

**MEETING MINUTES  
CIVIL SERVICE COMMISSION  
FEBRUARY 22, 2018  
WINCHESTER, CT 06098**

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

Commissioner Fran Delaney called the meeting to order at 5:00am 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. All present BOS liaison Selectman Jack Bourque.

**Item #3: Approval of Minutes:**

A motion was made by MARSH and seconded by NICHOLS to accept the meeting minutes of January 25, 2018. All in favor. Unanimous.

**Item #4: Executive Session:**

The Commission waived Executive Session.

**Item #5: Old Business:**

**Entry Level Police Officer**

Examiner Wayne Dove reported that the search is ongoing for Entry Level Police Officers. Three names were submitted to Chief William Fitzgerald; one was dismissed and 2 are undergoing background checks. The Commission is waiting for an indication from Chief Fitzgerald whether to proceed with the oral testing of the 20 remaining candidates.

**Part-Time Safety Dispatcher**

Jennifer Lojeweski, was hired as a part-time dispatcher effective 2/17/18. The Commission received 5 more qualified candidates from the most recent job search. Examiner Dove will schedule the oral testing for these candidates very soon.

**Assistant to Finance Director**

Job search concluded for the Assistant to Finance Director on 2/15/18. Civil Service received 5 applications; 4 met criteria for qualification, one did not. Finance Director Bruce Stratford developed a test and submitted it to Examiner Dove for review. Testing will be conducted for the 4 qualified candidates one week from today.

A motion was made by NICHOLS and seconded by MARSH to begin the testing process for the 4 qualified applicants for Assistant to Finance Director. All in favor. Unanimous.

**Building & Grounds Maintainer**

Charles Donovan was hired as the new Building and Grounds Maintainer effective 2/22/18 but decided to take another position. Public Works Director Jim Rollins is in the process of reviewing another qualified candidate from the testing process. Wayne will follow-up with Jim to review the status of this candidate and if a new search will be required.

A motion was made by NICHOLS and seconded by MARSH that pending the decision of Jim Rollins, if he decides he wants 3 candidates, the Commission would authorize Examiner Dove to proceed with a new job search. All in favor. Unanimous.

### **Full-Time Safety Dispatcher**

Chief William Fitzgerald hired 2 full-time dispatchers. Robert Norton will assume the position effective 2/19/18 and Michael Denza on 3/12/18. The Chief commented that these two individuals were excellent candidates.

### **Mechanic**

Jim Rollins hired Mark Kolasinski for the position of Mechanic. Jim commented that Mark was very qualified for the position.

A motion was made by NICHOLS and seconded by MARSH to ratify Commissioner Delaney's action of passing the 2 candidates on for interviews, based on both having passed the tests conducted on Sunday, 2/4/18. All in favor. Unanimous.

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

#### **Budget**

Civil Service submitted its proposed 2018-19 budget based on same amounts as last year's.

### **Water & Sewer Administrative Assistant**

Job description is being reviewed by Examiner Dove. Wayne will email a copy of the document to the Commissioners for review.

### **Job Openings**

Jack Bourque asked the Commission if all job openings and job descriptions are posted? The Commission responded yes if the search is active. Job postings can be found on the town website, Waterbury Republican, CCM and Litchfield COG. Advertising on social media and costs involved were discussed to reach a wider circulation. Wayne will check into this and report his findings at the next meeting.

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

A motion was made by NICHOLS and seconded by MARSH to adjourn the meeting at 5:27pm. 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