

**SPECIAL MEETING MINUTES
CIVIL SERVICE COMMISSION
JANUARY 21, 2016
WINCHESTER, CT 06098**

Item #1: Call to Order:

Commissioner Fran Delaney called the meeting to order at 5:31pm in the Probate 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: Executive Session:

A motion was made by NICHOLS and seconded by DELANEY to enter Executive Session at 5:32 pm. All in favor. Unanimous.

A motion was made by MARSH and seconded by NICHOLS to exit Executive Session at 6:02pm. All in favor. Unanimous.

Note: Commissioner Delaney left the meeting due to a family emergency.

Assistant Town Clerk

The Commission reviewed the job description for Assistant Town Clerk. Advertising for the position will start immediately. Two candidates were disqualified for failure to follow Civil Service rules.

A motion was made by MARSH and seconded by NICHOLS to accept the job description for the Assistant Town Clerk. All in favor. Unanimous.

Certified Police Officers

Examiner Dove reported that testing was completed for Certified Police Officers and two candidates passed.

A motion was made by MARSH and seconded by NICHOLS to submit the names of the two qualified candidates to Chief William Fitzgerald for consideration. All in favor. Unanimous.

Entry Level Police Officers

A motion was made by MARSH and seconded by NICHOLS to pass the names of the 3 top candidates for Entry Level Officers to Chief Fitzgerald for consideration. All in favor. Unanimous.

Mechanic

Examiner Dove indicated that testing for the Mechanic is underway.

Assistant Town Planner

The Commission is hoping to get two qualified applicants for the Town Planner. No dates for testing have been scheduled.

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Dispatcher

The closing date for applications is Friday, 1/22/16. Wayne will present the results of the job applications to the Commission at the next scheduled meeting.

#4: Adjourn

A motion was made by MARSH and seconded by NICHOLS to adjourn the meeting at 6:06pm. 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