

**MEETING MINUTES
CIVIL SERVICE COMMISSION
APRIL 24, 2014
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; Town Manager Dale Martin

Item #3: Approval of Minutes:

A motion was made by MARSH and seconded by NICHOLS to approve the Minutes of March 27, 2014. All in favor. Unanimous.

Item #4: Executive Session:

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

A motion was made by NICHOLS and seconded by MARSH to exist Executive Session at 6:35p.m. All in favor. Unanimous.

Item #5: Old Business:

Police Department Dispatcher

The Commission is awaiting direction from Chief Robert Scannell as to what, if any, action is to be taken on the Dispatcher position.

State Library

Commissioners collected the files that had been authorized by the State to be destroyed. They are boxed and marked in the file room with the other records to be shred.

Parks & Recreation Director

The Commission received some applications. The ***closing date is April 30th*** after which time, the applications will be reviewed by Civil Service and Examiner Wayne Dove.

Police Officers- Entry Level & Certified

All applications received to date are in the hands of Examiner Wayne Dove. ***Closing date is May 13th***.

Finance Director

Closing date is May 23rd for all applications. Advertisement went out this past week; therefore, no responses have been received.

P-T Treasurer

The Commission is in the process of reviewing the job description. No action is presently being taken by the Commission.

Interim P-T Treasurer

No action is being taken by the Commission on the interim Treasurer position at this time.

Assistant Tax Assessor

Town Manager Dale Martin indicated to the Commissioners that this position is no longer being considered.

Town Planner

Dale Martin advised that the Town Planner position was eliminated from the proposed budget and will not be pursued at this time.

Item #6:**New Business:****Civil Service Budget 2014-15**

Despite the Town Manager's efforts on behalf of Civil Service, the Selectmen's proposed budget cut the Chief Examiner's line item from \$10,000 to \$5,000 and the Secretarial line item from \$1,000 to \$750. The other line items remain the same. Dale had a conversation with the Mayor regarding these cuts and they agreed that Civil Service should continue doing business as usual and not let the budget reductions constrain them. Commissioner Delaney stated for the record that the Commission would operate normally and advise the Town Manager should the limited funding prevent the proper execution of CSC processes.

Examiner Dove's invoice was handed to Dale Martin for payment.

Item #7: Adjourn

A motion was made by NICHOLS and seconded by MARSH to adjourn the meeting at 6:47pm. 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