

**MEETING MINUTES
CIVIL SERVICE COMMISSION
AUGUST 28, 2014
WINCHESTER, CT 06098**

Item #1: Call to Order:

Commissioner Fran Delaney called the meeting to order at 6:04pm 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; Examiners Wayne Dove and Lowell Humphrey

Item #3: Approval of Minutes:

A motion was made by NICHOLS and seconded by MARSH to accept the Minutes of the July 29, 2014. All in favor. Unanimous with one abstention.

Item #4: Executive Session:

The Executive Session was waived by the Commission.

Item #5: Old Business:

Police Officers- Entry Level & Certified

Offer was made but the Commission is waiting for verification of the name of the new hire.

Winchester Chief of Police

A job search will be necessary to replace retiring Police Chief Robert Scannell. The CPCA Police Chief Selection Agreement will be forwarded to the Town Manager for consideration. Further details on the Chief's vacancy will be discussed at the next meeting on September 25, 2014.

Police Officers - Sergeants

Chief Robert Scannell has indicated his preference to promote from within. Chief Scannell will give the Commission percentages for the oral and written testing. The job opening needs to be posted internally as soon as possible. Examiner Lowell Humphrey will oversee the coordination of the process to include oral panel, written examination and physical ability assessment. Lowell will contact Dr. Larry F. Jetmore for costs on the written examination. Presently, there are approximately 10 candidates interested in the position.

Public Works Director

Two candidates were interviewed. A decision on a new hire will be made by the hiring authority.

Interim Highway Maintainer IV

Memo was received from acting Town Manager Ross Herzog notifying Civil Service that Todd Jasmin was hired as interim Maintainer IV for a period of 120 days. He will serve

in this role until the search is completed and a full-time Maintainer is hired. The Commission is waiting for a PAF on the new hire. Examiner Wayne Dove will place an advertisement on Tuesday, September 2. Applicants will be given a one month period to apply for the position. Examiner Dove will review the testing procedure for this position and review his plans with the Commission at the next meeting.

Mechanic

The job description was approved by the union and posted accordingly. No candidates have applied to date. There is no testing procedure in place for this position, so the Commission will need to develop one. The Commission may ask for expertise from outside personnel; such as, Barkhamsted and/or New Hartford, to assist with the testing phase. Examiner Dove will place the ad on September 2, 2014 and applicants will be given a one month period in which to apply.

Assistant Director of Finance and Payroll

Finance Director Brenda Howard is asking the Commission for help in expediting the hiring of an Assistant Director. The Commission has been waiting for several months for a response from the Town Manager regarding changes to the job description. There is a question of whether or not union approval is required for proposed job description changes. Presently, the Labor Attorney is addressing this issue which will be provided to the Commission for consideration.

Interim Part-Time Treasurer

The Commission is reviewing whether the 120-day period has been exhausted for the interim Treasurer. A search needs to be conducted expeditiously in order to fill the Treasurer's position.

Part-Time Treasurer

The Commission is awaiting revisions to the job description for approval prior to a process being enacted for this position.

Item #6:

New Business:

Annual Report

Commissioner Delaney will submit Civil Service's Annual Report after review and approval by the Commissioners.

Budget

Commissioner Delaney announced to the Commission that they had over \$7,300 left in the budget. The budget will be monitored closely.

Parks & Recreation

Recreation Director, Tanya Risucci, was asking for guidance on the proper protocol for replacing a worker. The department is losing a person in maintenance. The position is 25 hours a week. Is the person eligible to be promoted, or does it get rejected by the Town Manager? Can a letter of resignation she received be rescinded? Examiner Dove will see Tanya to discuss her concerns and email the Commission regarding the results of their conversation.

Item #7: Adjourn

A motion was made by NICHOLS and seconded by MARSH to adjourn the meeting at 7:15pm. 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