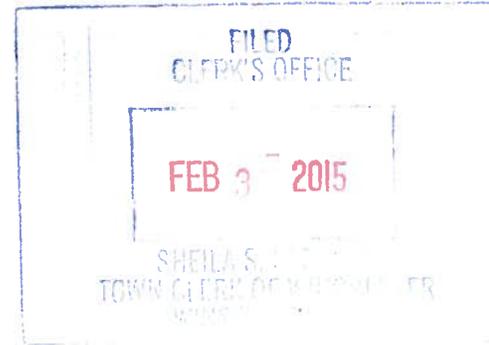


**MEETING MINUTES
CIVIL SERVICE COMMISSION
JANUARY 22, 2015
WINCHESTER, CT 06098**



Item #1: Call to Order:

Commissioner Fran Delaney called the meeting to order at 6:02pm 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; Chief Examiner Wayne Dove

Item #3: Approval of Minutes:

A motion was made by MARSH and seconded by NICHOLS to accept the Special Meeting Minutes of December 4, 2014. All in favor. Unanimous with one abstention.

A motion was made by NICHOLS and seconded by MARSH to accept the Meeting Minutes of December 18, 2014. All in favor. Unanimous with one abstention.

Item #4: Executive Session:

A motion was made by NICHOLS and seconded by MARSH to enter Executive Session at 6:05pm. All in favor. Unanimous.

A motion was made by NICHOLS and seconded by MARSH to exit Executive Session at 6:20pm. All in favor. Unanimous.

Item #5: Old Business:

Winchester Chief of Police

Examiner Lowell Humphrey sent an email to the Commission advising that all eight candidates have expressed interested in the oral panel review scheduled for January 28, 2015.

Entry Level Police Officers

The Commission received confirmation from Town Manager Dale Martin that the Police Department is looking to hire one more police officer. A list of 3 names were generated by Examiner Dove, approved by Civil Service, and submitted to Sgt. Kevin Kinahan, Interim Chief, for consideration.

Police Officers - Sergeants

Sergeants' process is on hold. The Commission plans to invite the new Police Chief to a meeting to discuss the perimeters of the sergeants' process.

Assistant Tax Collector

Posting for the position ends January 23, 2015. Examiner Wayne Dove will qualify the applications and forward them to Brenda Fox-Howard to set up interviews and testing. Wayne has asked Brenda to redo the last test used in the process.

**MEETING MINUTES
CIVIL SERVICE COMMISSION
JANUARY 22, 2015**

-2-

Interim Assistant Tax Collector

Civil Service received a request from Dale Martin, dated January 12, asking the Commission to accept the temporary appointment of Janice Flaherty as Interim Assistant Tax Collector for a period not to exceed 120 days. The Commission made note of Janice's effective date of January 14, 2015 as it appears on the PAF.

A motion was made by NICHOLS and seconded by MARSH to appoint Janice Flaherty as the interim Assistant Tax Collector. All in favor. Unanimous.

Recreation Department - Maintainer I, II, III (non union)

Commissioner Nichols cited several changes he would like implemented in the job description. One change included additional verbiage to state "any other duties as assigned by the Manager."

Part-Time Dispatcher

The Commission does not believe this appointment can be made without Civil Service approval. Commissioner Delaney will draft a letter to Interim Chief Kevin Kinahan, with the Commission's approval, asking that this issue be addressed.

Item #6:

New Business:

No new business discussed.

Item #7: Adjourn

A motion was made by MARSH and seconded by NICHOLS to adjourn the meeting at 6:55pm. 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