Present: Ann Langley, Chair, Michelle Wigzell, Alice Ferreira, Barbara Skibiski and Willie McBride.
Also present: Tom McCarthy, Dir. of HR, Robert Dunn, Building, Lynn Ormsbee, Tax Assessor, Andrew Fries, Tashua Golf Course.

Meeting was called to order at 12:03 pm.

1) Attendance was taken by Tom McCarthy, Director of HR.

2) General Public: No members of the public asked to make comments.

3) New Business:

   Motion was made by Michelle Wigzell; seconded by Alice Ferreira to advertise, test and recruit for Mechanic-Golf Course. The weight of the examination will be 75% experience and training and 25% practical test. VOTE: Motion carried 5-0 unanimously.

   Motion made by Michelle Wigzell; seconded by Alice Ferreira to approve eligibility list for the HR Manager-HR/Civil Service. VOTE: Motion carried 5-0 unanimously.

   Motion made by Michelle Wigzell; seconded by Alice Ferreira to approve eligibility list for the Assistant Town Clerk – Town Clerk. VOTE: Motion carried 5-0 unanimously.

   Motion made by Willie McBride; seconded by Alice Ferreira to approve eligibility list for the Maintainer IV. VOTE: Motion carried 5-0 unanimously.

   There was a request to waive testing for Administrative Assistant Building-Building. After discussion Board members decided not to approve the waiver but approve a modified testing. Motion made by Michelle Wigzell; seconded by Barbara Skibiski to remove this position from the Administrative Testing Series. A motion was then made by Michelle Wigzell; seconded by Willie McBride to advertise, test and recruit for an Administrative Assistant-Building with the weight of the test being 75% Experience and Training and 25% Oral Examination. VOTE: Motion carried 5-0 unanimously.

   There was a request to waive testing for Tax Assessment-Clerk. After discussion, Board members decided not to approve the waiver but approve a modified testing. Motion made by Michelle Wigzell; seconded by Alice Ferreira to remove this position from the Administrative Testing Series. A motion was then made by Michelle Wigzell; seconded by Barbara Skibiski to advertise, test and recruit for an Tax Assessment-Clerk with the weight of the test being 75% Experience and Training and 25% Oral Examination. VOTE: Motion carried 5-0 unanimously.
Motion made by Michelle Wigzell; second by Alice Ferreira to approve the 6-month provisional appointment of Sebastian Fonseca as a Custodian. VOTE: Motion carried 5-0 unanimously.

Motion made by Michelle Wigzell; second by Alice Ferreira to approve the 6-month provisional appointment of David Durand as a Park Ranger. VOTE: Motion carried 5-0 unanimously.

Respectfully submitted,

Thomas McCarthy

Thomas McCarthy

Director of Human Resources