

**MINUTES  
CIVIL SERVICE COMMISSION  
REGULAR MEETING**

**Tuesday, July 20, 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://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/0eS5lfHGZUC9GkLN5hoODQb8BLwpcMqI9IMhwnk5JcXEzVmIYj9LIZMBr\\_FNVBL.HbCqC1-Kz\\_t7U0xH](https://us06web.zoom.us/rec/share/0eS5lfHGZUC9GkLN5hoODQb8BLwpcMqI9IMhwnk5JcXEzVmIYj9LIZMBr_FNVBL.HbCqC1-Kz_t7U0xH)**

**\*\*If prompted for a password, enter: h#P4Eg9i**

**\*\*\*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 9:06 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, Chief of Staff Adam Sendroff and Town Clerk Vera Morrison.

1. Review and approval of the July 8, 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 the minutes.
2. Review and action on the following application(s):
  - a) Superintendent of Trees/Public Works – (3 internal 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 would move on in the process.
  - b) Assistant Town Clerk – (2 applicants) – On a motion by Commissioner Andrews, seconded by Chairperson Lobo, it was the unanimous decision of the Commission that one (1) applicant meet the minimum qualifications and would move on in the process.

3. Correspondence from Purchasing Agent Philip Goodwin requesting an internal promotional recruitment from within the AFSCME Local 2863 and if necessary open competitive recruitment for the position of Purchasing Technician. On a motion by Chairperson Lobo, seconded by Commissioner Andrews, it was the unanimous decision of the Commission to commence with the recruitment.
4. Correspondence from Finance Director Scott Jackson requesting an internal promotional recruitment from Within the AFSCME Local 2863 and if necessary open competitive recruitment for the position of Payroll Clerk. On a motion by Chairperson Lobo, seconded by Commissioner Andrews, it was the unanimous decision of the Commission to commence with the recruitment.
5. Review and approval of the revised job description for the position of Maintainer I (Public Works/Parks) – On a motion by Chairperson Lobo, seconded by Commissioner Andrews, it was the unanimous decision of the Commission to approve the job description with the language “a valid Driver’s License is required within six (6) month of hire and a Class B CDL license is desired.” Chairperson Lobo also stated that the Maintainer recruitment be reposted and current applicants would remain in the recruitment.
6. Informational Item:
  - a) Job description for the new administrative position –  
Town Planner and Economic Development Director - The job description was reviewed by the Commission.
7. Public Correspondence – There were no items of Public Correspondence to discuss.
8. New Business:
  - a) Superintendent of Trees Eligibility List – On a motion by Commissioner Andrews, seconded by Chairperson Lobo, it was the unanimous decision of the Commission to certify the eligibility list of internal candidates for a six (6) month period ending 01/20/2022.
  - b) Assistant Town Clerk – On a motion by Commissioner Andrews, seconded by Chairperson Lobo, it was the unanimous decision of the Commission to certify the eligibility list of internal candidates for a six (6) month period ending 01/20/2022.

9. No motions were made under Old Business.

10. On a motion by Chairperson Lobo, seconded by Commissioner Andrews, it was the unanimous decision of the Commission to adjourn at 9:35 AM.

Respectfully submitted,



Kenneth S. Kelley  
Executive Secretary

TOWN CLERK  
HANDEN, CT  
2021 JUL 23 P 2:37  
REC'D AND FILED BY

**Superintendent of Trees/Public Works  
Eligibility List  
Tuesday, July 20, 2021**

Rhone, Christopher

Sullivan, Robert

Zukunft, Karl

Certified by the Civil Service Commission on: July 20, 2021

**Assistant Town Clerk  
Eligibility List  
Tuesday, July 20, 2021**

Dercole, Susan

Certified by the Civil Service Commission on : July 20, 2021