

MINUTES  
CIVIL SERVICE COMMISSION  
REGULAR MEETING

Tuesday, January 3, 2023 @ 9:00 A.M.

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

\*This will be a HYBRID Electronic and In Person Meeting\*

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

ZOOM Link: <https://hamden.zoom.us/j/81310061586>

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

[https://hamden.zoom.us/rec/share/NREV-vO4czkzj1oaG61\\_tAMR0kUUYr0o9bFfEFNZo-WYaupcJkj7GQwc9qHS0xtw.fTlz\\_oDnx4gtP2Tx?startTime=1671544961000](https://hamden.zoom.us/rec/share/NREV-vO4czkzj1oaG61_tAMR0kUUYr0o9bFfEFNZo-WYaupcJkj7GQwc9qHS0xtw.fTlz_oDnx4gtP2Tx?startTime=1671544961000)

\*\*\*If prompted for a password, enter: XG\$g9agR

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Review the recording by downloading the digital version of these minutes and following the instructions above.

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

Commissioner Curt Andrews called the meeting to order at 9:03 a.m., with Commissioner Helen Ward in attendance. Also present were the Director of Personnel, Brigitte Cogswell, Human Resources Officer, Nadia Balassone, and Acting Police Chief, Timothy Wydra.

**1. Review and approval of the following minutes:**

- a. Regular Meeting December 20, 2022—On a motion by Commissioner Ward, seconded by Commissioner Andrews, it was the unanimous decision of the Commission to approve the minutes.

**2. Review and action on the following job description(s):**

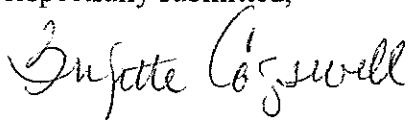
- a. Purchasing Buyer—Tabled until next meeting.
- b. Certified Police Officer—On a motion by Commissioner Ward, seconded by Commissioner Andrews, it was the unanimous decision of the Commission to approve the updated job description for Certified Police Officer.

**3. Review and approval of the following eligibility list(s):**

- a. Payroll Clerk—On a motion by Commissioner Ward, seconded by Commissioner Andrews, it was the unanimous decision of the Commission to approve the eligibility list for Payroll Clerk.

4. **Correspondence from Acting Police Chief, Timothy Wydra, requesting an open and competitive recruitment for the position of Entry-Level Police Officer.**—On a motion by Commissioner Ward, seconded by Commissioner Andrews, it was the unanimous decision of the Commission to open the recruitment process for the position of Entry-Level Police Officer.
5. **Correspondence from Purchasing Agent Philip Goodwin requesting promotional and, if necessary, open recruitment for the Local 2863, AFSCME position of Purchasing Buyer**— Tabled until next meeting.
6. **New Business:** No New Business.
7. **Public Input:** No Public Input.
8. **Old Business:**
  - a. Clarification of expired CPAT certifications for Entry-Level Firefighter candidates on the eligibility list by Director Cogswell. Commissioner Andrews agreed that the process allows candidates to remain on the eligibility list while they re-test for CPAT certification.
9. **Executive Session:** No Executive Session.
10. **Adjourn**—Adjourned at 9:12 a.m.

Respectfully submitted,



Brigitte Cogswell  
Director of Personnel