

**AGENDA**  
**CIVIL SERVICE COMMISSION**  
**SPECIAL MEETING**  
**Thursday, July 8, 2021 @ 9:00 A.M.**  
**Hamden Government Center**  
**Main Conference Room - Third Floor**  
**Public Correspondence can be emailed to CSC@hamden.com**

1. Review and approval of the June 15, 2021, Civil Service Commission regular meeting minutes.
2. Review and action on the following eligibility list(s):
  - a) Admin. Asst. to Boards & Commissions – (original certification 01/17/2020)
  - b) Entry Level Police Officer – (original certification 07/14/2020)
3. Review and action on the following application(s):
  - a) Information Technology Technician – (27 applicants)
  - b) Account Clerk – (3 internal applicants)
  - c) Economic Development Technician– (2 internal applicants)
4. Review and action on the following eligibility list(s):
  - a) Account Clerk
  - b) Economic Development Technician
  - c) Battalion Chief
5. Informational Item:
  - a) Job description for the new position of Director of Grants and Capital Projects in the Finance Department.
6. Correspondence from Elderly Services Coordinator Suzanne Burbage requesting a promotional recruitment from within the AFSCME, Local 2863, Bargaining Unit and if necessary open competitive recruitment for the position of Secretary in the Elderly Services Department.
7. Correspondence from Youth Services Coordinator Susan Rubino requesting a promotional recruitment from within the AFSCME, Local 2863, Bargaining Unit and if necessary an open competitive recruitment for the position of Clerk Typist in the Youth Services Department.
8. Correspondence from Finance Director Scott Jackson requesting a five (5) month extension of the temporary appointment of David Stannard to the position of Chief Assessor.
9. Old Business:
10. Public Correspondence:
11. Adjourn:

REC'D AND FILED BY  
2021 JUL -6 P 3:56

TOWN CLERK  
HANDEN, CT

**MINUTES**

**CIVIL SERVICE COMMISSION**

**Tuesday, June 15, 2021 @ 9:00 A.M.**

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

**This was a 100% Electronic Meeting.**

**Public Questions were emailed to [CSC@hamden.com](mailto:CSC@hamden.com)**

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

**<https://zoom.us/j/94978708352>**

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

**[https://zoom.us/rec/share/6kLvWQXgvtOgr5M7Y3b4PyG1K\\_fKJeph-](https://zoom.us/rec/share/6kLvWQXgvtOgr5M7Y3b4PyG1K_fKJeph-BALwaVTIPnpqfeDK5vagwIn72OOZs.MAjU0SxuoVM5AqEV)**

**[BALwaVTIPnpqfeDK5vagwIn72OOZs.MAjU0SxuoVM5AqEV](https://zoom.us/rec/share/6kLvWQXgvtOgr5M7Y3b4PyG1K_fKJeph-BALwaVTIPnpqfeDK5vagwIn72OOZs.MAjU0SxuoVM5AqEV)**

**\*\*If prompted for a password, enter: [WSDS@fF9](mailto:WSDS@fF9)**

**\*\*\*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.**

**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 9:02 A.M. with Commissioner Curt Andrews in attendance. Also present were Executive Secretary Ken Kelley, Administrative Secretary Renee Palumbo-Morgan, Human Resources Officer Brigitte Cogswell, Deputy Police Chief Bo Kicak, Library Director Melissa Canham Clyne and Director of Public Works and Parks Craig Cesare.

1. Review and approval of the June 8, 2021, Civil Service Commission special meeting minutes. On a motion by Chairperson Lobo, seconded by Commissioner Andrews, it was the decision of the Commission to approve the minutes with one edit to item 1; all newly certified lists shall be attached to the meeting minutes.
2. Review and certification of the following eligibility list(s):
  - a) Fire Training Officer – (original certification 06/18/2019) List expiring, no action.
  - b) Library Page – (original certification 06/18/2019) List expiring, no action.
  - c) Assistant Animal Control Officer – (original certification 01/05/2021) – On a motion by Chairperson Lobo, seconded by Commissioner Andrews, it was the unanimous decision of the Commission to certify the list for another six (6) month period ending 01/05/2022)
  - d) Deputy Police Chief – (original certification 01/05/2021)
  - e) Police Captain – (original certification 01/05/2021)
  - f) Police Lieutenant – (original certification 01/05/2021)
  - g) Sergeant – (original certification 01/05/2021)
  - h) Detective – (original certification 01/05/2021) – On a motion by Commissioner Andrews, seconded by Chairperson Lobo, it was the unanimous decision of the Commission to certify all of the Police promotional lists with one motion; Items D, E, F, G and H; will be certified for another six (6) month period ending on 01/05/2022.

3. Postponed Review and action on the following application(s):
  - a) Superintendent of Trees – (3 applicants) – Chairperson Lobo removed this item from the agenda prior to the start of the meeting.
  - a) Clerk Typist/Building Dept. – (69 applicants) – On a motion by Chairperson Lobo, seconded by Commissioner Andrews, it was the unanimous decision of the Commission that (41) forty one applicants met the minimum qualifications and would move on in the process.
4. Review and certification of the following eligibility list(s):
  - b) Superintendent of Trees – Chairperson Lobo removed this item from the agenda prior to the start of the meeting.
5. Correspondence from Director of Public Works and Parks Craig Cesare requesting a promotional recruitment from within UPSEU, Unit #1 and, if necessary, an open competitive recruitment for the position of Truck Mechanic. On a motion by Chairperson Lobo, seconded by Commissioner Andrews it was the unanimous decision of the Commission to commence with the recruitment and to include local technical schools if an open competitive recruitment is required.
6. Correspondence from Town Planner Erik Johnson requesting a promotional recruitment from within AFSCME Local 2863 and, if necessary, an open competitive recruitment for the position of Economic Development Technician. On a motion by Chairperson Lobo, seconded by Commissioner Andrews it was the unanimous decision of the Commission to commence with the recruitment.
7. Correspondence from Police Chief John Sullivan, requesting a promotional recruitment from within AFSCME Local 2863 and, if necessary, an open competitive recruitment for the position of Account Clerk in the Police Department. On a motion by Chairperson Lobo, seconded by Commissioner Andrews it was the unanimous decision of the Commission to commence with the recruitment.
8. Under Old Business Executive Secretary Kelley informed the Commission that the employee roster and list of vacancies will be sent to the Commission today.
9. Under New Business the Commission discussed and made the decision to resume in person meetings. The third floor conference room will be reserved. Chairperson Lobo also informed those in attendance that the regularly scheduled meeting on July 6 will have to be rescheduled for a special meeting on July 8, 2021 at 9:00 AM.

**Minutes (continued)**  
**Civil Service Commission**  
**June 15, 2021**

**Page 3.**

10. There were no items of Public Correspondence to discuss.

11. On a motion by Commissioner Andrews, seconded by, Chairperson Lobo, it was the unanimous decision of the Commission to adjourn at 9:18 A.M.

Respectfully submitted,



Kenneth S. Kelley  
Executive Secretary

TOWN CLERK  
HANDEN, CT  
2021 JUN 22 A 8:31  
REC'D AND FILED BY

Administrative Assistant to  
Boards and Commissions  
Eligibility List  
January 17, 2020

Rank	Candidate Name
1	Barletta, Natalie <i>Appointed</i>
1	Biva, Tahara
1	Christopoulos, Jennifer

Certified by the Civil Service Commission on: January 17, 2020

*7/14/2020*

*1/5/2021*

Entry Level Police Officer  
Eligibility List  
Tuesday, July 14, 2020

Rank	Last Name	First Name
1	Clapp	Roger
2	Eastman	Matthew
3	Conrad	Dustin
3	McMurray	Kevin
4	Perrotti	Cole
5	Passard	Richard
6	Maloney	Abbey
7	Lapinski	Alex
8	Hubyk	Pamela
9	Escobar	Edwin
10	Montes	Ariel
11	Grabowski	Luke
11	Procaccini	Benjamin
12	Wydra	Brian
13	Korwek	Jillian
14	Morrison	Myles
15	Welz	Mark
16	Rojas	Stalin
17	McElroen	Christopher
18	McGannon	Brendan
19	Dizenzo	Eric
20	Satkowski	Andrew
21	Brierley	Eric
22	Silva	Emanuel
23	Donahue	Kevin
24	Finn	John
25	Gillis	Kelly
26	Chieffo	Ryan
27	Lawlor	Jason
28	Sabo	Ryan
29	Hart	Robert
30	Anuszkiewicz	Steven
30	Park	Daniel
31	Matteis	Paul
32	Carmona	Ashley
32	McAndrews	Michael
32	Miko	Patrick
33	Lohr	Kevin
34	Thomas	Robert

35	Gallagher	Michael
36	Pykosz	Nicholas
36	Teles	Maria
37	Lynch	Scott
38	Agosto	Daniel
39	Mercer	Jah'maine
40	Koberger	Kevin
41	Mumphrey	Shazzon
41	Velez	Noah
42	Nuzzo	David
43	Klink	Ryan
43	Melillo	Ava
43	Whiting	Isiah
44	Pallant	Alyssa
45	Flores	Eric
46	Natale	Matthew
47	Kennedy	Peggy
48	Nesmith	Jayvon
48	Raymond	Myles
49	Bargmann	Blake
50	Pretty	Trevor
51	Krystofik	Ryan
51	Roach	Andrew
52	Altiery	Victor
53	Jaksina	Malgorzata
53	Robinson	Christopher
54	Lucia	Anthony
54	McKechnie	Jenna
55	Limauro	Michael
56	Baron	Jeremy
57	Ellsworth	Kaitlyn
58	Pino	Michael
59	Dwyer	Michael
60	Clarke	Victoria
61	Sampson	Corey
62	Bunyaminu	Abdul
62	Garvin	Kyle
63	Mirmina	Paul
64	Fowler	Stephen
65	Ferriby	Luke
65	Hart	John
65	Piasecki	Michael
65	Riccitelli	Glen
66	Ulrich	James
67	Vaughan	Molly
68	Scelza	Paul
69	Trasente	Nina

70	Gidden	Andre
71	Lopez	Jasmaine
72	Morales	Luis
73	DiLauro	Alyssa
74	Terreri	Andrew

Certified by the Civil Service Commission on: July 14, 2020

2/2/2021



**TOWN OF HAMDEN**  
**Director of Grants & Capital Projects**  
Mayoral Appointment

**Unclassified/Non-Competitive**  
**Finance Department**

**Full Time/Non-Bargaining**  
**Salary: DOQ**

**Position Definition:** Under general direction, to plan, organize, administer and direct municipal Grants Planning and Capital Projects, including disaster relief reimbursement (FEMA), across all Town Departments in conjunction with relevant Department Heads; to develop and coordinate planning strategies through creation of master "Grants Acquisition Plan" designed to fulfill established departmental needs; to administer grant application and acquisition processes, and subsequently provide directional oversight for the competition of grant funded programs and projects; to administer and maximize the Town's ability to levy Capital funds for matching grant opportunities. In addition, the position performs highly responsible and complex professional administrative work in support of the Finance Department and tertiary Departments.

**Supervision Received:** Receives executive direction from the Mayor and Finance Director.

**Supervision Exercised:** Administers all municipal capital projects and grants; provides direction thereof to the Grants Management Specialist. May be assigned as a single project manager or to manage the work of others. Performs some or all of the key responsibilities listed below and may be required to have some or all of the specialized knowledge, skills and abilities.

**Examples OF Essential Duties:** The Director of Capital Projects & Grants will be responsible for the following duties:

- Develops and coordinates planning strategies through creation of master "Grants Acquisition Plan"; regularly meets and coordinates with Departments to establish and fulfill short and long-term objectives.
- Oversees Capital improvements and projects, including LoCIP and disaster relief reimbursement (FEMA), by utilizing and implementing project management systems and solutions on a Town Department -widebasis.
- Oversees and ensures the integrity of project and grant planning and implementation, including working with the Purchasing Agent to ensure compliance with competitive bid processes, contract forms and requirements, and necessary Federal, State and Local conditions which may be applicable.
- Develops project and grant deliverables and deadlines, schedules, evaluation standards, employees work flows, Grant charts and timetables alongside relevant Department grantee.
- Develops cost control and budget tracking procedures for capital projects and grants with Finance Department; assists in the evaluation and negotiation of capital project change orders and draft change orders.
- Serves as "on-site" project manager when assigned, as needed or as applicable; serves as a liaison for direct coordination with vendors, agencies and organizations performing authorized work on a project site or in regards to an ongoing grant or program.
- Monitors program/project proposals and applications for conformance with regulations and Town goals; monitors and assesses on-going programs for conformance to reporting requirements and conformance with "Grants Acquisition Plan" Monitors and pursues disbursement of Federal, State and Local funds as related to qualified capital projects and grants in coordinated with Department Heads.
- Prepares and represents proposals/resolutions for Legislative Council's consideration regarding submission and execution of grant contracts, capital budget reallocations, capital project authorizations, project amendments and any other actions as may be required to secure and maintain grant/capital project funding.
- Reports to the Mayor and Legislative Council on current grant activity, status of capital projects, and the budget effect of expected grant activity and capital re - allocation/establishment, performs related duties as required.
- Represents the town by attending meetings, public events, and speaking engagements; attends staff meetings; schedules and coordinates project meetings and appointments; develops and promotes press and marketing materials as applicable to relevant projects and grants

**Knowledge, Skills and Abilities:**

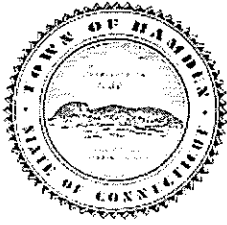
- Considerable knowledge of and ability to apply project management principles and techniques to large-scale municipal projects.
- Considerable knowledge of relevant state and federal laws, statutes and regulations as related to municipal project management and grants acquisition.
- Considerable knowledge of program evaluation and monitoring functions; knowledge of research methods and techniques.
- Considerable knowledge of grant application preparation and administration of grant-funded programs.
- Considerable ability to analyze data, make recommendations, prepare reports and make presentations; coordinate complex contracts and activities, and maintain accurate records.
- Considerable ability to develop and implement deliverables, policies, procedures that are consistent with the town's goals and objectives.
- Considerable interpersonal skills; considerable oral and written communication skills.
- Knowledge of building materials, methods and their use in maintenance and operation of large public buildings.
- Knowledge of security and safety requirements.

**Minimum Qualifications Required:** Experience equivalent to a bachelor's degree from an accredited college or university with a major related to construction management or other related specialization, or seven (7) years of increasingly responsible experience related to assigned competency; at least two years of supervisory experience and four years of experience working on municipal projects.

**License or Certificate Required:** A valid Connecticut Motor Vehicle Operator's license is required. Must obtain a Project Management Professional (PMP) Certificate from the Project Management Institute within 18 months of employment (requirement may be waived by the Finance Director in deference to commensurate experience exceeding minimum qualifications).

**Physical Mental Exertion/Environmental Conditions:** Primarily works in office setting subject to continuous interruptions and background noise. Includes exposure to computer screens on a daily basis. May be required to lift and move light to medium weights, for example, manuals, files, office supplies, etc. Must be able to work under stress from demanding deadlines and changing priorities and conditions. The work requires interacting with sometimes emotionally upset persons that requires calmness and inner-strength under extraordinary conditions. There are some travel and night meetings.

**Note:** The above description is illustrative of tasks and responsibilities. It is not meant to be all-inclusive of every task and responsibility. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.



**TOWN OF HAMDEN**  
**ELDERLY SERVICES**  
**DEPARTMENT**

CSC  
07/08/2021  
6.

Suzanne Burbage  
*Elderly Services*  
*Coordinator*

Miller Cultural Complex  
2901 Dixwell Ave  
Hamden, CT 06518  
Tel: (203) 287- 2548  
Fax: (203) 287-2693

Date: June 25, 2021

To: Ken Kelley, Human Resources Director  
From: Suzanne Burbage, Elderly Services Coordinator and Municipal Agent  
RE: Secretary Position

Please post the position for the Elderly Services Secretary with the AFSCME bargaining unit. The position will become open on July 19, 2021.

Thank you for your assistance in this request.

Suzanne

Suzanne Burbage  
Elderly Services Coordinator and Municipal Agent  
Town of Hamden Elderly Services  
2901 Dixwell Avenue  
Hamden, CT. 06518  
(PH) 203-287-2548  
(FX) 203-287-2693  
[www.hamden.com](http://www.hamden.com)

Visit us at [www.hamden.com](http://www.hamden.com)

**Renee Morgan**

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**From:** Ken Kelley  
**Sent:** Monday, June 28, 2021 1:20 PM  
**To:** Brigitte Cogswell  
**Cc:** Renee Morgan  
**Subject:** Fwd: Clerk/Typist opening in YS request to post

Sent from my iPhone

Begin forwarded message:

**From:** Susan Rubino <SRubino@hamden.com>  
**Date:** June 28, 2021 at 12:52:55 PM EDT  
**To:** Ken Kelley <KKelley@hamden.com>  
**Cc:** Kimberly Craft <kCraft@hamden.com>, Julie Smith <JSmith@hamden.com>  
**Subject:** Clerk/Typist opening in YS request to post

Good Afternoon Ken-

I am making a request for the Clerk/Typist position in Youth Services to be posted. As you are aware, it is approved in the FY22 budget.

Thank you in advance.

Stay safe. Stay healthy. Stay connected.

Best,

SUSAN

Susan Rubino, Coordinator



11 Pine Street  
Hamden, CT 06514  
203 777-2610 ext. 1120  
@HamdenYouthServicesBureau  
@HYSBKidsActivities  
@Hamden-North Haven Collaborative

**Renee Morgan**

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**From:** Brigitte Cogswell  
**Sent:** Monday, June 28, 2021 4:10 PM  
**To:** Renee Morgan; Ken Kelley  
**Subject:** FW: Chief Assessor

**From:** Scott Jackson  
**Sent:** Monday, June 28, 2021 2:05 PM  
**To:** Brigitte Cogswell <BCogswell@Hamden.com>  
**Subject:** Chief Assessor

As you are aware, the period for the temporary approval of the Chief Assessor expires shortly. Our posting of the position in various locations has, for now, not identified a robust group of candidates for the position. The interim Assessor has agreed to continue service in the most appropriate way possible.

At your earliest convenience, can you contact me at (203) 535-2817 to confirm the available options that conform to the process?

Scott D. Jackson  
Director of Finance  
Town of Hamden  
2750 Dixwell Avenue  
Hamden, CT 06518

(203) 287-7007

[www.hamden.com](http://www.hamden.com)