

**MEETING MINUTES
CIVIL SERVICE COMMISSION
OCTOBER 27, 2016
WINCHESTER, CT 06098**

Item #1: Call to Order:

Commissioner Fran Delaney called the meeting to order at 5:37pm in the Lee Anne LaClaire Room, 2nd Floor, Town Hall, 338 Main Street, Winsted, CT 06098.

Item #2: Roll Call:

Present: Commissioners Fran Delaney and Joe Nichols and Examiner Wayne Dove.
Absent and excused: Commissioner Marsh

Item #3: Approval of Minutes:

A motion was made by NICHOLS and seconded by DELANEY to defer the acceptance of the meeting minutes of September 22, 2016 until the November meeting. All in favor. Unanimous.

Item #4: Executive Session:

A motion was made by NICHOLS and seconded by DELANEY to enter Executive Session at 5:53pm.

A motion was made by NICHOLS and seconded by DELANEY to exit Executive Session at 6:00pm.

Item #5: Old Business:

Entry Level Police Officers

Examiner Dove advised the Commission that two candidates passed the oral exam.

A motion was made by NICHOLS and seconded by DELANEY to ratify authorization of providing the two Entry Level Police Officer applicants to Police Chief William Fitzgerald. All in favor. Unanimous.

Examiner Dove indicated that a new police search is underway which will run from mid-October through 11/11/16. To date, the Commission received 21 applications.

A motion was made by NICHOLS and seconded by DELANEY to ratify authorization for the new search for Entry Level Police Officer. All in favor. Unanimous.

Certified Police Officers

The Commission did not receive any applications for Certified Police Officer. Closing date for applications was 10/7/16. Examiner Dove will check with Police Chief Fitzgerald to see if he wants to do another search and advise the Commission.

Part -Time Dispatcher

On hold per the Chief's direction.

Property and Evidence Custodian

Examiner Dove conducted the qualification process and 6 candidates will go through oral interviews on Monday, 10/31/16. Wayne will meet with the Police Chief and

Sergeant Kinahan to set-up the testing process for the 6 candidates. The Commission is authorizing Examiner Dove to present the top 3 candidates at that time, based on final scoring. The Commission will review and ratify the action at the next regular meeting.

Sergeant

A motion was made by NICHOLS and seconded by DELANEY to approve the promotion of the 3 new Sergeants to the Winchester Police Department. All in favor. Unanimous.

Senior Center Director

Jennifer Kelley was hired as the new Senior Center Director. The Commission requested a copy of her PAF for file.

Item #6: New Business:

Dept. of Public Works & Street

Revised job descriptions were presented by Town Manager Robert Geiger, Public Works Director Jim Rollins and the union. They are: Superintendant of Water Works, Working Foreman Water Works, Utilityman II Water Works, Utilityman III Water Works, Utilityman IV Water Works, Superintendant of Streets and Water Treatment Plant Operator.

A motion was made by NICHOLS and seconded by DELANEY to approve the 7 job descriptions for the Public Works and Street Department. All in favor. Unanimous.

Irene gave a check request to the Commission to approve fees for the Civil Service P.O. Box 41. The rental fee covered 6 months. Commissioner Nichols talked about extending the fee to one year. The Commission will check to see if the fee can be changed to cover one year rather than 6 months.

Item #7: Adjourn

A motion was made by NICHOLS and seconded by DELANEY to adjourn the meeting at 6:23pm. 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 Robert Geiger
Board of Selectmen