

CIVIL SERVICE BOARD
MINUTES from ZOOM MEETING
Wednesday, June 8, 2022

Present: Michelle Wigzell, Alice Ferriera, and Willie McBride
Also present: Mary Ann Meier, HR Manager and Tom McCarthy, Dir. of HR

Meeting was called to order at 12:05 pm.

Chairperson Ann Langley was not present at meeting. Motion was made by Alice Ferriera; seconded by Willie McBride to make Michelle Wigzell Acting Chair of today's meeting.
VOTE: Motion carried 3-0 unanimously.

Motion by Michelle Wigzell, seconded by Alice Ferriera to accept minutes of April 22, 2022. Vote: 2-0-1 (Willie McBride) abstained.

Glen Wargo's promotional application was disqualified by HR/Civil Service due to an incomplete application. Upon reviewing Glenn Wargo appeal by the Civil Service Board, motion was made by Michelle Wigzell; seconded by Willie McBride to deny Glenn Wargo's appeal based on his submission of an incomplete application. VOTE: Motion carried 3-0 unanimously.

Motion made by Willie McBride; seconded by Alice Ferriera to approve eligibility list for the Equipment Operator Jr Grade – Highway position; seconded by Alice Ferriera VOTE: Motion carried 3-0 unanimously.

Motion made by Willie McBride; seconded by Alice Ferriera to approve eligibility list for the Equipment Operator Jr Grade – Parks position. VOTE: Motion carried 3-0 unanimously.

Motion made by Willie McBride; seconded by Alice Ferriera to approve eligibility list for the Assistant Tax Assessor/Appraisal position. VOTE: Motion carried 3-0 unanimously.

Motion made by Willie McBride; seconded by Alice Ferriera to advertise, test and recruit for an Assistant Town Clerk. The weight of the examination will be 100% experience and training. VOTE: Motion carried 3-0 unanimously.

Motion made by Willie McBride; seconded by Alice Ferriera to advertise, test and recruit for a Sanitarian. The weight of the examination will be 100% experience and training. VOTE: Motion carried 3-0 unanimously.

Motion made by Willie McBride; seconded by Alice Ferriera to advertise, test and recruit for an Adult Services Coordinator - Library. The weight of the examination will be 80% oral examination and 20% experience and training. VOTE: Motion carried 3-0 unanimously.

Motion made by Willie McBride; seconded by Alice Ferriera to advertise, test and recruit for a Custodian. The weight of the examination will be 100% experience and training. VOTE: Motion carried 3-0 unanimously.

Motion made by Willie McBride; seconded by Alice Ferriera to advertise, test and recruit for a Circulation Coordinator-Library. The weight of the examination will be 100% experience and training. VOTE: Motion carried 3-0 unanimously.

Motion made by Willie McBride; seconded by Alice Ferriera to advertise, test and recruit for a HR Generalist. The weight of the examination will be 80% experience and training and 20% online proficiency assessment computerized examination. Only the top 10 scoring candidates on the eligibility list will be subject to the online proficiency assessment examination established by the civil service department. VOTE: Motion carried 3-0 unanimously.

Motion made by Michelle Wigzell; seconded by Alice Ferreira to adjourn the meeting at 1:04 pm. VOTE: Motion carried 3-0 unanimously.

Respectfully submitted,

Mary Ann Meier

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