

**MEETING MINUTES
CIVIL SERVICE COMMISSION
DECEMBER 18, 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 Chief Examiner Wayne Dove
Absent and excused: Commissioner Skip Marsh

Item #3: Approval of Minutes:

A motion was made by NICHOLS and seconded by DELANEY to accept the Meeting Minutes of November 20, 2014. All in favor. Unanimous.

The Meeting Minutes of December 4, 2014 will be reviewed at the next regular meeting in January, 2015.

Item #4: Executive Session:

A motion was made by NICHOLS and seconded by DELANEY to enter Executive Session at 6:03pm. All in favor. Unanimous.

A motion was made by NICHOLS and seconded by DELANEY to exit Executive Session at 6:52pm. All in favor. Unanimous.

Item #5: Old Business:

Winchester Chief of Police

Resumes were screened on 12-17-14 which resulted in a list of eight candidates who will be interviewed. Commissioner Delaney will contact Examiner Lowell Humphrey to advise that the location of the interviews can take place at Town Hall, presumably in the Blue Room. Examiner Humphrey will give the Commission a date as to when the interviews will be conducted and verify availability of space to conduct the interviews. Lowell indicated that should happen in early January. Evaluations from interviews will give the Commission a list of candidates for consideration by Town Manager Dale Martin. Examiner Dove will ask Dale for a copy of the Jetmore contract for the Commission's files.

Police Officers - Sergeants

The Commission is in receipt of a letter from Examiner Wayne Dove listing reasons why the Sergeants' promotion process should be suspended until a new Chief of Police is in place. A motion was made by NICHOLS and seconded by DELANEY to postpone the Sergeants' promotion process. All in favor. Unanimous.

Interim Highway Maintainer IV

Todd Jasmine was hired on 12-1-14 for the position of Maintainer IV. The Commission is waiting to receive a PAF from Jim Rollins on his appointment.

Mechanic

Public Works Director Jim Rollins hired Paul Taylor to fill the Mechanic position. The Commission is awaiting the PAF for the appointment.

P-T Treasurer

Commission is waiting for a status report on the Treasurer position.

Interim Part-Time Treasurer

A decision will be made imminently. The Commission has now received a PAF on the appointment of Cynthia Rines. Commissioner Delaney will follow up since the date on the PAF does not seem to be consistent with the records the Commission has as far her appointment.

Assistant Collector of Revenue

Catherine John was offered and has accepted the position of Assistant Tax Collector and her start date is in January, 2015. Examiner Dove will contact Brenda-Fox-Howard and ask her to forward to the Commission a completed Eligible's List form indicating the reasons why Catherine was hired.

Item #6:**New Business:**

The Commission was handed an application for the Town Planner's position which goes back to October, 2010. Commissioner Delaney has asked Irene to file the application. No further action is necessary.

The Commission received a memo from Interim Police Chief Kevin Kinahan indicating the resignation of Public Safety Dispatcher Tom Kenney effective 12-26-14.

Recreation Department - Maintainer I, II, III (non union)

Tanya submitted job descriptions to the Commission for review. The job descriptions will be passed on to Town Manager Dale Martin for approval.

Item #7: Adjourn

A motion was made by NICHOLS and seconded by DELANEY to adjourn the meeting at 7:16pm. 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