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**MINUTES  
CIVIL SERVICE COMMISSION  
Special Meeting  
Thursday, September 16, 2021 @ 9:00 A.M.  
Hamden Government Center  
Main Conference Room - Third Floor  
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.**

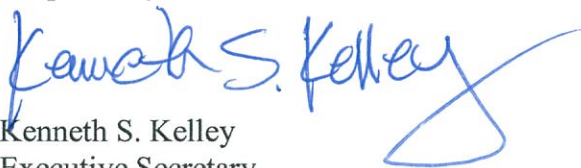
Chairperson Andrea Lobo called the meeting to order at 9:04 A.M. with Commissioner Curt Andrews in attendance. Also present were Executive Secretary Kenneth Kelley, Benefits Technician Kathleen Walsh, Human Resources Officer Brigitte Cogswell, Police Chief John Sullivan, Library Director Melissa Canham-Clyne, Public Works Director Craig Cesare and Elderly Services Coordinator Suzanne Burbage.

1. Review and approval of the August 3, 2021 Civil Service Commission regular meeting minutes. On a motion by Chairperson Lobo, seconded by Commissioner Andrews, it was the decision of the Commission to approve the minutes.
2. Review and certification of the following eligibility list(s):
  - a) Library Custodian- On a request made by Library Director Melissa Canham-Clyne and a motion by Chairperson Lobo, seconded by Commissioner Andrews, it was the unanimous decision of the Commission that the list would not be recertified.
  - b) ELFF/Paramedic- On a motion by Chairperson Lobo, seconded by Commissioner Andrews, it was the unanimous decision of the Commission to certify the list for a six (6) month period ending 1/17/2022.

- c) CFF/EMT- On a motion by Chairperson Lobo, seconded by Commissioner Andrews, it was the unanimous decision of the Commission to certify the list for a six (6) month period ending 1/17/2022.
3. Review and action on the following applications(s):
- a) Maintainer I- (64 applicants) - held for Executive Session.
  - b) Land Records Technician (3 applicants) - On a motion by Chairperson Lobo, seconded by Commissioner Andrews, it was the unanimous decision that one (1) applicant met the minimum qualifications and would move on in the process.
  - c) Elderly Services-Outreach Counselor - (6 external applicants) - On a motion by Chairperson Lobo, seconded by Commissioner Andrews, it was the unanimous decision of the Commission that three (3) external applicants met the minimum qualifications and would move on in the process.
  - d) Payroll Clerk - (22 applicants) - On a motion by Chairperson Lobo, seconded by Chairperson Andrews, it was the unanimous decision of the Commission that nine (9) applicants met the minimum qualification and would move on in the process.
  - e) Purchasing Technician – (4 external applicants) - On a motion by Commissioner Andrews, seconded by Chairperson Lobo, it was the unanimous decision of the Commission that three (3) external candidates met the minimum qualifications and would move on in the process.
4. Review and certification of the following eligibility list(s):
- a) Secretary/Elderly Services Department – On a motion by Commissioner Andrews, seconded by Chairperson Lobo, it was the unanimous decision of the Commission to certify the list for a six (6) month period ending 03/16/2022.
  - b) Information Technology Technician – On a motion by Chairperson Lobo, seconded by Commissioner Andrews, it was the unanimous decision of the Commission to certify the list for six (6) month period ending 03/16/2022
5. Correspondence from Library Director Melissa Canham-Clyne requesting a promotional recruitment from within the AFSCME Local 1303-115 and an open competitive recruitment for the position of Librarian Part-time. On a motion by Chairperson Lobo, seconded by Commissioner Andrews, it was the unanimous decision of the Commission to commence with the recruitment.

6. Correspondence from Assistant Superintendent for Human Resources and Administration Hamden Public High Schools Gary Highsmith regarding Custodian/Class 10. On a motion by Chairperson Lobo, seconded by Commissioner Andrews this item was tabled.
7. Old Business – No motions were made under Old Business.
8. Public Correspondence: There were no items of Public Correspondence to discuss.
9. Executive Session: On a motion by Chairperson Lobo, seconded by Commissioner Andrews it was the unanimous decision of the Commission to go into Executive Session at 9:25AM. On a motion by Commissioner Andrews, seconded by Chairperson Lobo it was the unanimous decision of the Commission to come out of Executive Session at 9:56AM.
10. New Business:
  - a) Certified Police Applicant List – (11 applicants) - On a motion by Chairperson Lobo seconded by Commissioner Andrews it was the unanimous decision of the Commission to approve eight (8) applicants to move forward in the process.
  - b) Maintainer I – (63 applicants) - On a motion by Commissioner Andrews, seconded by Chairperson Lobo it was the unanimous decision of the commission to accept thirty eight (38) applicants to move on in the process.
11. On a motion by Chairperson Lobo, seconded by, Commissioner Andrews, it was the unanimous decision of the Commission to adjourn at 9:57 A.M.

Respectfully submitted,

  
Kenneth S. Kelley  
Executive Secretary