

**MINUTES
SPECIAL MEETING
CIVIL SERVICE COMMISSION
Monday, October 26, 2009 @ 11:00 AM
Conference Room of the Town Attorney**

Minutes of the special meeting of the Civil Service Commission held Monday, October 26, 2009 @ 11:00 AM:

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

Acting Chairperson Cate Reynolds called the meeting to order at 11:07 AM with Commissioner Kozak present. Also present was Executive Secretary Ken Kelley, Administrative Secretary Terri Gamberdella, Linda Melillo (Town Clerk's Office), Fire Chief David Berardesca, and Eli Reynolds.

Review and action on the minutes of the October 5, 2009 Civil Service Commission meeting. On a motion by Commissioner Kozak, seconded by Acting Chairperson Reynolds, it was the unanimous decision of the Commission to approve the minutes.

Correspondence from Town Clerk Vera Morrison for the promotional recruitment for Land Records Technician. On a motion by Commissioner Kozak, seconded by Acting Chairperson Reynolds, it was the unanimous decision of the Civil Service Commission to commence with the promotional recruitment within the Town Hall Union for the position of Land Records Technician.

Review and action on the job description for Deputy Fire Chief. On a motion by Commissioner Kozak, seconded by Acting Chairperson Reynolds, it was the unanimous decision of the Commission to approve the job description.

Review and action on one (1) application for School Nurse. On a motion by Acting Chairperson Reynolds, seconded by Commissioner Kozak, it was the unanimous decision of the Commission that the applicant met the qualifications, and her application would be forwarded to the Board of Education.

Correspondence from Public Works Director Joseph Velardi requesting the promotional recruitment for the position of Superintendent of Trees and Parkways. On a motion by Commissioner Kozak, seconded by Acting Chairperson Reynolds, it was the unanimous decision of the Commission to commence with the promotional recruitment from within the Supervisor's Union for the position of Superintendent of Trees and Parkways.

Correspondence from Acting Finance Director Charneski requesting the promotional recruitment for the position of Account Clerk. On a motion by Acting Chairperson Reynolds, seconded by Commissioner Kozak, it was the unanimous decision of the Commission to commence with the promotional recruitment from within Town Hall Union for the position of Account Clerk.

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On a motion by Acting Chairperson Reynolds, seconded by Commissioner Kozak, it was the unanimous decision of the Commission to adjourn at 11:24 AM.

Respectfully submitted,

Kenneth S. Kelley
Executive Secretary