

**MEETING MINUTES
CIVIL SERVICE COMMISSION
DECEMBER 14, 2017
WINCHESTER, CT 06098**

Item #1: Call to Order:

Commissioner Fran Delaney called the meeting to order at 5:01am 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

Item #3: Approval of Minutes:

A motion was made by MARSH and seconded by NICHOLS to accept the meeting minutes of November 16, 2017. All in favor. Unanimous.

Item #4: Executive Session:

A motion was made by NICHOLS and seconded by MARSH to enter Executive Session at 5:07pm. All in favor. Unanimous.

A motion was made by NICHOLS and seconded by MARSH to exit Executive Session at 5:16pm. All in favor. Unanimous.

Item #5: Old Business:

Entry Level Police Officer

Examiner Dove reported that one Entry Level Police Officer was hired, leaving one more opening to fill. The Commission gave Chief Fitzgerald two more applications to work with.

Highway Maintainer III

Final interviews for Maintainer III were conducted, Public Works Director Jim Rollins is looking to fill the position shortly. There is one more opening for Maintainer III after this hire is made.

Highway Maintainer IV

Final interviews for Maintainer IV were conducted and an offer was made to Michael Cyr who accepted the position.

Water & Sewer Administrative Assistant

Finance Director Bruce Stratford submitted the PAF for Water & Sewer Administrative Assistant to the Commission.

Assistant Collector of Revenues

Examiner Dove reported that candidates were tested on 12-14-17. The Commission received a total of 13 applications; 2 applicants were no shows, 1 could not be contacted and one declined. 7 of the 11 passed. The Commission will pass on the top 3 names to Finance Director Bruce Stratford for consideration.

Collector of Revenues

The Commission received the PAF from Bruce Stratford on the new hire for Collector of Revenues Halaree Monnerat was hired for the position effective 11-27-17.

Part-Time Safety Dispatcher

Job search is underway for part-time dispatcher. All applications must be in by 12-30-17. The Commission has received no applications to date.

Assistant to Finance Director

Action pending. Commission is waiting for direction from Town Manager Bob Geiger and Finance Director Bruce Stratford.

Building & Grounds Maintainer

Job search is underway for Building & Grounds Maintainer. All applications must be in by 12-30-17. The Commission has received 4 applications to date.

Item #6: New Business:**Full-Time Safety Dispatcher**

Job search for a full-time dispatcher was approved by the Town Manager. All applications for this position must be in no later than 1-13-18.

A motion was made by MARSH and seconded by NICHOLS to ratify the authorization that Commissioner Delaney gave to Examiner Dove to proceed with the process of full-time Safety Dispatcher. All in favor. Unanimous.

Mechanic

Internal posting concluded on 12-14-17. Wayne gave the 3 names left on Eligible's List to Jim Rollins for consideration. One person is no longer interested; one could not be contacted, and one is scheduled for an interview.

A motion was made by NICHOLS and seconded by MARSH to ratify the action of Commissioner Delaney in directing Wayne to provide the list of 3 names to Jim Rollins for Mechanic. All in favor. Unanimous.

A motion was made by NICHOLS and seconded by MARSH that if any of the 3 candidates are not considered for just cause, it will be allowable for the Commission to start a new job search for Mechanic. All in favor. Unanimous.

Item #7: Adjourn

A motion was made by MARSH and seconded by NICHOLS to adjourn the meeting at 5:32pm. 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