

**MEETING MINUTES
CIVIL SERVICE COMMISSION
FEBRUARY 27, 2020
WINCHESTER, CT 06098**

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CLERK OF WINCHESTER
WINSTED, CONN.

Item #1: Call to Order:

Commissioner Fran Delaney called the meeting to order at 5:39pm in the Lee Anne LeClaire Room, 2nd Floor, Town Hall, 338 Main Street, Winsted, CT 06098.

Item #2: Roll Call:

Present: Commissioners Francis Delaney, Anita Garnett and Joseph Nichols, Commission Liaison Steven Sedlack and Town Manager Robert Geiger.

Item #3: Approval of Minutes:

A motion was made by NICHOLS and seconded by GARNETT to accept the meeting minutes of January 23, 2019 as amended. All in favor. Unanimous.

Item #4: Executive Session:

The Commission waived Executive Session.

A motion was made by NICHOLS and seconded by GARNETT to waive the orders of the day so that the Commission could have an open discussion with Town Manager Robert Geiger. All in favor. Unanimous.

Item #5: Old Business:

Entry Level Police Officer

Town Manager Geiger asked the Commission for an update on the list of qualified candidates for Entry Level Police Officer. Commissioner Delaney reported that Chief Fitzgerald is still conducting background checks to eliminate non-qualified candidates and will generate a final list of viable candidates for the Commission's approval for hiring consideration.

Town Manager asked the Commission to secure a list of candidates from a search conducted in Wallingford from Larry Jetmore.

Payroll Administrator

Town Manager is working on a revised job description and title change for Payroll Administrator. The job responsibilities are being consolidated to meet the payroll needs of both the school administration and Town of Winchester. Bob will forward the job description to the union for approval and then to Civil Service.

Maintainer III

Ongoing. Tracking diploma-GED due date requirement of June 2, 2020. Commissioner Delaney conversed with Jim Rollins to remind him that the deadline for completing the program must be met.

Highway Department Foreman

On temporary hold per Public Works Director Jim Rollins.

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Item #6: New Business:

Civil Service Files

Commission is in the process of cleaning out old files that need to be destroyed. Irene will complete Records Disposition Authorization forms for these files and prepare them for shredding in March. Authorization to destroy these records will be sent to:

STATE OF CONNECTICUT

Connecticut State Library

Office of the Public Records Administrator

231 Capitol Avenue, Hartford, CT 06106

Item #7: Adjourn

A motion was made by NICHOLS and seconded by GARNETT to adjourn the meeting at 6:06pm. All in favor. Unanimous.

Respectfully submitted,



Irene Connoles, Secretary

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
Commission Liaison Steve Sedlack
Town Manager Robert Geiger
Board of Selectmen