

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

**Item #1: Call to Order:**

Commissioner Fran Delaney called the meeting to order at 5:37am in the Lee Anne LeClaire Room, 2<sup>nd</sup> 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 March 22, 2018 as revised. All in favor. Unanimous as amended. 1. Spelling of Commissioner Marsh's name as corrected; and 2. Title change from Water & Sewer Administrator to Chief Plant Operator.

**Item #4: Executive Session:**

A motion was made by NICHOLS and seconded by MARSH to enter executive session at 5:39pm. All in favor. Unanimous.

A motion was made by MARSH and seconded by NICHOLS to exit executive session at 5:46pm. All in favor. Unanimous.

**Item #5: Old Business:**

**Entry Level Police Officer**

The Commission is undergoing another job search for Entry Level Police Officer.

A motion was made by NICHOLS and seconded by MARSH to authorize a new job search to begin with PoliceApp.com. All in favor. Unanimous.

**Part-Time Safety Dispatcher**

Examiner Wayne Dove reported that 5 applicants had qualified; 4 were tested and passed, with one no show. Top 3 names were passed on to Chief William Fitzgerald for evaluation. One name will remain on the Eligible's List.

A motion was made by NICHOLS and seconded by MARSH to ratify Commissioner Delaney's authorization to proceed with the providing of the top 3 candidates for consideration for Safety Dispatcher. All in favor. Unanimous.

**Assistant to Finance Director**

Commissioner Delaney noted for the record that Caroline Brayne was hired as the new Assistant to Finance Director with a start date of 4/9/18.

**Building & Grounds Maintainer**

Job description for Building & Grounds Maintainer was given to the Commission for review and approval.

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

A motion was made by NICHOLS and seconded by MARSH to begin the process for accepting job applications for Building and Grounds Maintainer. All in favor. Unanimous.

### **Chief Plant Operator**

Public Works Director Jim Rollins drafted the job description for Chief Plant Operator. The Commission is waiting for input and final approval from Town Manager Bob Geiger. Examiner Dove will update the Commission on the status of the job description at the next meeting. The Commission is targeting June as the time in which to launch a job search.

### **Item #6: New Business:**

A motion was made by NICHOLS and seconded by MARSH to ratify the action of Commissioner Delaney in authorizing Irene to proceed with the purchase of the new recording device. All in favor. Unanimous.

A motion was made by NICHOLS and seconded by MARSH to approve the Civil Service Commission description of functions, as requested by Selectman Jack Borque. All in favor. Unanimous. Commissioner Delaney will submit it to the Board of Selectmen.

### **Tribute**

For the record, Commissioner Delaney recognized Mr. David Villa's contributions in the formation of the classified service rules and procedures and for his diligent service to both the Civil Service Commission and as its Chief Examiner.

### **Item #7: Adjourn**

A motion was made by NICHOLS and seconded by DELANEY to adjourn the meeting at 6:09pm. 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