

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

Item #1: Call to Order:

Commissioner Fran Delaney called the meeting to order at 5:33pm 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; Examiner Wayne Dove; Town Manager Dale Martin

Item #3: Approval of Minutes:

A motion was made by MARSH and seconded by NICHOLS to approve the Minutes of February 27, 2014 with one revision. All in favor. Unanimous. The revision appears under **Budget, P-T Assessor**; "PAF" should read "job description".

Item #4: Executive Session:

Executive Session was waived by the Commissioners.

Item #5: Old Business:

Police Department Dispatcher

The Commission learned that Chief Robert Scannell is looking to hire one more dispatcher. As the hiring authority, Chief Scannell has been given the list of names to work with to complete his search for an additional candidate.

State Library

Colleen advised Commissioner Delaney that Civil Service can store the records being destroyed in a vault until the shredder truck comes in to pick up the files. Or, if the documents to be destroyed consists of a small bundle, the Commission could destroy them on their own. The Commissioners agreed to the first option as the preferred methodology to avoid taking personal responsibility for having to destroy the records. The Commission will pull the files, place in box(es), mark them and make arrangements to put them in the vault for safe-keeping. ***The Commissioners agreed to meet early next month at 5:00pm*** to work on file retention. Irene will reflect this on the April agenda.

Item #6:

New Business:

Parks & Recreation Director

Advertisement will be placed on Monday, March 31. The ad states that this is a 19-hour, part-time position with no benefits. Closing date for applications is April 30th.

Police Officers- Entry Level & Certified

Examiner Wayne Dove contacted Examiner Lowell Humphrey regarding the status of the Police Officer process. Examiner Humphrey will oversee the process and

administer the oral testing, Examiner Dove will conduct the written examination and Chief Scannell will handle the physical ability assessment portion of the process. Wayne has contacted Dr. Larry F. Jetmore, Professor at Middlesex, who does written testing for police in Connecticut. He will also contact Pam Hayes, head of CPCA, who will come to a particular location (such as a school) and administer the test. The town would pay nothing, but each applicant will be asked to pay \$95.00 to register and take the exam. Ads are posted on the website. Chief Scannell wanted to place a full-page ad in the Waterbury Republican for 1 week at a cost of \$1,000. Examiner Dove and Town Manager Martin, however, decided to run an abbreviated ad that reads, "Town of Winchester is looking for police officers new and old. Please go to the website or call Laurie". The ad will cost \$180.00. Chief Scannell is looking for 3 officers **immediately**. Closing date for applications is May 2nd.

Finance Director

Because we have one candidate who declined consideration due to salary requirements, the Commission is no longer left with a list of 3 candidates. Therefore, Civil Service will be required to run another process. The job description for the position will remain "as is" and will be made available to the Commissioners on Friday, March 28. The ad for the Finance Director will run for a month according to Examiner Dove.

P-T Treasurer

Examiner Dove will discuss the job description with Finance Director Robin Manuele on Wednesday, April 2, when she returns to the office. Examiner Dove is looking for clarification on exactly what the job duties and responsibilities are for this position. Currently, the job is part time with no benefits. When the job description is finalized, Examiner Dove will submit it to the Commission for their review and approval.

Interim P-T Treasurer

A member of CT Rises Group approached Dale Martin to express his interest in working as an interim Treasurer (120 days) for the Town of Winchester. His qualifications include a CPA, certified forensic auditor and certified fraud examiner. Dale asked that the Commission review his resume. The resume was turned over to Examiner Dove for that review. Wayne will confer with Dale Martin and the Commissioners regarding his opinion of the person's eligibility.

Assistant Tax Assessor

This is a budgeted position per Town Manager Martin. Dale is requesting that this position be placed on HOLD until after Monday night's BOS meeting on March 31.

Town Planner

Town Manager Martin recommended that the Commissioners wait to see what happens with the budget before proceeding with a process. Civil Service is therefore placing the Town Planner position on temporary HOLD.

Item #7: Adjourn

A motion was made by NICHOLS and seconded by MARSH to adjourn the meeting at 6:23pm. 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