

**MEETING MINUTES
CIVIL SERVICE COMMISSION
MARCH 28, 2013
TOWN OF WINCHESTER, CT 06098**

Item #1: Call to Order:

Commissioner Fran Delaney called the meeting to order at 5:34pm 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; Examiner Wayne Dove

Item #3: Approval of Minutes:

A motion was made by NICHOLS and seconded by MARSH to approve the Minutes of December 16, 2012. All in favor. Unanimous.

A motion was made by NICHOLS and seconded by MARSH to table the Minutes of December 27, 2012 until the next meeting in April. All in favor. Unanimous.

A motion was made by MARSH and seconded by NICHOLS to approve the Minutes of January 24, 2013. All in favor. Unanimous with 1 abstention.

A motion was made by NICHOLS and seconded by MARSH to approve the Minutes of February 28, 2013. All in favor. Unanimous with 1 abstention.

Item #4: Executive Session:

A motion was made by DELANEY and seconded by NICHOLS to defer Executive Session. All in favor. Unanimous.

Item #5: Old Business:

Police Officer

Job search continues for a police officer. The ad has been reposted with a cutoff date of April 19 for all interested applicants. Examiner Wayne Dove will review the old job description with Police Chief Scannell and Sergeant Kinnehan. Wayne will also give Bob and Kevin a current report on the status of the hiring process. Chief Scannell wants to fill the position as soon as possible. 4 applications have been received.

Commissioner Delaney has asked Examiner Lowell Humphrey to communicate directly with Chief Scannell to talk about how he would like to set up the interview panel.

Public Works Director

The Commissioners ratified the job description for the Director position. Ad is now running on labor and town websites, CCM, CT Technology Transfer Center, New England American Public Works Association. Examiner Dove also recommended the

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ad be placed in the Waterbury Republican. Closing date for the job posting is no later than April 26, 2013. All applications must be received by Civil Service by that date in order to be considered for the position.

Item #6:

New Business:

No new business recorded.

Item #7: Adjourn

A motion was made by NICHOLS and seconded by MARSH to adjourn the meeting at 6:04pm. All in favor. Unanimous.

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 March
Examiner Wayne Dove
Town Manager Dale Martin
Board of Selectmen