

CITY OF NORWICH
Civil Service Meeting
July 26, 2007

PRESENT:

Michael Close, Chairman
James Haynes, Commissioner
John Blenis Jr., Commissioner

ALSO:

Deborah DeForest, Secretary
Lavonne Hinman, Personnel Assistant
Melanie Battoe, Guernsey Memorial Library

Chairman Close called the meeting to order at 8:50 a.m.

Commissioner Blenis moved to approve the minutes from April 26, 2007 and June 28, 2007, seconded by Commissioner Haynes, ayes all.

Secretary DeForest explained, in detail, the job duties that do apply to the job description for Library Clerk. Commissioner Blenis moved to approve the letter stating the duties that fit as per handout after June meeting, seconded by Commissioner Haynes, ayes all.

Commissioner Haynes moved to approve the Secretary II Eligible List as of June 5, 2007, seconded by Commissioner Blenis, ayes all.

Commissioner Haynes moved to approve the following appointments, seconded by Commissioner Blenis, ayes all.

Permanent:

Joanne Binelli	Secretary II	Eff. 7/1/07
Timothy Llewellyn	Firefighter	Eff. 5/1/07
Robert Barnes	Fire Assistant	Eff. 4/21/07
Daryl Prindle	Fire Assistant	Eff. 4/26/07
William Barnes III	Fire Assistant	Eff. 5/26/07

Chairman Close set the next meeting for September 20, 2007 at 8:30 a.m.

Chairman Close closed the meeting at 9:23 a.m.