

**MEETING MINUTES
CIVIL SERVICE COMMISSION
FEBRUARY 26, 2015
WINCHESTER, CT 06098**

Item #1: Call to Order:

Commissioner Fran Delaney called the meeting to order at 6:02pm 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

Item #3: Approval of Minutes:

A motion was made by MARSH and seconded by NICHOLS to accept the Meeting Minutes of January 22, 2015. All in favor. Unanimous.

A motion was made by MARSH and seconded by NICHOLS to accept the Special Meeting Minutes of January 30, 2015. All in favor. Unanimous.

Item #4: Executive Session:

A motion was made by MARSH and seconded by NICHOLS to enter Executive Session at 6:08pm. All in favor. Unanimous.

A motion was made by MARSH and seconded by NICHOLS to exit Executive Session at 7:04pm. All in favor. Unanimous.

Item #5: Old Business:

Winchester Chief of Police

Civil Service Commission was given the final results of the Police Chief Selection Process conducted by the C.P.C.A. They made their recommendations and provided four names as ranked "**highly recommended**", one name ranked "**recommended**" and one who, in their adjudication, is "**not ready for the position.**" A letter will be sent to this candidate removing him from the process.

A motion was made by NICHOLS and seconded by MARSH to accept the ratification of the list of Police Chief applicants. All in favor. Unanimous.

Commissioner Nichols will drop off the Eligible's List indicating the top ranking candidates to Town Manager Dale Martin who will conduct interviews and act as appointing authority.

Entry Level Police Officers

Commission received a memo from Interim Chief Sgt. Kevin Kinahan who indicated that he anticipates hiring one of the top 3 candidates he was given for consideration by Civil Service. The Commission will wait for confirmation from Sgt. Kinahan on the name of the person he selects to fill the Patrol Officer position.

Police Officers - Sergeants

Commissioner Nichols will meet with Town Manager Dale Martin for direction on the Sergeant's hiring process. Joe will report his findings to the Commission after his conversation with Dale.

Assistant Tax Collector

The Commission reviewed the results from the testing process and affirmed the top 3 candidates. The names will be given to Finance Director Brenda-Fox Howard for final selection. Letters will be sent to the remaining candidates who achieved a passing score and will remain on the Eligible's List. Letters will also be sent to those candidates who are no longer under consideration.

Interim Assistant Tax Collector

The position of Interim Assistant Tax Collector will stay in place until a permanent hire is made. Janice Flaherty has assumed the temporary post.

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

The Commission reviewed the job descriptions as presented and found no objection except for only a one word change. Commissioner Nichols will meet with Dale Martin to review the job descriptions and add any additional requirements or verbiage that is appropriate.

Part-Time Dispatcher

The Commission received a letter from Kevin Kinahan dated February 13, 2015, requesting that Civil Service approve the transfer of Dispatcher Shelley Fracasso from part-time Dispatcher to full-time.

A motion was made by MARSH and seconded by NICHOLS to accept the request for transfer of Dispatcher Fracasso from part time to full time. All in favor. Unanimous.

Item #6:

New Business:

Interim Police Chief

In evaluating the time frame requirements for the position to be filled, the Commission has voted to make this temporary position a 120-day working day appointment as opposed to a 120-day calendar day appointment

A motion was made NICHOLS and seconded by MARSH that Civil Service ratifies the position as 120 working days for the interim Police Chief. All in favor. Unanimous.

Appropriations

Civil Service was notified that the total costs for ads that ran in various publications for the Assistant Tax Collector was \$896.69. Presently, the Commission's budget balance is \$1,150.33. Commissioner Delaney is aware of several other bills that will need to be paid, leaving the Commission's expenses in excess of the budget allocation.

Commissioner Delaney will generate a letter to Dale Martin asking for an action plan to address this budgetary issue.

Item #7: Adjourn

A motion was made by MARSH and seconded by NICHOLS to adjourn the meeting at 7:19pm. All in favor. Unanimous.

Respectfully submitted,

Irene Connoles

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