

**MEETING MINUTES
CIVIL SERVICE COMMISSION
OCTOBER 22, 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 and Joe Nichols; Examiner Wayne Dove and Police Chief William Fitzgerald

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 August 27, 2015 with one abstention.

A motion was made by NICHOLS and seconded by DELANEY to accept the meeting minutes of September 24, 2015 with one abstention.

Item #4: Executive Session:

A motion was made by NICHOLS and seconded by DELANEY to enter Executive Session at 5:34pm. All in favor. Unanimous.

A motion was made by NICHOLS and seconded by DELANEY to exit Executive Session at 6:25pm. All in favor. Unanimous.

Item #5: Old Business:

Maintainer III

The Commission received 21 applications for which 13 qualified and 8 did not. Examiner Dove will proceed with the testing phase of the process.

Sergeants

Three Police Department appointments were made by Chief William Fitzgerald on 10/15/15. Jason Hermeneau, Kim Boyne and Robert Varasconi will be promoted to the rank of Police Sergeant at a ceremony to be held on October 28th. The Chief complimented the Commission on the handling of the Sergeants' process.

Part -Time Dispatcher

The Commission passed on the names of the next 3 top candidates to the Chief for consideration. A letter will be sent to Mr. Skivesky regarding he is no longer under consideration for the position.

Item #6: New Business:

Part-Time Office Assistant

Town Manager Dale Martin passed on the names of the qualified candidates to Senior Center Director Ellen Schroeder for consideration. Ellen will arrange to set up the interviews.

Code Inspector

Dale reported that a regional issue resulted in the lack of applications received for the Code Inspector. Dale asked that the Commission revisit this position at a future date as directed.

Civil Service Job Application

The Commission deferred discussion of subject until the next meeting in November.

Entry Level / Certified Police Officers

A job search has commenced for additional police officers. Examiner Dove is working with Dr. Larry Jetmore on the process.

Assistant to Building Dept.

The Commission received and approved as noted a new job description for the Assistant to the Building Department.

A motion was made by NICHOLS and seconded by DELANEY to approve the job description for Assistant to the Building Department. All in favor. Unanimous.

The Commission instructed Wayne to move ahead on the job process and the job will be posted for internal applicants prior to general advertisement.

P-T Land Use Assistant

The Commission received and approved as noted a new job description for the part-time Land Use Assistant. Process for this position will also commence.

A motion was made by NICHOLS and seconded by DELANEY to approve the job description as presented. All in favor. Unanimous.

Interim Land Use Assistant

The Commission received a request from the Town Manager on the appointment of Pam Colombie as the interim Land Use Assistant which was agreed to by email. Commissioner Delaney asked for a motion to formally ratify this decision.

A motion was made by NICHOLS and seconded by DELANEY to accept the appointment of Pam Colombie as interim Land Use Assistant. All in favor. Unanimous.

Interim Mechanic – Public Works

The Commission received a request from Dale Martin on the appointment of an interim Mechanic at the Town garage.

A motion was made by NICHOLS and seconded by DELANEY to accept the request for the appointment of an interim Mechanic. All in favor. Unanimous.

Item #7: Adjourn

A motion was made by NICHOLS and seconded by DELANEY to adjourn the meeting at 6:33pm. 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