

**MEETING MINUTES
CIVIL SERVICE COMMISSION
MARCH 28, 2019
WINCHESTER, CT 06098**

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 Fran Delaney and Skip Marsh and Public Works Director Jim Rollins

Absent & excused: Commissioner Joe Nichols

Commissioner Delaney cited an amendment to the Agenda of March 28, 2019 ITEM #3: Acceptance of Meeting Minutes - should read Acceptance of meeting minutes of February 28, 2019.

Item #3: Approval of Minutes:

A motion was made by MARSH and seconded by DELANEY to accept the meeting minutes of February 28, 2019. All in favor. Unanimous with one abstention.

Item #4: Executive Session:

The Commission waived Executive Session.

Item #5: Old Business:

Maintainer III

Closing date for Maintainer III applications is 4/6/19. Commissioner Delaney reported that a total of 12 applications were received to date. Public Works Director Jim Rollins is looking for a list of qualified candidates to test. To speed up the process, Commissioner Delaney will do the initial evaluation of the 12 applications and report his findings to the Commission. The Commission reviewed the job description for Maintainer III.

Entry Level Police Officer

Commissioner Delaney reported that Civil Service has confirmation from Police Chief William Fitzgerald that the job search is on hold, pending the town budget.

Public Works Department

The Commission has not received any information on filling the position left vacant by Sheri-Lynn Cormier. Commissioner Nichols will follow-up with Jim Rollins and report back to the Commission at April's meeting.

Town Planner

Commissioner Nichols will follow-up with Town Manager Bob Geiger regarding the status of the Town Planner.

Office Clerk

Commission is waiting to hear from the Town Manager on the status of the Office Clerk position.

Item #6: New Business:

Chief Examiner

Job Description and Search

Commissioner Delaney provided two job descriptions for Chief Examiner to help in developing a job description to be used for the job search to replace Wayne Dove. Commission will set up a special meeting to finalize a job description.

Fran will talk with Town Manager Bob Geiger to see how he would like to proceed with advertising and review the final job description.

Information Request of Civil Service

Commissioner Delaney will follow up with Chief Fitzgerald regarding Michael Trudeau, a candidate for Entry Level Police Officer, who requested information on his job application.

Item #7: Adjourn

A motion was made by MARSH and seconded by DELANEY to adjourn the meeting at 5:54pm. 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