

AGENDA  
CIVIL SERVICE COMMISSION  
REGULAR MEETING

Tuesday, April 5, 2022 @ 9:00 A.M.

Electronic Meeting pursuant to Paragraph 1 of Executive Order 7B.

\*This will be an Electronic Meeting only\*

Public Questions can be emailed to [CSC@hamden.com](mailto:CSC@hamden.com)

ZOOM Link: <https://us06web.zoom.us/j/5731522919>

1. Review and approval of the Civil Service Commission Minutes:
  - a) Regular meeting, March 15, 2022.
  - b) Special Meeting March 17, 2022.
  - c) Special Meeting March 23, 2022.
2. Review and action on the following application(s):
  - a. Police Captain
  - b. PT Energy Efficiency Coordinator
  - c. Fire Training/EMS Officer
3. Review and certification on the following eligibility list:
  - a. Assistant Assessor—(original certification 10/29/2020)
  - b. Associate Library Director -- (original certification 04/20/21)
  - c. Purchasing Technician—(original certification 10/05/2021)
  - d. PT Energy Efficiency Coordinator—(original certification 04/05/2022)
4. Correspondence from Finance Director Curtis Eatman, requesting a promotional recruitment and if necessary, open competitive recruitment of the position of Payroll Administrator.
5. Correspondence from Detective Brian Stewart for elimination of one (1) candidate for Entry Level Police Officer.
6. Old business:
7. Public Input:
8. New Business
9. Executive Session (if necessary):
10. Adjourn:

2022 APR - 4 P 15

MINUTES  
CIVIL SERVICE COMMISSION  
REGULAR MEETING

2022 MAR 22 P 2:54

Tuesday, March 15, 2022 @ 9:00 A.M.

Electronic Meeting pursuant to Paragraph 1 of Executive Order 7B.

This was an Electronic Meeting

The link below was provided to join the meeting.

<https://us06web.zoom.us/j/5731522919>

\*To view the recording, please click the following link  
and observe the instructions when/if prompted:

<https://us06web.zoom.us/rec/share/IeHJkLsANGAVsXSS0AYvULVGUcDAn-Vz3bYkvsFXB1I79suXFgOacu6MzdwIBOt3.trVo0S43Vr5YE61O>

\*\*\*If prompted for a password, enter: N==0\$jPu

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These minutes and following the instructions above.

Public questions were be emailed to [CSC@hamden.com](mailto:CSC@hamden.com)

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

Chairperson Lobo called the meeting to order at 9:08 A.M., with the Commissioner Carol Noble and Commissioner Curt Andrews in attendance. Also present were; Director of Personnel Brigitte Cogswell, Administrative Secretary Erica Blue, Former Personnel Director Kenneth Kelley, and Police Chief John Sullivan, Town Attorney Sue Gruen, Y'Isiah Lopes.

1. Review and approval of the Civil Service Commission Minutes:
  - a) Regular meeting, March 1, 2022.—On a motion by Commissioner Andrews, seconded by Noble it was the unanimous decision of the Commission to approve the minutes.
2. Review and action on the following application(s):
  - a. Community Services Program Specialist (3)—On a motion by Chairperson Lobo, seconded by Commissioner Andrews it was the unanimous decision of the Commission that one (1) applicant met the minimum qualifications and would move forward in the process.
3. Review and certification on the following eligibility list:
  - a. IT Technician (original certification 09/16/2021)—On a motion by Commissioner Andrews, seconded by Commissioner
  - b. Noble it was the unanimous decision of the Commission to recertify the list.

- c. Community Services Program Specialist—On a motion by Chairperson Lobo, seconded by Commissioner Andrews it was the unanimous decision of the Commission to certify a list of one (1).
4. Correspondence from Town Attorney, Sue Gruen requesting a promotional recruitment and if necessary, open competitive recruitment of the position of Town Attorney Legal Secretary/Assistant Office Manager.—On a motion by Commissioner Andrews, seconded by Commissioner Noble it was the unanimous decision of the Commission to approve open and competitive recruitment for Town Attorney Legal Secretary/Assistant Office Manager.
5. Correspondence from Sergeant Ray Quinn for elimination of three (3) candidates for Certified Police Officer.—On a motion by Chairperson Lobo, seconded by Commissioner Andrews it was the unanimous decision of the Commission to eliminate the three (3) candidates.
6. Old Business: No Old Business.
7. Public Input: No Public Input.
8. New Business:
  - a. Commissioner Noble announced her resignation from the Civil Service Commission effective March 21, 2022.—Well wishes extended to Commissioner Noble on behalf of the entire Civil Service Commission.
9. Adjourn:--On a motion by Chairperson Lobo, seconded by Commissioner Andrews it was the unanimous decision of the Commission to adjourn at 9:17AM.

Respectfully submitted,



Brigitte Cogswell  
Director of Personnel

MINUTES  
CIVIL SERVICE COMMISSION  
SPECIAL MEETING

Thursday, March 18, 2022 @ 11:00 A.M.

Electronic Meeting pursuant to Paragraph 1 of Executive Order 7B.

This was an Electronic Meeting

The link below was provided to join the meeting.

<https://us01nwch.zoom.us/j/575152919>

\*To view the recording, please click the following link  
and observe the instructions when/if prompted:

<https://us01nwch.zoom.us/j/575152919?pwd=MTUzMTBDMkRmVWpDLS13OjR5XzU1LkE7QWpDQWZlS3VwZ0p1>

\*\*\*If prompted for a password, enter: 9FD2!Qx3

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These minutes and following the instructions above.

Public questions were he emailed to [CSC@hamden.com](mailto:CSC@hamden.com)

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

Chairperson Lobo called the meeting to order at 11:04 A.M., with the Commissioner Curt  
Andrews and Commissioner Carol Noble in attendance. Also present were: Executive Secretary  
Brigitte Cogswell, and Administrative Secretary Erica Blue.

1. Review and certification on the following eligibility list:
  - a. Certified Firefighter/EMT:—On a motion by Commissioner Andrews, seconded  
by Noble it was the unanimous decision of the Commission to certify the list of  
twelve (12) candidates for Certified Firefighter/EMT.
2. Old business: No Old Business.
3. Public Input: No Public Input.
4. Adjourn: —On a motion by Chairperson Lobo, seconded by Commissioner Andrews it  
was the unanimous decision of the Commission to adjourn.

Respectfully submitted,



Brigitte Cogswell  
Director of Personnel

2022 APR -1 P 3:48

AGENDA  
CIVIL SERVICE COMMISSION  
SPECIAL MEETING

Wednesday, March 23, 2022 @ 3:30 P.M.

Electronic Meeting pursuant to Paragraph 1 of Executive Order 7B.

\*This will be an Electronic Meeting only\*

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ZOOM Link: <https://us06web.zoom.us/j/5731522919>

Chairperson Lobo called the meeting to order at 9:02 A.M., with the Commissioner Curt Andrews and Commissioner Carol Noble in attendance. Also present were; Executive Secretary Brigitte Cogswell, Administrative Secretary Erica Blue, and Fire Chief Gary Merwede, Nelson Hwang and David Beaton.

2022 APR - 4 PM 15  
RECD MAR 23 2022 BY

1. Review and certification on the following eligibility list:
  - A. Fire Inspector: original certification (03/23/2022)—On a motion by Commissioner Andrews seconded by Chairperson Lobo it was the unanimous decision of the Commission to certify the list of two (2).
2. Old business: No Old Business.
3. Public Input:
  - a. Public Comment: Union President David Beaton requested to the names of the two eligible applicants for the Fire Inspector.—The two applicants names will be provided by the Fire Chief.
4. Adjourn:--On a motion to Chairperson Lobo, seconded by Commissioner Andrews it was the unanimous decision of the Commission to adjourn.

Respectfully submitted,

  
Brigitte Cogswell  
Director of Personnel

Assistant Assessor  
Eligibility List  
Thursday, October 29, 2020

Rank	Candidate Name
1	Forvil, Nancy
1	Zychowski, Rebecca

11/2/2020 *Approved*

11/2/2020

Certified by the Civil Service Commission on: October 29, 2020

4/20/2021

Associate Library Director  
Eligibility List  
Tuesday, April 20, 2021

- 1 Bussard, Alyssa 4/27/2021 *Appointed*
- 1 Flewelling, Janet 4/27/2021 - 10/20/21
- 1 Lichtenberg, Lore V. 4/27/2021 10/20/21

Certified by the Civil Service Commission on: April 20, 2021

Purchasing Technician  
Eligibility List  
Oral Examination – October 5, 2021

<u>Rank</u>	<u>Candidate Name</u>
1	Robert Brown
2	Kathleen Walsh
3	Wendy Santamauro
4	Garrett Jacobowitz

Hired 10/13/21

Certified by the Civil Service Commission on October 5, 2021.



	PT Energy Efficiency Coordinator	
	Eligibility List	
	Apr. 05, 2022	
	Last Name	First Name
	Neal-Sanjurjo	Serena
	Davidge	William

Erica Blue

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From: Curtis Eatman  
Sent: Wednesday, March 23, 2022 3:45 PM  
To: Erica Blue  
Cc: Brigitte Cogswell  
Subject: RE: In Re: Payroll Administrator

Dear Brigitte Cogswell:

I am formally requesting authorization to hire for the position of Payroll Administrator. Our current employee has provide sufficient notice that he will be resigning from the position in June 2022. This position is critical to the operation of the Town's Finance Department.

By hiring a Payroll administrator now (or immediately), the finance department will have the ability to have the current employee train our new employee, thus eliminating any potential payroll errors. This critical onboarding training will allow the finance department to function and transition, hopefully, without much issue.

If you have any further questions, please let me know,

Sincerely,

Curtis M. Eatman  
Finance Director  
Town of Hamden  
203-287-7007