

**MEETING MINUTES
CIVIL SERVICE COMMISSION
APRIL 28, 2016
WINCHESTER, CT 06098**

Item #1: Call to Order:

Commissioner Fran Delaney called the meeting to order at 5:33pm in the Lee Anne LaClaire 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

Item #3: Approval of Minutes:

A motion was made by MARSH and seconded by NICHOLS to accept the meeting minutes of March 24, 2016 as amended. Revision is under Entry Level Police Officers, should read; 3 names per open positions. All in favor. Unanimous.

A motion was made by NICHOLS and seconded by MARSH to accept the special meeting minutes of April 7, 2016. All in favor. Unanimous.

Item #4: Executive Session:

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

A motion was made by NICHOLS and seconded by MARSH to exit Executive Session at 5:47pm. All in favor. Unanimous.

Item #5: Old Business:

Entry Level Police Officers

The Commission submitted the top 3 candidate names to Police Chief Fitzgerald. Examiner Dove indicated that there are 6 qualified applicants who remain on the Eligible's List.

Part -Time Dispatcher

Wayne advised the Commission that 7 candidates qualified, with one being eliminated because he did not respond to calls. A total of 6 candidates will participate in the oral on May 4th. There is one open position left. Training is still underway. The Commission will schedule a special meeting if the Chief indicates an urgent need to fill the position. Wayne will check with the Chief and advise the Commission.

Assistant Town Clerk

Town Clerk Sheila Sedlack announced the hiring of Janice Flaherty as the new Assistant Town Clerk, effective 4/18/16. There are 2 qualified candidates who will remain on the Eligible's List.

Part-Time Land Use Assistant

A copy of the PAF was received by the Commission for the hire of Pamela Colombie, effective 2/8/16.

Mechanic – Public Works

A copy of the PAF was received by the Commission for the hire of Matthew Hood, effective 3/4/16.

Civil Service Budget 2016-17

The Town increased the Civil Service budget from \$9,500 to \$24,500 and payments on expenses leaves a little over \$7,000 in the budget to cover costs for the remainder of the year.

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 5:56pm. 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