

**MINUTES  
CIVIL SERVICE COMMISSION  
Monday, November 16, 2009 @ 8:30 AM  
Conference Room of the Town Attorney**

Minutes of the regular meeting of the Civil Service Commission held Monday, November 16, 2009 @ 8:30 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 8:40 AM with Commissioner Judi Kozak present. Also present was Executive Secretary Ken Kelley, Administrative Secretary Terri Gamberdella, Barbara Tito – Tax Collector, Jen Charneski – Acting Finance Director, Joe Velardi – Public Works Director, Vera Morrison – Town Clerk.

Review and action on the minutes of the Special Meeting of the Civil Service Commission held October 26, 2009. On a motion by Commissioner Kozak, seconded by Acting Chairperson Reynolds, it was the unanimous decision of the Commission to approve the minutes.

Review and action on the following eligibility lists:

- a) Tax Cashier. On a motion by Acting Chairperson Reynolds, seconded by Commissioner Kozak, it was the unanimous decision of the Commission to recertify the list for another six (6) month period.
- b) Head Custodian/BOE. On a motion by Acting Chairperson Reynolds, seconded by Commissioner Kozak, it was the unanimous decision of the Commission to recertify the list for another six (6) month period.

Review and action on the promotional applications for the position of Land Records Technician. On a motion by Commissioner Kozak, seconded by Acting Chairperson Reynolds it was the unanimous decision of the Commission to accept the two (2) applications received.

Correspondence from Acting Finance Director Charneski requesting a Town-wide recruitment for the position of Account Clerk. On a motion by Commissioner Kozak, seconded by Acting Chairperson Reynolds, it was the unanimous decision of the Commission to commence with the Town-wide recruitment (which would also include the Board of Education).

Correspondence from Public Works Director Velardi requesting the promotional recruitment from within the Public Works Union only 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 Public Works Union only.

Review and action on one (1) application for School Nurse. On a motion by Commissioner Kozak, seconded by Acting Chairperson Reynolds, it was the unanimous decision of the Commission to accept the application and to forward it on to the Board of Education

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Certification of the eligibility list for Land Records Technician. On a motion by Acting Chairperson Reynolds, seconded by Commissioner Kozak, it was the unanimous decision of the Commission to certify the list for a six (6) month period.

Review and action on the Calendar of Meetings for year 2010. On a motion by Commissioner Kozak, seconded by Acting Chairperson Reynolds, it was the unanimous decision of the Commission to Table this matter.

On a motion by Acting Chairperson Reynolds, seconded by Commissioner Kozak, it was the unanimous decision of the Commission to adjourn at 9:04 AM.

Respectfully submitted,

Kenneth S. Kelley  
Personnel Director