

**MINUTES  
CIVIL SERVICE COMMISSION  
REGULAR MEETING**

**Tuesday, July 18, 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/83050878964>**

**<https://hamden.zoom.us/rec/share/uLXPx7jdxARdvKhmt36SPedeOtLVV4-WBVpbHMP5bxE6x4cZOkC558rG2M4-PvuL.OnjXfZccjcAn2WT>**

**\*\*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  
COMISSION, MINUTES WILL REFLECT INDIVIDUALS IN ATTENDANCE,  
MOTIONS MADE AND VOTES TAKEN.**

Chairperson Lobo called the meeting to order at 9:04 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, Chief of Staff Sean Grace, Public Works Director Joseph Colello, Fire Commissioner Gary Tinney, Town Engineer Stephen White, Finance Director Curtis Eatman, Fire Chief Naples, Acting Police Chief Timothy Wydra, Training Captain Julio Lopes, Firefighter Zachary Deutscher, Firefighter Rich Lennon, Firefighter Larry Bowden and Olivia Hwang.

1. **Call the meeting to order**—Chairperson Lobo called the meeting to order at 9:04 a.m.
2. **Public Input**—No Public Input.
3. **Review and approval of the following minute(s):**
  - a. Regular Meeting June 20, 2023—On a motion by Commissioner Andrews, seconded by Chairperson Lobo, it was the decision of the Commission to approve the minutes. Commissioner Ward abstained.  
[https://www.hamden.com/AgendaCenter/ViewFile/Minutes/\\_06202023-3825](https://www.hamden.com/AgendaCenter/ViewFile/Minutes/_06202023-3825)

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

- a. PT Patron Associate—On a motion by Commissioner Andrews, it was the unanimous decision to approve seven (7) applications to move forward in the process.
- b. FT Patron Associate—On a motion by Commissioner Andrews, seconded by Commissioner Ward, it was the unanimous decision to approve twenty-one (21) applications to move forward in the process.

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

- a. Assistant Town Planner (original certification 07/19/2022)—No action, the list will not be recertified.  
<https://www.hamden.com/DocumentCenter/View/8612/Asst-Town-Planner-Elig-List-07192022>
- b. Public Works Maintainer (original certification 01/18/2022)—On a motion by Chairperson Lobo, seconded by Commissioner Ward, it was the unanimous decision of the Commission to recertify the list.  
<https://www.hamden.com/DocumentCenter/View/8605/Maintainer-Eligibility-List-011822>
- c. Community Outreach Technician (12/20/2022)—No action, the list will not be recertified. <https://www.hamden.com/DocumentCenter/View/8607/Comm-Outreach-Tech-12202022>
- d. Librarian I (original certification 12/20/2022)—On a motion by Chairperson Lobo, seconded by Commissioner Ward, it was the unanimous decision of the Commission to recertify the list.  
<https://www.hamden.com/DocumentCenter/View/8617/Librarian-I-Elig-List-12202022>
- e. Recreation Supervisor (original certification 12/20/2022)—No action, the list will not be recertified. <https://www.hamden.com/DocumentCenter/View/8606/Rec-Supervisor-Elig-List-12062022>

- f. Entry Level Firefighter/EMT (original certification 07/25/2022)—On a motion by Chairperson Lobo, seconded by Commissioner Ward, it was the unanimous decision of the Commission to recertify the list.

<https://www.hamden.com/DocumentCenter/View/8613/FF-EMT-Eligibility-List>

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

- a. Police Detective (original certification 07/18/2023) –On a motion by Chairperson Lobo, seconded by Commissioner Andrews, it was the unanimous decision of the Commission to approve the eligibility list.

<https://www.hamden.com/DocumentCenter/View/8608/Police-Detective-Elig-List-07182023>

- b. Superintendent of Solid Waste (original certification 07/18/2023)—On a motion by Chairperson Lobo, seconded by Commissioner Andrews, it was the unanimous decision of the Commission to approve the eligibility list.

<https://www.hamden.com/DocumentCenter/View/8615/Supt-Solid-Waste-Elig-List-07182023>

- c. Entry Level Firefighter/Paramedic (original certification 07/18/2023)—On a motion by Chairperson Lobo, seconded by Commissioner Ward, it was the unanimous decision to approve the eligibility list.

<https://www.hamden.com/DocumentCenter/View/8611/FF-Paramedic-Elig-List-07182023>

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

- a. Entry-Level Firefighter Paramedic—On a motion by Chairperson Lobo, seconded by Commissioner Ward, it was the decision of the Commission to approve the job description with the caveat that the language in the job description be approved by the union. Commissioner Andrews opposed.

<https://www.hamden.com/DocumentCenter/View/8620/Entry-Level-FF-Paramedic-Job-FINAL-072023>

- b. Assessment Technician—On a motion by Commissioner Ward, seconded by Commissioner Andrews, it was the unanimous decision of the Commission to approve the job description.  
<https://www.hamden.com/DocumentCenter/View/8609/Assessment-Technician-REVISED-6-28-2023>
  - c. Housing Fair Rent Clerk—On a motion by Commissioner Ward, seconded by Commissioner Andrews, it was the unanimous decision of the Commission to approve the job description.  
<https://www.hamden.com/DocumentCenter/View/8610/Housing-Fair-Rent-Clerk>
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 Commissioner Andrews, seconded by Chairperson Lobo, it was the unanimous decision of the Commission to table this item until the language in the job description is agreed upon by the union.  
<https://www.hamden.com/DocumentCenter/View/8430/RTF-Hamden-Entry-Level-Paramedic-2023>
9. **Correspondence from Acting Police Chief Timothy Wydra requesting an promotional, and if necessary open and competitive recruitment for the position of Assistant Animal Control Officer**—On a motion by Commissioner Andrews, seconded by Commissioner Ward, it was the unanimous decision of the Commission to approve the recruitment.  
<https://www.hamden.com/DocumentCenter/View/8601/RTF-AACO>
10. **Correspondence from Town Engineer Stephen White requesting a promotional, and if necessary, an open and competitive recruitment for the position of Traffic Electronic Technician**—On a motion by Commissioner Andrews, seconded by Commissioner Ward, it was the unanimous decision of the Commission to approve the recruitment.  
[https://www.hamden.com/DocumentCenter/View/8602/RFT\\_Traffic\\_electronic\\_Tech\\_signed](https://www.hamden.com/DocumentCenter/View/8602/RFT_Traffic_electronic_Tech_signed)

11. **Correspondence from Finance Director Curtis Eatman requesting promotional, and if necessary, an open and competitive recruitment for the position of Assessment Technician**—On a motion by Commissioner Andrews, seconded by Chairperson Ward, it was the unanimous decision of the Commission to approve the recruitment.  
<https://www.hamden.com/DocumentCenter/View/8614/RTF-Assessment-Tech->
12. **Correspondence from Director of Arts, Culture & Wellness, Karen Bivens requesting a promotional, and if necessary, an open and competitive recruitment for the position of Housing Fair Rent Clerk**—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/8604/RTF-Housing-Fair-Rent-Clerk>
13. **Correspondence from Director of Arts, Culture & Wellness, Karen Bivens requesting a promotional, and if necessary, an open and competitive recruitment for the position of Elderly Services Outreach Counselor**—On a motion by Commissioner Ward, seconded by Commissioner Andrews, it was the unanimous decision of the Commission to approve the recruitment.  
<https://www.hamden.com/DocumentCenter/View/8619/RTF-elderly-outreach>
14. **Correspondence from Fire Lieutenant applicant regarding rescheduling the Lieutenant test in September**—On a motion by Chairperson Lobo, seconded by Commissioner Andrews, it was the unanimous decision of the Commission to accommodate the Fire Lieutenant applicant.
15. **Executive Session**—No Executive Session.
16. **New Business**—No New Business.
17. **Old Business:**
  - a. Discussion regarding Training Officer’s certification documentation as a management issue within the Fire Department.

- 18. Adjourn**—On a motion by Chairperson Lobo, seconded by Commissioner Ward, it was the unanimous decision of the Commission to adjourn at 9:40 a.m.

**Respectfully submitted,**

**Brigitte Cogswell**

**Brigitte Cogswell**  
**Director of Human Resources/Executive Secretary**