

**MEETING MINUTES
CIVIL SERVICE COMMISSION
FEBRUARY 27, 2014
WINCHESTER, CT 06098**

Item #1: Call to Order:

Commissioner Fran Delaney called the meeting to order at 5:38pm in the Lee Anne LeClaire Room, 2nd Floor, Town Hall, 338 Main Street, Winsted, CT 06098.

Item #2: Roll Call:

Present: Commissioners Fran Delaney, Joe Nichols and Skip Marsh; Town Manager Dale Martin; Chief Examiner Lowell Humphrey

Item #3: Approval of Minutes:

A motion was made by MARSH and seconded by NICHOLS to approve the Minutes of January 23, 2014. All in favor. Unanimous.

A motion was made by NICHOLS and seconded by MARSH to approve the Minutes of January 28, 2014. All in favor. Unanimous.

Item #4: Executive Session:

Executive Session was waived by the Commissioners.

Item #5: Old Business:

Police Department Dispatcher

Town Manager Dale Martin advised Civil Service that Robert Hegan was hired for the Dispatcher position and the PAF had been sent to Janet Closson. The Commission believes that 2 hires were needed; therefore, provided the next name on the Eligible's List and forwarded it to the Hiring Authority for consideration.

State Library

Civil Service received a response from the State Library indicating that the Commission can only destroy copies of meeting minutes, not the originals. The Commission asked Sheila Sedlack to check her files to see if she had all of Civil Service's original meeting minutes. If yes, the Commission will proceed to destroy copies of its meeting minutes.

Item #6:

New Business:

Police Officers

The Commission received a request from Chief Robert Scannell and an affirmation from Town Manager Dale Martin to proceed with the hiring of a Certified Police Officer and Raw Recruits. It was determined that the ads for both positions should run parallel and as soon as possible. Laurie will write up the ad under the direction of Dale Martin and submit a copy to Examiner Lowell Humphrey. Chief Scannell will also be involved.

Discussion ensued regarding recouping fees for administration costs associated with the testing processes for the positions. Chief Scannell offered one option: as he is a member of CPCA, Civil Service could post the ad on PoliceApp.com, free of charge to the Town, but a fee of \$95.00 would be charged to the applicant to register and take the exam. Another option would be to charge the applicant a fee of \$20 and use the

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services of Examiner Humphrey to administer the exam and testing. Lowell would submit his bill for services rendered to Civil Service after completion of the process. Chief Scannell and Town Manager Martin will discuss these two options and advise the Commission of their preference. Dale emphasized the need to expedite the new Police Officer hires. The application period would run approximately 3-4 weeks.

Parks & Recreation Director

Dale Martin requested that Civil Service start the hiring process for a part-time Director. He will review the job description and email it to the Commissioners.

Budget

Dale indicated that the following staff positions are being considered in the new town budget and shown in order of priority:

- Additional Professional Help in Finance to support the Director
- Deputy DPW Director (Supervisor) – Dale would like to recreate this job but revise the job description so that it's more of a management position with engineering background. The Highway Department is short-staffed and Neil Amwake needs help to manage the day to day operations. The Supervisor would report directly to the Public Works Director.
- Community Development Director
- P-T Assessor – PAF will be sent to the Commission for review.
- Treasurer

Payment Request

Commissioner Delaney gave Examiner Humphrey's original request for payment to Dale Martin for processing.

Item #7: Adjourn

A motion was made by NICHOLS and seconded by MARSH to adjourn the meeting at 6:54pm. 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