

**MEETING MINUTES  
CIVIL SERVICE COMMISSION  
MARCH 24, 2016  
WINCHESTER, CT 06098**

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

Commissioner Fran Delaney called the meeting to order at 5:35pm in the Lee Anne LaClaire Room, 2<sup>nd</sup> 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

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

A motion was made by MARSH and seconded by NICHOLS to accept the meeting minutes of February 25, 2016. All in favor. Unanimous.

**Item #4: Executive Session:**

A motion was made by NICHOLS and seconded by MARSH to enter Executive Session at 5:38pm. All in favor. Unanimous.

A motion was made by NICHOLS and seconded by MARSH to exit Executive Session at 6:01pm. All in favor. Unanimous.

**Item #5: Old Business:**

**Entry Level Police Officers**

The Commission has assessed that, based on the fact that there are 2 open positions, it was acceptable to provide a total of 6 candidates at any given time, and that list is now exhausted, due to various disqualifications. Examiner Wayne Dove is in the process of getting the second list ready for oral interviews. The Commission is waiting to hear from Police Chief William Fitzgerald on the status of the process.

**Certified Police Officers**

The Commission is waiting for a response from the Police Chief regarding one applicant who is in the final stages of being interviewed.

**Part -Time Dispatcher**

A new process has been started for part-time Dispatcher and the ad closes on April 1, 2016. Examiner Dove advised the Commission that to date, we have 5 applicants for the position.

**Assistant Town Clerk**

The written test for Town Clerk is scheduled for April 5th, the oral test for April 6th and tentatively, the Commission is scheduling a special meeting on April 7th to review the results.

**Land Use Assistant**

Land Use Assistant will be left on agenda. Commissioner Delaney is requesting a copy of the PAF for the Civil Service file. Wayne will follow-up with Laurie on the status of the PAF and advise the Commission.

**Mechanic – Public Works**

Mechanic will be left on agenda. Commissioner Delaney is requesting a copy of the PAF for the Civil Service file. Wayne will also follow-up on this PAF and advise the Commission.

**Civil Service Budget 2016-17**

The Commission will verify the amount in the proposed budget for Civil Service for next year.

**Transfers**

Commissioner Nichols brought up the subject of transfers. It is noted that as of April 1, 2016, the transfer of \$3,800 in funding that the Commission was promised should occur that will bring Civil Service's budget back in line and will need to be verified.

**Item #6: New Business:**

No new business reported.

**Item #7: Adjourn**

A motion was made by NICHOLS and seconded by MARSH to adjourn the meeting at 6:08pm. 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 Robert Geiger  
Board of Selectmen