

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

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

Commissioner Joe Nichols called the meeting to order at 5:39pm 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 Joe Nichols and Skip Marsh

Absent & excused: Commissioner Fran Delaney

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

A motion was made by MARSH and seconded by NICHOLS to accept the amended meeting minutes of December 13, 2018. All in favor. Unanimous.

A motion was made by MARSH and seconded by NICHOLS to accept the meeting minutes of January 24, 2019. All in favor. Unanimous.

**Item #4: Executive Session:**

The Commission deferred going into Executive Session.

**Item #5: Old Business:**

**Wastewater Treatment Plant Operator I**

The Commission received PAFs on Wade Curtiss and John Rhoades. Commission is waiting for Public Works Director Jim Rollins to submit his reasons for hiring the two Operator I's. Commissioner Nichols will follow up with Jim.

**Maintainer III**

The Commission approved the amended job description for Maintainer III that stipulates that the applicant must have a high school diploma, high school equivalency, or GED, at the time of hire, or attain one or the other within the first year of being hired, or failure to comply will result in immediate dismissal.

**Mechanic**

Testing for Mechanic was held on 2/2/19. Public Works Director Jim Rollins extended a job offer to Jeremy Rarick pending a physical examination. Commissioner Nichols will follow-up with Jim regarding the PAF for Jeremy and his reasons for hiring him.

**Entry Level Police Officer**

Commissioner Nichols reported that effective 2/28/19, Town Manager Robert Geiger placed all pending interviews and hires for Entry Level Police Officer on hold until further notice. Commissioner Nichols will check with the Town Manager and Police Chief William Fitzgerald to see how they want to proceed with the job search.

**Part-Time Safety Dispatcher**

Chief Fitzgerald submitted a PAF for Derek Symmonds and Chelsea DiMauro to Civil Service.

**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 in March.

**Town Planner**

Commissioner Nichols will follow-up with Bob Geiger and Commissioner Delaney 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.

**E-Mails to Civil Service**

Commissioners Nichols and Marsh want to reiterate that all emails directed to Civil Service shall be sent to all Civil Service Commission members.

**Item #6: New Business:**

**Chief Examiner Search**

Subject placed on hold until the March meeting.

**Information Request of Civil Service**

Michael Trudeau, a candidate for Entry Level Police Officer, requested information on his job application. The Commission will contact Mr. Trudeau.

**Item #7: Adjourn**

A motion was made by NICHOLS and seconded by MARSH to adjourn the meeting at 5:57pm. 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