

**MEETING MINUTES  
CIVIL SERVICE COMMISSION  
DECEMBER 19, 2019  
WINCHESTER, CT 06098**

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

Commissioner Fran Delaney called the meeting to order at 5:33pm in the Lee Anne LeClaire Room, 2<sup>nd</sup> Floor, Town Hall, 338 Main Street, Winsted, CT 06098.

**Item #2: Roll Call:**

Present: Commissioners Francis Delaney, Joseph Nichols (arrived shortly after roll call) and Anita Garnett; and Civil Service Commission Liaison Steven Sedlack

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

A motion was made by GARNETT and seconded by NICHOLS to accept the meeting minutes of November 21, 2019. All in favor. Unanimous.

**Item #4: Executive Session:**

The Commission waived Executive Session.

**Item #5: Old Business:**

**Certified Police Officer**

**Entry Level Police Officer**

Police Chief William Fitzgerald reported that polygraphs and background checks are ongoing for Entry Level Police Officer candidates. The job process will carry over into January 2020, and at that point, Civil Service will be furnished with an Eligible's List that the Police Department can draw from.

**Police Dispatcher**

Process on hold per Town Manager. LCD contract negotiations were completed.

**Maintainer III**

Commission is tracking diploma-GED due date requirement of June 2, 2020.

**Chief Examiner**

A motion was made by NICHOLS and seconded by GARNETT to approve the job description for Chief Examiner dated December 17, 2019. All in favor. Unanimous.

The advertisement for Chief Examiner was reviewed by the Commission and changes made. All applications for Chief Examiner must be postmarked by **Friday, January 17, 2020** and mailed to Civil Service Commission, P.O. Box 41, Winsted, CT 06098.

**Assistant Tax Assessor & Collector of Revenue**

Process on hold per Town Manager.

**Tax Collector & Assistant Tax Assessor**

Commissioner Delaney will follow up with Finance Director Bruce Stratford regarding his rationale for hiring Ashley Kelsey for the position. The Commission has the PAF on the new hire.

**Highway Department Foreman**

Commission has not heard from Public Works Director Jim Rollins regarding whether a job search will be conducted for Highway Department Foreman. Commissioner Delaney will follow-up with Jim and report his findings to the Commission at the January 2020 meeting.

**Item #6: New Business:  
Information Request on Civil Service**

Commissioner Delaney responded to questions posed by Selectmen Steve Sedlack. Steve is compiling updated information on various town Boards and Commissions. Steve thanked Civil Service for its timely report.

**POCD**

Commissioner Delaney accepted the POCD invitation and will attend their meeting early next year.

Commissioner Joe Nichols joined the meeting at 5:47 pm.

**Assistant Collector of Revenues**

Town Manager Bob Geiger announced an opening for Assistant Collector of Revenues due to a transfer to the Water and Sewer Department. The job description was reviewed by Bruce Stratford and no changes were made. The position is being posted for any interested bargaining unit employee in accordance with the union contract. Civil Service will monitor the number of applicants who apply for the position.

**Budget**

The Commission reported a balance of \$16,364.00 in the Civil Service budget.

**Item #7: Adjourn**

A motion was made by NICHOLS and seconded by GARNETT to adjourn the meeting at 6:10pm. 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