

**AGENDA  
CIVIL SERVICE COMMISSION  
SPECIAL MEETING  
Tuesday, June 8, 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](mailto:CSC@hamden.com)**

**ZOOM Link: <https://zoom.us/j/94978708352>**

1. Review and approval of the May 18, 2021, Civil Service Commission regular meeting minutes.
2. Review and action on the following eligibility list(s):
  - a) Deputy Fire Marshal – (original certification on 06/04/2019) – List expired, no action.
3. Review and certification of the following eligibility list(s):
  - a) Engineering Inspector
  - b) Paralegal
4. Review and Action on the following application(s):
  - a) Assistant Superintendent of Apparatus and Emergency Systems – (2 applicants)
5. Correspondence from Town Clerk Vera Morrison requesting a temporary appointment of Cynthia Esposito to the position of Assistant Town Clerk on a part time basis for up to 19.5 hours for up to 5 months or until the position of filled permanently.
6. Correspondence from Town Clerk Vera Morrison requesting a promotional recruitment from within UPSEU Unit #23 and if necessary open competitive recruitment for the position of Assistant Town Clerk.
7. Correspondence from Elderly Services Coordinator Suzanne Burbage requesting a promotional recruitment from within AFSCME Local #2863 and if necessary open competitive recruitment for the position of Outreach Counselor/Elderly Services.
8. Request from the Civil Service Commission Chairperson Andrea Lobo for an Executive Session.
9. Old Business:
10. Adjourn:

2021 JUN 08 PM 09:00

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**MINUTES**  
**CIVIL SERVICE COMMISSION**  
**Tuesday, May 18, 2021 @ 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**  
**The link below was provided to join the meeting.**  
**<https://zoom.us/j/94978708352>**

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

**[https://zoom.us/rec/share/8O9XQ-0-yRgoioMqP1rIU9tYvSk0jkHYDes\\_GPHpq-3WF49W43d7O3bKoiPnC95A.UB15VLVOhxJN8Ob2](https://zoom.us/rec/share/8O9XQ-0-yRgoioMqP1rIU9tYvSk0jkHYDes_GPHpq-3WF49W43d7O3bKoiPnC95A.UB15VLVOhxJN8Ob2)**

**\*\*If prompted for a password, enter: FjJzP@1X**

**\*\*\*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](http://www.hamden.com/AgendaCenter).**

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

**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 9:06 A.M. with Commissioner Curt Andrews. Also present were Executive Secretary Ken Kelley, Administrative Secretary Renee Palumbo-Morgan, Human Resources Officer Brigitte Cogswell, Fire Chief Gary Merwede and Director of Community Development Julie Smith.

1. Review and approval of the May 11, 2021, Civil Service Commission meeting minutes. On a motion by Commissioner Andrews, seconded by Chairperson Lobo, it was the decision of the Commission to approve the minutes.
2. Review and certification of the following eligibility list(s):
  - a) Community Development Program Specialist. On a motion by Chairperson Lobo, seconded by Commissioner Andrews, it was the decision of the Commission to certify the list for a six month period ending 11/18/2021.
3. Postponed Review and action on the following application(s):
  - a) Assistant Superintendent of Apparatus and Emergency Systems – (2 applicants) – On a motion by Chairperson Lobo, seconded by Commissioner Andrews, it was the decision of the Commission that two applicants met the minimum qualifications and would move on in the process.

4. Correspondence from Fire Chief Gary Merwede requesting an open competitive recruitment for the position of Assistant Superintendent of Apparatus and Emergency Systems. On a motion by Commissioner Andrews, seconded by Chairperson Lobo, it was the decision of the Commission to commence with a recruitment open to all current Town of Hamden Employees until June 1, 2021 and if needed open the recruitment up to the general public.
5. No motions were made under Old Business.
6. No motions were made under New Business.
7. On a motion by Commissioner Andrews, seconded by, Chairperson Lobo, it was the unanimous decision of the Commission to adjourn at 9:17 A.M.

Respectfully submitted,



Kenneth S. Kelley  
Executive Secretary

TOWN CLERK  
HAMDEN, CT

2021 MAY 21 P 12:27

REC'D AND FILED BY

Deputy Fire Marshal  
Eligibility List  
Tuesday, June 04, 2019

Anderson, Joseph

Hwang, Nelson *Appointed 7/29/19*

Lopes, Julio

Certified by the Civil Service Commission on: 06/04/19

*12/3/19*

*6/2/2020*

*12/1/2020*

## Renee Morgan

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**From:** Brigitte Cogswell  
**Sent:** Wednesday, June 2, 2021 10:39 AM  
**To:** Renee Morgan  
**Subject:** Fwd: Immediate Recruitment for Assistant Town Clerk  
**Attachments:** Assistant Town Clerk REVISED 6-13-2013.doc; img-601161345-0001.pdf

----- Forwarded message -----

**From:** Vera Morrison <vmorrison@Hamden.com>  
**Date:** Jun 1, 2021 4:11 PM  
**Subject:** Immediate Recruitment for Assistant Town Clerk  
**To:** Ken Kelley <KKelley@Hamden.com>, Brigitte Cogswell <BCogswell@Hamden.com>, Curt Leng <CLeng@Hamden.com>  
**Cc:**

I would request that an immediate recruitment begin for the position of Assistant Town Clerk vacated by Cindy Esposito on 5/31/2021. I received permission from the Mayor to start the process now as Cindy will be leaving in a few months. This is our busiest season, and we need the expertise, help and training that only an employee of 32 years can give.

I have attached a copy of the most current job description, specifically outlining the statutory and signatory authority given to an Assistant Town Clerk, and made other necessary changes proposed in 2013. I have also attached a letter of request for the temporary appointment of Cindy Esposito as Asst Town Clerk until the position is filled.

Please immediately place on the Civil Service agenda as soon as possible so we get this process going. Time is critical at this time of vacations, dogs and especially election preparation as Cindy was one of the elections experts. We have lost a very valuable employee.

Vera Morrison, Town Clerk  
Hamden Government Center  
2750 Dixwell Avenue  
Hamden, CT 06518  
(203) 287-7162 (Office phone)  
(203) 287-7095 (fax)



TOWN OF HAMDEN  
OFFICE OF THE TOWN CLERK

VERA A. MORRISON  
TOWN CLERK

[townclerk@hamden.com](mailto:townclerk@hamden.com)

Hamden Government Center  
2750 Dixwell Ave  
Hamden, CT 06518  
Tel: (203) 287-7162;  
Cell: (203) 985-5302

June 1, 2021

To: Civil Service Commissioners  
Ken Kelley

From: Vera Morrison, Town Clerk

Re: TEMPORARY APPOINTMENT- Town Clerk's Office: Cynthia Esposito

Pursuant to the Civil Service Rules, I respectfully request the temporary appointment of Cynthia Esposito to provide immediate help in the Town Clerk's office for not more than 19.5 hours per week. We are currently in the process of filling a full time vacancy in the office due to Ms. Esposito's Retirement, and need assistance to facilitate the continuation of necessary operations and prevent the disruption of services important to the best interests of the Town. The appointment is requested for a period not to exceed 5 months or until the vacancy is filled whichever is sooner.

Having a full time vacancy in the office during this very busy season of Primary and Elections creates a hardship on the office staff and the public. Because of family leave and bereavement issues, we also need the additional help with the daily statutory filing, recording and indexing of land records. Your approval of this request would also help us meet our statutory deadlines for vital records required by law, and meet the confidentiality issues required by Homeland Security. Other historic preservation projects would be able to be completed, retention schedules determined and other duties as assigned by the Town Clerk as needed.

She would also train her replacement before she leaves the State of Connecticut for warmer climes. Time is of the essence as we need her 32 years of expertise in the Town Clerk's office at this time.

Vera Morrison, Town Clerk

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**Ken Kelley**

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**From:** Suzanne Burbage  
**Sent:** Monday, May 17, 2021 3:03 PM  
**To:** Ken Kelley  
**Subject:** RE: Request to post the position for Elderly Outreach

Ken,  
Please post the position for the Elderly Outreach position with the AFSCME bargaining unit. The position will become open on July 7, 2021.

Thank you for your assistance in this request.

Suzanne

Suzanne Burbage  
Elderly Services Coordinator and Municipal Agent  
Town of Hamden Elderly Services  
2901 Dixwell Avenue  
Hamden, CT. 06518  
(PH) 203-287-2548  
(FX) 203-287-2693  
[www.hamden.com](http://www.hamden.com)