

**City of Norton**  
**CIVIL SERVICE COMMISSION**  
**Wednesday, May 12, 2021**

*The Norton Civil Service Commission convened for a meeting zoom- Live YouTube*

Joseph Conte called the meeting to order at 2:30 p.m.

**Roll Call:** Joseph Conte  
Peggy Dobbins  
Angela Beck

**Absent:**

**Attendees:**

**CURRENT BUSINESS:**

The Commission met today to discuss the following items.

**Job Descriptions- Secretary and Park Foreman**

Board read through both job descriptions that were provided to them and agreed that the language read fine for each one. Mr. Conte asked for a motion.

- Ms. Dobbins motioned to approve Job Descriptions for Secretary and Park Foreman, seconded by Ms. Beck.

Yes: Peggy Dobbins  
Angela Beck  
Joseph Conte

Motion unanimously approved.

**Exam- Full-time Fire Exam**

Mr. Conte stated he had no problem approving exam, all agreed. Ms. Szittai stated once they have a date for exam we will let board know.

- Mr. Conte motioned to approve Fire Department Exam, seconded by Ms. Dobbins.

Yes: Joseph Conte  
 Peggy Dobbins  
 Angela Beck

Motion unanimously approved.

**Consideration of Minutes**

Mr. Conte stated he read through them and they all looked good, all agreed.

- Ms. Dobbins motioned to approve minutes as written for 4/17/20, 07/08/20, 09/02/20 and 03/10/21, seconded by Mr. Conte.

Yes: Peggy Dobbins  
 Joseph Conte  
 Angela Beck

Motion unanimously approved.

- With no further business presented to the Commission, the meeting was adjourned at 2:34 p.m.

  
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 Commission Chairperson/Member

  
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 Commission Vice-Chairperson /Member

Date Approved: 4-16-21

*Civil Service Commission*  
*JC/PD/AB*