

*Karimah Mickens*  
Hamden Town Clerk

**MINUTES  
CIVIL SERVICE COMMISSION  
REGULAR MEETING**

**Tuesday, May 17, 2022 @ 2:00 P.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\\_S5FpZsbp8aqxwk\\_TgaxdLfPhf1ItU0-sRg4I.aY99Dk2vLd62MA2a](https://us06web.zoom.us/rec/share/eCpuOVRi0J2dFDr_pryT_f0NDvS3_S5FpZsbp8aqxwk_TgaxdLfPhf1ItU0-sRg4I.aY99Dk2vLd62MA2a)**

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

**\*\*\*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)**

Chairperson Lobo called the meeting to order at 2:05pm, with Commissioner Helen Ward and Commissioner Curt Andrews in attendance. Also present were; Fire Chief Gary Merwede, Jeff Naples, Kim Craft, Town Clerk Karimah Mickens, Finance Director Curtis Eatman and Sue Gruen.

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

- a. Regular Meeting May 3, 2022.—On a motion by Commissioner Andrews, seconded by Chairperson Lobo, it was the unanimous decision of the Commission to approve the minutes. Commissioner Ward abstains.
- b. Special Meeting May 11, 2022. —On a motion by Commissioner Andrews, seconded by Chairperson Lobo, it was the unanimous decision of the Commission to approve the minutes. Commissioner Ward abstains.

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

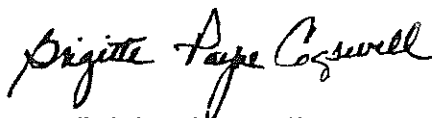
- a. Payroll Administrator—On a motion by Chairperson Lobo, seconded it was the unanimous decision of the Commission to approve the job description.

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

- a. Legal Secretary/Assistant/Office Manager (original certification 05/17/2022).—On a motion by Commissioner Andrews, seconded by Chairperson Lobo, it was the unanimous decision of the Commission to approve the eligibility list.

4. **Correspondence from Town Clerk, Karimah Mickens requesting open and competitive recruitment of a Part-Time employee in the Town Clerks Office.**—On a motion by Chairperson Lobo, seconded by Commissioner Andrews it was the unanimous decision of the Commission to approve the recruitment.
5. **Correspondence from Detective Brian Stewart for the elimination of (1) one Entry Level Police Officer.**—On a motion by Commissioner Andrews, seconded by Chairperson Lobo, it was the unanimous decision of the Commission to approve the elimination of one Entry Level Police Candidate.
6. **Discussion of Entry Level Firefighter/EMT Testing.**—On a motion by Chairperson Lobo, it was the unanimous decision of the Commission to review the testing for Entry Level Firefighter/EMT Testing.
  - a. On a motion by Chairperson Lobo, seconded by Commissioner Andrews it was the unanimous decision to table this item for next CSC meeting on May 19, 2022 at 9:00am.
7. **Public Input:** No Public Input.
8. **New Business:** No new Business.
9. **Old Business:** No Old Business.
10. **Adjourn:** —On a motion by Chairperson Lobo, seconded by Commissioner Andrews it was the unanimous decision of the Commission adjourn at 2:42PM.

Respectfully submitted,



Brigitte Cogswell  
Director of Personnel