

**MEETING MINUTES
CIVIL SERVICE COMMISSION
SEPTEMBER 26, 2013
TOWN OF WINCHESTER, CT 06098**

Item #1: Call to Order:

Commissioner Fran Delaney called the meeting to order at 5:35pm 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 accept the Minutes of August 22, 2013. All in favor. Unanimous.

Item #4: Executive Session:

A motion was made by MARSH and seconded by NICHOLS to enter Executive Session at 5:36pm. All in favor. Unanimous

A motion was made by NICHOLS and seconded by MARSH to exit Executive Session at 6:10pm. All in favor. Unanimous.

Item #5: Old Business:

State Library Project

Request will be sent to the State Library for permission to shred certain CSC files.

Utility IV Position

Examiner Wayne Dove has come up a list of 9 candidates for Utility IV who meet the minimum criteria. These 9 applicants will advance to the testing phase of the process conducted by Examiner Dove. Irene will send letters out to the applicants who did not meet minimum job requirements.

Building & Grounds Maintainer

Examiner Dove generated a list of 20 qualified candidates who meet the minimum criteria for testing. Wayne will work with PW's Director Neal Amwake in setting up appointments with these applicants to go through the testing process. Irene will send letters out to the applicants who did not meet minimum job requirements.

Police Department Dispatcher

No additional contact; therefore, will remove from agenda until further direction received.

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Item #6: New Business:

Town Assessor

There is an anticipated opening in the Tax Assessor's office. Commissioners are waiting for direction from Town Manager Dale Martin regarding this position.

For the record, Civil Service received PAF's on the hiring of Mark Blanchette, Police Patrolman and a Crossing Guard.

Item #7: Adjourn

A motion was made by NICHOLS and seconded by MARSH to adjourn the meeting at 6:26pm. 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 Marsh
Board of Selectmen
Chief Examiner Wayne Dove
Town Manager Dale Martin