

MINUTES
CIVIL SERVICE COMMISSION
February 16, 2010 @ 9:00 AM
Conference Room of the Town Attorney

Chairman Carlton Oneal called the meeting to order at 9:04 AM with Commissioner Kate Reynolds present. Also present was Executive Secretary Ken Kelley, Administrative Secretary Terri Gamberdella, and Assistant Town Clerk Linda Melillo.

Review and action on the minutes of the February 1, 2010 Civil Service Commission Meeting. On a motion by Chairman Oneal, seconded by Commissioner Reynolds, it was the unanimous decision of the Commission to approve the minutes.

Correspondence from Library Director Gualtieri requesting approval of a revised description for Library Technical Assistant. On a motion by Chairman Oneal, seconded by Commissioner Reynolds, it was the unanimous decision of the Commission to table his request.

Correspondence from Town Clerk Vera Morrison requesting the temporary appointment of Joanne Leone as Clerk Typist, effective upon the approval of the Civil Service Commission. On a motion by Chairman Oneal seconded by Commissioner Reynolds, it was the unanimous decision of the Commission to approve her temporary five (5) month appointment as Clerk Typist, or until the position is filled, whichever comes first.

Correspondence from Town Clerk Vera Morrison requesting the recruitment of Clerk Typist. On a motion by Chairman Oneal, seconded by Commissioner Reynolds, it was the unanimous decision of the Commission to commence with the promotional recruitment.

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

On a motion by Commissioner Reynolds, seconded by Chairman Oneal, it was the unanimous decision of the Commission to adjourn at 9:20 AM.

Respectfully submitted,

Kenneth S. Kelley
Executive Secretary