

**MEETING MINUTES
CIVIL SERVICE COMMISSION
JUNE 28, 2018
WINCHESTER, CT 06098**

Item #1: Call to Order:

Commissioner Joe Nichols called the meeting to order at 5:37am 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 May 24, 2018. All in favor. Unanimous.

Item #4: Executive Session:

A motion was made by MARSH and seconded by NICHOLS to enter executive session at 5:38pm. All in favor. Unanimous.

A motion was made by MARSH and seconded by NICHOLS to exit executive session at 5:45pm. All in favor. Unanimous.

Item #5: Old Business:

Entry Level Police Officer

Examiner Dove reported that a new search was conducted. The Commission has a list of 66 applications for Entry Level Police Officer. Chief William Fitzgerald is looking to fill one more position. Wayne is waiting for direction from Town Manager Geiger on the status of the list of names.

Part-Time Safety Dispatcher

Chief Fitzgerald announced on 6/28/18 the hiring of Andrew Polzella to fill the part-time position for Dispatcher. Andrew will start his training next week. The Commission is waiting for a PAF on the new hire. The Chief has 2 names remaining on the Eligibility List.

Building & Grounds Maintainer

Examiner Dove reported that William Nichols was hired for the position of Buildings & Grounds Maintainer. Wayne advised that the job search provided a pool of good candidates.

Senior Center Van Driver

The Commission received a PAF indicating that the Van Driver position was less than 19 hours per week. This position, therefore, does not fall under the purview of Civil Service.

Chief Plant Operator

Job description for Chief Plant Operator has been amended per Civil Service's recommendations and approved. Alex Combes is being considered for the position to

replace Richard Kemp who is retiring on or about 10/1/18. There is a time limit requirement for time served allowed by DEEP which Mr. Combes will have to fulfill before he can be considered for the position. Wayne will follow up on this job process and advise the Commission of his findings.

**Item #6: New Business:
Town Engineer for Public Works**

A job search for Town Engineer is underway this weekend. The job description was reviewed and approved by the Commission with one amendment; to include the words nonunion position.

Budget Analyst

A job search for Budget Analyst will begin this weekend. The job description was reviewed and approved by the Commission. This is a nonunion position.

Item #7: Adjourn

A motion was made by MARSH and seconded by NICHOLS to adjourn the meeting at 6:20pm. 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