

MEETING MINUTES
CIVIL SERVICE COMMISSION
MAY 28, 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 and Joe Nichols; Examiner Wayne Dove, Town Manager Dale Martin and Police Chief William Fitzgerald
Notification received from Commissioner Skip Marsh that he is running late

Item #3: Approval of Minutes:

Minutes were amended to reflect that the Commission waived Executive Session under Item #4.

A motion was made by NICHOLS and seconded by DELANEY to accept the Meeting Minutes of April 23, 2015 as amended. All in favor. Unanimous.

Item #4: Executive Session:

The Commission waived Executive Session.

Item #5: Old Business:

New Chief of Police

Chief of Police William Fitzgerald commented that he has been busy over the past 7 days in office, implementing police department policies, addressing issues and concerns, and getting to know his staff. His objective is to make his police department one of the best in Connecticut. Chief Fitzgerald talked about building on command structure and accountability within the department. He selected and appointed shift heads for this purpose. He wants to educate the public about the needs of the police department and wants to know what kind of police department the general public wants in town. Chief Fitzgerald will provide job descriptions for sergeants and corporals to the Commission. Examiner Wayne Dove suggested that he and the Chief review the job descriptions, make any needed modifications, get union approval if needed, and final approval from Civil Service. The Commission asked Bill to email a description of the actions taken on the temporary internal appointments to determine if these appointments fall under Civil Service purview. Bill will meet with the Commission periodically to discuss his needs.

Commissioner Marsh joined the meeting at 6:42 pm.

Recreation Department - Maintainer I, II, III

Commissioner Nichols contacted the 2 candidates and set up interviews for May 14. Tanya conducted the interviews and explained that she could not hire at this time, due to budget constraints.

Part-Time Dispatcher

Examiner Dove will contact Chief Fitzgerald to follow up on the hiring of a part-time dispatcher. Names of candidates were submitted to Sgt. Kevin Kinahan several months ago.

Invoice Status

Commissioner Delaney will verify with Dale Martin that Examiner Lowell Humphrey's invoice was paid.

Item #6:

New Business:

Maintainer IV

Public Works Director Jim Rollins is looking to hire from the eligible's list without advertising for the position. The Commission will put together a list of the top 3 candidates who qualified and are still interested in the job. Irene will give Examiner Dove the names of the interested candidates and Wayne will submit the list to the Commission. Eligible's List will then be forwarded to Jim Rollins, Hiring Authority, for further action.

Director of Finance

Examiner Dove advised that there are 4 four qualifying applicants for the position. Town Manager Dale Martin would like to change the current job application to include municipal experience as a requirement. A revision to the current job description would necessitate the Commission to start a new process. Wayne will work with Dale to amend the job description, get it to the Commission for approval and begin a new job search. The Commission will send a letter to names on the Eligible's List stating that the position is open and the job description has been modified.

Commissioner Nichols would like to call a special meeting to expedite this as soon as possible. Dale would like to advertise the job in June, interview in July and have a new hire on board by Labor Day.

Job Descriptions for New Positions

Assistant Assessor, Land Use Administrator, Land Use Assistant and Code Official – all pending until the town budget passes. Wayne will work with Dale on the job descriptions and submit them to the Commission when they are completed.

Interim Finance Director

The Commission addressed a procedural issue with Dale Martin regarding the hiring of the interim Finance Director without Civil Service approval. In accordance with Civil Service rules, Town Manager Dale Martin asked the Commission for approval to appoint Bruce Stratford, CPA, to serve as interim Finance Director, starting May 19, 2015, not to exceed 120 calendar days.

A motion was made by NICHOLS and seconded by DELANEY to accept and approve this temporary appointment. All in favor. Unanimous.

Re-Appointment

Commissioner Nichols received a letter regarding his re-appointment to the Civil Service Commission. Joe will contact Dale and advise of his interest to continue to serve on the Commission.

Item #7: Adjourn

A motion was made by NICHOLS and seconded by MARSH to adjourn the meeting at 7:05pm. 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