

**MINUTES  
CIVIL SERVICE COMMISSION  
REGULAR MEETING**

**Tuesday, June 6, 2023 @ 9:00 A.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)**

**ZOOM Link: <https://hamden.zoom.us/j/82382920603>**

**[https://hamden.zoom.us/rec/share/UoqTr0r0B3RPOk4fwdJE\\_23uZvJ35JEhQRLTwkVklb4zFG0uIS9Om4lrHEl-u6nH.ri\\_EDGkwWQYScJfE?startTime=1686058392000](https://hamden.zoom.us/rec/share/UoqTr0r0B3RPOk4fwdJE_23uZvJ35JEhQRLTwkVklb4zFG0uIS9Om4lrHEl-u6nH.ri_EDGkwWQYScJfE?startTime=1686058392000)**

**\*\*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 Andrea Lobo called the meeting to order at 9:03 a.m., with Commissioner Curt Andrews and Commissioner Helen Ward in attendance. Also present were; Director of Human Resources Brigitte Cogswell, Human Resource Officer Nadia Balassone and Administrative Assistant Erica Blue.

- 1. Call the meeting to order**—Chairperson Lobo called the meeting to order 9:03 a.m.
- 2. Public Input**—No Public Input.
- 3. Review and approval of the following minute(s):**
  - a. Special Meeting May 11, 2023—On a motion by Commissioner Andrews, seconded by Chairperson Lobo, it was the unanimous decision of the Commission to approve the minutes.  
[https://www.hamden.com/AgendaCenter/ViewFile/Minutes/\\_05112023-3753](https://www.hamden.com/AgendaCenter/ViewFile/Minutes/_05112023-3753)

- b. Regular Meeting May 16, 2023— On a motion by Commissioner Andrews, seconded by Chairperson Lobo, it was the unanimous decision of the Commission to approve the minutes with the amendment under item 6, changing the sentence to discussion of PW promotional process instead of recruitment process.  
[https://www.hamden.com/AgendaCenter/ViewFile/Minutes/\\_05162023-3757](https://www.hamden.com/AgendaCenter/ViewFile/Minutes/_05162023-3757)
- c. Special Meeting May 18, 2023 –On a motion by Commissioner Andrews, seconded by Chairperson Lobo, it was the unanimous decision of the Commission to approve the minutes with amendment to start the meeting at 9:05 a.m.  
[https://www.hamden.com/AgendaCenter/ViewFile/Minutes/\\_05182023-3774](https://www.hamden.com/AgendaCenter/ViewFile/Minutes/_05182023-3774)

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

- a. Firefighter Paramedic—On a motion by Chairperson Lobo, seconded by Commissioner Ward, it was the unanimous decision of the Commission to approve the applications to move forward in the process.
- b. PT Patron Associate—On a motion by Chairperson Lobo, seconded by Commissioner Ward, it was the unanimous decision of the Commission to approve the applications to move forward in the process.
- c. FT Patron Associate —On a motion by Chairperson Lobo, seconded by Commissioner Ward, it was the unanimous decision of the Commission to approve the applications to move forward in the process.
- d. Superintendent of Solid Waste—On a motion by Chairperson Lobo, seconded by Commissioner Ward, it was the unanimous decision of the Commission to approve the applications to move forward in the process.

**5. Review and recertification of the following eligibility list(s):**

- a. Assistant Town Clerk (original certification 06/09/2022) —On a motion by Chairperson Lobo, seconded by Commissioner Ward, it was the unanimous decision of the Commission to recertify the list for another six (6) months.  
<https://www.hamden.com/DocumentCenter/View/8394/Asst-Town-Clerk-Eligibility-List>

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

- a. Youth Services Outreach Counselor—On a motion by Commissioner Ward, seconded by Chairperson Lobo, it was the unanimous decision of the Commission to certify the eligibility list.  
<https://www.hamden.com/DocumentCenter/View/8398/YS-Outreach-Counselor-Elig-List-06062023>
  - b. PT Patron Associate—On a motion by Chairperson Lobo, seconded by Commissioner Ward, it was the unanimous decision of the Commission to approve the eligibility list.  
<https://www.hamden.com/DocumentCenter/View/8403/PT-Patron-Assoc-Eligibility-List-06062023>
  - c. FT Patron Associate—On a motion by Chairperson Lobo, seconded by Commissioner Ward, it was the unanimous decision of the Commission to approve the eligibility list.  
<https://www.hamden.com/DocumentCenter/View/8402/FT-Patron-Associate-06062023>
- 7. Correspondence from Director of Arts, Culture & Wellness Karen Bivens requesting a five (5) month temporary appointment of Peter Laffin for Recreation Supervisor of Brooksvale Park—**On a motion by Commissioner Ward, seconded by Chairperson Lobo it was the unanimous decision of the Commission to approve the temporary appointment.  
<https://www.hamden.com/DocumentCenter/View/8396/Request-for-Interim-Ranger>
- 8. Correspondence from Acting Police Chief Timothy Wydra to eliminate one (1) candidate from the Entry Level Police eligibility list—**On a motion by Chairperson Lobo, seconded by Commissioner Andrews, it was the unanimous decision of the Commission to table this item until the next meeting.
- 9. New Business—**No New Business.
- 10. Old Business—** On a motion by Chairperson Lobo, seconded by Commissioner Ward, it was the unanimous decision of the Commission to go into executive session at 9:15 a.m.

- a. On a motion by Chairperson Lobo, seconded by Commissioner Andrews it was the unanimous decision of the Commission to go back into regular session at 9:33 a.m.

**11. Executive Session**—Discussion regarding procedures for Civil Service agendas, minutes, and documentation.

**12. Adjourn**—On a motion by Chairperson Lobo, seconded by Commissioner Ward, it was the unanimous decision of the Commission to adjourn 9:34 a.m.

**Respectfully submitted,**

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

**Nadia Balassone**  
**Human Resource Officer**