

MEETING MINUTES
CIVIL SERVICE COMMISSION
JULY 27, 2017
WINCHESTER, CT 06098

Item #1: Call to Order:

Commissioner Joe Nichols called the meeting to order at 5:34pm 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: Fran Delaney

Item #3: Approval of Minutes:

A motion was made by MARSH and seconded by NICHOLS to accept the meeting minutes of June 22, 2017. All in favor. Unanimous with one abstention.

Item #4: Executive Session:

The Commission waived executive session.

Item #5: Old Business:

Public Safety Dispatcher

Chief William Fitzgerald wants Civil Service to conduct another search so that he has a list of candidates in case of a future opening for Dispatcher. Examiner Wayne Dove will communicate with Town Manager Bob Geiger to see if he supports doing this. Wayne will report back to the Commission at the next meeting.

Entry Level Police Officer

Examiner Dove reported that the Police Department was given 6 applicants to work with, but they have not been able to move on this due to other town business. Wayne reported that the new job search for Entry Level Police Officers closes on July 21, 2017. We have 28 applicants to date. Chief Fitzgerald is looking to fill two open positions.

Maintainer III

The Commission is looking for PAF forms for new hires Matthew Mackiewicz and Harry Owens. Wayne will follow-up with Jim Rollins and bring the forms to the next meeting for the Commission to review.

Item #6: New Business:

Maintainer IV

Pending. The Commission is waiting to hear back from PW Director Jim Rollins regarding his candidate selections for the 3 open positions.

Contact with CT Civil Service Commissions

Pending. Subject will be discussed at the August meeting when Commissioner Delaney is present.

Job Descriptions

Due to recent retirements at Town Hall, three positions are opened for Assistant to Purchasing Agent, Building Dept. Assistant and Tax Collector. The Commission is asking

the Town Manager for clarification on whether he plans to hire for the three positions or possibly combine them internally. Wayne will discuss subject with Bob Geiger and report his findings. Commissioner Nichols would like to see the job descriptions for each position for the Commission's review.

Item #7: Adjourn

A motion was made by MARSH and seconded by NICHOLS to adjourn the meeting at 5:44pm. 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