CIVIL SERVICE BOARD

MINUTES FROM ZOOM REGULAR MEETING

Wednesday, June 17, 2026

Board Members Present: Ann Langley, Chair

Michelle Wigzell

Herbert Marsh

Lauren McBride

Alice Ferreira

Also, present: Steve Librandi, HR Manager, and Phil Meagher, IT Technician.

The meeting was called to order at 12:00 P.M. by Chair Ann Langley.

Minutes:

MOTION made by Herb Marsh, Seconded by Alice Ferreira to Approve the May 20, 2026, Regular Meeting Minutes.

VOTE – 5-0, Item passed.

General Public:

The Chair asked Phil Meagher if there was anyone in the General Public present who would like to make a statement. There were none.

New Business:

Steve Librandi presented the request to Approve the Eligibility List for a Tradesman/Leadman HVAC. There was a question from the Chair Ann Langley about the difference between the Tradesman/Leadman HVAC and Tradesman/Leadman Electrician. Steve Librandi explained that there was an error on the Tradesman/Leadman Electrician list, which he would address under the next item.

MOTION made by Alice Ferreira, Seconded by Lauren McBride to Approve the Eligibility List for Tradesman/Leadman HVAC – Parks Dept. Open & Competitive. 100% Training & Experience.

VOTE 5-0, Item passed

Steve Librandi presented the request to Approve Eligibility List for Tradesman/Leadman Electrician. He explained that the list as presented had a typographical error on it erroneously identifying it as Tradesman/Leadman HVAC. He noted to the Board that he would correct the error and properly title the list Tradesman/Leadman Electrician.

MOTION made by Michelle Wigzell, Seconded by Herb Marsh to Approve the Eligibility List for Tradesman/Leadman Electrician – Parks Dept. Open & Competitive. 100% Training & Experience.

VOTE – 5-0, Item passed

Steve Librandi presented the request to Approve the Eligibility List for Admin Asst. Pension & Budget. There was a question from the Chair Ann Langley about whether this was an Admin III position. Steve Librandi explained that it was in the same range as the Admin III but noted that the Town was moving away from the generic Admin I, Admin II & Admin III job titles to Dept. specific titles.

MOTION made by Ann Langley, Seconded by Michelle Wigzell to Approve the Eligibility List for Admin Asst Pension & Budget – Finance Dept. Open & Competitive. 80% Training & Experience, 20% Computer Skills.

VOTE – 5-0, Item passed

Steve Librandi presented the request to Advertise and Recruit for a Deputy Town Clerk explaining this was a new position created to designate a clear number two in the Town Clerk Office. There was no discussion

MOTION made by Michelle Wigzell, Seconded by Ann Langley to Approve the Request to Advertise & Recruit for a Deputy Town Clerk – Town Clerk Office. Open & Competitive 100% Training & Experience.

VOTE 5-0, Item passed

Approval of Transfer list request:

Steve Librandi presented the Transfer List Application of Bryan White Asst. Town Clerk to the Board for approval. There was no discussion

MOTION made by Michelle Wigzell, Seconded by Alice Ferreira to Approve the Transfer List Application of Bryan white.

VOTE 5-0, Item passed

Civil Service New Hire Report: No Report this month.

MOTION made by Lauren McBride, Seconded by Alice Ferreira to adjourn at 12:13 P.M.

VOTE 5-0, Item passed.

Respectfully Submitted,

Stephen Librandi