

**MEETING MINUTES
CIVIL SERVICE COMMISSION
OCTOBER 25, 2018
WINCHESTER, CT 06098**

Item #1: Call to Order:

Commissioner Fran Delaney called the meeting to order at 5:34am 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.

Item #3: Approval of Minutes:

A motion was made by NICHOLS and seconded by MARSH to accept the meeting minutes of September 27, 2018 as amended. All in favor. Unanimous.

Revisions: **Item #5: Old Business: Budget Analyst** – delete last sentence.

Item #6: New Business: Leave of Absence – last sentence, change the words not to exceed to the word extend.

Item #4: Executive Session:

A motion was made by NICHOLS and seconded by MARSH to enter Executive Session at 5:39pm.

A motion was made by NICHOLS and seconded by MARSH to exit Executive Session at 5:51pm.

Item #5: Old Business:

Entry Level Police Officer

Examiner Dove reported to the Commission that two oral panels had been conducted. 11 candidates took the test and 10 passed, one did not. There are now 10 candidates on the qualified list for Entry Level Police Officer.

A motion was made by NICHOLS and seconded by MARSH to ratify Commissioner Delaney authorizing Examiner Dove to pass on the top 3 candidates for Entry Level Police Officer to Chief Fitzgerald on October 12, 2018. All in favor. Unanimous.

Part-Time Safety Dispatcher

The job advertisement for part-time Safety Dispatcher ends on November 3, 2018. Wayne advised that to date, no applications have been received.

Budget Analyst

Finance Director Bruce Stratford submitted a PAF for Caroline Brayne who was appointed Budget Analyst. He also included his rationale for his selection.

Project Administrator

Wayne reported that we have 3 qualified applicants for the position. The scheduled date for testing applicants will be on November 8, 2018.

Chief Plant Operator

Richard Kemp is retiring November 9, 2018. Alex Combes was offered the Chief Plant Operator position and has accepted. His official start date is November 10, 2018.

Utility III – Water Treatment

Wayne reported that the Commission received 2 qualified applications for Utility III. Both candidates passed the testing.

A motion was made by NICHOLS and seconded by MARSH to ratify Commissioner Delaney's action in authorizing Wayne to proceed in passing on the names of the 2 qualified applicants for the Utility III-Water Treatment position to Jim Rollins on October 8, 2018. All in favor. Unanimous.

Waste Water Treatment Plant Operator I

The Commission received 11 qualified candidates for the Water Treatment Plant Operator I. Examiner Dove advised that the oral testing will be held Monday, November 10, 2018. As Charlie Nichols is retiring, Public Works Director Jim Rollins may be looking to hire two Plant Operator I's. Commission will await further direction.

Maintainer III

Amended job description was presented to the Commission but did not include as a minimum requirement of a high school diploma or GED equivalent. The Commissioners were polled and unanimously agreed that the job description for Maintainer III should require a high school diploma or GED. Commissioner Delaney asked Wayne to review with the Town Manager and Public Works Director.

Building & Grounds Maintainer

Job search for Building & Grounds Maintainer ends on November 10, 2018. The Commission was presented with an amended job description.

A motion was made by NICHOLS and seconded by MARSH to approve the job description for Building & Grounds Maintainer. All in favor. Unanimous.

A motion was made by NICHOLS and seconded by MARSH to ratify Commissioner Delaney's authorization for Wayne to proceed with a new Building and Grounds Maintainer job search on October 8, 2018. All in favor. Unanimous.

Assistant to the Director of Finance

No discussion.

Annual Report for Town of Winchester

The Commissioners reviewed its Annual Report for 2017/18. Commissioner Delaney will submit to the town.

Item #6: New Business:

Mechanic

A motion was made by NICHOLS and seconded by MARSH to ratify Commissioner Delaney's authorization to have Wayne proceed with the process of hiring a new Mechanic on October 15, 2018. All in favor. Unanimous.

2019 Civil Service Calendar

A motion was made by NICHOLS and seconded by MARSH to accept the proposed meeting schedule for 2019. All in favor. Unanimous.

Item #7: Adjourn

A motion was made by MARSH and seconded by NICHOLS to adjourn the meeting at 6:23m. 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