

CIVIL SERVICE BOARD  
**MINUTES**  
MAY 20, 2015

Present: Anna Maresca  
Gail Jarvis  
Barbara Skibiski  
Tom Whelan

Also present: Mary Ann Meier, Personnel Manager.

Meeting was called to order at 7:37 p.m. by Tom Whelan.

Moved by Anna Maresca, seconded by Gail Jarvis to approve minutes of March 10, 2015 meeting, as presented. VOTE: Carried 3-0-1 (Abstention: Whelan)

Moved by Anna Maresca, seconded by Barbara Skibiski to approve the Director of Parks and Recreation and Sewer Pump Station – Maintenance Crew Leadman eligibility lists, as presented. Vote: Motion carried 4-0 unanimously.

Moved by Gail Jarvis; seconded by Barbara Skibiski, to advertise and recruit for a Board of Education Plumber in accordance to the minutes of October 8, 2014. Civil Service will fill the position as non-competitive. Civil Service will identify which candidates are qualified and non-qualified before submitting the candidates to the board of education for consideration. Vote: Motion carried 4-0 unanimously.

Moved by Anna Maresca; seconded by Gail Jarvis, to advertise and recruit for the position of Golf Course Superintendent. Weights will be established at 100% experience and training and a final interview of the top 5 candidates will be conducted by a panel created by the Golf Course Commission, Property Management Director and Director of Parks and Recreation. Vote: Motion carried 4-0 unanimously.

Moved by Anna Maresca; seconded by Barbara Skibiski, to advertise, recruit as a promotional for the position of Assistant Town Engineer. Weights will be established at 100% experience and training. Vote: Motion carried 4-0 unanimously.

Moved by Anna Maresca; seconded by Gail Jarvis, to advertise, recruit and test for the position of Land Use Planner. The position will be filled as an oral evaluation with weights of 80% Oral and 20% experience and training.

Anna Maresca amended her motion and Gail Jarvis amended her second.

Anna Maresca moved, seconded by Gail Jarvis, to advertise, recruit and test for the position of Land Use Planner. The position will be filled as an oral evaluation with weights of 80% Oral and 20% experience and training. We will conduct a Land Use Planner oral evaluation for no more than the top 15 candidates. This takes effect only if we received a large pool of candidates.  
Vote: Motion carried 4-0 unanimously.

Moved by Barbara Skibiski; seconded by Gail Jarvis to advertise, recruit and test for a civil service, non-union administrative assistant in the HR/Civil Service Department. This position will be added to the mix of administrative assistant positions that we are filling. The testing will follow the same criteria as discussed at the March 10, 2015 Civil Service meeting.

Vote: Motion carried 4-0 unanimously.

Motion made by Gail Jarvis to adjourn. Meeting adjourned at 9:00 pm

Respectfully submitted,

Mary Ann Meier