

**MEETING MINUTES  
CIVIL SERVICE COMMISSION  
JULY 28, 2016  
WINCHESTER, CT 06098**

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

Commissioner Fran Delaney called the meeting to order at 5:39pm 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, Skip Marsh and Joe Nichols; Examiner Wayne Dove; Town Manager Robert Geiger and Police Chief William Fitzgerald

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

A motion was made by MARSH and seconded by NICHOLS to accept the meeting minutes of June 23, 2016. All in favor. Unanimous with 1 abstention.

**Item #4: Executive Session:**

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

A motion was made by NICHOLS and seconded by MARSH to exit Executive Session at 6:39pm. All in favor. Unanimous.

**Item #5: Old Business:**

**Entry Level Police Officers**

Based on Police Chief Fitzgerald's indication that there are 3 separate positions to be satisfied, the Commission is providing the Chief with 4 additional names to get him up to 3 for each position. Chief Fitzgerald is pressing to get their background checks and polygraph tests completed by the end of August so he can start filling these positions.

**Certified Police Officers**

At the direction of Town Manager Robert Geiger and Police Chief Fitzgerald, the Commission will proceed with a new process for Certified Police Officer. Examiner Dove will start working on the job search.

**Part -Time Dispatcher**

A motion was made by NICHOLS and seconded by MARSH to ratify the action made by the head of the Commission to pass on the one name for the dispatcher position to Chief Fitzgerald. All in favor. Unanimous.

**Senior Center Director**

The closing date for the Senior Center Director is Friday, July 29<sup>th</sup>. A number of applications have been received. The Commission will determine if a special meeting is warranted to expedite this process.

## **Public Works - Water Sewer Temp**

No discussion – subject on hold.

## **Appointment Request**

Based on the resignation of Steve Giordano, Water Treatment Plant Operator, Bob Geiger has requested a 120-day temporary employee to fill the position. A motion was made by NICHOLS and seconded by MARSH to accept the 120-day temporary appointment. All in favor. Unanimous.

## **Item #6: New Business:**

### **Police Department**

Chief Fitzgerald approached the Commission to discuss the need for two new positions; Property and Evidence Custodian (part-time) and Police Corporal. Job descriptions are being created and the Commission has been asked to take a preliminary look at them while the Chief gets the appropriate approvals.

## **Mail**

Civil Service will discuss protocol for handling mail at the next general meeting.

## **Item #7: Adjourn**

A motion was made by NICHOLS and seconded by MARSH to adjourn the meeting at 6:54pm. 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