

CIVIL SERVICE BOARD
MINUTES
DECEMBER 18, 2012

Present: Nick Macol
 Tom Whelan
 Barbara Skibiski

Also present: Mary Ann Meier, Personnel Manager; Elaine Wang, Chief of Staff;
 and Suzanne Monaco, Town Clerk.

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

Minutes of October 17, 2012 were approved as presented.

Accounting Manager position - Eligibility list for Accounting Manager.....Approved by Board as presented.

Town Clerk, Clerk position – Motion made by Tom Whelan, seconded by Nick Macol that for the purposes of filling vacant positions in the Town Clerk’s Office, the eligibility list be reweighted to reflect specific training requirements of and familiarity with a Town Clerk’s Office, such that individuals with at least five years experience in a Town Clerk’s Office within the past five years be given the maximum experience and training score of 20 points.

VOTE: Motion carried unanimously 3-0.

Nick Macol moved to adjourn; seconded by Tom Whelan. Motion carried unanimously.

Meeting adjourned at 8:35 p.m.

Respectfully submitted,

Mary Ann Meier