

**AGENDA  
CIVIL SERVICE COMMISSION  
REGULAR MEETING  
Tuesday, September 7, 2021 @ 9:00 A.M.**

**Electronic Meeting pursuant to Paragraph 1 of Executive Order 7B.  
This will be an Electronic Meeting and  
In Person Meeting at the Hamden Government Center  
Main Conference Room Third Floor  
Public Questions can be emailed to [CSC@hamden.com](mailto:CSC@hamden.com)  
ZOOM Link: <https://us06web.zoom.us/j/86467858772>**

1. Review and approval of the Civil Service Commission Minutes:
  - a) Regular meeting, August 3, 2021
2. Review and action of the following eligibility list(s):
  - a) Library Custodian – (original certification 02/04/2020)
3. Review and Action on the following application(s):
  - a) Maintainer I – (64 applicants)
  - b) Land Records Technician – (3 applicants)
  - c) Elderly Services – Outreach Counselor (6 applicants)
4. Review and certification of the following eligibility list(s):
  - a) Secretary/Elderly Services Department
  - b) Information Technology Technician
5. Correspondence from Library Director Melissa Canham-Clyne requesting a promotional recruitment from within AFSCME Local 1303-115 and open competitive recruitment for the position of Librarian Part-time.
6. Old Business:
7. Executive Session:
8. New Business:
  - a) Certified Police Officer applicant list.
9. Adjourn:

2021 SEP -4 A 11: 06  
LIBRARY

**MINUTES  
CIVIL SERVICE COMMISSION  
REGULAR MEETING**

**Tuesday, August 3, 2021 @ 9:00 A.M.**

**Electronic Meeting pursuant to Paragraph 1 of Executive Order 7B.**

**This was an Electronic Meeting and**

**In Person Meeting at the Hamden Government Center**

**Main Conference Room Third Floor**

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

**<https://us06web.zoom.us/j/84463009691>**

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

**<https://us06web.zoom.us/rec/share/9uspMvx5q3fporcIfHh-knYm09qT5ug0wZOymbgojSeqL-DEWG2Dx8KStQ6S.O8J6RdRecAMZAE5L>**

**\*\*If prompted for a password, enter: 7HHBx@1=**

**\*\*\*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 emailed to [CSC@hamden.com](mailto:CSC@hamden.com)**

**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 9:05 AM with Commissioner Curt Andrews in attendance. Also present were Executive Secretary Ken Kelley, Administrative Secretary Renee Palumbo-Morgan, Human Resources Officer Brigitte Cogswell, Police Chief John Sullivan, Purchasing Agent Philip Goodwin, Director of Public Works and Parks Craig Cesare and Elderly Services Coordinator Suzanne Burbage.

1. Review and approval of the July 20, 2021, regular meeting minutes and, the July 22, 2021, Civil Service Commission special meeting minutes. On a motion by Commissioner Andrews, seconded by Chairperson Lobo, it was the unanimous decision of the Commission to approve both of the minutes.
2. Review and action on the following eligibility list(s):
  - a) Clerk 6/BOE – expiring on 08/06/2021 – No action.
  - b) Central Communications Technician – expiring 08/06/2021 – No action.
3. Review and Action on the following application(s):
  - a) Truck Mechanic – (8 applicants) – On a motion by Commissioner Andrews, seconded by Chairperson Lobo, it was the unanimous decision of the Commission that seven (7) applicants meet the minimum qualifications and will move on in the process.

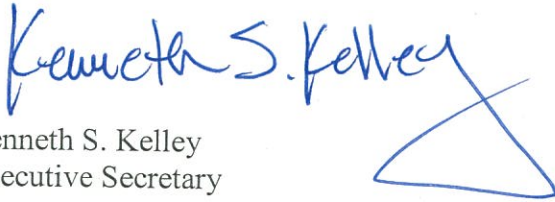
- b) Elderly Outreach Counselor – (3 applicants) – On a motion by Commissioner Andrews, seconded by Chairperson Lobo, it was the unanimous decision of the Commission that two (2) applicants meet the minimum qualifications and will move on in the process.
  - c) Secretary/ Elderly Services – (3 applicants) – On a motion by Commissioner Andrews, seconded by Chairperson Lobo, it was the unanimous decision of the Commission that three (3) applicants meet the minimum qualifications and will move on in the process.
  - d) Purchasing Technician – (1 applicant) – On a motion by Chairperson Lobo, seconded by Commissioner Andrews, it was the unanimous decision of the Commission that one (1) applicant meets the minimum qualifications and will move on in the process.
  - e) Maintainer I – (64 applicants) – On a motion by Chairperson Lobo, seconded by Commissioner Andrews, it was the unanimous decision of the Commission to move this item to the next Civil Service Commission meeting.
4. Review and certification of the following eligibility list(s):
- a) Clerk Typist – On a motion by Commissioner Andrews, seconded by Chairperson Lobo, it was the unanimous decision of Commission to certify the eligibility list for a six (6) month period ending 02/03/2022.
  - b) Fire Captain – On a motion by Commissioner Andrews, seconded by Chairperson Lobo, it was the unanimous decision of Commission to certify the eligibility list for a six (6) month period ending 02/03/2022.
5. No motions were made under Old Business.
6. New Business:
- a) Chairperson Lobo requested that a policy be put in place when reviewing applications, that any incomplete applications, unsigned applications or applications stating particular experience with no supporting information be disqualified from review by the Commission. Executive Secretary Kelley and the Commissioners all agreed this is a practice that will be implemented.
  - b) Director Cesare requested that the testing process for Public Works positions be discussed. Director Cesare suggested that the Truck Mechanic applicants be given a written and oral examination. Director Cesare suggested that the Maintainer applicants be given an agility test and an oral examination possibly on a Saturday or in the evening. Executive Secretary Kelley and the Commission agreed that this testing procedure will be arranged.

**Civil Service Commission  
Minutes (continued)  
August 3, 2021**

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7. On a motion by Chairperson Lobo, seconded by Commissioner Andrews, it was the unanimous decision of the Commission to adjourn at 9:24 AM.

Respectfully submitted,

A handwritten signature in blue ink that reads "Kenneth S. Kelley". The signature is written in a cursive style and is positioned above the printed name and title.

Kenneth S. Kelley  
Executive Secretary

TOWN CLERK  
HANDEN, CT  
2021 AUG - 6 A 11: 34  
REC'D AND FILED BY

**Clerk Typist  
Eligibility List  
Tuesday, August 3, 2021**

Internal Candidate Name	
	Natalie Barletta <i>No longer interested</i>
Rank	Candidate Name
1	Newton, Jeremy
2	Ciresi, Anna
3	Kearney, Kelly
4	Boulton, Laurene
4	DellaCamera, Sherril
4	Luedee, Jennifer
5	Chieppo, Kirsten
5	Rowe, Cienna
6	Greco, Carol
6	Nicholson, Joy
7	Catone, Rosa
7	Villano, Theresa
8	Perregaux, Laura
9	Caro, Brunilda
9	Dissanayake, Maya
9	Quigley-DeDomenico, Nancy
9	Sanfacon, Denyse
10	Adams, Lamonica
11	Rainey, Alison
11	Wheeler, Kailey
12	Haury, Adam
13	Slaine, Sean

Certified by the Civil Service Commission on: August 3, 2021

**Hamden Fire Captain Eligibility List  
August 3, 2021**

<b>Rank</b>	<b>Candidate</b>
<b>1</b>	<b>Lennon, Richard</b>
<b>2</b>	<b>Dowling, Michael</b>
<b>3</b>	<b>Wood, David</b>
<b>4</b>	<b>Martin, Kevin P.</b>
<b>5</b>	<b>Such, Daniel</b>
<b>6</b>	<b>Osiecki, Daryl</b>
<b>7</b>	<b>McCarthy, James</b>
<b>8</b>	<b>Lopes, Julio</b>
<b>9</b>	<b>Anderson, Joseph</b>

Certified by the Civil Service Commission on August 3, 2021.

**Library Custodian  
Eligibility List  
Tuesday, February 4, 2020**

Rank	Candidate
1	Lorincz, William 2/18/2020
2	Serdy, John 2/18/2020
3	Bunyaminu, Abdu-Aziz 2/18/2020
3	Delgado, Emmanuel 2/18/2020
3	Masi, Robert 2/18/2020
4	Sanchez, Angelo
5	Clement, Edward
6	Giagrande, Paul
6	Langley, Charles

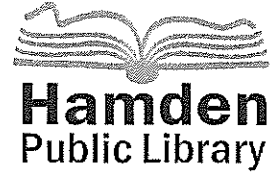
*Appointed*

Certified by the Civil Service Commission on: February 4, 2020

8/18/2020

2/2/2021

# memo



## Hamden Public Library

To: Ken Kelley <KKelley@Hamden.com>  
From: Melissa Canham-Clyne  
CC: Brigitte Cogswell, Renee Morgan  
Date: August 11, 2021  
Re: Need new part-time librarian list

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The Hamden Public Library has exhausted the current list of candidates for the part-time librarian positions. Please initiate a new recruitment list.