

CIVIL SERVICE COMMISSION  
Meeting  
MINUTES  
March 17, 2021  
10:00 a.m.  
Via Videoconference  
(Meeting recorded on Zoom)

**Roll Call:**

The meeting was called to order by Chair Shay Nagarsheth and Commissioner Andrew Wetmore. Also present were Denise Janey, Chief Examiner; Dianne Rosemark, Assistant Corporation Counsel; and member of the public Annette Zatkovich.

**Minutes: Review and accept previous meeting's minutes**

*Motion by Commissioner Wetmore, seconded by Chair Nagarsheth, to accept the previous meeting's minutes as written. Motion carried unanimously.*

**Personnel Status:**

**New Hires:**

Ms. Janey noted news hires as follows: Kevin Ford - Interim Fire Chief; Christopher Profeta - Maintenance Mechanic II HVAC - Public Buildings Department; and Ana Dos Santos, Senior Field Person - Tax Assessor's Office.

**Promotions: None**

**Retirements: None**

**New Business:**

**Assistant Town Clerk Appeal**

**- Annette Zatkovich**

Ms. Annette Zatkovich accepted the offer to have her case heard in Executive Session.

*Motion by Commissioner Wetmore, seconded by Chair Nagarsheth, to enter Executive Session. Motion carried unanimously. The Commission entered Executive Session.*

The Commission returned from Executive Session.

*Motion made by Commissioner Wetmore, seconded by Chair Nagarsheth, to include Annette Zatkovich's application for eligibility for the Assistant town Clerk position. Motion carried unanimously.*

## **Qualification of Applications:**

### **- Payroll Coordinator**

The 44 candidates were discussed as follows:

Accepted: 830, 317, 885, 489, 232, 237, 375, 499, 256, 164, 428, 591, 862, and 085.

Rejected: 584, 470, 997, 308, 238, 776, 719, 321, 785, 799, 099, 744, 202, 518, 343, 537, 834, 203, 407, 539, 426, 662, 509, 273, 936, 146, 402, 384, 667, and 131.

Commissioner Wetmore stated for the record that he is changing 317 to accept. Chair Nagarsheth changed 321 and 539 to reject.

Ms. Janey read the Accepted list as noted above.

*Motion made by Commissioner Wetmore to accept the eligible individuals, seconded by Chair Nagarsheth. Motion carried unanimously.*

## **Certification of Eligibility Lists**

### **- Assistant Town Clerk**

Ms. Janey noted that 2 qualified after participating in the oral examination and certification of the eligibility list is requested.

*Motion made by Commissioner Wetmore, seconded by Commissioner Nagersheth, to certify the Eligibility List for Assistant Town Clerk as presented. Motion carried unanimously.*

### **- Traffic Engineer**

Ms. Janey noted that there were 3 applicants, 3 took the oral exam and certification of the eligibility list is requested.

*Motion made by Commissioner Wetmore, seconded by Commissioner Nagersheth, to certify the Eligibility List for Traffic Engineer as presented. Motion carried unanimously.*

### **- Water Treatment Plant Operator**

Ms. Janey noted 6 applicants took the written examination and certification of the eligibility list is requested.

*Motion by Commissioner Wetmore, seconded by Commissioner Nagersheth, to certify the Eligibility List for the Water Treatment Plant Operator as presented. Motion carried unanimously.*

## **Request to Extend Eligibility List**

### **- Airport Equipment Operator III**

Ms. Janey requested the Airport Equipment Operator III Eligibility List be extended for at least one year.

*Motion by Commissioner Wetmore, seconded by Commissioner Nagersbeth, to extend the Eligibility List for Airport Equipment Operator III to expire on April 8, 2021.  
Motion carried unanimously.*

## **Adjourn**

*Motion made by Chair Nagarsheth,, seconded by Commissioner Wetmore, to adjourn. Motion carried unanimously.*