

**MEETING MINUTES
CIVIL SERVICE COMMISSION
OCTOBER 24, 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 and Joe Nichols; Examiners Wayne Dove and Lowell Humphrey

Absent & Excused: Commissioner Skip Marsh

Item #3: Approval of Minutes:

A motion was made by NICHOLS and seconded by DELANEY to accept the Minutes of September 26, 2013. All in favor. Unanimous.

A motion was made by NICHOLS and seconded by DELANEY to defer from the order of the day. All in favor. Unanimous.

Item #4: Executive Session:

A motion was made by NICHOLS and seconded by DELANEY to enter Executive Session at 5:37pm. All in favor. Unanimous

A motion was made by NICHOLS and seconded by DELANEY to exit Executive Session at 6:06pm. All in favor. Unanimous.

Item #5: Old Business:

State Library Project

Copies of forms were made available to the Commission to fill out and send to the State to obtain approval for the disposal of files. Commissioner Delaney will submit the form to the State Library and wait for their response. No personnel records will be destroyed but remain in the Civil Service files.

Water Department Utility IV

Examiner Wayne Dove came up with a list of the top 3 candidates for Utility IV; namely, Christopher Carfiro, Martin Cormier and Emil Coviell. Their names will be given to the hiring authority, Public Works Director Neil Amwake, for final consideration. Letters will be sent out to candidates who did not qualify for the position.

Building & Grounds Maintainer

Examiner Dove generated a list of 20 candidates who qualified for the Building & Grounds Maintainer position. The top 3 candidates are David Cruden, Freddie Richards and Charles Sweeney. Their names will be submitted to the hiring authority, Public Works Director Neil Amwake, for final consideration. Letters will be sent out to candidates who are no longer being considered for the job, but will remain on the Civil Service Eligible's List.

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Town Assessor

Correspondence received from Town Manager Dale Martin, dated October 8, indicating a job opening for a Town Assessor. The position will be posted for any interested bargaining unit employees in accordance with Contract Article 24.0. Interested parties must forward a letter of interest to the Town Manager's office by October 15, 2013. Dale included a job description for the Commission's review. Commissioner Delaney will contact Dale to ensure that the appropriate notice is provided to the applicable bargaining units, if an advancement of internal personnel is to be considered.

Police Department Dispatcher

Examiner Lowell Humphrey will commence the hiring process for 2 part-time Dispatchers. Examiner Humphrey will work with Police Chief Robert Scannell to get a copy of the job description for Civil Service's review and re-approval and the job advertisement. Lowell will advise where Chief Scannell is placing the ad and what the time frame will be and report back to the Commission.

Item #6: New Business:

No New Business reported.

November Meeting

Commissioner Nichols asked for confirmation on the date of November's meeting. Civil Service will meet on November 14th, due to the Thanksgiving holiday.

Item #7: Adjourn

A motion was made by DELANEY and seconded by NICHOLS 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