

**MEETING MINUTES  
CIVIL SERVICE COMMISSION  
SEPTEMBER 24, 2015  
WINCHESTER, CT 06098**

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

Commissioner Fran Delaney called the meeting to order at 6:03pm 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 and Skip Marsh; Examiner Wayne Dove  
Absent and excused: Commissioner Joe Nichols

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

The Commission deferred approving the meeting minutes of August 27, 2015 until the next meeting scheduled for October 22, 2015.

**Item #4: Executive Session:**

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

A motion was made by MARSH and seconded by DELANEY to exit Executive Session at 6:18pm. All in favor. Unanimous.

**Item #5: Old Business:**

**Finance Director**

Town Manager Dale Martin hired Bruce Stratford as the new Finance Director for the Town of Winchester. His start date is August 31, 2015.

**Town Planner**

Steven Sedlowski has accepted the position of Town Planner as of September 28, 2015. Dale will release an official announcement on the new hire shortly.

**Assistant Assessor**

Examiner Wayne Dove announced to the Commission that Ana Dos Santos has been hired as the Assistant Assessor starting October 5, 2015.

**Maintainer III**

Wayne advised that the ad was placed and the closing date for applications is October 9, 2015. Wayne will work with Public Works Director Jim Rollins to formalize the testing process. With Commission approval, Wayne would like Dick Sterpka to conduct the practical test and Wayne will handle the oral. So far, nine qualified candidates have applied for the job.

**Sergeants**

Sergeants' exam is underway. Wayne advised the Commission that the written exam will take place on Saturday, September 26, 2015 in the Board Room at Town Hall. The oral panel is scheduled for Thursday, September 30, 2015 in the Probate Room. According to Civil Service rules, candidates who score a passing grade can get up to 5 points for seniority; ½ point per year beyond the 4 years minimum requirement for the job. Chief Fitzgerald questioned whether the officers, during the oral session, should wear their #2 or #3 uniform. Wayne deferred the Chief to Dr. Larry Jetmore for a response. Dr. Jetmore stated that he would like to see the panel in police uniform, but the Chief did not agree. The Chief and Larry will work together to finalize the dress code. Dr. Jetmore will submit his bill to Civil Service Commission who, in turn, will pass it along to the Police Department for payment.

### **Part -Time Dispatcher**

Wayne reported that the Commission received a total of 17 applications. Sample test questions should be ready by Tuesday, September 29<sup>th</sup>. Wayne will review the test questions with Chief Fitzgerald and, hopefully, be ready to administer by October 1, 2015.

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

#### **Part-Time Office Assistant**

Ad closes on Friday, September 25, 2015. Two applications have been received so far. Wayne would like the Commission to consider allowing the hiring authority at the Senior Center the option to interview applicants right away.

### **Code Inspector**

No applications have been received for Code Inspector. The town is trying to identify a way to pool resources and hire one person to represent the local towns. Wayne will discuss this job further with Dale and follow up with the Commission at the next meeting.

### **Civil Service Job Application**

Wayne indicated that transcripts are the independent check and for senior positions, a transcript is a definite component. The Commission will take up for discussion at the next regular meeting.

### **Entry Level / Certified Police Officers**

Dale Martin has asked Wayne to begin another job search for entry level and certified police officers. Wayne will meet with Dale on Monday, September 28 to discuss specifics. Commissioner Delaney has requested that Dale submit a formal request to the Commission before a job search is begun.

### **Assistant to Building Dept.**

This is an emergency appointment requested by Town Manager Dale Martin. Presently, there are some issues with the wording of the job description. Wayne will meet with Dale to help revise the job description and will update the Commission at the next meeting.

**P-T Land Use Assistant (Planner's Assistant)**

Dale Martin is requesting a job search for the Land Use Assistant position. The Building Department has theirs and the Planner will do wetlands, zoning and Economic Development Commission. The position is included in the budget. Wayne will work with Dale to update the job description. Commissioner Delaney requested the Town Manager submit a formal request to the Commission before a job search takes place. .

**Change in Meeting Time**

Commissioner Marsh announced that his work hours have changed and asked if the Commission would prefer to meet at 5:30pm instead of 6:00pm. The Commission agreed to make the change to 5:30pm, effective November 1, 2015 pending agreement by Commissioner Nichols. Irene will note the time change on future agendas, the Civil Service calendar, and also advise the Town Clerk's office.

**Item #7: Adjourn**

A motion was made by MARSH and seconded by DELANEY to adjourn the meeting at 6:39pm. 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