

**MEETING MINUTES
CIVIL SERVICE COMMISSION
SEPTEMBER 28, 2017
WINCHESTER, CT 06098**

Item #1: Call to Order:

Commissioner Joe Nichols called the meeting to order at 5:49pm 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 and excused: Examiner Fran Delaney

Item #3: Approval of Minutes:

A motion was made by MARSH and seconded by NICHOLS to accept the meeting minutes of August 24, 2017. 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 10 applicants went through the oral review on September 27, 2017. Six candidates passed, two did not pass and two were eliminated as no shows. Wayne would like the Commission's approval to pass on the names of the top 6 candidates to Chief Fitzgerald for consideration. There are 2 positions to be filled for Entry Level Police Officer.

A motion was made by MARSH and seconded by NICHOLS to pass on the names of the top 6 candidates to Chief Fitzgerald. All in favor. Unanimous.

The Chief and Town Manager are asking the Commission to conduct the next oral review for Entry Level Police Officer. Wayne has scheduled the testing for October 12, 2017 that will include a group of 10 candidates.

Maintainer III

Director of Public Works Jim Rollins needs to fill one more opening and would like approval from Civil Service to start another job search for Maintainer III. Examiner Dove will handle the process.

A motion was made by MARSH and seconded by NICHOLS to start a new job search for Maintainer III. All in favor. Unanimous.

Jim Rollins is asking the Commission's approval to do a temporary hire for Maintainer III until the job search and testing for the full-time position have been completed.

A motion was made by MARSH and seconded by NICHOLS to authorize the temporary hire for Maintainer III. All in favor. Unanimous.

**Item #6: New Business:
Maintainer IV**

Director of Public Works Jim Rollins hired Patrick Meyer as a temporary Maintainer IV starting October 16, 2017. The Commission is waiting for a revised job description for Maintainer IV to review and approve.

Contact with CT Civil Service Commissions

Subject to be discussed at the next meeting in October.

Collector of Revenues

Civil Service has received one application for the position to date.

Item #7: Adjourn

A motion was made by NICHOLS and seconded by MARSH to adjourn the meeting at 6:05pm. 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