

**MINUTES  
CIVIL SERVICE COMMISSION  
REGULAR MEETING**

**Tuesday, April 18, 2023 @ 1:00 P.M.**

**This will be a 100% Electronic Meeting.**

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

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

**[https://hamden.zoom.us/rec/share/2NzWo96XDHg6T0ej9z\\_jB-](https://hamden.zoom.us/rec/share/2NzWo96XDHg6T0ej9z_jB-AcDI19YOFRLdwkxw0OKkIZxbbd0jAOy1LkYWD-Paie.bPxmYwN2zIvYxnzK?startTime=1681823038000)**

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**[Paie.bPxmYwN2zIvYxnzK?startTime=1681823038000](https://hamden.zoom.us/rec/share/2NzWo96XDHg6T0ej9z_jB-AcDI19YOFRLdwkxw0OKkIZxbbd0jAOy1LkYWD-Paie.bPxmYwN2zIvYxnzK?startTime=1681823038000)**

**\*\*\*\*\*If prompted for a passcode enter: w\$26ZM=\$**

**\*\*\*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.**

**Public questions were be emailed to [CSC@hamden.com](mailto: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 9:04 a.m., with Commissioner Curt Andrews in attendance. Also present were, Director of Human Resources Brigitte Cogswell, Human Resources Officer Nadia Balassone, Administrative Assistant Erica Blue, Acting Police Chief Timothy Wydra, Library Director Melissa Canham-Clyne, Finance Director Curtis Eatman, Director of Arts, and Culture & Wellness Karen Bivens.

- 1. Call the meeting to order**—Chairperson Lobo called the meeting to order at 9:04 a.m.
- 2. Public Input:** No Public Input.
- 3. Review and approval of the following minute(s):**
  - a. Regular Meeting April 4, 2023—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 April 11, 2023—On a motion by Commissioner Andrews, seconded by Chairperson Lobo, it was the unanimous decision of the Commission to approve the minutes.

**4. Review and approval of the following application(s):**

- a. Youth Services Outreach Counselor—On a motion by Chairperson Lobo, seconded by Commissioner Andrews, it was the unanimous decision of the Commission to approve four (4) applicants to move forward in the process.
- b. Community Development Program Specialist—On a motion by Chairperson Lobo, seconded by Commissioner Andrews, it was the unanimous decision of the Commission to approve two (2) applicants to move forward in the process.
- c. Back Tax Collector—On a motion by Chairperson Lobo, seconded by Commissioner Andrews, it was the unanimous decision of the Commission to approve the two (2) applicants to move forward in the process.

**5. Review and approval of the following job description(s):**

- a. Library Clerk/Patron—On a motion by Chairperson Lobo, seconded by Commissioner Andrews, it was the unanimous decision of the Commission to approve the job description.

**6. Review and certification of the new eligibility list(s):**

- a. Account Clerk—On a motion by Commissioner Andrews, seconded by Chairperson Lobo, it was the unanimous decision of the Commission to certify the eligibility list.
- b. Back Tax Collector—On a motion by Commissioner Andrews, seconded by Chairperson Lobo, it was the unanimous decision of the Commission to certify the eligibility list.

**7. Correspondence from Public Works Director Joseph Colello requesting promotional recruitment for the position of Superintendent of Solid Waste, Transfer Station and Storm Water—** On a motion by Commissioner Andrews, seconded by Chairperson Lobo, it was the unanimous decision of the Commission to approve the recruitment.

**8. Executive Session:** No Executive Session

**9. Old Business:** No Old Business.

**10. New Business** No New Business.

**11. Adjourn**—On a motion by Chairperson Lobo, seconded by Commissioner Andrews, it was the unanimous decision of the Commission to adjourn.

**Respectfully submitted,**

A handwritten signature in black ink, appearing to read 'Nadia Balassone', written in a cursive style.

**Nadia Balassone**  
**Human Resources Officer**