

**MEETING MINUTES**  
**CIVIL SERVICE COMMISSION**  
**MAY 25, 2017**  
**WINCHESTER, CT 06098**

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

Commissioner Fran Delaney called the meeting to order at 5:32pm in the Probate Room, 2<sup>nd</sup> Floor, Town Hall, 338 Main Street, Winsted, CT 06098.

**Item #2: Roll Call:**

Present: Commissioners Fran Delaney, Joe Nichols; Examiner Wayne Dove  
Absent and excused: Commissioner Skip Marsh

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

A motion was made by NICHOLS and seconded by DELANEY to accept the meeting minutes of April 27, 2017. All in favor. Unanimous.

**Item #4: Executive Session:**

A motion was made by NICHOLS and seconded by DELANEY to enter executive session at 5:36pm. All in favor. Unanimous.

A motion was made by NICHOLS and seconded by MARSH to exit executive session at 5:52pm. All in favor. Unanimous.

**Item #5: Old Business:**

**Public Safety Dispatcher**

Commission signed off on the Eligible's List for Safety Dispatcher. Examiner Dove will give the list to Chief Fitzgerald for final processing. To date, the Chief has hired 2 full-timers, 3 part-timers and 2 per diems.

**Entry Level Police Officer**

One Entry Level police officer was hired and 2 more are pending to go through testing. If hired, they will enter the Policy Academy in July. Town Manager Robert Geiger has confirmed to Wayne that he wants Civil Service to proceed with oral interviews on 6/14/17 even though there is not a current position open.

A motion was made by NICHOLS and seconded by DELANEY to approve Examiner Dove to proceed with the oral examination, pending the approval of the 2017/18 budget. All in favor. Unanimous.

**Maintainer III**

A motion was made by NICHOLS and seconded by DELANEY to pass on 4 names to Public Works Director Jim Rollins since there was a tie for the 3<sup>rd</sup> place position. All in favor. Unanimous.

**Water Treatment Plant Operator IV/Utilityman II**

Commission received a PAF on the new hire. The Commission is asking Wayne to check with Jim Rollins for the completed Eligible's List showing the reasons for the hire.

Also, Wayne will request Jim to document the reasons why Victor Dubourg was the best candidate to hire for Utilityman III position.

**Item #6: New Business:**

**Response to Civil Service Committee**

Examiner Dove drafted a response to the Civil Service Committee. It will be reviewed by the Commissioners and an official response sent to them by June 1st.

**PW's Dept. Building and Grounds Maintainer**

Bob Geiger sent the Commission an amended Building and Grounds Maintainer job description, along with a current job description for review. Commissioner Delaney will scan both documents and send to the Commissioners and Wayne for consideration.

**FOI Training Class**

Commissioner Delaney received an invitation to participate in the Freedom of Information Act Training on 5/30/17 from 7-8:30pm. Commissioner Delaney will attend the class and brief the Commission at the next meeting in June.

**Item #7: Adjourn**

A motion was made by NICHOLS and seconded by DELANEY to adjourn the meeting at 6:12pm. 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