

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

Item #1: Call to Order:

Commissioner Fran Delaney called the meeting to order at 5:31pm in the Lee Anne LeClaire Room, 2nd Floor, Town Hall, 338 Main Street, Winsted, CT 06098.

Item #2: Roll Call:

Present: Commissioners Fran Delaney, Joe Nichols and Skip Marsh
Joining the meeting: Public Works Director Jim Rollins and Dennis Millard

Item #3: Approval of Minutes:

A motion was made by MARSH and seconded by NICHOLS to accept the meeting minutes of December 13, 2018 with one exception. Remove the Town Manager's name from **Item #2: Roll Call:** as he joined the meeting at 5:30pm. All in favor. Unanimous.

Item #4: Executive Session:

The Commission deferred from the order of the day to facilitate discussion of various positions with Public Works Director Jim Rollins.

Item #5: Old Business:

Project Administrator

Public Works Director Jim Rollins announced the hiring of Bart Clark to the position of Project Administrator effective 1-2-2019. PAF on the new hire was provided to the Commission.

Wastewater Treatment Plant Operator I

Public Works Director Jim Rollins reported that he hired Wade Curtiss and John Rhoades to fill the two positions of Plant Operator I. Wade's effective hire date is 12-17-2018 and John's hire date is 1-14-2019. Jim provided the Commission with PAF's on both hires.

Maintainer III

The Commissioners and Jim Rollins engaged in conversation regarding the Maintainer III job description. Commissioner Delaney reiterated that it was Civil Service's position that a high school diploma should not be removed from the Maintainer III job description. Jim acknowledged the importance of being able to demonstrate literacy competency. He felt that qualified applicants who can do the job, and have good work ethics, may not have a diploma and should not be disqualified from the pool. Commissioner Nichols stated that a diploma is not necessary to obtain a CDL, but applicants must go through a written examination.

There are 3 open positions for Maintainer III. Commissioner Delaney proposed changing the verbiage in the job description to read: applicants will not be required to have the diploma or GED at time of hire but be required to attain one, or the other, within the first year of being hired. Failure to comply would result in immediate dismissal. Jim indicated that he would go along with the Commission's recommendation. Commissioner Delaney

will email Town Manager Bob Geiger this verbiage and, if in agreement, have the Town Manager revise the job description and send to the Commission for approval during the next meeting in February.

Building & Grounds Maintainer

Jim Rollins announced the hiring of Marshall Gilbert as Buildings and Grounds Maintainer effective 1/22/2019. Jim submitted a PAF and his reasons for hiring Marshall Gilbert to the Commission for review.

Mechanic

Commissioner Delaney reported that the testing for Mechanic is scheduled for Saturday, 2-2-2019. Civil Service will ask Jud Williams to act as observer during the oral and written tests.

Item #6: Executive Session:

A motion was made by MARSH and seconded by NICHOLS to enter Executive Session at 6:16pm. All in favor. Unanimous.

A motion was made by NICHOLS and seconded by MARSHG to exit Executive Session at 6:26pm. All in favor. Unanimous.

Item #7: New Business:

Entry Level Police Officer

The job posting for Entry Level Police Officer closed on 1-22-2019. The Commission received seventeen applications. The testing is scheduled for February. Commission will ask Larry Jetmore to conduct the oral panel and assist Chief Fitzgerald with the testing process.

Part-Time Safety Dispatcher

Police Chief William Fitzgerald announced the temporary assignment of Derek Symmonds from part-time to full-time dispatcher effective 1-22-2019. Derek will serve in this temporary assignment until replacement of part-time dispatchers are trained. Chief Fitzgerald hired Chelsea DiMauro as a part-time dispatcher starting 1-9-2019.

Public Works Department

Nothing reported on filling the position left vacant by Sheri-Lynn Cormier. Commission is waiting for direction from Jim Rollins on how to proceed.

Town Planner

Commissioner Delaney to follow-up with Bob Geiger regarding the status of the job and direction on how to proceed.

Office Clerk

Commissioner Delaney to follow-up with Bob Geiger on the status of this position.

Budget

Commissioner Delaney submitted the Civil Service budget to the Town Manager's office. He reported that the 2019-20 budget as presented is the same as last year.

E-Mails to Civil Service

Commissioner Nichols is requesting that all future emails to Civil Service be addressed to the 3 Commissioners. Commissioner Delaney will send an email to the parties involved asking for their cooperation in doing this.

Chief Examiner

Commissioner Delaney announced that Wayne Dove has officially resigned as Chief Examiner of the Civil Service Commission effective immediately. Wayne is willing to consult with the Commission and act as a resource on future job searches as needed.

Item #8: Adjourn

A motion was made by NICHOLS and seconded by MARSH to adjourn the meeting at 6:50pm. All in favor. Unanimous.

Respectfully submitted,

Irene Connoles

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