

**MINUTES  
CIVIL SERVICE COMMISSION  
SPECIAL MEETING**

**Tuesday, May 11, 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](mailto:CSC@hamden.com)**

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

**<https://zoom.us/j/94978708352>**

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

**[https://zoom.us/rec/share/7bzLVXsIAJM0oCm4TAQoBqkMMCbOMCivHh-Fzjez5GjOVcZdZ456ZvJgTleuTr\\_5.M8k4cvXUeUCKRkX5](https://zoom.us/rec/share/7bzLVXsIAJM0oCm4TAQoBqkMMCbOMCivHh-Fzjez5GjOVcZdZ456ZvJgTleuTr_5.M8k4cvXUeUCKRkX5)**

**\*\*If prompted for a password, enter: 4ZY=dESP**

**\*\*\*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.**

**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 9:10 A.M. with Commissioner Curt Andrews in attendance. Also present were Executive Secretary Ken Kelley, Administrative Secretary Renee Palumbo-Morgan, Human Resources Officer Brigitte Cogswell, Director of Public Works and Parks Craig Cesare, Director of Community Services Julie Smith, Finance Director Scott Jackson, and Library Director Melissa Canham-Clyne.

1. Review and approval of the April 20, 2021, Civil Service Commission regular meeting minutes. On a motion by Commissioner Andrews, seconded by Chairperson Lobo, it was the unanimous decision of the Commission to approve the minutes.
2. Review and action on the following eligibility list(s):
  - a) Librarian I Part Time – (original certification 05/05/2020) – On a motion by Chairperson Lobo, seconded by Commissioners Andrews it was the unanimous decision of the Commission to certify the list for another six (6) month period ending 11/05/2021.
  - b) Mechanic/Public Works – (original certification 05/05/2020) – On a motion by Chairperson Lobo, seconded by Commissioner Andrews, it was the unanimous decision of the Commission to allow the list to expire.
  - c) Account Clerk – (original certification 05/05/2020) – On a motion by Chairperson Lobo, seconded by Commissioner Andrews, it was the unanimous decision of the Commission to certify the list for another six (6) month period ending 11/05/2021.

3. Review and action on the following application(s):
  - a) Community Development Program Specialist – (7 applicants) – 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 and would move on in the process.
  - b) Assistant Superintendent of Apparatus and Emergency Systems – (2 applicants) – On a motion by Chairperson Lobo, seconded by Commissioner Andrews, it was the unanimous decision of the Commission to postpone this item to the May 18, 2021 meeting when Chief Merwede can be present.
  - c) Paralegal – (35 applicants) – On a motion by Chairperson Lobo, seconded by Commissioner Andrews, it was the unanimous decision of the Commission that eighteen (18) applicants met the minimum qualifications and would move on in the process.
4. Review and approval of the revised job description for the position of Superintendent of Trees. On a motion by Commissioner Andrews, seconded by Chairperson Lobo, it was the unanimous decision of the Commission to approve the job description.
5. No motions were made under Old Business. There was a brief discussion of the need for a third Commissioner and that updates to the Civil Service Rules need to be made.
6. On a motion by Commissioner Andrews, seconded by, Chairperson Lobo, it was the unanimous decision of the Commission to adjourn at 9:28 A.M.

Respectfully submitted,



Kenneth S. Kelley  
Executive Secretary

TOWN CLERK  
HARDEN, CT  
2021 MAY 14 A 8:38  
REC'D AND FILED BY