

**SPECIAL MEETING MINUTES
CIVIL SERVICE COMMISSION
APRIL 7, 2016
WINCHESTER, CT 06098**

Item #1: Call to Order:

Commissioner Fran Delaney called the meeting to order at 5:32pm 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

Excused: Examiner Wayne Dove

Item #3: Executive Session:

A motion was made by NICHOLS and seconded by MARSH to enter Executive Session at 5:33pm. All in favor. Unanimous.

A motion was made by MARSH and seconded by NICHOLS to exit Executive Session at 5:48pm. All in favor. Unanimous.

Commission reviewed the process for the Assistant Town Clerk and signed off on the three highest scoring candidates from the testing procedure. Commissioner Delaney will hand deliver the listing to Town Clerk Sheila Sedlack for final selection. Letters will be mailed to the candidates who will remain on the Eligible's List and to those no longer under consideration.

Commissioners reviewed the candidates for the part-time Dispatcher position and based on the test results approved seven candidates to go before the oral panel for final testing evaluation.

Item #4: Adjourn

A motion was made by MARSH and seconded by NICHOLS to adjourn the meeting at 5:54pm. 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