

**MEETING MINUTES
CIVIL SERVICE COMMISSION
MARCH 26, 2015
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 Examiner Wayne Dove, Town Manager Dale Martin and Recreation Director Tanya Risucci

Item #3: Approval of Minutes:

A motion was made by MARSH and seconded by NICHOLS to accept the Meeting Minutes of February 26, 2015. All in favor. Unanimous.

Item #4: Executive Session:

At 6:05pm, Commissioner Delaney deferred executive session and asked the Commission to reserve the right to go into executive session at a later time.

A motion was made by MARSH and seconded by NICHOLS to enter Executive Session at 6:36pm. All in favor. Unanimous.

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

Item #5: Old Business:

Winchester Chief of Police

Town Manager Dale Martin reported to the Commission that he finished his interviews with the top 4 candidates. Dale said they were very well-qualified candidates. He had Michael Roy, representing the union, and interim Chief Sgt. Kevin Kinahan sit in on the interviews to ask law enforcement related questions. Dale said he would contact Chief Examiner Lowell Humphrey to see if the CPCA conducted background checks and polygraph tests. Dale indicated that a final decision will be made next week.

Entry Level Police Officers

Joseph McElroy was hired as a police officer and will be sworn in on March 30, 2015. Dale Martin advised the Commission that current Officer Luzefski is slated to graduate from the Police Academy in June and Officer McElroy is slated to graduate in September.

Police Officers - Sergeants

Dale Martin and Examiner Wayne Dove will revisit the Sergeants' promotion process with the new Chief of Police, once in place. There is no funding in the budget for the hiring of a Sergeant until July 1, 2015. Dale would like to see the new Chief come in and work with the force for 60 to 90 days before a decision is made.

Assistant Tax Collector

The Commission received a PAF for Shari-Lynn Cormier who was hired as the new Assistant Tax Collector effective March 9, 2015.

Recreation Department - Maintainer I, II, III

Dale Martin requested clarification from the Commission whether or not these positions can be classified as non-competitive. According to Civil Service rules, non-competitive positions cover unskilled manual labor.

After review of the applicable Civil Service regulations, a motion was made by NICHOLS and seconded by MARSH to change the Maintainer I, II, III positions under the job descriptions in the Recreation Department from competitive to non-competitive and was approved by unanimous vote. The effective date of approval is March 26, 2015. Commissioner Delaney requested that all data on the manner of interview and hiring process be provided to the Commission.

Part-Time Dispatcher

Based on a background check and Chapter V, Section 5 of the Civil Service rules, the application of Michael Farrell is being rejected.

A motion was made by NICHOLS and seconded by MARSH that "... his past employment record is "unsatisfactory" as determined by the Civil Service Commission or its agent". All in favor. Unanimous. A letter will be sent to inform him that his application is no longer under consideration.

Item #6:

New Business:

Interim Police Chief

The Commission is cognizant of the 120-working days for the interim Chief and will monitor the days remaining.

Appropriations

Dale Martin advised that he will do interdepartmental transfers as necessary to pay for Civil Service expenditures until the new budget is approved. Commissioner Delaney asked Dale to confer with Lowell Humphrey regarding budget transfers and insure that he will be paid as expeditiously as possible.

Item #7: Adjourn

A motion was made by NICHOLS and seconded by MARSH to adjourn the meeting at 7:02pm. 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