

**AGENDA
CIVIL SERVICE COMMISSION
SPECIAL MEETING**

Monday, November 29, 2021 @ 9:00 A.M.

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

**This will be an Electronic Meeting and
In Person Meeting at the Hamden Government Center
Main Conference Room Third Floor**

Public Questions can be emailed to CSC@hamden.com

ZOOM Link: <https://us06web.zoom.us/j/89220438002>

1. Review and approval of the Civil Service Commission Minutes:
 - a) Regular meeting, November 2, 2021
2. Review and action of the following eligibility list(s):
 - a) Community Development Program Specialist (original certification 05/18/21):
3. Review and certification of the following eligibility list:
 - a) Librarian I Part-Time
 - b) BOE Clerk 7
 - c) BOE Clerk 9
4. Civil Service Commission to appoint new Executive Secretary to the Commission to be effective December 1, 2021.
5. Public Input:
6. Adjourn:

TOWN CLERK
HAMDEN, CT

2021 NOV 26 A 8:47

REC'D AND FILED BY

TOWN CLERK
HAMDEN, CT

2021 NOV -5 P 4: 15

REC'D AND FILED BY

MINUTES
CIVIL SERVICE COMMISSION
REGULAR MEETING

Tuesday November 2, 2021 @ 9:00 A.M.

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

This was an Electronic Meeting and
In person meeting at the Hamden Government Center
Main Conference Room Third Floor

The link below was provided to join the meeting.

<https://us06web.zoom.us/j/89220438002>

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

https://us06web.zoom.us/rec/share/dFKfm6G6mXpMpvrUR_34QvornGXrLhH6DnO1NUf_fOOC4AtPuap8Hbr8xgcaFbCSm.2vRBjRKK1OdImFfR

***If prompted for a password, enter: @urN7qz5

***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 Andrea Lobo called the meeting to order at 9:03 A.M., with the Commissioner Curt Andrews in attendance. Also present were, Executive Secretary Kenneth Kelley, Human Resource Officer Brigitte Cogswell, Administrative Secretary Erica Blue, Deputy Police Chief Gabe Lupo, Fire Chief Gary Merwede and Town Clerk Vera Morrison.

1. Review and approval of the Civil Service Commission Minutes:
 - a) Regular meeting, October 19, 2021. On a motion by Commissioner Andrews, seconded by Chairperson Lobo it was the unanimous decision of the Commission to approve the minutes.
2. Review and action of the following eligibility list(s):
 - a) Account Clerk (original certification 05/05/20): No action taken.
3. Review and Action on the following application(s):
 - a) Assistant Town Clerk – (15 applicants): On a motion by Commissioner Andrews, seconded by Chairperson Lobo it was the unanimous decision of the Commission that one (1) applicant met the minimum qualifications and would move on in the process.

- b) Librarian I Part-Time—(5 applicants): 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 and would move on in the process.
 - c) BOE Clerk 7 – (4 applicants): On a motion by Commissioner Andrews, seconded by Chairperson Lobo it was the unanimous decision of the Commission that all applicants met the minimum qualifications and would move on in the process.
 - d) BOE Clerk 9 – (7 applicants): On a motion by Commissioner Andrews, seconded by Chairperson Lobo it was the unanimous decision of the Commission that all applicants met the minimum qualifications and would move on in the process.
4. Review and certification of the following eligibility list:
- a) Certified Police Officer—(7 applicants): On a motion by Commissioner Andrews, seconded by Chairperson Lobo it was the unanimous decision of the Commission to certify the list for a six (6) month period ending in 04/02/2022.
 - b) Account Clerk— (3 applicants): On a motion by Commissioner Andrews, seconded by Chairperson Lobo it was the unanimous decision of the Commission to certify the list for a six (6) month period ending in 04/02/2022.
5. Review and approval of the following job descriptions:
- a) Vital Records Technician—On a motion by Commissioner Andrews, seconded by Chairperson Lobo it was the unanimous decision of the Commission that the revised Vital Records Technician job description be approved.
 - b) Land Records Technician—On a motion by Commissioner Andrews, seconded by Chairperson Lobo it was the unanimous decision of the Commission that the revised Land Records Technician job description be approved.
6. Correspondence:
- a. Correspondence from Police Chief Sullivan requesting an open competitive recruitment for the position of Certified Police Officer.—On a motion by Chairperson Lobo, seconded by Commissioner Andrews it was the unanimous decision of the Commission to approve an open competitive recruitment for the position of Certified Police Officer.
7. Old Business:

- a. On a motion by Chairperson Lobo, seconded by Commissioner Andrews it was the unanimous decision of the Commission to approve scheduling of the Clerk 7 and Clerk 9 Board of Education exams.
8. Public Input: There were no items of Public Correspondence to discuss.
 9. New Business:
 - a. Request was made by Personnel Director Kelley to certify the list for Assistant Town Clerk. On a motion by Chairperson Lobo, seconded by Commissioner Andrews it was the unanimous decision of the Commission to certify the list for one (1).
 - b. Request was made by Chief Merwede to open internal recruitment for the Hamden Fire Department. On a motion by Chairperson Lobo, seconded by Commissioner Andrews it was the unanimous decision of the Commission to approve internal recruitment.
 10. Adjourn: On a motion by Chairperson Lobo, seconded by Commissioner Andrews, it was the unanimous decision of the Commission to adjourn at 9:18 A.M

Respectfully submitted,


Kenneth S. Kelley
Executive Secretary

**Certified Police Officer
Eligibility List
Tuesday, November 2, 2021**

Rank	Candidate Name
1	Miniaci, Ryan
2	DeStefanis, Vincent
3	Miller, Makiem
4	Mclaughlin, Natalie
5	Cugini, Kevin
6	Mortali, Joseph
7	Estronza, Karen

Certified by the Civil Service Commission on: November 2, 2021.

**Town of Hamden
Account Clerk Eligibility List
November 2, 2021**

- 1.) Chona Edgeworth
- 2.) Donna Caraglio
- 3.) Rebecca Wetmore

Certified by the Civil Service Commission on November 2, 2021.

**Town of Hamden
Assistant Town Clerk Eligibility List
November 2, 2021**

1.) Kristen Panzo

Certified by the Civil Service Commission on November 2, 2021.

**Librarian I
Eligibility List
Tuesday, November 16, 2021**

1. Morgan Gagne
2. Lorraine Murphy
3. David Scanlon

Community Development Program Specialist
Eligibility List
Tuesday, May 18, 2021

AnnMarie Karavas 5/20/2021 *Withdraw*

Colette Kroop 5/20/2021 *Appointed*

Tara Pisaturo-Pelatowski 5/20/2021

Certified by the Civil Service Commission on: May 18, 2021