

**MEETING MINUTES
CIVIL SERVICE COMMISSION
AUGUST 27, 2015
WINCHESTER, CT 06098**

Item #1: Call to Order:

Commissioner Joe Nichols called the meeting to order at 6:05pm in the Lee Anne LeClaire Room, 2nd Floor, Town Hall, 338 Main Street, Winsted, CT 06098.

Item #2: Roll Call:

Present: Commissioners Joe Nichols and Skip Marsh and Examiner Wayne Dove
Absent and excused: Commissioner Fran Delaney

Item #3: Approval of Minutes:

A motion was made by MARSH and seconded by NICHOLS to accept the Meeting Minutes of July 23, 2015. All in favor. Unanimous.

Item #4: Executive Session:

A motion was made by NICHOLS and seconded by MARSH enter Executive Session at 6:06pm. All in favor. Unanimous.

A motion was made by MARSH and seconded by NICHOLS to exit Executive Session at 6:46pm. All in favor. Unanimous.

Item #5: Old Business:

Finance Director

Examiner Wayne Dove presented the Commission with the names of the top 3 candidates. Town Manager Dale Martin will interview the candidates and advise Civil Service of his choice for a new Finance Director. The Commission will call a special meeting when the selection process has been completed.

Town Planner

Examiner Dove submitted the names of the top 3 candidates to the Commission. For the record, five candidates were disqualified for further consideration due to incomplete applications. Commissioner Nichols would like to discuss how to proceed with future applications at the next meeting in September. Wording on the application may need to be changed, or clarified.

Assistant Assessor

Examiner Dove administered the testing process for Assistant Assessor and presented the Commission with the names of the 3 top candidates. These names will be submitted to Rhonda Roy for interviews, and her final recommendation will be passed on to Dale Martin. If required, the Commission will convene a special meeting to sign-off on the Assistant Assessor and Finance Director.

Maintainer III

Job description for Maintainer III has been approved by Town Manager Dale Martin, Public Works Director Jim Rollins and the union. Examiner Dove indicated that ads will be placed on the town website, municipality website and two 1-day weekend ads in the Waterbury Republican.

Sergeants

Wayne advised the Commission that we currently have 8 applications for the Sergeants position. It was agreed that there will be an oral and written exam, each weighing 50%. An average of 70 must be attained to be on the Eligible's List. The written test is scheduled for Sept. 26 and the oral on Sept. 30, 2015. Wayne met with Dr. Jetmore who will administer the written test and will also be present at the oral. Wayne stated for the record that any applicant taking the written is allowed to take the oral, regardless of score. Police Chief William Fitzgerald gave the Commission the names of 3 panelists: Lt. Mellekas, State Police, Cpt. Gonsalves, Newport, R.I., and Lt. Venclausus, Torrington for consideration. The Commission approved the panel as submitted by the Chief. Commissioner Nichols brought up the question of difference in shifts. Wayne will talk to the Chief regarding bidding on shifts vs. appointment of Sergeants and report back to the Commission.

Part -Time Dispatcher

The remaining three applicants for part-time dispatcher were rejected and a new process has been started.

Item #6:

New Business:

Part-Time Office Assistant

There is a job opening at the Winsted Senior Center for an Office Assistant. Wayne has been asked to start a job search and will ask Dale if he agrees. The Commission noted that the salary level on the job description appeared to be quite low so Wayne will ask Dale if he wants to proceed at that level. The Commission noted for the record that the job description was dated August 20, 2015.

Civil Service Job Application

The Commission will discuss procedures for accepting diplomas or approved transcripts. Commissioner Nichols stated that he would also like the Town Manager's opinion on subject. The Commission to review this at the next meeting in September.

Item #7: Adjourn

A motion was made by MARSH and seconded by NICHOLS to adjourn the meeting at 7:00pm. 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