

**MEETING MINUTES  
CIVIL SERVICE COMMISSION  
DECEMBER 19, 2013  
TOWN OF WINCHESTER, CT 06098**

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

Commissioner Fran Delaney called the meeting to order at 5:32pm 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 Joe Nichols. Commissioner Skip Marsh to arrive shortly.

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

A motion was made by NICHOLS and seconded by MARSH to approve the Minutes of November 14, 2013. All in favor. Unanimous.

**Item #4: Executive Session:**

Executive Session was waived by the Commissioners.

**Item #5: Old Business:**

**State Library Project**

No response from the State regarding the materials sent. The Commission should have a response by the next meeting in January.

**Town Assessor**

Civil Service has not received any correspondence or PAF on the transfer of Rhonda Roy to the Town Assessor position. Commissioner Delaney will follow-up with Town Manager Dale Martin to find out the status of the potential transfer and advise the Commission.

**Police Department - Dispatcher**

The Commission received 8 applications for the Dispatcher position. Chief Examiner Lowell Humphrey could not make the meeting, but asked that the Commission arrange to drop off the applications with Police Chief Robert Scannell. Commissioner Nichols will hand deliver the 8 applications to Chief Scannell on Monday, 12-23, who in turn will give them to Lowell for further action.

**Water Department - Utility IV**

A hire was made by Public Works Director Neil Amwake. Neil sent letters to the two candidates who were not selected for the position with a copy to Commissioner Delaney. Civil Service needs to send the two candidates a follow-up letter advising that they will remain on the Eligible's List.

**Building & Grounds Maintainer**

A hire was made by Director Neil Amwake. Neil sent letters to the two candidates who were not selected for the post with a copy to Commissioner Delaney. Again, Civil Service will send the two candidates a letter advising that they will remain on the Eligible's List.

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Note – Commissioner Skip Marsh arrived at the meeting at 5:41pm.

**Civil Service Calendar 2014**

Irene posted the 2014 Civil Service Calendar with the Town Clerk.

**Item #6: New Business:  
Procedural Matters**

The Commission agreed to adopt the following procedures for accepting future job applications:

- All job advertisements must stipulate that when sending applications to Civil Service, the applicant must state on the outside envelope what position he/she is applying for. Applications without such information will be rejected by Civil Service. Example: envelope is addressed to Civil Service Commission, P.O. Box 41, Winsted, CT 06098, “**Police Dispatcher**”.
- A physical “copy” or “proof” of the ad for all job openings must be sent to the Civil Service Commission for review in case changes need to be made to the ad’s verbiage.

**Item #7: Adjourn**

A motion was made by NICHOLS and seconded by MARSH to adjourn the meeting at 6:03pm. 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  
Examiner Wayne Dove  
Town Manager Dale Martin  
Board of Selectmen