

**MEETING MINUTES  
CIVIL SERVICE COMMISSION  
FEBRUARY 23, 2017  
WINCHESTER, CT 06098**

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

Commissioner Joe Nichols called the meeting to order at 5:44pm in the Lee Anne LaClaire Room, 2<sup>nd</sup> 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 NICHOLS and seconded by MARSH to accept the meeting minutes of January 26, 2017. All in favor. Unanimous with one abstention.

**Item #4: Executive Session:**

Executive Session waived by the Commission.

**Item #5: Old Business:**

**Entry Level Police Officers**

Examiner Dove received a report from Chief William Fitzgerald stating that he has 2 individuals at the Academy, 2 more signed up and one candidate is pending. He will be sending 3 candidates to the Academy in the spring. The Chief asked the Commission to do a Certified Police Officer search. Wayne met with Town Manager Geiger to discuss this, however, decision was not to do a search at this time.

**Property and Evidence Custodian**

Commission needs to have the remaining Eligible's List and PAF for Bruce Whiteley submitted to Civil Service for the files. Bruce was recently hired to the post of Evidence Officer. Examiner Dove will have these documents provided.

**Dept. of Public Works & Street  
Utilityman III**

Testing has been concluded and 2 applicants have been hired.

Closed out the Water Plant Utilityman II search. We have 8 qualified, and 9 not qualified. The Commission authorized proceeding with the testing phase.

**Working Foreman-Highway Dept.**

Jobs posted to the union for a Maintainer III and Cemetery Attendant. No applications were received for Maintainer III. One applicant is interested in the Attendant position and the application is being reviewed. The Commission signed off on the revised job descriptions for both positions.

## **Water Treatment Plant Operator-Utilityman IV**

For the record, Utilityman IV title is changing to Utilityman II.

## **Public Safety Dispatcher**

Closing date for all applications is February 24, 2017. Examiner Dove reported that he received 10 applications so far and 5 or 6 were found to be qualified. Wayne asked approval from the Commission to begin setting up the oral testing. The Commission authorized proceeding with the testing.

## **Item #6: New Business: 2017-2018 Budget Request**

Commissioner Delaney submitted the Civil Service budget to Town Manager Robert Geiger on February 14, 2017. The budget submitted is the same as what was approved for this year.

## **Item #7: Adjourn**

A motion was made by NICHOLS and seconded by MARSH to adjourn the meeting at 6:00pm. 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