

**MEETING MINUTES  
CIVIL SERVICE COMMISSION  
AUGUST 22, 2013  
TOWN OF WINCHESTER, CT 06098**

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

Commissioner Fran Delaney called the meeting to order at 5:37pm 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; Examiner Wayne Dove

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

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

A motion was made by MARSH and seconded by NICHOLS to accept the Minutes of June 27, 2013. All in favor. Unanimous with 1 abstention.

**Item #4: Executive Session:**

Executive session was waived by the Commission.

**Item #5: Old Business:**

**State Library Project**

Forms will be filled out in small batches and sent to the State for review.

**Item #6: New Business:**

**Utility IV Position**

No job applications have been received to date. A new advertisement has been sent out. All applications must be mailed to the Civil Service Commission and **postmarked no later than September 20, 2013** to be considered for the position. Examiner Wayne Dove will work with Public Works Director Neil Amwake on the testing process.

**Building & Grounds Maintainer**

Union approved the full-time position and the Commission signed off on the new job description. All applications must be mailed to the Civil Service Commission and **postmarked no later than September 20, 2013** to be considered for the position. Examiner Dove will work with Town Manager Dale Martin on the testing process.

**Item #7: Adjourn**

A motion was made by MARSH and seconded by NICHOLS to adjourn the meeting at 5:55pm. 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