

**MINUTES
CIVIL SERVICE COMMISSION
Monday, January 4, 2010 @ 9:00 AM
Conference Room of the Town Attorney**

Minutes of the regular meeting of the Civil Service Commission held Monday, January 4, 2010 @ 9:00 AM:

**IN ACCORDANCE WITH A DECISION OF THE CIVIL SERVICE COMMISSION,
MINUTES WILL REFLECT INDIVIDUALS IN ATTENDANCE, MOTIONS MADE,
AND VOTES TAKEN.**

Chairman Carlton Oneal called the meeting to order at 9:06 AM with Commissioner Reynolds present. Also present was Executive Secretary Ken Kelley, Administrative Secretary Terri Gamberdella, Town Engineer Bob Briton, and Library Director Bob Gualtieri.

Review and action on the minutes of the December 21, 2009 Civil Service Commission. On a motion by Chairman Oneal, seconded by Commissioner Reynolds, it was the unanimous decision of the Commission to approve the minutes.

Review and action on the following eligibility lists:

- a) Library Page – There was no action taken, the list will expire on 01/22/10.
- b) Library Clerk – There was no action taken, the list will expire on 01/22/10.
- c) Central Communications Technician. On a motion by Chairman Oneal, seconded by Commissioner Reynolds, it was the unanimous decision of the Commission to recertify the list for another six (6) month period.

Review and action on the following applications:

- a) Engineering Aide (2). On a motion by Commissioner Reynolds, seconded by Chairman Oneal, it was the unanimous decision of the Commission that both applicants met the qualifications and would continue on in the process.
- b) Legislative Council Administrator (7). On a motion by Commissioner Reynolds, seconded by Chairman Oneal, it was the unanimous decision of the Commission that six (6) of the applicants met the qualifications, and would continue on in the process.
- c) Library Page (75). On a motion by Chairman Oneal, seconded by Commissioner Reynolds, it was the unanimous decision of the Commission that (70) seventy met the qualifications and would continue on in the process.

Under New Business:

Certification of the Eligibility List for Engineering Aide. On a motion by Chairman Oneal, seconded by Commissioner Reynolds, it was the unanimous decision of the Commission to add this item to the Agenda. On a motion by Chairman Oneal, seconded by Commissioner Reynolds, it was the unanimous decision of the Commission to certify the list for a six (6) month period.

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On a motion by Chairman Oneal, seconded by Commissioner Reynolds, it was the unanimous decision of the Commission to adjourn at 9:32 AM.

Respectfully submitted,

Kenneth S. Kelley
Executive Secretary