

**MEETING MINUTES**  
**CIVIL SERVICE COMMISSION**  
**MAY 23, 2019**  
**WINCHESTER, CT 06098**

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

Commissioner Fran Delaney called the meeting to order at 5:34pm 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, Joe Nichols and Skip Marsh

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

A motion was made by NICHOLS and seconded by MARSH to accept the meeting minutes of April 25, 2019. All in favor. Approved with one abstention.

**Item #4: Executive Session:**

A motion was made by NICHOLS and seconded by MARSH to enter Executive Session at 5:37pm. All in favor. Unanimous.

A motion was made by NICHOLS and seconded by MARSH to exit Executive Session at 5:49pm. All in favor. Unanimous.

**Item #5: Old Business:**

**Civil Service Proctor**

Commissioner Delaney will reach out to Willie Platt to confirm his interest in proctoring Civil Service exams and compensation.

**Maintainer III**

Commissioner Nichols will follow-up with Public Works Director Jim Rollins regarding the six (6) candidate names that were submitted for consideration. Commissioner Nichols will report his findings to the Commission at the next meeting.

**Entry Level Police Officer**

Police Chief William Fitzgerald confirmed that one of his officers is planning to retire. He is requesting approval from Town Manager Bob Geiger to proceed with another job search for Entry Level Police Officer. Civil Service will await further direction.

**Chief Examiner**

Civil Service is working on a revised job description for Chief Examiner. The Commission will submit a draft of the job description to the Town Manager for his review and comment.

**Item #6: New Business:**

**Budget**

Commission reviewed its current budget. Out of a total of \$20,000, a balance of \$10,163 remains for the fiscal year.

**Civil Service Appointment**

Commissioners Delaney and Nichols and Secretary Irene Connole congratulated Skip Marsh for accepting reappointment to Civil Service Commissioner for the Town of

Winchester. Commissioner Marsh was sworn in on 5/23/19 and will serve his second, 6-year term. Skip's dedication is noted and appreciated by the Commission and we wish him success as he continues his duties with Civil Service.

**Item #7: Adjourn**

A motion was made by NICHOLS and seconded by MARSH 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, Joseph Nichols, Skip Marsh  
Town Manager Robert Geiger  
Board of Selectmen