

**MEETING MINUTES  
CIVIL SERVICE COMMISSION  
OCTOBER 24, 2019  
WINCHESTER, CT 06098**

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

Commissioner Fran Delaney called the meeting to order at 5:40pm 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 Fran Delaney and Joe Nichols

Absent and Excused: Commissioner Skip Marsh

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

A motion was made by NICHOLS and seconded by DELANEY to accept the meeting minutes of August 13, 2019 as amended. All in favor. Unanimous. (Correct date of August 13, 2019 amended from August 8, 2019.).

A motion was made by NICHOLS and seconded by DELANEY to accept the meeting minutes of September 26, 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**

The Commission reviewed special meeting minutes from August 13, 2019 with Police Chief William Fitzgerald. Oral examinations were conducted. Background checks are underway on the candidates who qualified. From the background checks will generate the final list for Civil Service. The process is ongoing.

Three applications for Entry Level Police Officer were received through the mail. Of the three, Commissioner Delaney has confirmed that one was filed correctly through the Police Department and is under consideration and one was not filed through the Police Department and is therefore being rejected. Commissioner Delaney will confirm with Chief Fitzgerald if the third application was filed correctly or not with the Police Department.

**Police Dispatcher**

Process on hold per direction from Town Manager Robert Geiger.

**Maintainer III**

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

**Chief Examiner**

Word change from analyze to assess was implemented in the job description and sent to Bob Geiger for his commentary. Commissioner Delaney will follow up with the Town Manager.

**Associate Tax Assessor & Collector of Revenues**

Process on hold per direction from Town Manager Robert Geiger.

**Tax Collector & Assistant Tax Assessor**

There are 4 names remaining on the Eligible's List for Assistant Tax Collector. The Commission will forward the top 3 names to Director of Finance Bruce Stratford. Bruce joined the Commission's meeting at the onset to review the Assistant Tax Collector position. Bruce exited meeting at 5:50pm.

**Mechanic**

Commissioner Nichols attended the testing for Mechanic and both candidates passed. Public Works Director Jim Rollins hired Robert Goewey for the position. The Commission is waiting for the PAF on the new hire and the executed Eligible's List. The other qualified candidate (Robert Manchester) will remain on the Eligible's list from 10/22/19 to 10/22/21.

**Item #6: New Business:**

**Larry Jetmore**

The Commission received an invoice of \$4,000 from Larry Jetmore. This is his final invoice. Larry had previously sent the Commission a \$2,000 partial invoice that was paid. Commissioner Delaney submitted the \$4,000 bill, less the \$2,000 payment made, to pay the balance owed of \$2,000.

**Highway Department Foreman**

The Commission received a posting from Public Works Director Jim Rollins for Highway Department Foreman. The job description was approved by the Commission. Civil Service will wait for direction as to whether a job search will be conducted.

**Item #7: Adjourn**

A motion was made by NICHOLS and seconded by DELANEY to adjourn the meeting at 6:01pm. 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, Joseph Nichols, Skip Marsh  
Town Manager Robert Geiger  
Board of Selectmen