

**MEETING MINUTES  
CIVIL SERVICE COMMISSION  
JULY 25, 2013  
TOWN OF WINCHESTER, CT 06098**

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

Commissioner Fran Delaney called the meeting to order at 5:30pm 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 and Skip Marsh

Absent & Excused: Commissioner Joe Nichols and Examiner Wayne Dove

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

A motion was made by MARSH and seconded by DELANEY to postpone the acceptance of the Minutes of June 27, 2013 until the next meeting in August. All in favor. Unanimous.

**Item #4: Executive Session:**

Executive session was waived by the Commission.

**Item #5: Old Business:**

**Certified Police Officer**

Report received from Police Chief Robert Scannell indicating that Michael Gagne was hired on July 15, 2013. A second candidate, Mark Blanchette, is undergoing the final steps in the process and, if all goes well, he should be hired within the next month. There is one more vacancy to be filled and the position is covered in the budget.

**State Library Project**

Ongoing.

**Item #6: New Business:**

**Utility IV Position**

A memo was received from Town Manager Dale Martin indicating the recent resignation of Robert Stockno which necessitates an opening in Public Works for a Utility IV person. No one has shown interest in the job posting to date. Commissioner Delaney will check with Dale Martin and verify that no applications were received and ask Examiner Dove to get involved in the process.

**Building Maintainer**

Public Works Director Neil Amwake and Town Manager Dale Martin have recommended making the Building Maintainer a 40-hour job and combining it with Building and Grounds. The Union is reviewing a draft of the job description.

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**P-T Dispatcher**

Police Chief Scannell advised the Commission that a part-time Dispatcher, Shelley Fracasso, is on LOA. Chief Scannell to meet with Town Manager Martin to review the Dispatcher position before determining if a hiring process should commence.

**For the Record**

The job application for Fred Wiarda was requested by the Town Manager's office. Irene found in the archives and submitted to the Town Manager's Secretary.

Commissioner Delaney advised that he may not be available for the August 22 meeting.

Commissioner Delaney will request a copy of Civil Service's budget in order to review current line items.

**Item #7: Adjourn**

A motion was made by MARSH and seconded by DELANEY to adjourn the meeting at 6:41pm. 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