

**MEETING MINUTES
CIVIL SERVICE COMMISSION
DECEMBER 13, 2018
WINCHESTER, CT 06098**

Item #1: Call to Order:

Commissioner Fran Delaney called the meeting to order at 5:02am 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; Examiner Wayne Dove and Town Manager Robert Geiger.

Item #3: Approval of Minutes:

A motion was made by MARSH and seconded by NICHOLS to accept the meeting minutes of November 15, 2018. All in favor. Unanimous with one abstention.

Item #4: Executive Session:

The Commission waived Executive Session. Commissioner Delaney requested the Commission defer from the orders of the day to discuss the Town Manager's request to eliminate requirements of a high school diploma for Maintainer III with no objection.

Commissioner Delaney reported to the Commission his conversation with Waterbury Civil Service. They upgraded their regulations 3 years ago from not requiring a GED to requiring it. They felt that 1) being able to read is important for safety; 2) needed clear criteria so they did not have to change testing requirements to facilitate someone who may not be able to read or write; 3) to provide consistent testing basis for positions and promotions. Commissioner Delaney added that there was the potential for nepotism, if testing were limited, due to a lack of minimum educational requirements.

Item #5: Old Business:

Entry Level Police Officer

Examiner Dove reported that the job search is underway and will run from December 8 through January 12, 2019. Four applications have been received to date. The oral panels are scheduled for early February.

Part-Time Safety Dispatcher

Examiner Dove reported that the oral panel was held for 3 qualified candidates. They received passing grades and their applications were given to Chief William Fitzgerald for interview and hire, no-hire, decision.

Project Administrator

An offer was made to the engineer-licensed candidate.

Waste Water Treatment Plant Operator I

All candidates have been interviewed and the top 3 identified. The final hire for the 2 positions is pending review by Public Works Director Jim Rollins.

Maintainer III

Lengthy discussion ensued among the Commissioners and Examiner Dove regarding the job description.

Town Manager Robert Geiger joined the meeting at 5:30pm.

Commissioner Delaney stated for the record that it is Civil Service's position that a high school diploma is an important requirement and should not be removed from the job description for Maintainer III. Commissioner Delaney delineated two questions pertaining to the subject: is it within the powers of the Town Manager's position to direct the Commission to accept this change? If so, supporting documentation to that effect is required. If, as the Commission believes, the Town Manager is not empowered to direct, what valid reasons would there be to take that requirement out? Town Manager Geiger referenced Chapter III Section 5A in his memo—this Section is about classifications as opposed to job descriptions. Commissioner Delaney read the entire Section III which clearly states that the Town Manager makes the recommendation, but Civil Service must approve it.

Town Manager Geiger stated his opinion that a high school diploma is not necessary for Maintainer III. He is looking for qualified people who have good work ethics and the ability to do the job. In fact, he stated that a diploma is not even necessary to obtain a CDL and the testing for CDL is very difficult. Commissioner Delaney asked to be provided confirmation that there is no educational requirement needed to test for a CDL and report back to the Commission.

Commissioner Delaney made a proposal to the Town Manager. The Commission will begin a job search for Maintainer III using the existing criteria of a high school diploma, or equivalency, in the job description. If the Commission does not receive any qualified applicants for the position, then the Commission will consider changing the verbiage. The Town Manager to go ahead with the process.

Building & Grounds Maintainer

Testing has been completed for Building & Grounds Maintainer.

A motion was made by NICHOLS and seconded by MARSH to pass on the top 3 scoring candidates for consideration for Building & Grounds Maintainer. All in favor. Unanimous.

Mechanic

Examiner Dove reported that ads for Mechanic are currently running. The job search ends on January 12, 2019. No applications were received to date.

Item #6: New Business:

Public Works Department

Letter of resignation was received from Sheri-Lynn Cormier. The Commission will await direction from Public Works Director Jim Rollins to see if he intends to fill the position.

Civil Service Budget

The Commission was provided a copy of the budget through the end of November 2018. The report shows YTD expenditures of \$6,712.50 out of a total budget of \$20,765.00.

Town Planner

The Commission received a job description for Town Planner to review. The Commission's primary concern is the change in the new job description of the elimination of the 4-year degree requirement to a 2-year degree + 2 years' experience in a related field.

Bob Geiger said he's not sure if the town is looking for a Town Planner or a Land Use Coordinator. There's a big difference in salary based on education/training. Town Manager will advise the Commission on how he would like to proceed.

Office Clerk

Town Manager announced that Steve Sedlowski recently resigned as Town Planner. Pam Columbie has assumed additional office duties to keep the work flow going smoothly. Town Manager Geiger wants his letter to serve as notification that the Town of Winchester will be seeking an Office Clerk to serve a period not to exceed 120 days under Chapter VII Section 7 of Civil Service Rules.

PAF

The Commission received a PAF for Gregory Rein, newly-hired for the position of Utilityman III-Water Department. His start date is December 3, 2018.

Item #7: Adjourn

A motion was made by MARSH and seconded by NICHOLS to adjourn the meeting at 6:11pm. 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
Examiner Wayne Dove
Town Manager Robert Geiger
Board of Selectmen