

MEETING MINUTES
CIVIL SERVICE COMMISSION
JULY 29, 2014
WINCHESTER, CT 06098

Item #1: Call to Order:

Commissioner Joe Nichols called the meeting to order at 6:04pm in the Lee Anne LeClaire Room, 2nd Floor, Town Hall, 338 Main Street, Winsted, CT 06098.

Item #2: Roll Call:

Present: Commissioners Joe Nichols and Skip Marsh; Examiner Wayne Dove

Absent: Commissioner Fran Delaney. Commissioner Delaney joined the meeting at 6:08pm.

Item #3: Approval of Minutes:

An addendum to the Civil Service agenda of July 29, 2014 was approved to include minutes from May 22, June 26 and July 17, 2014, and exclude minutes of May 7, 2014 which were previously approved at the June 22 meeting.

A motion was made by MARSH and seconded by NICHOLS to approve the meeting minutes of May 22, 2014. All in favor. Unanimous.

A motion was made by MARSH and seconded by NICHOLS to approve the meeting minutes of June 26, 2014. All in favor with 1 abstention.

A motion was made by NICHOLS and seconded by MARSH to approve the special meeting minutes of July 17, 2014. All in favor with 1 abstention.

Item #4: Executive Session:

A motion was made by MARSH and seconded by NICHOLS to enter Executive Session at 6:10p.m. All in favor. Unanimous.

A motion was made by MARSH and seconded by NICHOLS to exit Executive Session at 6:22p.m. All in favor. Unanimous.

Item #5: Old Business:

Police Officers- Entry Level & Certified

Examiner Dove reviewed the process used to evaluate the candidates on the entry level. The Commission came up with a tally sheet of seven viable candidates. The top three candidates will be passed on to Chief Robert Scannell. The remaining four will be advised they will remain on the Eligible's List. Letters will be sent to those candidates who did not make a passing score for consideration.

Finance Director

An email was received from Town Manager Dale Martin advising that he had appointed a new Director, Brenda Fox-Howard, who will begin working for the town on August 4. The Commission will anticipate a PAF form regarding her employment.

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Public Works Director

Joe Lemelin has indicated he does not want to be considered for continued employment. Because the 120-day period is running out, the Commission authorized their Secretary to contact the candidates who were potentially interested in the position to see if they were still interested. Based on that information, the Commission will determine if a list of 3 viable candidates remains and if so, submit the list to Dale Martin for consideration.

Assistant Director of Finance and Payroll

Dale Martin sent an email to the Commission indicating that he wants to fill the position quickly due to the recent hiring of the new Finance Director. Examiner Dove will work with Dale on the process and will keep the Commission advised.

State Library

No action.

Item #6:

New Business:

Police Officers - Sergeants

The intention is to promote from within the Police Department. Examiner Dove will speak to Chief Scannell and consult with Examiner Lowell Humphrey for any additional information that he can provide in the development of a testing procedure.

Item #7: Adjourn

A motion was made by NICHOLS and seconded by MARSH to adjourn the meeting at 6:28pm. 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