

**MEETING MINUTES**  
**CIVIL SERVICE COMMISSION**  
**MAY 23, 2013**  
**TOWN OF WINCHESTER, CT 06098**

**Item #1: Call to Order:**

Commissioner Fran Delaney called the meeting to order at 5:44pm in the Lee Anne LeClaire Room, 2<sup>nd</sup> Floor, Town Hall, 338 Main Street, Winsted, CT 06098.

**Item #2: Roll Call:**

Present: Commissioners Fran Delaney, Joe Nichols and Skip Marsh; Town Manager Dale Martin

**Item #3: Approval of Minutes:**

Commissioner Delaney asked for permission to defer from the orders of the day by adding the Minutes of May 16, 2013 to Civil Service's roster.

A motion was made by MARSH and seconded by NICHOLS to approve the Minutes of the special meeting of April 22, 2013. All in favor. Unanimous with 1 abstention.

A motion was made by NICHOLS and seconded by MARSH to approve the Minutes of the meeting of April 25, 2013. All in favor. Unanimous with 1 abstention.

A motion was made by NICHOLS and seconded by MARSH to accept the Minutes of the special meeting of May 2, 2013. All in favor. Unanimous.

A motion was made by NICHOLS and seconded by MARSH to accept the Minutes of the special meeting of May 16, 2013, as amended. All in favor. Unanimous.

Under Public Works Director: Initial interviews were conducted and the results of those interviews generated a list of 3 whom the Town Manager will contact and arrange for second interviews. The remaining 8 will be sent a letter indicating that they are no longer under consideration, but will remain on the Eligible's List.

**Item #4: Executive Session:**

Executive session was waived by the Commission.

**Item #5: Old Business:**  
**Certified Police Officer**

Town Manager Dale Martin indicated that a conditional offer was made to 1 applicant thus far and a second is under consideration. Sergeant Kinahan also requested that a process be initiated for entry level officers. After extensive discussion, and a budget not being in place, the consensus was to table until the next meeting.

**Public Works Director**

Dale Martin stated that second interviews were being conducted; one on Friday, May 24, one on Tuesday, May 28 and one on Wednesday, May 29. Commissioner Delaney signed letters to the 8 candidates who will remain on the Eligible's List.

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Chief Examiner Lowell Humphrey submitted his invoice for his work on the process. His invoice for \$930.00 was accepted by Commissioners Delaney, Marsh and Nichols and given to Dale Martin for processing.

**State Library**

The Commission received direction from the State Library as to what Civil Service is required to keep on file and for how long; i.e., routine correspondence, 2 years, etc. The Commissioners will begin to make a list of what they want to dispose of, identify the documents accordingly and send their list to the State. The State will send a letter back to Civil Service approving if the documents can be destroyed. Commissioner Marsh suggested that Civil Service meet at 5:00pm instead of 5:30pm so that they could spend approximately 30 minutes each month researching files and generating a list for the State Library. The time change to 5:00pm was approved by the Commissioners and will begin in June.

For the record, Commissioner Delaney will not be in attendance at the June 25<sup>th</sup> meeting. Civil Service Secretary will email a copy of the Eligible's List to the Commissioners and Examiner Dove, as well as have copies available at all future meetings.

**Item #6: Old Business:**

No Old Business recorded.

**Item #7: Adjourn**

A motion was made by NICHOLS and seconded by MARSH to adjourn the meeting at 6:20pm. 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