

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

Minutes of the regular meeting of the Civil Service Commission held Monday, November 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.**

Commissioner Reynolds called the meeting to order at 9:00 AM with Commissioner Kerzner present. Also present were Executive Secretary Ken Kelley, Administrative Secretary Renee Morgan, Fire Chief David Berardesca, Deputy Fire Chief Robert Surprise, Fire Captain Dennis Harrison and Public Works Director Craig Cesare. Fire Union President Kurt Vogt and Fire Lieutenant Gary Merwede arrived at 9:05 AM.

1. Review and approval of the minutes of the October 17, 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.
2. Review and approval of the Civil Service Commission 2012 Schedule of Meetings. On a motion by Commissioner Reynolds, seconded by Commissioner Kerzner it was the unanimous decision of the Commission to approve the 2012 Schedule of Meetings.
3. Review and certification of the following eligibility list:
 - a) Superintendent of Streets/Public Works Department. On a motion by Commissioner Kerzner, seconded by Commissioner Reynolds it was the unanimous decision of the Commission to certify the eligibility list for a six (6) month period.
4. Correspondence from Police Chief Thomas Wydra requesting an open competitive recruitment for Entry Level Police Officer. On a motion by Commissioner Kerzner, seconded by Commissioner Reynolds it was the unanimous decision of the Commission to commence with the recruitment.
5. Review and approval of the following applications:
 - a) Fire Marshal – 3 Applicants – On a motion by Commissioner Kerzner it was the unanimous decision of the Commission that two (2) applicants met the minimum qualifications and would continue on in the process.
6. Correspondence from Chief Assessor James Clynes requesting a second recruitment for Real Property Appraiser. On a motion by Commissioner Reynolds, seconded by Commissioner Kerzner it was the unanimous decision of the Commission to commence with the recruitment.

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On a motion by Commissioner Reynolds, seconded by Commissioner Kerzner it was the unanimous decision of the Commission to adjourn at 9:12 AM.

Respectfully submitted,

Kenneth S. Kelley
Executive Secretary