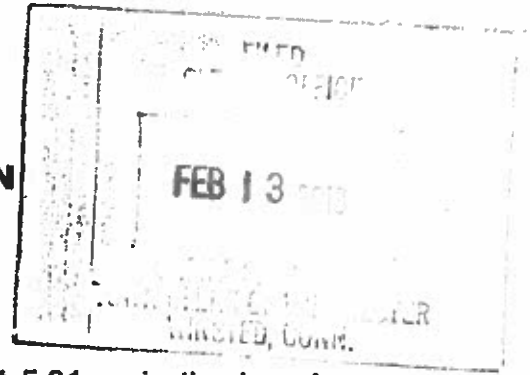


**MEETING MINUTES
CIVIL SERVICE COMMISSION
JANUARY 25, 2018
WINCHESTER, CT 06098**



Item #1: Call to Order:

Commissioner Fran Delaney called the meeting to order at 5:31pm 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; Examiner Wayne Dove; Selectmen Candace Bouchard and Jack Bourque serving as Liaisons for Civil Service Commission.

Item #3: Approval of Minutes:

A motion was made by MARSH and seconded by NICHOLS to accept the meeting minutes of December 14, 2017. All in favor. Unanimous.

Item #4: Executive Session:

A motion was made by NICHOLS and seconded by MARSH to enter Executive Session at 5:32pm. All in favor. Unanimous.

A motion was made by MARSH and seconded by NICHOLS to exit Executive Session at 5:42pm. All in favor. Unanimous.

Item #5: Old Business:

Entry Level Police Officer

Hiring process for Entry Level Police Officer is ongoing. The Commission signed off on the Eligible's List indicating the top 3 candidate names. The list was submitted to Chief William Fitzgerald for consideration.

Highway Maintainer III

Maintainer III position has been filled.

Highway Maintainer IV

Maintainer IV position has been filled.

Assistant Collector of Revenues

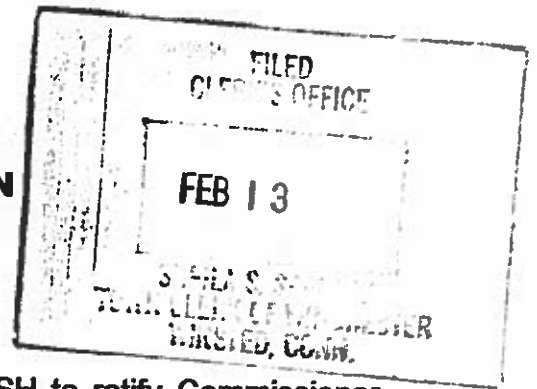
A new hire was made. The Commission is waiting for Finance Director Bruce Stratford to submit the PAF on the individual.

Part-Time Safety Dispatcher

Top 3 candidates for part-time dispatcher were passed on to Chief Fitzgerald, along with their applications, for consideration. Examiner Wayne Dove reported that another job search needed to be conducted because only one application was received for part-time dispatcher. All applications are due in by February 10, 2018.

**MEETING MINUTES
CIVIL SERVICE COMMISSION
JANUARY 25, 2018**

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Assistant to Finance Director

A motion was made by NICHOLS and seconded by MARSH to ratify Commissioner Delaney's action to authorize Wayne to begin proceedings to hire an Assistant to Finance Director. All in favor. Unanimous.

Wayne reported that the job search started last weekend and will end on February 17, 2018. Wayne will work with Bruce Stratford to create a written test.

Building & Grounds Maintainer

The Commission passed on the names of the 2 top candidates to Public Works Director Jim Rollins for consideration. An offer was made to one of the candidates.

A motion was made by NICHOLS and seconded by MARSH to ratify the action of passing on of the 2 names for interviews and hiring to Town Manager Geiger for the Building and Grounds Maintainer. All in favor. Unanimous.

Full-Time Safety Dispatcher

A batch of new applicants for full-time dispatcher was given to Chief Fitzgerald. Wayne indicated that the qualifying candidates will be interviewed by Sergeant Kevin Kinahan on Saturday 27, 2018. The Police Department is looking to fill two positions.

A motion was made by NICHOLS and seconded by MARSH to ratify Commissioner Delaney authorizing Wayne to pass on the next 3 names for full-time dispatcher to Chief Fitzgerald. All in favor. Unanimous.

Mechanic

Last week was the closing date for application submissions for the Mechanic. The Commission received a total of 3 applications. One candidate was not qualified. Testing for the 2 qualified candidates will be held the weekend of February 3 and 4. Commissioner Nichols will serve as observer during the testing phases for oral, written and practical in place of Examiner Dove who is on vacation.

A motion was made by NICHOLS and seconded by MARSH to have Wayne pass on the names of the 2 qualified candidates for Mechanic to Jim Rollins for testing. All in favor. Unanimous.

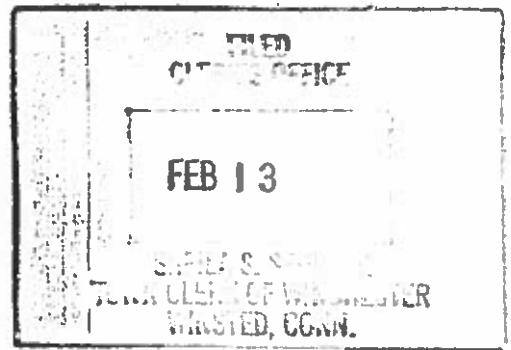
Item #6: New Business:

Budget

Civil Service submitted its 2018 budget to Town Manager Geiger.

**MEETING MINUTES
CIVIL SERVICE COMMISSION
JANUARY 25, 2018**

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Chief Operator Sewage Treatment Plant

Richard Kemp has informed Jim Rollins that he will be retiring this summer. Civil Service is waiting for a letter of intent from Rich before taking any action as far as searching for a replacement. Examiner Dove will talk with Jim Rollins about the current job description and bring a copy to the next meeting for the Commission's review.

Newspaper Article

An article appeared in the Republican American making specific mention of the potential elimination of Civil Service. Commissioner Delaney will follow-up with Editor Kurt Moffett to see who gave input into the writing of this article. Discussion ensued between the Commissioners and Liaison Candace Bouchard regarding some statements in the article.

Item #7: Adjourn

A motion was made by NICHOLS and seconded by MARSH 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