

**MEETING MINUTES
CIVIL SERVICE COMMISSION
SEPTEMBER 24, 2020
WINCHESTER, CT 06098**

FILED
TOWN CLERK'S OFFICE

OCT 13 2020

Item #1: Call to Order:

Commissioner Joseph Nichols called the meeting to order at 5:07pm. The Commission changed the meeting room location to P. Francis Hicks as the Blue room was occupied by the auditors.

Item #2: Roll Call:

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

Item #3: Approval of Minutes:

A motion was made by GARNETT and seconded by NICHOLS to accept the meeting minutes of September 2, 2020. All in favor. Unanimous.

Item #4: Executive Session:

The Commission waived Executive Session.

Item #5: Old Business:

Certified Police Officer

Entry Level Police Officer

Larry Jetmore will send the Eligibles' List and test results for Entry Level and Certified Police Officers to Chief William Fitzgerald for consideration.

Payroll Administrator

No discussion on Payroll Administrator. Subject will be brought up at the next Civil Service meeting in November.

Maintainer III-GED

Public Works Director Jim Rollins reported to the Commission that RJ Williams is in the process of completing requirements for his GED. He tested for Social Studies on 9/24/20 and his final exam is scheduled sometime in October. Jim will keep the Commission apprised of RJ's progress and test results.

Fire Chief

It was determined that the hiring of the Fire Chief position is not under Civil Service purview. James Lagassie was sworn in as the new Winsted Fire Chief on 9/17/20, replacing David Sartirana.

Item #6: New Business:

Fire Fighter

The Commissioners, Town Manager Geiger and Fire Chief Lagassie discussed changes to the current job description for Fire Fighter. Jim wants to expedite a job search and

**MEETING MINUTES
CIVIL SERVICE COMMISSION
SEPTEMBER 24, 2020**

-2-

advertise the position immediately. The practical, written and oral testing will be coordinated through Chief Lagassie's department under the supervision of Civil Service.

A motion was made by GARNETT and seconded by NICHOLS to accept the proposed new job description with modifications. All in favor. Unanimous.

Administrative Assistant

Bob Geiger announced that there was an immediate job opening for Administrative Assistant to the Town Manager. Laurie Bessett will be retiring the end of 2020 after 19 years of service to the town. Bob submitted a job description to the Commission to review and approve. Commissioners Nichols and Garnett made one change, adding GED or equivalent to the description. Bob wants to begin a job search as expeditiously as possible so that a new hire can be trained by Laurie before she leaves on 12/31/20.

A motion was made by GARNETT and seconded by NICHOLS to accept the Administrative Assistant job description as presented with one change; include GED or equivalent. All in favor. Unanimous.

Public Works Department

The Commission asked Town Manager Geiger about promotions in the Public Works Department. His response was that he did not know and the matter would be taken up with Jim Rollins.

Maintainer III & Maintainer III Cemetery Attendant

The Commission is asking Public Works Director Jim Rollins for job descriptions and clarification on these two positions in the Public Works Department.

Utilityman III

The Commission is asking Jim Rollins for clarification on Utilityman III.

Superintendent of Streets

Town Manager gave a new job description to the Commission to review. Commissioner Nichols asked Bob to submit the old version of the job description so that they can compare the two. This new position will be discussed at the next meeting in November.

Town Planner

Bob Geiger reported to the Commission that the Town Planner position has once again opened. He will give Civil Service more details on the position and when a job search is required.

Potential Grievance

This subject will be addressed by the Commission pending applicability under Civil Service regulations.

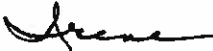
**MEETING MINUTES
CIVIL SERVICE COMMISSION
SEPTEMBER 24, 2020**

-3-

Item #7: Adjourn

A motion was made by GARNETT and seconded by NICHOLS to adjourn the meeting at 6:00pm. 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, Anita Garnett, Joseph Nichols
Town Manager Robert Geiger
Board of Selectmen