

CIVIL SERVICE BOARD
MINUTES
MAY 30, 2012

Present: Nick Macol
Tom Whelan
Barbara Skibiski
Gail Jarvis

Also present: Mary Ann Meier, Personnel Manager

Meeting was called to order at 7:35 p.m. by Co-chairman Nick Macol.

Minutes of March 7, 2012 were approved as presented. Vote: Motion carried 2-0-2 (Abstention: Jarvis, Skibiski).

Item #3 Moved by Gail Jarvis, seconded by Barbara Skibiski to approve Eligibility List for Custodian, WG IV. VOTE: Motion carried 4-0 unanimously.

Item #4 Records Clerk/Police Dept. - to advertise, recruit and test. Moved by Gail Jarvis, seconded by Nick Macol to give a written examination for the position of Records Clerk/Police Dept. with weights of 80 written/20 E&T. We will advertise online for this position for one week provided there are at least 20 applicants. If there are less than 20 applicants, we will advertise for an additional week. VOTE: Motion carried 4-0 unanimously.

Item #5 Youth's (formerly Children's) Librarian – to advertise, recruit and test. Moved by Barbara Skibiski, seconded by Nick Macol to give an oral examination for the position of Youth's (Children's) Librarian with weights of 90 oral/10 E&T. VOTE: Motion carried 4-0 unanimously.

Item #6 Election of Chairman-2012: Gail Jarvis nominated Nick Macol and Tom Whelan as co-chairmen for 2012; seconded by Barbara Skibiski. Motion carried unanimously.

Item #7- Amending Civil Service Rules. Personnel Manager will outline the changes that need to be made to the Civil Service Rules, and thereafter, she will present the changes to the Civil Service Board for their approval.

Item #9 (Any other business that might come before this Board) Moved by Gail Jarvis, seconded by Barbara Skibiski to approve the request made by the Town Clerk to fill the vacancy of the budgeted full time clerk's position on a 6 month provisional basis commencing on July 1, 2012, until an examination is made to fill this position permanently.

Gail Jarvis moved to adjourn; seconded by Barbara Skibiski. Motion carried unanimously.

Meeting adjourned at 8:35 p.m.

Respectfully submitted,

Mary Ann Meier