

MEETING MINUTES
CIVIL SERVICE COMMISSION
AUGUST 23, 2018
WINCHESTER, CT 06098

Item #1: Call to Order:

Commissioner Joe Nichols 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 Joe Nichols and Skip Marsh; Examiner Wayne Dove
Absent & excused: Commissioner Fran Delaney

Item #3: Approval of Minutes:

A motion was made by MARSH and seconded by NICHOLS to accept the meeting minutes of July 26, 2018. All in favor. Unanimous.

Item #4: Executive Session:

The Commission waived Executive Session.

Item #5: Old Business:

Entry Level Police Officer

Town Manager Geiger has requested that Civil Service conduct a new job search for Entry Level Police Officer. The list of qualified candidates is exhausted.

A motion was made by MARSH and seconded by NICHOLS to authorize Examiner Dove to begin a new job search for Entry Level Police Officer and to hold the oral boards. All in favor. Unanimous.

Part-Time Safety Dispatcher

Examiner Dove will follow up with Police Chief Fitzgerald to submit a PAF for Andrew Polzella.

Budget Analyst

Examiner Dove reported there are 4 qualified applicants for Budget Analyst. Wayne is in the process of setting up testing next week.

A motion was made by MARSH and seconded by NICHOLS to authorize Examiner Dove to proceed with testing on 8/28/18 at 4:30pm and pass on the top 3 names to the Finance Director if they pass. All in favor. Unanimous.

Project Administrator

A search was conducted for one month and the Commission received 2 applications. Wayne submitted an amended job description for Project Administrator to the Commission for review. The job description was accepted with the caveat to include that the job is a non-union position.

A motion was made by MARSH and seconded by NICHOLS to authorize Examiner Dove to start the process for Project Administrator for Public Works. All in favor. Unanimous.

Clarification

Todd Jasmine has left his job with the Town of Winchester effective 8/3/18.

Chief Plant Operator

The Commission reviewed and approved the revised job description for Chief Plant Operator. A memo dated 8/21/18 was received from Public Works Director Jim Rollins to Alex Combes offering him the position. Mr. Combes accepted the position and his official start date is 10/6/18.

Item #6: New Business: Utility III – Water Department

Town Manager and Public Works Director have requested that the Commission begin a job search for a Utility III as soon as possible.

A motion was made by MARSH and seconded by NICHOLS to start a job search for Utility III. All in favor. Unanimous.

Appointment Maintainer III

Jim Rollins announced the internal appointment of Steve Cahill to Working Foreman who replaces Todd Jasmin. Jim gave the Commission his valid reasons for selecting this candidate for the position.

Waste Water Treatment Plant Operator I

Job description for Plant Operator I was given to the Commission for review and approval.

A motion was made by MARSH and seconded by NICHOLS to have Examiner Dove proceed with the process of advertising and hiring of the Waste Water Treatment Plant Operator I. All in favor. Unanimous.

Maintainer III

A motion was made by MARSH and seconded by NICHOLS authorizing Wayne to pass on the 3 qualified names for Maintainer III to Jim Rollins for further consideration. All in favor. Unanimous.

Building & Grounds Maintainer

A motion was made by MARSH and seconded by NICHOLS to authorize the passing on of 3 qualified names for Building & Grounds Maintainer to Jim Rollins for hire decision. All in favor. Unanimous.

Part-Time Dispatcher

Due to a recent resignation, Chief Fitzgerald is asking the Commission to begin a new job search for part-time Dispatcher. The list of qualified candidates has been exhausted.

A motion was made by MARSH and seconded by NICHOLS to have Examiner Dove proceed with another job search for P-T Dispatcher. All in favor. Unanimous.

Item #7: Adjourn

A motion was made by MARSH and seconded by NICHOLS to adjourn the meeting at 6:102m. 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