

**AGENDA**  
**CIVIL SERVICE COMMISSION**  
**Tuesday, January 5, 2021 @ 9:00 A.M.**  
**Electronic Meeting pursuant to Paragraph 1 of Executive Order 7B.**  
**This will be a 100% Electronic Meeting.**  
**Public Questions can be emailed to CSC@hamden.com**  
**Click on the link below to join the meeting.**  
<https://zoom.us/j/99649579879>

1. Review and approval of the December 1, 2020, Civil Service Commission meeting minutes.
2. Review and action on the following eligibility list(s):
  - a) Fire Training Officer – (original certification 06/18/2019)
  - b) Library Page – (original certification 06/18/2019)
  - c) Tax Cashier – (original certification 06/16/2020) – No viable names.
  - d) ELFF/Paramedic – (original certification 01/17/2020)
  - e) CFF/EMT – (original certification 01/17/2020)
  - f) Administrative Assistant to Boards and Commissions – (original certification 01/17/2020)
  - g) Real Property Appraiser – (original certification 01/17/2020) – No viable names.
3. Review and certification of the following eligibility list(s):
  - a) Assistant Animal Control Officer
  - b) Deputy Police Chief
  - c) Police Captain
  - d) Lieutenant
  - e) Sergeant
  - f) Detective
4. Correspondence from Town Engineer Mark Austin requesting a promotional recruitment from within AFSCME Local 2863 and if necessary open competitive recruitment for the position of Inspector in the Engineering Department.
5. Correspondence from Mayor Curt Leng requesting an open competitive recruitment for the positions of Building Official. Mayor Leng also requested a promotional recruitment from within AFSCME Local 2863 and if necessary open competitive recruitment for the position of Clerk Typist in the Building Department.
6. Correspondence from Fire Chief Gary Merwede requesting a promotional recruitment from within IAFF Local 2687 for the positions of Captain and Battalion Chief.
7. Old Business:
8. New Business:
9. Adjourn:

TOWN CLERK  
HAMDEN, CT  
2020 DEC 31 A 12:00  
REC'D AND FILED BY

**MINUTES**  
**CIVIL SERVICE COMMISSION**  
**Tuesday, December 1, 2020 @ 9:00 A.M.**  
**Electronic Meeting pursuant to Paragraph 1 of Executive Order 7B.**  
**This was a 100% Electronic Meeting.**  
**Public Questions were emailed to [CSC@hamden.com](mailto:CSC@hamden.com)**  
**The link below was provided to join the meeting.**  
**<https://zoom.us/j/99649579879>**

**IN ACCORDANCE WITH A DECISION OF THE HAMDEN CIVIL SERVICE  
COMMISSION, MINUTES WILL REFLECT INDIVIDUALS IN ATTENDANCE,  
MOTIONS MADE AND VOTES TAKEN.**

Chairperson Andrea Lobo called the meeting to order at 9:05 A.M. with Commissioner Wanda Lary in attendance. Also present were Executive Secretary Ken Kelley, Administrative Secretary Renee Palumbo-Morgan, Human Resources Officer Brigitte Cogswell, Police Chief John Sullivan, Deputy Police Chief Bo Kicak, Fire Chief Gary Merwede, Library Director Melissa Canham-Clyne and Library Board Chairperson Jan Glover.

1. Review and approval of the October 29, 2020, Civil Service Commission special meeting minutes. Chairperson Lobo approved the minutes. Chairperson Lobo recommended that a meeting be set up at a later date with Mr. Kelley and Ms. Cogswell to review Roberts Rules of Order.
2. Review and action on the following eligibility list(s):
  - a) Head of Borrower Services Librarian III – (original certification 11/29/2018) – No action expired on 11/29/2020.
  - b) Deputy Fire Marshal – (original certification 06/04/2019) – On a motion by Chairperson Lobo, seconded by Commissioner Lary, it was the decision of the Commission to certify the list for another six (6) month period ending 05/29/2021.
3. Review and action on the following application(s):
  - a) Assistant Animal Control Officer – (25 applicants) – On a motion by Chairperson Lobo, seconded by Commissioner Lary, it was the unanimous decision of the Commission that seventeen (17) applicants met the minimum qualifications and would move on in the process.
4. Review and certification of the following eligibility list(s):
  - a) Certified Police Officer – (Revised) – Chairperson Lobo, made a motion to amend the original motion made on 10/29/2020, that as a result of one candidate not passing the agility test, that three candidates passed the all components of the testing and are certified eligible candidates on the list for the position of Certified Police Officer. Commissioner Lary seconded the amended motion.

5. Tabled Items:
  - a) Correspondence from Library Director Melissa Canham-Clyne requesting a promotional recruitment from within UPSEU, Unit #23 and if necessary open competitive recruitment for the position of Associate Library Director. On a motion by Chairperson Lobo, seconded by Commissioner Lary, it was the unanimous decision of the Commission to take this item off the table and put it on the agenda. On a motion by Chairperson Lobo, seconded by Commissioner Lary, it was the unanimous decision of the Commission to commence with the recruitment.
6. Review and approval of the Calendar of Meetings for 2021. On a motion by Chairperson Lobo, seconded by Commissioner Lary, it was the unanimous decision of the Commission to approve the Calendar of Meetings for 2021.
7. No motions were made under Old Business.
8. New Business: Executive Secretary Kelley informed the Commission that the Building Official retired and that the Mayor made an emergency temporary appointment.
9. On a motion by Chairperson Lobo, seconded by Commissioner Lary, it was the unanimous decision of the Commission to adjourn at 9:38 A.M.

Respectfully submitted,



Kenneth S. Kelley  
Executive Secretary

TOWN CLERK  
HAMDEN, CT  
2020 DEC -11 A 2:30  
REC'D AND FILED BY

Fire Training Officer  
Eligibility List  
Tuesday, June 18, 2019

Lennon, Richard 6/25/19 *Appointed 7/29/19*

Naples, Jeffrey 6/25/19

Such, Daniel 6/25/19 *NI at that time 7/9/19*

Certified by the Civil Service Commission on: June 18, 2019

*1/7/2020*

*7/14/2020*

Library Page  
Eligibility List  
Tuesday, June 18, 2019

Rank	Last Name	First Name
1	Cairns	Halle 6/21/19 12/17/19 <i>Appointed 1/13/20</i>
2	Jonientz	Frank 6/21/19 <i>Appointed</i>
2	Lyons	Janet 6/21/19 12/17/19 <i>NI at this time</i>
3	Pollock	Alma 6/21/19 12/17/19
4	Houskova-	Marketa- 12/17/19 <i>No longer interested</i>
4	McHugh-Barata	Shawna 12/17/19 <i>NI at this time.</i>
5	Ross	Allison 1/6/20
6	Ahern-Lunn-	Ellen 1/6/20 <i>No longer interested</i>
6	Donofrio	Jessica 1/6/20 <i>NI at this time</i>
6	Ferich	Erin 1/6/20 <i>NI at this time</i>
7	Coppola	Karen 1/13/20
7	Davis	Ariana 1/13/20 <i>Appointed 1/13/2020</i>
7	Massaro	Mary Beth 1/13/20 <i>Appointed 1/13/2020</i>
7	Thomas	Patrick 1/13/20
8	Evans	Thomas
8	Forbes	Kathryn
8	Hennessey	Melanie
9	Heltzel	Robert
9	Regan	Michael
10	Anderson	Jarrod
10	Barber	Carolyn
10	Spechler	Auraham
11	McKay	Evan
11	Spencer	Kristen
12	Cuddy	Tara Lee
12	Donath	Carly
12	Durkee	Lisa
12	Geoghehan	Frances
12	Mangi	Ted
13	Davis	Kayla
13	Rosa-Vega	Karim
13	Salazar	Max
14	Mitchell	Haley
14	Stevens	Katelynne
15	Centone	Susan
15	Howell	Semora
15	Johnson	Jalyn
15	Puleo	Lisa
16	Ballou	Ty
17	Deutsch	Joan
17	Honour	Adam
17	Kinstler	Rachel

17	Migliozi	Josephine
17	Quinn	Mary Beth
18	Birckhead	Peter
19	Phelps	Carol Ann
19	Salomoni	Chantal
20	Mian	Sana

Certified by the Civil Service Commission on: June 18, 2019

1/7/2020

7/14/2020

Tax Cashier  
Eligibility List  
Tuesday, June 16, 2020

1 Roseann Chambasis 6/22/2020 Appointed 7/6/2020

Certified by the Civil Service Commission on: June 16, 2020 via email vote official Vote 7/14/2020

Hamden Fire Department - FF/Paramedic Testing  
Summary of Written Examination and Oral Interview Scores

<u>Overall Ranking</u>	<u>Last Name</u>	<u>First Name</u>
1	Phelan	Robert
2	Nolan	Matthew
3	D'Costa	Melroy
4	McGoldrick	Jeffery
5	Rudewicz	Connor
6	Dosin	Christopher
7	Stalzer	Erik
8	Hanson	Abigail
9	Crouch	Timothy
10	Dempsey	Thomas
11	Rahmlow	Christopher
12	Canny	Ian
13	Montanye	Matthew
14	Inzucchi	Charles

1/24/2020 Appointed 2/3/2020  
 1/21/2020 Appointed 2/3/2020  
 1/21/2020  
 1/21/2020 Appointed 2/3/2020  
 1/21/2020  
 1/21/2020 Appointed 2/3/2020

Certified by the Civil Service Commission on: January 17, 2020

7/14/2020



Certified Firefighter/EMT  
Eligibility List  
January 17, 2020

Rank	Candidate
1	Pretty, Harley 1/21/2020 Appointed 2/10/2020
2	Deskin Jr, Timothy 1/21/2020 Appointed 2/10/2020
3	Kosiorowski, Kyle 1/21/2020
4	Fitzmaurice, William 1/21/2020 Appointed 2/10/2020
5	Gould, Terrance 1/21/2020 Appointed 2/10/2020
6	Coniglio, Kyle 1/21/2020
7	Hopkins, John
8	Oster, Gary

Certified by the Civil Service Commission on January 17, 2020.  
7/14/2020

Administrative Assistant to  
Boards and Commissions  
Eligibility List  
January 17, 2020

Rank	Candidate Name
1	Barletta, Natalie <i>Appointed</i>
1	Biva, Tahara
1	Christopoulos, Jennifer

Certified by the Civil Service Commission on: January 17, 2020

*7/14/2020*

CSC  
01/05/20  
2.g.

Real Property Appraiser  
Eligibility List  
Friday, January 17, 2020

Rank	Candidate
1	Porcaro, Steven <i>Appointed</i>
1	Stannard, David

Certified by the Civil Service Commission on: January 17, 2020

*7/14/2020*



**TOWN OF HAMDEN  
ENGINEERING DEPARTMENT**

Hamden Government Center  
2750 Dixwell Avenue  
Hamden, CT 06518

CSC  
01/05/20  
4.

Mark Austin, PE, PWE, FNSPE  
Town Engineer

Tel: (203) 287-7040

Fax: (203) 287-7045

Memorandum

Date: December 8, 2020  
To: Civil Service Commission  
From: Mark Austin, PE, Town Engineer  
Regards: Recruitment Request – Inspector

Digitally signed by Mark Austin  
Date: 2020.12.08 12:36:40 -05'00'

With the recent resignation of the previous Inspector, the Engineering Department needs to replace the Inspector. The previously approved eligibility list has expired so a new solicitation is necessary.

The Engineering Department is requesting a recruitment for the position of Inspector. Please conduct a promotional recruitment and, if necessary, an open competitive recruitment.

To address the criteria of the Fiscal Stability draft recommendations, please find the answers to the following questions:

1. A clear delineation of the duties / responsibilities of the position within the Department.
  - Please see the previously approved job description for this position. Being recently revised with the approval of the Civil Service Commission within the past 5 years, the description is up to date and accurate of the duties.
2. How do contractual obligations affect the staffing of this position?
  - The duties are specific to this job description for our Department.
3. What does comparative data demonstrate in terms of the staffing levels of the department? Is the department appropriately staffed?
  - This has not been evaluated with the Fiscal Stability Committee to date. We welcome a review. Currently, when the position is filled, it is the opinion of the Department, we are appropriately staffed.
4. Is the department mission achievable without this position?
  - No, we do not have another staff member dedicated to permit enforcement and inspection.
5. Is this position revenue generating?
  - Yes. Due to enforcement actions over the past two years, the Department has been able to achieve better permit compliance and higher revenue collections.



**TOWN OF HAMDEN  
ENGINEERING DEPARTMENT**

Hamden Government Center  
2750 Dixwell Avenue  
Hamden, CT 06518

Mark Austin, PE, PWE, FNSPE

*Town Engineer*

Tel: (203) 287-7040

Fax: (203) 287-7045

6. Can this position be combined within the department or with another department?

- The duties of this specific inspector are directly street related and currently not proposed for consolidation.
- If positions were to be combined with another position within the department, there would be a loss of design productivity and an upgrade to either a lower or higher position due to added duties. We would not be able to provide the same level of service, especially with the grant programs coming in the near future.

7. Can the position be filled through promotion, eliminating the position vacated through promotion?

- At this time, there is one position within Engineering, the Engineering Aid, who would be qualified to be promoted. This would not eliminate the Engineering Aid position due to the intensity of office paperwork and customer interaction as part of her position.
- With the previous two recruitments over the past 4 years, an internal candidate was not identified.

Thank you for your consideration. Should you have any questions or comments, please contact me at 203-287-7040 or [maustin@hamden.com](mailto:maustin@hamden.com).

**Ken Kelley**

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**From:** Curt Leng  
**Sent:** Tuesday, December 8, 2020 9:03 AM  
**To:** Ken Kelley; Brigitte Cogswell  
**Cc:** Mark Austin; Patrick Donnelly  
**Subject:** Engineering Inspector

Please commence recruitment process for this position. We will discuss hiring dates, etc, after completed. Thank you.

Curt Balzano Leng  
Mayor, Town of Hamden  
(203) 287-7100  
FB: Leng for Hamden (Mayor Page)  
Twitter: @curtleng

Ken Kelley

CSC  
01/05/2021  
5.

**From:** Curt Leng  
**Sent:** Monday, November 30, 2020 5:55 PM  
**To:** Ken Kelley; Brigitte Cogswell  
**Cc:** Gary Merwede; John Sullivan; Bill Dematteo; David Garretson; Patrick Donnelly; Walter Morton  
**Subject:** Acting Building Official

**Importance:** High

Per our discussions, please let this correspondence serve as notice that:

- 1) I am appointing Mr. Dematteo as the Acting Building Official effective immediately (if you have not done so already, it is essential to have Mr. Dematteo's emergency contact information given to the Police and Fire Chiefs and Hamden's Dispatch in case of emergency need;

(Acting Building Official Dematteo, I want to express the Town's appreciation for your willingness to take on these responsibilities and for all of your service to our residents. I would like to set a time to talk to you tomorrow – please send me a text message to 203-400-4408, and also feel free to contact me whenever you might need.)

- 2) Asking the Personnel Department to proceed with a recruitment process for the position of Building Official and the Building Technician positions within this essential and revenue producing Department;
- 3) Requesting your guidance on any additional actions that may need to be taken regarding the above, formal and informal, and for you to coordinate the same please with Mr. Donnelly.

Thank you all for your efforts – I am very optimistic about potential that exists for our new Hamden Building Department.

Best,

Curt Balzano Leng  
Mayor

**Renee Morgan**

CSC  
01/05/202  
6.

**From:** Gary Merwede  
**Sent:** Monday, December 28, 2020 11:42 AM  
**To:** Ken Kelley  
**Cc:** Brigitte Cogswell; Renee Morgan; Charles Lubowicki; Patrice LeMoine  
**Subject:** Civil Service Agenda [Captains BCs]

Ken,

I am requesting that a call for applications for the position(s) of Fire Captain and Battalion Chief are placed on the next Civil Service agenda. This will be an internal posting for qualified fire officers from IAFF L-2687. There are no changes to job descriptions or qualifications required. At this time we have no vacancies. However, in the interest of continuous operations and administrative efficiency, active lists are in the best interest of the Town and the Department. My intention is for written testing in early March and oral panels in early April. Optimally, I would like certified lists in May.

The reading lists for both positions have been emailed to all officers. I suggest that it also be attached to the applications as they are picked up by qualified candidates.

Please call with any questions or concerns.

Thank you for your consideration.

Best Regards,

**Gary P. Merwede**  
Chief of Department / EMD  
Hamden Fire Department  
2372 Whitney Avenue  
Hamden, CT. 06518  
Phone: (203) 407-5880  
@HFDCAR1





Ken Kelley

CSC  
01/05/2021  
EVT

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**From:** Curt Leng  
**Sent:** Friday, December 11, 2020 11:31 AM  
**To:** Ken Kelley; Brigitte Cogswell  
**Cc:** David Garretson; Patrick Donnelly; Walter Morton  
**Subject:** Marian Amodeo

Please accept this email as formal notice that I am appointing Marian Amodeo to the position of Economic Development Director, on a part-time, Acting basis, and for up to 19 hours per week.

Please advise if I need to take any additional actions to effectuate this temporary appointment. Thank you, as always, for your assistance.

Curt Balzano Leng  
Mayor  
Town of Hamden  
(203) 287-7100  
@townofhamden

TOWN OF HAMDEN  
CIVIL SERVICE COMMISSION  
CALENDAR OF MEETINGS FOR 2021

Lists of dates for the CSC Meetings are on  
Tuesdays unless specified otherwise.

January 5 & 19

February 2 & 16

March 2 & 16

April 6 & 20

May 4 & 18

June 1 & 15

July 6 & 20

August 3 & 17

September 7 & 21

October 5 & 19

November 2 & 16

December 7 & 21

Regularly scheduled meetings will be held via ZOOM video conference until further  
notice @ 9:00 AM on the dates shown above.

01/05/2021 10:19:30