

**MINUTES  
CIVIL SERVICE COMMISSION  
REGULAR MEETING**

**Tuesday, April 19, 2022 @ 9:00 A.M.**

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

**This was an Electronic Meeting**

**The link below was provided to join the meeting.**

<https://us06web.zoom.us/j/5731522919>

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

<https://us06web.zoom.us/rec/share/WBS7QmOpe->

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**\*\*\*If prompted for a password, enter: !S0#5eZk**

**\*\*\*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 9:05 A.M., with the Commissioner Curt Andrews in attendance. Also present were; Director of Personnel Brigitte Cogswell, Administrative Secretary Erica Blue, Fire Chief Gary Merwede, Police Chief John Sullivan, Finance Director Curtis Eatman, Library Director Melissa Canham-Clyne, David Beaton and Sue Gruen.

1. Review and approval of the Civil Service Commission Minutes:
  - a) Regular Meeting, March 15, 2022.—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 March 17, 2022.—On a motion by Commissioner Andrews, seconded by Chairperson Lobo it was the unanimous decision of the Commission to approve the minutes.
  - c) Special Meeting March 23, 2022.—On a motion a by Commissioner Andrews, seconded by Chairperson Lobo it was the unanimous decision of the Commission to approve the minutes.

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2. Review and action on the following application(s):
  - a. Police Captain—On a motion by Commissioner Andrews, seconded by Chairperson Lobo it was the unanimous decision of the Commission to approve the applications.
  - b. Fire Training/EMS Officer –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.
  - c. Land Records Technician—On a motion by Commissioner Andrews, seconded by Chairperson Lobo it was the unanimous decision of the Commission that (1) applicant met minimum qualifications.
3. Review and certification on the following eligibility list:
  - a. Assistant Assessor—(original certification 10/29/2020)—No action.
  - b. Associate Library Director – (original certification 04/20/21)—No action.
  - c. Purchasing Technician—(original certification 10/05/2021)—On a motion by Commissioner Andrews, seconded by Chairperson Lobo it was the unanimous decision of the Commission to certify the list for (6) six months.
  - d. Land Records Technician—(original certification 04/19/2022)—On a motion by Commissioner Andrews, seconded by Chairperson Lobo it was the unanimous decision of the Commission to certify the list of one for (6) six months.
  - e. Certified Police Officer—(original certification 04/19/2022).—On a motion by Commissioner Andrews, seconded by Chairperson Lobo it was the unanimous decision of the Commission to certify the list.
4. Review on the following applicant list:
  - a. Re-ranked Entry Level Police Officer—(As of 04/14/2022).—On a motion by Commissioner Andrews, seconded by Chairperson Lobo, it was the unanimous decision of the Commission to approve the list.
5. Correspondence from Finance Director Curtis Eatman, requesting a promotional recruitment and if necessary, open competitive recruitment for the position for Payroll Administrator.—On a motion by Chairperson Lobo, seconded by Commissioner Andrews it was the unanimous decision of the Commission to approve recruitment for Payroll Administrator.

6. Correspondence from Acting Director of Planning and Economic Development Erik Johnson requesting a promotional recruitment and if necessary, open competitive recruitment for the position of Assistant Town Planner.—On a motion by Chairperson Lobo, seconded by Commissioner Andrews it was the unanimous decision of the Commission to approve recruitment for Assistant Town Planner.
7. Correspondence from Police Chief John Sullivan, requesting a promotional recruitment and if necessary, open competitive recruitment for the position of Animal Control Officer.—On a motion by Chairperson Lobo, seconded by Commissioner Andrews it was the unanimous decision of the Commission to approve recruitment for Assistant Animal Control Officer.
8. Correspondence from Detective Brian Stewart for elimination of four (4) candidates for Entry Level Police Officer.—Item was approved by Commission under item 4a of this agenda.
9. Old business: No Old Business.
10. Public Input: No Public Input.
11. New Business: —On a motion by Commissioner Andrews, seconded by Chairperson Lobo it was the unanimous decision of the Commission to approve a promotional recruitment and if necessary, open competitive recruitment for the position of Assistant to the Assessor.
12. Executive Session (if necessary): —On a motion by Chairperson Lobo, seconded by Commissioner Andrews it was the unanimous decision of the Commission to go into executive session at 9:24AM.
13. Adjourn: —On a motion by Chairperson Lobo, seconded by Commissioner Andrews it was the unanimous decision of the Commission to adjourn at 9:46AM.

Respectfully submitted,



Brigitte Cogswell  
Director of Personnel