

**MEETING MINUTES
CIVIL SERVICE COMMISSION
JANUARY 28, 2021
WINCHESTER, CT 06098**

FILED
CLERKS OFFICE

FEB 10 2021

Item #1: Call to Order:

Commissioner Francis Delaney called the meeting to order at 5:03pm via Zoom video conference.

TOWN CLERK OF WINCHESTER
WINSTED, CT

Item #2: Roll Call:

Present: Commissioners Francis Delaney and Joseph Nichols

Item #3: Approval of Minutes:

A motion was made by NICHOLS and seconded by DELANEY to accept the meeting minutes of November 19, 2020. All in favor. Unanimous.

Item #4: Executive Session:

The Commission waived Executive Session.

Public Works Department

Director of Public Works Jim Rollins advised the Commission that he hired Phil Bascetta to the position of Superintendent of Streets and Bryan Soldan to the job of Mechanic. Commissioners Delaney and Nichols will process the Eligible Lists for the 2 new hires for signatures by Jim. Because of COVID, the town garage has suspended public access. Jim plans to conduct the oral and written exams for Utilityman III and Maintainer III in a wide-open garage area. Physical testing will take place in a wide-open space outdoors and driving portions of testing are under review.

Item #5: Old Business:

**Certified Police Officer
Entry Level Police Officer**

Commission ratified the email action of 1/25/2021 approving the Eligible' List that named Joy Mekulski as candidate and hire for Entry Level Police Officer. The ratification for this hire is the result of the oral panel, background check and preliminary testing to cull unqualified candidates.

Maintainer III-GED

Commissioner Delaney will contact Jim Rollins for a status report to see if RJ Williams has completed his GED requirements.

Fire Fighter

Commission is waiting for a report from Fire Chief Jim Lagassie on the process for examinations, testing and setting up interviews for the Fire Fighter position. Commissioner Delaney will follow-up with Jim and report to the Commission.

Administrative Assistant

Commission is waiting for a response from Town Manager Robert Geiger regarding a PAF and reasons for hiring Terry Hall to the post of Administrative Assistant. Commissioner Delaney will email a reminder.

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Assessor

Civil Service has received one application, postmarked 1/22/2021. Commissioner Delaney will review with Terry Hall on status of the solicitation.

Item #6: New Business:

Commissioner Nichols is requesting that Civil Service send a directive to the Town Manager, and all department heads, reminding them to follow Civil Service rules and regulations. Commissioner Delaney will draft a memo for the Commission to approval.

The Commission will send an email to Finance Director Bruce Stratford clarifying that temporary appointments should not exceed 120 calendar days in accord with Civil Service rules.

Commissioner Delaney will ask Bob Geiger for information on the hiring of Jill Healy and report back to the Commission with his findings.

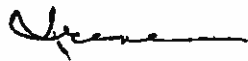
Commissioner Delaney will verify with Bob Geiger whether Anita Garnett was hired by the town as the new Civil Service Examiner.

Commissioner Nichols requested follow-up with Bob Geiger regarding the vacant position left by Tammy Pavano. No action has been taken to date.

Item #7: Adjourn

A motion was made by NICHOLS and seconded by DELANEY to adjourn the meeting at 6:34pm. 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
Town Manager Robert Geiger
Board of Selectmen

Sheila Sedlack

From: Fran Delaney <wsm_fran@yahoo.com>
Sent: Thursday, December 17, 2020 1:01 PM
To: Sheila Sedlack; Laurie Bessette; Terry Hall; Robert Geiger; Jim Rollins
Cc: Irene Connole; Francis Delaney; Joe Nichols; Meg Delaney; Irene Connole
Subject: CSC Meeting

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"Due to complications arising out of the snow storm today, meeting of Civil Service today is canceled. Special meetings, as needed will be held to manage ongoing processes"

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