

**MEETING MINUTES
CIVIL SERVICE COMMISSION
DECEMBER 17, 2015
WINCHESTER, CT 06098**

Item #1: Call to Order:

Commissioner Fran Delaney called the meeting to order at 5:31pm in the Probate Room, 2nd Floor, Town Hall, 338 Main Street, Winsted, CT 06098.

Item #2: Roll Call:

Present: Commissioners Fran Delaney and Skip Marsh; Examiner Wayne Dove and Acting Town Manager Robert Geiger

Absent and excused: Commissioner Joe Nichols

Item #3: Approval of Minutes:

A motion was made by MARSH and seconded by DELANEY to accept the meeting minutes of October 22, 2015. All in favor. Unanimous.

A motion was made by MARSH and seconded by DELANEY to accept the special meeting minutes of November 13, 2015. All in favor. Unanimous.

A motion was made by MARSH and seconded by DELANEY to accept the meeting minutes of November 19, 2015.

Item #4: Executive Session:

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

A motion was made by MARSH and seconded by DELANEY to exit Executive Session at 5:50pm. All in favor. Unanimous.

Item #5: Old Business:

Maintainer III

An appointment was made by Public Works Director Jim Rollins to hire Kevin Driscoll for the Maintainer III position, effective 12/1/2015. The other 2 qualifying candidates will receive letters and remain on the Eligible's List.

Part -Time Dispatcher

Police Chief William Fitzgerald hired 2 part-time dispatchers; Mary McAllister, effective 11/24/2015 and Jason Kruczek, effective 11/30/15 which exhausts the present list of eligible's. As there is still a need for additional part-time dispatchers, the Commission will proceed with a new job search.

Board of Selectmen Brian Shaughnessy joined the meeting at 6:00pm. The BOS elected Brian as the new liaison to the Civil Service Commission.

Sergeants

The Town Manager has sent a letter to Michael Roy regarding his request for information on his exam. The town attorney confirmed the position of Civil Service that Mr. Roy is not entitled to see his results.

Part-Time Office Assistant

Senior Center Director Ellen Schroeder hired Ann Sears to the post of Office Assistant, effective 12/7/2015. She replaces Patricia Mills who tendered her resignation as of 12/4/2015. The Commission asked Wayne to meet with Ellen to finalize the paperwork on the new hire and report back to the Commission.

Code Inspector

The Commission will review the job description for Code Inspector at their next meeting in January if available. It may be the general consensus that the towns of Barkhamsted, Colebrook, New Hartford and Winsted/Winchester could all share the same Code Inspector.

Civil Service Job Application

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

Entry Level / Certified Police Officers

3 applications were received and given to Examiner Dove along with a transcript. These will be reviewed, but are expected to be rejected for not being filed in accord with the advertisement requirements. The Police Officer process will move forward if authorization for funding is approved by the Town Manager and BOS.

Building Department Assistant

A motion was made by MARSH and seconded by DELANEY to ratify the action of the Commission President to allow the lateral transfer of Cheryl Carrier to the position of Building Department Assistant effective 12/1/2015. All in favor. Unanimous.

P-T Land Use Assistant

A motion was made by MARSH and seconded by DELANEY to accept the temporary appointment of Pam Colombie as interim Land Use Assistant effective 12/2/2015. This appointment will run for 120 calendar days. All in favor. Unanimous.

Land Use Assistant

The Commission will proceed with a process for Land Use Assistant.

Interim Mechanic – Public Works

No action at this time.

Item #6: New Business:

Assistant Town Clerk

The Commission received the job description for Assistant Town Clerk. Wayne will work with Town Clerk Sheila Sedlack to make sure that it's the correct job description before the Commission reviews for approval.

Interim Assistant Town Clerk

The Commission received a request to appoint Janice Flaherty as interim Assistant.

A motion was made by MARSH and seconded by DELANEY to accept the appointment of Janice Flaherty as interim Assistant Town Clerk, effective 12/21/2015. This appointment will run for 120 calendar days. All in favor. Unanimous.

Budget Proposal

Wayne presented budget proposal allowances to the Commission for review. Commissioner Delaney will put the proposal in letter form and present it to Town Manager Geiger. Based on the assumption of transfer of the funds as it relates specifically to the PD, our budget will work as approved, based on present processes to be conducted.

Civil Service Yearly Calendar

Irene presented the 2016 calendar to the Commission for review and approval. The Commission accepted the calendar as presented.

Corporals

The Town Manager will review the efficacy of this position with Chief Fitzgerald and the Commission will await their direction.

#7: Adjourn

A motion was made by NICHOLS and seconded by DELANEY to adjourn the meeting at 6:43pm. 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
Acting Town Manager Robert Geiger
Board of Selectmen