

**MEETING MINUTES
CIVIL SERVICE COMMISSION
MAY 22, 2014
WINCHESTER, CT 06098**

Item #1: Call to Order:

Commissioner Fran Delaney called the meeting to order at 5:31pm 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; Examiner Wayne Dove
Absent & Excused: Commissioner Skip Marsh

Item #3: Approval of Minutes:

The Commission waived approval of the meeting minutes of April 24 and May 7, 2014 until the next meeting in June.

Item #4: Executive Session:

A motion was made by NICHOLS and seconded by DELANEY to enter Executive Session at 5:35p.m. All in favor. Unanimous.

A motion was made by NICHOLS and seconded by DELANEY to exit Executive Session at 5:51pm. All in favor. Unanimous.

Item #5: Old Business:

Police Department Dispatcher

Civil Service is waiting for final indication from Chief Robert Scannell that a hire has been made. One candidate is presently under consideration for the position.

State Library

Discussion tabled until the next meeting.

Parks & Recreation Director

There are 2 candidates involved in the process and one applicant has withdrawn. Town Manager Dale Martin will handle the interviews.

Police Officers- Entry Level & Certified

The written test was conducted on Saturday, May 17 and the list of candidates has been passed on to Examiner Lowell Humphrey. The oral panel should be concluded by June 24.

Finance Director

Examiner Wayne Dove advised the Commission that five applications were received to date.

P-T Treasurer

No action is being taken by the Commission.

Interim P-T Treasurer

No action has been requested by the Town Manager for an Interim P-T Treasurer at this time.

Item #6:**New Business:****Public Works Director**

Town Manager has requested discussion on the job description for the PW Director. Examiner Dove will meet with Dale next week to determine whether or not it is feasible to change the job description at this time.

Assistant Director of Finance and Payroll

Position is open. Dale Martin would like to discuss redefining the job description for this position. Wayne will assist Dale in reviewing the job description and report back to the Commission.

Item #7: Adjourn

A motion was made by NICHOLS and seconded by DELANEY to adjourn the meeting at 6:02pm. 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