

**AGENDA
CIVIL SERVICE COMMISSION
REGULAR MEETING**

Tuesday, May 3, 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

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

1. Review and approval of the Civil Service Commission Minutes:
 - a. Regular Meeting, April 19, 2022
2. Review and action on the following application(s):
 - a. Central Communications Technician
 - b. Entry Level Firefighter/EMT
 - c. Assistant Town Clerk
 - d. Legal Secretary/Office Manager
3. Review and certification of the following eligibility list(s):
 - a. Assistant Building Official (original certification 10/06/2020)\
4. Review of the following job description(s):
 - a. Real Property Appraiser
5. Correspondence from Building Official Carlo Sarmiento requesting promotional and if necessary open competitive recruitment for the position of Assistant Building Official.
6. New Business
7. Public Input
8. Old Business
9. Adjourn:

2022 APR 27 P 4: 08
RECORDED & INDEXED

MINUTES
CIVIL SERVICE COMMISSION
REGULAR MEETING

Tuesday, April 19, 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/WBS7QmOpe-u8fIZcNI2GaxAlpZORiiuil19z_Nsgmvi0RGCDm6GWW4aD48up4s5a.VVasXxtH2VHYvUB

***If prompted for a password, enter: !S0#5eZk

***If you are reviewing a print copy of these minutes and wish to view the meeting recording, please visit the Agenda Center at www.hamden.com/AgendaCenter

Then, review the recording by downloading the digital version of
These minutes and following the instructions above.

Public questions were be emailed to 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 9:05 A.M., with the Commissioner Curt Andrews in attendance. Also present were; Director of Personnel Brigitte Cogswell, Administrative Secretary Erica Blue, Fire Chief Gary Merwede, Police Chief John Sullivan, Finance Director Curtis Eatman, Library Director Melissa Canham-Clyne, David Beaton and Sue Gruen.

1. Review and approval of the Civil Service Commission Minutes:
 - a) Regular Meeting, March 15, 2022.—On a motion by Commissioner Andrews, seconded by Chairperson Lobo it was the unanimous decision of the Commission to approve the minutes.
 - b) Special Meeting March 17, 2022.—On a motion by Commissioner Andrews, seconded by Chairperson Lobo it was the unanimous decision of the Commission to approve the minutes.
 - c) Special Meeting March 23, 2022.—On a motion a by Commissioner Andrews, seconded by Chairperson Lobo it was the unanimous decision of the Commission to approve the minutes.

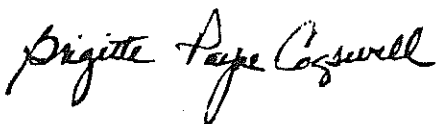
REC'D AMEN
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TOWNSHIP
CLERK

2. Review and action on the following application(s):
 - a. Police Captain—On a motion by Commissioner Andrews, seconded by Chairperson Lobo it was the unanimous decision of the Commission to approve the applications.
 - b. Fire Training/EMS Officer –On a motion by Commissioner Andrews, seconded by Chairperson Lobo it was the unanimous decision of the Commission that three (3) applicants met the minimum qualifications.
 - c. Land Records Technician—On a motion by Commissioner Andrews, seconded by Chairperson Lobo it was the unanimous decision of the Commission that (1) applicant met minimum qualifications.
3. Review and certification on the following eligibility list:
 - a. Assistant Assessor—(original certification 10/29/2020)—No action.
 - b. Associate Library Director – (original certification 04/20/21)—No action.
 - c. Purchasing Technician—(original certification 10/05/2021)—On a motion by Commissioner Andrews, seconded by Chairperson Lobo it was the unanimous decision of the Commission to certify the list for (6) six months.
 - d. Land Records Technician—(original certification 04/19/2022)—On a motion by Commissioner Andrews, seconded by Chairperson Lobo it was the unanimous decision of the Commission to certify the list of one for (6) six months.
 - e. Certified Police Officer—(original certification 04/19/2022).—On a motion by Commissioner Andrews, seconded by Chairperson Lobo it was the unanimous decision of the Commission to certify the list.
4. Review on the following applicant list:
 - a. Re-ranked Entry Level Police Officer—(As of 04/14/2022).—On a motion by Commissioner Andrews, seconded by Chairperson Lobo, it was the unanimous decision of the Commission to approve the list.
5. Correspondence from Finance Director Curtis Eatman, requesting a promotional recruitment and if necessary, open competitive recruitment for the position for Payroll Administrator.—On a motion by Chairperson Lobo, seconded by Commissioner Andrews it was the unanimous decision of the Commission to approve recruitment for Payroll Administrator.

6. Correspondence from Acting Director of Planning and Economic Development Erik Johnson requesting a promotional recruitment and if necessary, open competitive recruitment for the position of Assistant Town Planner.—On a motion by Chairperson Lobo, seconded by Commissioner Andrews it was the unanimous decision of the Commission to approve recruitment for Assistant Town Planner.
7. Correspondence from Police Chief John Sullivan, requesting a promotional recruitment and if necessary, open competitive recruitment for the position of Animal Control Officer.—On a motion by Chairperson Lobo, seconded by Commissioner Andrews it was the unanimous decision of the Commission to approve recruitment for Assistant Animal Control Officer.
8. Correspondence from Detective Brian Stewart for elimination of four (4) candidates for Entry Level Police Officer.—Item was approved by Commission under item 4a of this agenda.
9. Old business: No Old Business.
10. Public Input: No Public Input.
11. New Business: —On a motion by Commissioner Andrews, seconded by Chairperson Lobo it was the unanimous decision of the Commission to approve a promotional recruitment and if necessary, open competitive recruitment for the position of Assistant to the Assessor.
12. Executive Session (if necessary): —On a motion by Chairperson Lobo, seconded by Commissioner Andrews it was the unanimous decision of the Commission to go into executive session at 9:24AM.
13. Adjourn: —On a motion by Chairperson Lobo, seconded by Commissioner Andrews it was the unanimous decision of the Commission to adjourn at 9:46AM.

Respectfully submitted,



Brigitte Cogswell
Director of Personnel

ABO Structural Eligibility List
Eligibility List
Tuesday, October 6, 2020

Rank	Candidate Name
1	Dillon, Robert <i>10/8/2020</i>
2	Diamond, Edward <i>10/8/2020</i> <i>Appointed 11/30/2020</i>
3	Lubus, Mark <i>10/8/2020</i>
4	Farquharson, Scott

ABO Electrical Eligibility List
Eligibility List
Tuesday, October 6, 2020

Rank	Candidate Name
1	Haynes, Seon <i>10/8/2020</i> <i>Appointed 12/6/2020</i>
2	Brown, William <i>10/8/2020</i>
3	Young, Wanakee <i>10/8/2020</i>

Certified by the Civil Service Commission on 10/06/2020

4/20/2021
10/5/2021



**TOWN OF HAMDEN
BUILDING DEPARTMENT**

Carlo Sarmiento
Building Official

Hamden Government Center
2750 Dixwell Ave
Hamden, CT 06518
Tel: (203) 287-7160
Fax: (203) 287-7155

April 22, 2022

To: Brigitte Payne Cogswell, Personnel Director

From: Carlo Sarmiento, Building Official

Re: Hiring Process – Assistant Building Official

To whom it may concern,

I have been informed Bill DeMatteo, Assistant Building Official will be retiring in early May. Please advise as to when and how I can begin the process of hiring an Assistant Building Official as I would like to start the process as soon as possible.

If you have any questions, I can be reached at 203-287-7160.

Thank you in advance for your assistance in this matter.

CC: Ken Kelley, Erica Blue