

**MEETING MINUTES  
CIVIL SERVICE COMMISSION  
DECEMBER 15, 2016  
WINCHESTER, CT 06098**

**Item #1: Call to Order:**

Commissioner Fran Delaney called the meeting to order at 5:34pm in the Lee Anne LaClaire Room, 2<sup>nd</sup> Floor, Town Hall, 338 Main Street, Winsted, CT 06098.

**Item #2: Roll Call:**

Present: Commissioners Fran Delaney, Joe Nichols and Skip Marsh and Examiner Wayne Dove. Also present in audience were Candace Bouchard and Dale Denning, members of the Town Civil Service Committee.

**Item #3: Approval of Minutes:**

A motion was made by MARSH and seconded by NICHOLS to accept the meeting minutes of November 17, 2016. All in favor. Unanimous with 1 abstention.

**Item #4: Executive Session:**

Executive session was waived by the Commission.

**Item #5: Old Business:**

**Entry Level Police Officers**

Examiner Wayne Dove advised the Commission that we have 16 qualified applicants for the position and 2 full day oral panels were scheduled.

A motion was made by NICHOLS and seconded by MARSH to approve the top 6 candidates for the 2 positions opened for Entry Level Police Officers. All in favor. Unanimous.

**Property and Evidence Custodian**

The union approved the job description. Examiner Dove advised that orals had been conducted with candidates. Police Chief Fitzgerald made his decision on a new hire, however, the union did not agree with the concept. Town Manager Bob Geiger asked the labor attorney to speak to the union. The Town Manager and Police Chief are now moving forward to fill this part-time position.

**Town Website**

The overview of Civil Service's policy and procedures was accepted by the Commission as the official informational source on the town website.

**Dept. of Public Works & Street  
Utilityman III**

Wayne indicated that the job search for Utilityman III was completed and resulted in 9 qualified candidates and 2 unqualified. Wayne spoke to Bob Geiger and Jim Rollins regarding dates for the written and practical testing and testers involved in the process.

A motion was made by MARSH and seconded by NICHOLS to move forward on the testing for Utilityman III position. All in favor. Unanimous.

**MEETING MINUTES  
CIVIL SERVICE COMMISSION  
DECEMBER 15, 2016**

**-2-**

4 temporary hires were made by the Town Manager; 2 Utilityman III and 2 Maintainer III. PAF's will be reviewed to ascertain the 120-day period allowed for the temporary hires.

**Item #6: New Business:**

**Working Foreman-Highway Dept.**

Examiner Dove received an amended job description for Working Foreman. The only changes were 1) must lead by example and 2) conducts in a working manner that's safe for coworkers and general public. Job description will need to be posted with the union for 2 weeks then advertising will begin.

A motion was made by MARSH and seconded by NICHOLS to accept the revised job description for Working Foreman. All in favor. Unanimous.

**Plant Operator-Utilityman IV**

Public Works Director Jim Rollins is awaiting a response regarding change in salary for the position. The Commission must have final job description and authorization on the position from Bob Geiger before authorizing Wayne to proceed with a job search.

**Resignation**

Police Chief Fitzgerald notified the Commission that Lucille Field had resigned as part-time dispatcher effective 12/9/16. The Chief has not asked Civil Service to move forward on a new hire at this time. Lucille did not satisfy the requirement of a 14-day pre-notice which would allow her to remain on the Eligible's List for rehire. If she decides to come back, the Commission would have to make an exception to the rules for her to be reconsidered because she did not follow Civil Service procedures in her resignation.

**Item #7: Adjourn**

A motion was made by NICHOLS and seconded by DELANEY to adjourn the meeting at 6:11pm. 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