

**MEETING MINUTES
CIVIL SERVICE COMMISSION
FEBRUARY 28, 2013
TOWN OF WINCHESTER, CT 06098**

Item #1: Call to Order:

Commissioner Fran Delaney called the meeting to order at 5:34pm in the 3rd Floor Conference Room, Town Hall, 338 Main Street, Winsted, CT 06098.

Item #2: Roll Call:

Present: Commissioners Fran Delaney and Joe Nichols; Examiner Wayne Dove
Absent & Excused: Commissioner Skip Marsh

Item #3: Approval of Minutes:

A motion was made by NICHOLS and seconded by DELANEY to table the approval of the Minutes of December 16, December 27 and January 24 until the next general meeting in March. All in favor. Unanimous.

Item #4: Executive Session:

A motion was made by NICHOLS and seconded by DELANEY to defer Executive Session. All in favor. Unanimous.

Item #5: Old Business:

Finance Director

Robin Manuele has been hired as the town's new Finance Director.

Police Officer

Commissioner Delaney reported that Certified Police Officer ad was placed on the CT Police Officer Standards and Training Council (POSTC) website. Intent is to find candidates who would not have to go through the lengthy process for entry level officer. For an entry level process, the Town is considering participating in a program with PoliceApp.com which performs the initial testing of candidates and allows the participating towns to share the list of eligible candidates. The test would replace the initial testing normally done by the Examiner and save on labor costs. The process allows the municipalities to gain access to the general test and a list of candidates who took the test and passed. Civil Service has no objection to this initial process if the Town wishes to participate.

Chief Examiner Lowell Humphrey indicated that the Commission will have to determine with Police Chief Scannell and Town Manager Martin how they want the interview panel to be structured (independent, police-related people outside the town; or, if they want one or more interviewers to be in-house). Commissioner Delaney will work with the Chief on making this determination when applications are received.

Commission is waiting to receive applications. The applications need to be submitted to Civil Service. Commissioner Delaney will confirm the due date of applications with Dale Martin and Chief Scannell.

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-2-

Public Works Director

Civil Service Commission received notification from the Town Manager on the resignation of Public Works Director Jim Rotundo. Jim will be leaving office on or about March 15, 2013. Dale is requesting Civil Service begin the process for filling this position from the public sector. Dale is reviewing the job description and will seek a candidate to temporarily fill the position. Examiner Dove will call Dale Martin and review the job description for the Public Works Director. Wayne will advise the Commission of any intended revisions for approval by CSC prior to publicizing the job advertisement.

CSC Budget

For the record, Commissioner Delaney advised that the Commission's 2013-14 budget proposal was sent to Dale Martin on January 31, 2013 for consideration.

Transfer of Funds

For the record, Commissioner Delaney advised that the BOS approved the Commission's request to have funds transferred from Examiner Dove's account to the secretarial account.

Item #6:

New Business:

Chief Examiner Rates

Examiner Dove's hourly rate was reviewed and compared to rates submitted by Chief Examiners Humphrey and Knapp. Their hourly rate is \$60 per hour and Examiner Dove is requesting a rate of \$50 per hour.

A motion was made by NICHOLS and seconded by DELANEY to revise the employment agreement for Examiner Wayne Dove from the present amount to \$50 per hour. All in favor. Unanimous.

Item #7: Adjourn

A motion was made by NICHOLS and seconded by DELANEY to adjourn the meeting at 6:01pm. 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 March
Examiner Wayne Dove
Town Manager Dale Martin
Board of Selectmen