

CITY OF NORWICH
Civil Service Meeting
October 30, 2003

PRESENT:

Paul Laughlin, Chairman
Donna Wood-Craig, Commissioner
Anthony Abraham, Commissioner

ALSO:

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

Chairman Laughlin motioned to approve the September 25, 2003 minutes as written.
Seconded by Commissioner Abraham. All ayes. 2-0.

Chairman Laughlin made a motion to approve a job duty statement for Head Motor Equipment Mechanic vacated by Gary Hill. Seconded by Commissioner Abraham.
All ayes. 2-0.

Chairman Laughlin made a motion to accept the following appointments:

Date of
Appointment

Labor

NONE

Non-Competitive

Scott Dodge	Head Motor Equipment Mechanic	11/10/2003
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Provisional:

Tamara Cobb	Tenant Relations Specialist	8/16/2003
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Other Permanent Appointments

Michael Girgenti	Network Specialist	7/17/2003
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Seconded by Commissioner Abraham. All ayes. 2-0.

Ms. Perez noted the reinstatement of Tammy Easler to Keyboardist Specialist.
Ms. DeForest told the School they would need to send a letter to the Commission noting Tammy Easler would be reinstated with full benefits before the Commission could approve her reinstatement.

A letter from the Norwich City School was presented noting they wished the performance test requirement for the School Lunch Cashier be removed.

Ms. DeForest also noted that she would have a change in the job description for Water System Operator at the next meeting.

Chairman Laughlin noted the next meeting will be December 4, 2003 for the November meeting and January 8, 2004 for the December 2003 meeting.

Chairman Laughlin closed the meeting at 8:45 AM.