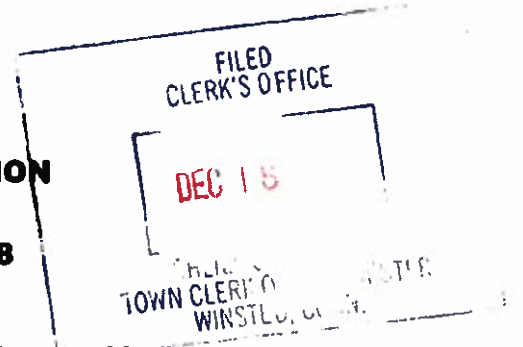


**MEETING MINUTES  
CIVIL SERVICE COMMISSION  
NOVEMBER 19, 2020  
WINCHESTER, CT 06098**



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

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

**Item #2: Roll Call:**

Present: Commissioners Francis Delaney and Joseph Nichols; Public Works Director Jim Rollins

Commissioner Delaney noted for the record receipt of resignation of Anita Garnett as a Commissioner.

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

A motion was made by NICHOLS and seconded by DELANEY to accept the meeting minutes of September 24, 2020. All in favor. Approved with one abstention.

A motion was made by NICHOLS and seconded by DELANEY to accept the meeting minutes of October 22, 2020. All in favor. Unanimous.

**Item #4: Executive Session:**

A motion was made by NICHOLS and seconded by DELANEY to deviate from the agenda as presented to give Public Works Director Jim Rollins an opportunity to address the Commission on pertinent issues. All in favor. Unanimous.

**Public Works Department**

Director Jim Rollins reiterated to the Commission that there were several job openings in his Department that needed to be filled expeditiously. Discussion covered Maintainer III, Utilityman III, Mechanic and Superintendent of Streets. Job descriptions were reviewed for these positions to ensure they met basic job requirements. Jim also advised that he was taking responsibility for developing the testing procedures for each position.

**Item #5: Old Business:**

**Certified Police Officer**

**Entry Level Police Officer**

Police Chief William Fitzgerald continues to conduct polygraph testing on qualified candidates who passed the orals. The Commission is waiting for a report from the Police Chief on the status of the recruitment process.

**Maintainer III-GED**

Jim Rollins will advise the Commission on RJ Williams' status in completing his GED requirements after he takes his final exam.

**Fire Fighter**

Fire Chief Jim Lagassie is in the process of developing examinations and setting up the interview and testing processes for the Fire Fighter position.

**MEETING MINUTES  
CIVIL SERVICE COMMISSION  
NOVEMBER 19, 2020**

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**Administrative Assistant**

Town Manager Robert Geiger hired Terry Hall for the position of Administrative Assistant to replace Laurie Bessette. The Commission is requesting that Bob provide a PAF and reasons for hiring the candidate.

**Item #6: New Business:**

Commissioners Nichols and Delaney researched Civil Service archives and clarified that temporary appointments should not exceed 120 calendar days. Commissioner Delaney will email Finance Director Bruce Stratford with this information in accord with Civil Service rules.

Commissioner Delaney will draft a directive to all department heads and the Town Manager reminding them to follow Civil Service rules and regulations.

**Executive Session**

A motion was made by NICHOLS and seconded by DELANEY to enter Executive Session at 5:48pm. All in favor. Unanimous

A motion was made by NICHOLS and seconded by DELANEY to exit Executive Session at 6:34pm. All in favor. Unanimous.

**Item #7: Adjourn**

A motion was made by NICHOLS and seconded by DELANEY to adjourn the meeting at 6:35pm. 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