

**MEETING MINUTES
CIVIL SERVICE COMMISSION
OCTOBER 23, 2014
WINCHESTER, CT 06098**

Item #1: Call to Order:

Commissioner Fran Delaney called the meeting to order at 5:04pm 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; Chief Examiners Wayne Dove and Lowell Humphrey

Absent and excused: Commissioner Skip Marsh

Item #3: Approval of Minutes:

A motion was made by NICHOLS and seconded by DELANEY to accept the Minutes of the September 25, 2014. All in favor. Unanimous.

Item #4: Executive Session:

A motion was made by NICHOLS and seconded by DELANEY to enter Executive Session at 5:08 pm. All in favor. Unanimous.

A motion was made by NICHOLS and seconded by DELANEY to exit Executive Session at 6:04 pm. All in favor. Unanimous.

Item #5: Old Business:

Winchester Chief of Police

Closing date for all applications is November 7, 2014. Chief Examiner Lowell Humphrey is spearheading the process.

Police Officers - Sergeants

Commissioner Delaney will ask Town Manager Dale Martin to provide information regarding the source of money for the promotion process.

Interim Highway Maintainer IV

The Commission has received 21 qualified applications, 11 not qualified, and 3 who may not be able to provide a CDL at time of hire.

Mechanic

The Commission has received 2 qualified applications and 2 not qualified. Testing processes for the 2 candidates who did qualify will be set up with Examiner Wayne Dove and Public Works Director Jim Rollins.

Assistant to the Director of Finance

Based on the recommendation of Brenda-Fox Howard, the Commission was asked to approve the appointment of Ross Herzog to the position of Assistant to the Director of Finance. The Commission made note of the title change to this position.

A motion was made by NICHOLS and seconded by DELANEY to approve the allocation of Ross Herzog to the Assistant to the Director of Finance. All in favor. Unanimous.

P-T Treasurer

Position is in the process of being advertised. Closing date for all applications is November 7, 2014.

Interim Part-Time Treasurer

Commissioner Delaney will confirm that Town Manager Dale Martin wishes to appoint Cindy Rines as interim part-time Treasurer. Civil Service will need to approve this appointment. Commissioner Delaney will verify that any future requests for interim appointments will be copied to the entire Commission.

Item #6:

New Business:

Assistant Collector of Revenue

Job opening has become available due to Ross' transition to the post of Assistant to the Director of Finance. The Commission is working as expeditiously as possible to fill the job opening. Examiner Dove indicated that the internal posting was made and the public advertisement will go out this weekend.

Item #7: Adjourn

A motion was made by NICHOLS and seconded by DELANEY to adjourn the meeting at 6:22pm. 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