

**MEETING MINUTES
CIVIL SERVICE COMMISSION
JANUARY 23, 2020
WINCHESTER, CT 06098**

CLERK'S OFFICE

FEB - 3

TOWN CLERK OF WINCHESTER
WINCHESTER, CT

Item #1: Call to Order:

Commissioner Fran Delaney called the meeting to order at 5:37pm 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, and Civil Service Commission Liaison Steven Sedlack. Town Manager Robert Geiger arrived shortly after roll call at 5:40pm.

Item #3: Approval of Minutes:

A motion was made by NICHOLS and seconded by GARNETT to accept the meeting minutes of December 19, 2019 as amended. All in favor. Unanimous. Title for Assistant Tax Assessor & Collector of Revenue was listed erroneously.

Item #4: Executive Session:

The Commission waived Executive Session.

The Commission deferred from the orders of the day for discussion with Town Manager Robert Geiger on the appointment of Chief Examiner.

Item #5: Old Business:

Town Manager Geiger submitted a name of Anita Garnett for consideration for the appointment of Chief Examiner which the Commissioners unanimously approved. Geiger asked Civil Service to proceed swiftly in completing the job agreement for the Chief Examiner position. The agreement will be returned to the Town Manager for final signature.

The Town Manager will make a new appointment of a third Commissioner as soon as practical.

Entry Level Police Officer

Commissioner Delaney reported that polygraph tests and background checks are continuing for Police Officer applicants. When the testing results are completed, Larry Jetmore will generate a new list of qualified candidates for Chief Fitzgerald to use during the hiring process for Entry Level Police Officers.

Maintainer III

Ongoing. Tracking diploma-GED due date requirement of June 2, 2020.

Assistant Tax Collector

Commissioner Delaney is following up with Finance Director Bruce Stratford regarding his selection of Ashley Kelsey for the position.

**MEETING MINUTES
CIVIL SERVICE COMMISSION
JANUARY 23, 2020**

-2-

Highway Department Foreman

Bob Geiger will follow-up with Public Works Director Jim Rollins to see if a job search is needed for Highway Department Foreman. Bob will advise the Commission of Jim's response. Subject will be brought up at the next meeting in February.

POCD

Commissioner Delaney confirmed his attendance at the upcoming POCD meeting.

Item #6: New Business:

Files

Commission will ask the State of Connecticut for authorization to shred old Civil Service files. The Commission will follow state guidelines and hope to finish this project by end of March 2020.

Item #7: Adjourn

A motion was made by NICHOLS and seconded by GARNETT 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
