

**MINUTES  
CIVIL SERVICE COMMISSION  
Special Meeting  
Thursday, July 8, 2021 @ 9:00 A.M.  
Hamden Government Center  
Main Conference Room - Third Floor**

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 Ken Kelley, Administrative Secretary Renee Palumbo-Morgan, Human Resources Officer Brigitte Cogswell, Police Chief John Sullivan, Fire Chief Gary Merwede, Youth Services Coordinator Susan Rubino, Elderly Services Coordinator Suzanne Burbage, Finance Director Scott Jackson and Acting Town Planner Erik Johnson.

1. Review and approval of the June 15, 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) Admin. Asst. to Boards & Commissions – (original certification 01/17/2020) – 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 01/17/2022.
  - b) Entry Level Police Officer – (original certification 07/14/2020) – On a motion by Chairperson Lobo, seconded by Commissioner Andrews, it was the unanimous decision of the Commission to change the eligibility list to an Entry Level Police applicant list for a six (6) month period ending 01/14/2022. The applicants shall be notified of the new Police hiring processes and that their names are on the Entry Level Police Officer applicant list not an eligibility list.
3. Review and action on the following applications(s):
  - a) Information Technology Technician – (27 applicants) – On a motion by Commissioner Andrews, seconded by Chairperson Lobo, it was the unanimous decision of Commission that sixteen (16) applicants met the minimum qualifications and would move on in the process.
  - b) Account Clerk – (3 internal applicants) – On a motion by Commissioner Andrews, seconded by Chairperson Lobo, it was the unanimous decision of the Commission that three (3) internal candidates met the minimum qualifications and would move on in the process.

- c) Economic Development Technician– (2 internal applicants) – On a motion by Commissioner Andrews, seconded by Chairperson Lobo, it was the unanimous decision of the Commission that two (2) internal candidates met the minimum qualifications and would move on in the process.
4. Review and action on the following eligibility list(s):
- a) Account Clerk – 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 01/08/2022.
  - b) Economic Development 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 01/08/2022.
  - c) Battalion Chief – 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 01/08/2022.
5. Informational Item:
- a) Job description for the new position of Director of Grants and Capital Projects in the Finance Department. The Commission reviewed the job description and agreed with its content and the need for this position.
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. 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 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. On a motion by Chairperson Lobo, seconded by Commissioner Andrews, it was the unanimous decision of the Commission to commence with the recruitment.
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. On a motion by Chairperson Lobo, seconded by Commissioner Andrews, it was the unanimous decision of the Commission to approve an additional five (5) month temporary appointment due to the difficulty in filling this position.

**Minutes (Continued)**  
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9. Old Business – No motions were made under Old Business.
10. There were no items of Public Correspondence to discuss.
11. On a motion by Chairperson Lobo, seconded by, Commissioner Andrews, it was the unanimous decision of the Commission to adjourn at 9:31 A.M.

Respectfully submitted,

  
Kenneth S. Kelley  
Executive Secretary

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TOWN CLERK  
HANDEN, CT  
2021 JUL 16 A 11: 20  
REC'D AND FILED BY

**Account Clerk  
Eligibility List  
Thursday, July 8, 2021**

Kimberly Craft

Corey Knoll

Rebecca Wetmore

Certified by the Civil Service Commission on: July 8, 2021

**Economic Development Technician  
Eligibility List  
Thursday, July 8, 2021**

Sharon Regan

Natalie Barletta

Certified by the Civil Service Commission on: July 8, 2021

**Hamden Battalion Chief Eligibility List  
July 8, 2021**

Rank	Candidate
1	Tierney, Brion
2	Barletta, Adam
3	Blyth, Jason
4	Bannon, Gregory
5	Amatrudo, Bernard

Certified by the Civil Service Commission on July 8, 2021.