

**MINUTES  
CIVIL SERVICE COMMISSION  
REGULAR MEETING**

**Tuesday, June 20, 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/82310096087>**

**[https://hamden.zoom.us/rec/share/JGf6XilxgJMbUVxvXnIM0MuKOqTMyi0Qfr1\\_pv86P061E11nQc7hg0ytHBWZ0WIN.ZxO895aEM37W\\_W9o?startTime=1687265900000](https://hamden.zoom.us/rec/share/JGf6XilxgJMbUVxvXnIM0MuKOqTMyi0Qfr1_pv86P061E11nQc7hg0ytHBWZ0WIN.ZxO895aEM37W_W9o?startTime=1687265900000)**

**\*\*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 Commissioner Curt Andrews and Commissioner Helen Ward in attendance. Also present were; Director of Human Resources Brigitte Cogswell, Administrative Assistant Erica Blue, Human Resources Officer Nadia Balassone, Fire Lieutenant James McCarthy, Deputy Chief of Staff Alexa Panayotakis, Public Works Director Joseph Colello, Fire Commissioner Gary Tinney, Town Engineer Stephen White, Fire Chief Naples, Acting Police Chief Timothy Wydra, Larry Bowden, and Terrence Rountree.

- 1. Call the meeting to order**—Chairperson Lobo called the meeting to order at 9:02 a.m.
- 2. Public Input**—No Public Input.
- 3. Review and approval of the following minute(s):**
  - a. Regular Meeting June 6, 2023—On a motion by Commissioner Ward, seconded by Commissioner Andrews, it was the unanimous decision of the Commission to approve the minutes.  
[http://www.hamden.com/AgendaCenter/ViewFile/Minutes/\\_06062023-3790](http://www.hamden.com/AgendaCenter/ViewFile/Minutes/_06062023-3790)

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

- a. Purchasing Buyer—On a motion by Chairperson Lobo, seconded by Commissioner Andrews, it was the unanimous decision of the Commission to approve three (3) applicants.

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

- a. Fire Training Officer—On a motion by Commissioner Andrews, seconded by Commissioner Ward, it was the unanimous decision of the Commission to recertify the eligibility list.  
<https://www.hamden.com/DocumentCenter/View/8431/Fire-Training-EMS-Officer-Eligibility-List>

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

- a. Traffic Electronic Technician—On a motion by Commissioner Andrews, seconded by Commissioner Ward, it was the unanimous decision for the Commission to approve the job description with the updated language changing the minimum qualifications for the certification to be obtained as soon as possible, and no more than one year from the start date.  
[https://www.hamden.com/DocumentCenter/View/8432/Traffic\\_electronic\\_Tech](https://www.hamden.com/DocumentCenter/View/8432/Traffic_electronic_Tech)
- b. Entry-Level Firefighter Paramedic—On a motion by Chairperson Lobo, seconded by Commissioner Ward, it was the unanimous decision of the Commission to table this item.  
<https://www.hamden.com/DocumentCenter/View/8434/Firefighter-Paramedic-Job-Description>

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

- a. Purchasing Buyer—On a motion by Commissioner Andrews, seconded by Chairperson Lobo, it was the unanimous decision of the Commission to approve the eligibility list.  
<https://www.hamden.com/DocumentCenter/View/8429/Purchasing-Buyer-Eligibility-List-062023>

- b. Certified Police Officer—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/8435/CPO-Eligibility-List-06202023>
- 8. Correspondence from Fire Chief Jeffrey Naples, requesting an open and competitive recruitment for the position of Entry-Level Firefighter Paramedic**—On a motion by Chairperson Lobo, seconded by Commissioner Ward, it was the unanimous decision of the Commission to table this item.  
<https://www.hamden.com/DocumentCenter/View/8430/RTF-Hamden-Entry-Level-Paramedic-2023>
- 9. Correspondence from Acting Police Chief Timothy Wydra requesting an open and competitive recruitment for the position of Entry-level Police Officer**—On a motion by Chairperson Lobo, seconded by Commissioner Ward, it was the unanimous decision of the Commission to approve the recruitment.  
<https://www.hamden.com/DocumentCenter/View/8436/Entry-Level-Police-June-2023>
- 10. New Business**— The first Civil Service regular meeting of July, (July 5, 2023), has been cancelled.
- 11. Old Business:**
  - a. On a motion by Chairperson Lobo, seconded by Commissioner Ward, it was the unanimous decision of the Commission to go into executive session at 9:05 a.m.
  - b. On a motion by Chairperson Lobo, seconded by Commissioner Andrews, it was the unanimous decision of the Commission to go into regular session at 9:30 a.m.
- 12. Executive Session**—Discussion of Entry-level Police Officer applicant elimination status.

- 13. Vote on elimination of Entry-Level Police Officer applicant**—On a motion by Commissioner Andrews, seconded by Commissioner Ward, it was the decision of the Commission to eliminate the Entry-Level Police applicant. Chairperson Lobo abstained.
  
- 14. Adjourn**—On a motion by Chairperson Lobo, seconded by Commissioner Ward, it was the unanimous decision of the Commission to adjourn at 9:59 a.m.

**Respectfully submitted,**

A handwritten signature in black ink, appearing to read "Nadia Balassone". The signature is fluid and cursive, with a long horizontal stroke at the end.

**Nadia Balassone**  
**Human Resources Officer**