

**MEETING MINUTES
CIVIL SERVICE COMMISSION
SEPTEMBER 25, 2014
WINCHESTER, CT 06098**

Item #1: Call to Order:

Commissioner Fran Delaney called the meeting to order at 6:00pm 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; Chief Examiners Wayne Dove and Lowell Humphrey; Town Manager Dale Martin

Item #3: Approval of Minutes:

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

Item #4: Executive Session:

A motion was made by NICHOLS and seconded by MARSH to enter Executive Session at 6:02 pm. All in favor. Unanimous.

A motion was made by NICHOLS and seconded by MARSH to exit Executive Session at 6:43 pm. All in favor. Unanimous.

Item #5: Old Business:

Police Officers- Entry Level & Certified

Peter DeLouis was hired as a certified Police Officer by Chief Robert Scannell. Mr. DeLouis was sworn in on September 22 and his start date is September 23, 2014.

Winchester Chief of Police

The CPCA Agreement was approved and the job search for a Police Chief is underway. Examiner Lowell Humphrey will oversee the process and the advertisements (to include the Waterbury Republican). Ads will go out immediately and the job description will be posted on town website.

Police Officers - Sergeants

The Commission will be receiving the cost agreement from Jetmore. When received, Civil Service will send to Town Manager Dale Martin for his review and authorization for payment.

Public Works Director

Jim Rollins has been hired as the new Public Works Director. Dale Martin advised that his official start date is October 1, 2014. The Commission is waiting for paperwork on the new hire.

Interim Highway Maintainer IV

Advertisement for Maintainer IV will end as of October 3. Examiner Wayne Dove announced that five applications were received to date for the position.

Mechanic

Advertisement for Mechanic will end as of October 3. To date, the Commission has not received any applications for the position.

Assistant Director of Finance and Payroll

The job description has been approved by the union and an internal positing of the position has been made. Civil Service signed off on the job description. Examiner Dove indicated that the advertisement for the Assistant Director will be placed in 10 days.

P-T Treasurer

Finance Director Brenda Howard met with the Town Attorney to review the job description and they agreed adding "will now handle the physical bank deposits of town funds" as specified in the Charter. The Commissioners signed off on the revised job description. Wayne noted that the position is part-time, 20 hours per week with no benefits and the salary increased from \$35-\$40,000. Wayne will work on the job advertisement and have it released immediately.

Interim Part-Time Treasurer

Brenda Howard will approach the Commission if she feels that this position needs to be filled.

Item #6:**New Business:****Meeting Time**

Civil Service monthly meetings will start at 6:00pm for the rest of the year.

Item #7: Adjourn

A motion was made by NICHOLS and seconded by MARSH to adjourn the meeting at 7:03pm. 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