

**MEETING MINUTES
CIVIL SERVICE COMMISSION
JULY 26, 2018
WINCHESTER, CT 06098**

Item #1: Call to Order:

Commissioner Fran Delaney called the meeting to order at 5:36am 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

Absent & excused: Examiner Wayne Dove

Item #3: Approval of Minutes:

A motion was made by MARSH and seconded by NICHOLS to accept the meeting minutes of June 28, 2018. All in favor. Unanimous with one abstention.

Item #4: Executive Session:

The Commission waived Executive Session.

Item #5: Old Business:

Entry Level Police Officer

The Commission is requesting Police Chief Fitzgerald to provide the disqualification letter regarding Yodiel Cruz. The Commission is waiting for direction from Town Manager Geiger on status of list of names.

Part-Time Safety Dispatcher

Part-time Dispatcher positions have been filled. The Commission is waiting for Chief Fitzgerald to submit a PAF for Andrew Polzella.

Chief Plant Operator

Commission received a letter from Richard Kemp stating that his official retirement date is October 5, 2018. The Commission received an amended job description for Plant Operator Grade 4. To ensure there are no issues with the job description, the Commissioners want to take time to review it before approval is given.

Item #6: New Business:

Town Engineer for Public Works

Commission was provided with the advertisement for Town Engineer. Examiner Dove advised that there was only one applicant for the Town Engineer position and the applicant's qualifications did not meet the criteria of the job description. The Commission may have to continue advertising for another month.

A motion was made by MARSH and seconded by NICHOLS to advertise one more month for Town Engineer for Public Works at the discretion of the Examiner. All in favor. Unanimous.

Budget Analyst

Commission was provided with the advertisement for Budget Analyst. As of this past week, the Commission received no applications for Budget Analyst.

A motion was made by MARSH and seconded by NICHOLS to start a new job search for Budget Analyst with a start date at the discretion of the Examiner. All in favor. Unanimous.

Note for Commission

Review testing process for police applicants per Chief Fitzgerald at the next Civil Service meeting.

Foreman for Highway Department

Commission received a memo from Town Manager Geiger regarding a job opening for Foreman for Highway Department. The job is being posted for interested bargaining unit employees. If interested in applying, employee must forward a letter of interest to the Town Manager's office by August 2, 2018. A copy of the job description was made available to the Commission for review.

Memo was received by the Commission from Todd Jasmine, Highway/Street Department Foreman announcing that he is resigning his post effective August 3, 2018. The Commission is seeking clarification on whether he is resigning the foreman position or completely.

Item #7: Adjourn

A motion was made by NICHOLS and seconded by MARSH to adjourn the meeting at 6:10pm. 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