

**MEETING MINUTES  
CIVIL SERVICE COMMISSION  
JULY 23, 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, 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; Examiner Wayne Dove; Town Manager Dale Martin; Police Chief William Fitzgerald and Sergeant Kevin Kinahan

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

An amendment was made to the June 25th meeting minutes. Under Old Business, Maintainer IV was added and under Assistant Assessor, non-union was changed to union position.

A motion was made by MARSH and seconded by NICHOLS to accept the Meeting Minutes of June 25, 2015 as amended. Motion approved with one abstention.

**Item #4: Executive Session:**

A motion was made by NICHOLS and seconded by MARSH to enter Executive Session at 6:03pm. All in favor. Unanimous.

A motion was made by MARSH and seconded by NICHOLS to exit Executive Session at 6:45pm. All in favor. Unanimous.

**Item #5: Old Business:**

**Chief of Police**

No discussion.

**Sergeants**

A motion was made by NICHOLS and seconded by MARSH to have Dr. Jetmore perform the testing process for the Sergeant promotion, with the cost of \$3800 for the process to come from a source outside CSC budget. All in favor. Unanimous.

**Part -Time Dispatcher**

The Commission will contact Thomas Lavieri to see if he is still interested in the position and, if yes, ask him to refile his application that was lost. Commissioner Delaney will send a letter to Angela Chiofalo indicating that she is no longer under consideration. The Commission will await information from the Police Department regarding Samantha Seger. Depending the outcome of the present applicants for part-time dispatcher, there may be a need to proceed with a new process.

**Land Use Administrator-Town Planner**

No discussion.

**Land Use Assistant**

On hold until next Civil Service meeting.

**Code Inspector**

A search is to be initiated for the code inspector position.

**Finance Director**

Commission has received three applications that meet the minimum requirements and two that do not. Examiner Wayne Dove will provide the final sheet to the Commission at their next meeting in August.

**Assistant Assessor**

Closing date for all applications is July 31, 2015.

**Maintainer IV**

Public Works Director Jim Rollins advised the Commission that an internal applicant qualified for the position and will be hired. The Commission is waiting for Jim to submit a request to appoint this applicant. Previous applicants will be notified that the position has been filled and they will remain on the Eligible's List.

**Item #6:****New Business:****Maintainer III**

Jim Rollins has requested that the Commission start a new job search for Maintainer III. The job description is being modified and will be brought to the next meeting for approval.

**Inland Wetlands & Watercourses Agent**

Town Manager Dale Martin has requested that the Commission accept the appointment of Martin O'Connor to act as interim Inland Wetlands and Watercourses Agent while the Planner search continues. A motion was made by MARSH and seconded by NICHOLS to accept the temporary appointment of Martin O'Connor, effective July 27, 2015. All in favor. Unanimous.

**Dispatcher**

A request was received by the Town Manager for transfer of Robert Crean from part-time dispatcher to full-time. A motion was made by MARSH and seconded by NICHOLS to accept the allocation of the position to allow Robert Crean to transfer from part-time to full-time dispatcher. All in favor. Unanimous. Effective date to be established.

**Item #7: Adjourn**

A motion was made by MARSH and seconded by NICHOLS to adjourn the meeting at 7:13pm. 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