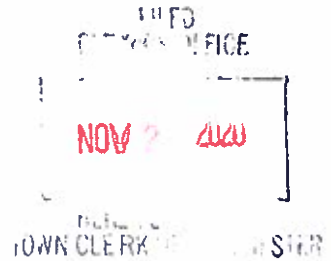


**MEETING MINUTES
CIVIL SERVICE COMMISSION
OCTOBER 22, 2020
WINCHESTER, CT 06098**



Item #1: Call to Order:

Commissioner Francis Delaney called the meeting to order at 5:00pm in the 3rd Floor Conference Room, Town Hall, 338 Main Street, Winsted, CT 06098.

Item #2: Roll Call:

Present: Commissioners Francis Delaney and Joseph Nichols; Town Manager Robert Geiger and Fire Chief James Lagassie.

Absent & Excused: Commissioner Anita Garnett

Item #3: Approval of Minutes:

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

Item #4: Executive Session:

A motion was made by NICHOLS and seconded by DELANEY to enter Executive Session at 5:03pm. All in favor. Unanimous with one abstention.

A motion was made by NICHOLS and seconded by DELANEY to exit Executive Session at 5:55pm. All in favor. Unanimous with one abstention.

Item #5: Old Business:

Certified Police Officer

Entry Level Police Officer

Police Chief William Fitzgerald is conducting polygraph testing on the candidates who passed the orals.

Maintainer III-GED

Public Works Director Jim Rollins will report to the Commission on RJ Williams' progress and test results in completing requirements for his GED. He tested for Social Studies on 9/24/20. His final exam is scheduled in October.

Fire Fighter

The Commission is making a final review of the job applications, after which they will be given to Fire Chief Jim Lagassie to conduct the interview and testing processes. The deadline for application submissions was 10/16/20.

Administrative Assistant

The Commission is making a final review of the applications and will give the list of eligible candidates who meet the job criteria to Town Manager Geiger for interview and hire. Deadline for applications was 10/16/20. Bob wants to hire a new employee as soon as possible so the person can train with Laurie Bessette before she leaves on 12/31/20.

**MEETING MINUTES
CIVIL SERVICE COMMISSION
OCTOBER 22, 2020**

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Public Works Department

There are job openings in the Public Works Department that will need to be filled soon according to Director Jim Rollins. They are Maintainer III, Utilityman III, Mechanic and Superintendent of Streets. Jim asked that ads be placed on Monday, 10/26/20 for these positions and run for 3 weeks. Cut-off date for applications would be on or about 11/13/20.

Jim gave the Commissioners job descriptions for Maintainer III, Maintainer III Cemetery Attendant, Utilityman III and Superintendent of Streets. He also addressed the questions from the Commission on recent promotions within his department.

Item #6: New Business:

Commissioners Nichols and Delaney are researching the Civil Service archives for clarification of the rules on temporary appointments. Should they not exceed 120 working days or calendar days?

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

Item #7: Adjourn

A motion was made by NICHOLS and seconded by DELANEY to adjourn the meeting at 6:12pm. 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, Anita Garnett, Joseph Nichols
Town Manager Robert Geiger
Board of Selectmen