

**MINUTES
CIVIL SERVICE COMMISSION
Tuesday, March 16, 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/99649579879>**

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

<https://zoom.us/rec/share/gYwdZjin9RVhg7keK6LRyQqgcRuuau0oeFSE5lCEbw9JCuV40LRO33stt2s6NmP-.5X5dz4UQnLDhXgfx>

****If prompted for a password, enter: \$0!9Pu!y**

*****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.

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 9:02 A.M. with Commissioners Curt Andrews and Wanda Lary in attendance. Also present were Executive Secretary Ken Kelley, Administrative Secretary Renee Palumbo-Morgan, Human Resources Officer Brigitte Cogswell, Fire Chief Gary Merwede, Library Director Melissa Canham-Clyne, and Acting Chief of Staff Adam Sendroff.

1. Review and approval of the March 2, 2021, Civil Service Commission meeting minutes. On a motion by Commissioner Andrews, seconded by Chairperson Lary, it was the unanimous decision of the Commission to approve the minutes.
2. Review and action on the following eligibility list(s):
 - a) ELFF/Paramedic – (original certification 01/17/2020)
 - b) CFF/EMT – (original certification 01/17/2021) – On a motion by Commissioner Andrews, seconded by Chairperson Lobo, it was the unanimous decision of the Commission to certify both lists for another six (6) month period ending 09/17/2021.
3. Review action on the following application(s):
 - a) Associate Library Director – (5 applicants) – On a motion by Chairperson Lobo, seconded by Commissioner Andrews, it was the decision of the Commission that three (3) applicants met the minimum qualifications and will move on in the process. Commissioner Lary abstained from the vote.

4. Review and approval of revised job description for the position of Community Development Program Specialist. On a motion by Chairperson Lobo, seconded by Commissioner Lary, it was the unanimous decision of the Commission to approve the job description.
5. Under **Old Business** Chairperson Lobo requested that review of the Civil Service Rules commence. Ms. Cogswell informed the Commission that Town Attorney Sue Gruen was currently out of Town and unavailable. Upon her return a mutually convenient date will be selected and a meeting scheduled to discuss changes/updating of the Civil Service Rules and Regulations.
6. Under **New Business** Chairperson Lobo informed the Commission that Mayor Leng and Finance Director Jackson requested that she bring before the Commission their request for the Commission to consider a three (3) month extension of the temporary appointment of David Stannard to the position of Acting Chief Assessor. The temporary appointment will start on March 30, 2021 and end on June 30, 2021. On a motion by Chairperson Lobo, seconded by Commissioner Andrews, it was the unanimous decision of the Commission to approve the three (3) month extension of the temporary appointment of David Stannard to the position of Acting Chief Assessor.
7. On a motion by Chairperson Lobo, seconded by, Commissioner Andrews, it was the unanimous decision of the Commission to adjourn at 9:36 A.M.

Respectfully submitted,



Kenneth S. Kelley
Executive Secretary

TOWN CLERK
HAMDEN, CT
2021 MAR 18 P 3:54
REC'D AND FILED BY