

**SPECIAL MEETING MINUTES
CIVIL SERVICE COMMISSION
JANUARY 28, 2014
TOWN OF WINCHESTER, CT 06098**

Item #1: Call to Order:

Commissioner Fran Delaney called the meeting to order at 5:36pm in the Lee Anne LeClaire Room, 2nd Floor, Town Hall, 338 Main Street, Winsted, CT 06098.

Item #2: Roll Call:

Present: Commissioners Fran Delaney, Joe Nichols and Skip Marsh and Chief Examiner Lowell Humphrey

Item #4: Executive Session:

A motion was made by NICHOLS and seconded by MARSH to enter Executive Session at 5:37pm. All in favor. Unanimous.

A motion was made by NICHOLS and seconded by MARSH to exit Executive Session at 6:28pm. All in favor. Unanimous.

Item #5: Old Business:

Police Department - Dispatcher

The Commission reviewed the report from Chief Examiner Lowell Humphrey regarding the Police Dispatcher process. To recap, a total of 19 candidates qualified; of which, 2 cancelled, 4 were no shows, 2 were disqualified due to a late postmark, leaving a total of 11 who participated in the Panel Interview process. 3 top names are being submitted to the hiring authority, Police Chief Robert Scannell, for consideration. Commissioner Nichols will deliver the names to the Police Department on January 29.

Item #6: New Business:

Police Officer

No action was taken on the Police Officer position. Civil Service has not received any direction to proceed on this opening.

Budget - 2014-15

Civil Service was allocated a total of \$12,900 in the town budget for 2013-14. \$10,000 was for the Chief Examiner, \$1,000 for clerical, \$400 for stationery, \$150 for duplication/copying, \$500 for legal notices, \$850 for fringe benefits. The Commission agreed that they will submit the new Budget for 2014-15 with a 0 increase and ask for the same amount as last year (\$12,900).

Item #7: Adjourn

A motion was made by MARSH and seconded by NICHOLS to adjourn the meeting at 6:34pm. All in favor. Unanimous.

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Respectfully submitted,

Irene Connole

Above Minutes have not been approved by the Civil Service Commission.
Approval date will be the next regularly scheduled meeting.

cc: Commissioners Francis Delaney, Joseph Nichols, Skip Marsh
Examiner Wayne Dove
Town Manager Dale Martin
Board of Selectmen