

*Karimah Mickens*  
Hamden Town Clerk

**MINUTES  
CIVIL SERVICE COMMISSION  
REGULAR MEETING**

**Tuesday, May 3, 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/eCpuOVRi0J2dFDr\\_pryT\\_f0NDvS3\\_S5FpZsbp8aqxwkTga\\_xdLfPhfIItU0-sRg4LaY99Dk2yLd62MA2a](https://us06web.zoom.us/rec/share/eCpuOVRi0J2dFDr_pryT_f0NDvS3_S5FpZsbp8aqxwkTga_xdLfPhfIItU0-sRg4LaY99Dk2yLd62MA2a)**

**\*\*\*If prompted for a password, enter: 3!?\$gTTL**

**\*\*\*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 9:02 A.M., with the Commissioner Curt Andrews in attendance. Also present were; Director of Personnel Brigitte Cogswell, Administrative Secretary Erica Blue, Finance Director Curtis Eatman, Building Official Carlo Sarmiento, and Sue Gruen.

**1. Review and approval of the Civil Service Commission Minutes:**

- a. Regular Meeting, April 19, 2022—On a motion by Commissioner Andrews, seconded by Chairperson Lobo it was the unanimous decision of the Commission to approve the minutes with the necessary amendments.

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

- a. Central Communications Technician—On a motion by Commissioner Andrews, seconded by Chairperson Lobo it was the unanimous decision of the Commission that (5) five applicants that met the minimum qualifications.
- b. Entry Level Firefighter/EMT—On a motion by Commissioner Andrews, seconded by Chairperson Lobo, it was the unanimous decision to table this item.
- c. Assistant Town Clerk—On a motion by Commissioner Lobo, seconded by Commissioner Andrews it was the unanimous decision of the Commission to approve (6) six applications to meet minimum qualifications.

- d. Legal Secretary/Office Manager—On a motion by Commissioner Lobo, seconded by Commissioner Andrews, it was the unanimous decision of the Commission to approve (4) four applicants.

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

- a. Assistant Building Official (original certification 10/06/2020).—On a motion by Commissioner Andrews, seconded by Chairperson Lobo it was the unanimous decision of the Commission for the list to expire.

**4. Review of the following job description(s):**

- a. Real Property Appraiser—On a motion by Chairperson Lobo, seconded by Commissioner Andrews it as the unanimous decision of the Commission to table this item.

- 5. Correspondence from Building Official Carlo Sarmiento requesting promotional and if necessary open competitive recruitment for the position of Assistant Building Official.— On a motion by Commissioner Andrews, seconded by Chairperson Lobo it was the unanimous decision of the Commission to approve promotional and if necessary open competitive recruitment.

**6. New Business**

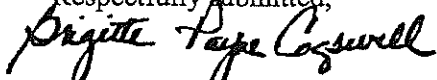
- a. On a motion by Chairperson Lobo, seconded by Commissioner Andrews it was the unanimous decision of the Commission to approve (3) three applicants for Youth Services Outreach Counselor.
- b. On a motion by Commissioner Andrews, seconded by Chairperson Lobo it was the unanimous decision of the Commission to approve the eligibility list of (3) three for Youth Services Outreach Counselor.

- 7. **Public Input:** No Public Input.

- 8. **Old Business:** No Old Business.

- 9. **Adjourn:** On a motion by Chairperson Lobo, seconded by Commissioner Andrews it was the unanimous decision of the Commission to adjourn at 9:30AM.

Respectfully submitted,



Brigitte Cogswell  
Director of Personnel