

CITY OF NORWICH
Civil Service Meeting
March 4, 2004

PRESENT:

Paul Laughlin, Chairman
Donna Wood-Craig, Commissioner
James Haynes, Esq., Commissioner

ALSO:

Deborah DeForest, Secretary
Christine Gray, Sr. Acct. Clerk
Kim Perez, Norwich City School

Secretary DeForest addressed the Commission regarding the disciplinary action taken with the Library Director, Melanie Battoe at the last meeting. Discussion ensued. It was decided Ms. DeForest would contact the Library Board and ask them to attend our next meeting to discuss this issue.

Chairman Laughlin motioned to approve the January 29, 2004 minutes as written. Seconded by Commissioner Haynes. All ayes. 3-0.

Chairman Laughlin motioned to approve the following job duty statements:

School Bus Driver vacated by Michele Goodman
Head Building Maintenance Mechanic vacated by Charles Burnham
Teacher Aide vacated by Jennifer Marango

Seconded by Commissioner Wood-Craig. All ayes. 3-0.

Chairman Laughlin made a motion to approve Resolution #108 to establish Eligible List for Police Officer #63-948.

RESOLUTION # 108 FOR AMENDMENTS TO THE CITY OF NORWICH
CIVIL SERVICE RULES

The City of Norwich Civil Service Commission has on March 4, 2004 adopted the following resolution:

WHEREAS, the City of Norwich Civil Service Commission is authorized by the State Civil Service Commission to approve eligible list for classified positions under their jurisdiction; and

WHEREAS, an examination for the position of Police Officer was taken on December 6, 2003, and the results for said examination have been received and recorded;

NOW, THEREFORE, BE IT RESOLVED, that the eligible list for exam #63-948 position of Police Officer be established as detailed on the attached list and that the duration of this list shall be in effect from March 4, 2004 to March 4, 2005.

Seconded by Commissioner Haynes. All ayes. 3-0.

Chairman Laughlin made a motion to accept the following positions:

Labor:

Jeremy Conant	Temporary Library Clerk	12/20/03-3/15/04
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Non-Competitive

Loris Collier	Maintenance Worker	3/22/04
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Dawn Barnhart	Teacher Aide	2/11/04
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Provisional:

Margaret DeTomi	Keyboard Specialist	2/11/04
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Other Permanent Appointments

Tamara Cobb	Tenant Relations Specialist	2/10/04
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Steven Dutcher	Court Security Officer	1/9/04
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Timothy Roberts	Court Security Officer	1/9/04
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Seconded by Commissioner Wood-Craig. All ayes. 3-0.

Secretary DeForest presented the Commission with the 2003 Annual Report. Discussion ensued. Chairman Laughlin made a motion to accept the 2003 Annual Report. Seconded by Commissioner Haynes. All ayes. 3-0.

Chairman Laughlin noted the next meeting would be March 25, 2004.

Chairman Laughlin closed the meeting at 9:27 AM.