chairman Oneal, seconded by Commissioner Reynolds it was the unanimous decision of the Commission to commence with the recruitment.
6. Review and approval of the updated job description for the position of Budget Coordinator in the Finance Department. On a motion by Chairman Oneal, seconded by Commissioner Reynolds it was the unanimous decision of the Commission to table the item.

**Minutes (Continued)**  
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7. Correspondence from Finance Director Kathleen Etkin requesting the promotional recruitment from within the Supervisors Union and Open Competitive Recruitment if necessary for the position of Budget Coordinator in the Finance Department. On a motion by Chairman Oneal, seconded by Commissioner Reynolds it was the unanimous decision of the Commission to table the item until funding of the position can be confirmed.
  
8. Correspondence from Superintendent of Sanitation David Lockery regarding the promotional process for the position of Assistant Director of Public Works and Parks. After discussion with Mr. Lockery the Commission is going to look into the process further.

On a motion by Chairman Oneal, seconded by Commissioner Reynolds it was the unanimous decision of the Commission to adjourn at 10:15 AM.

Respectfully submitted,

Kenneth S. Kelley  
Executive Secretary