

**MEETING MINUTES
CIVIL SERVICE COMMISSION
NOVEMBER 17, 2016
WINCHESTER, CT 06098**

Item #1: Call to Order:

Commissioner Fran Delaney called the meeting to order at 5:31pm in the Lee Anne LaClaire Room, 2nd Floor, Town Hall, 338 Main Street, Winsted, CT 06098.

Item #2: Roll Call:

Present: Commissioners Fran Delaney, Joe Nichols and Skip Marsh and Examiner Wayne Dove.

Item #3: Approval of Minutes:

A motion was made by NICHOLS and seconded by MARSH to accept the meeting minutes of September 22, 2016. All in favor. Unanimous with 1 abstention.

A motion was made by MARSH and seconded by NICHOLS to accept the meeting minutes of October 27, 2016. All in favor. Unanimous with 1 abstention.

Item #4: Executive Session:

Executive session was waived by the Commission.

Item #5: Old Business:

Entry Level Police Officers

Examiner Wayne Dove advised the Commission that the advertisement resulted in 32 qualified candidates. Police Chief William Fitzgerald, Town Manager Robert Geiger and Commissioner Delaney gave Wayne approval to proceed with the oral panel testing. The panels will be held on 11/28, 12/5 and 12/6.

A motion was made by NICHOLS and seconded by MARSH to ratify President Delaney's action of authorizing Examiner Dove to proceed with the oral panel. All in favor. Unanimous.

Property and Evidence Custodian

Examiner Dove met with Chief Fitzgerald to determine if a hire had been made. The Chief responded that no offer was extended because the union was holding it up. The Commission will wait for a response from the Chief and Town Manager regarding the status of the Property and Evidence Custodian.

A motion was made NICHOLS and seconded by MARSH to ratify the action of President Delaney authorizing Examiner Dove to present the final candidates to Police Chief Fitzgerald. All in favor. Unanimous.

Town Website

Commissioner Nichols will review Civil Service's annual report to see if it can be used as an overview of the Commission's procedures on the town website. Joe will report his findings to the Commission at the next meeting.

Item #6: New Business:

Dept. of Public Works & Street

The Commission has approved 7 job descriptions. Commissioner Delaney authorized Wayne to proceed with the Utilityman III position. Wayne indicated that advertising is underway and the closing date for applications is December 9, 2016.

A motion was made by MARSH and seconded by NICHOLS to ratify the authorization to have Examiner Dove start a process for Utilityman III. All in favor. Unanimous.

The Commission is requesting that Bob Geiger, Jim Rollins and William Fitzgerald attend the next meeting to help clarify the status for this position and any temporary appointments that may be pending. Joe suggested that Brian Shaughnessy, BOS liaison to Civil Service, also be asked to attend the December meeting.

Senior Center Aide

A job description was circulated for this position by email which the Commission had no objection to. The present job description delineates the position as part-time, less than 19 hours per week and with no benefits. This is what will be used for the hiring for the position and due to the number of hours, is exempt from Civil Service.

A motion was made by NICHOLS and seconded by MARSH to ratify the approval for the job description for the Senior Center Aide should the hours require change. All in favor. Unanimous.

Special Request

Anita Garnett requested an appointment so she can review at least 5 Civil Service tests given to town employees and Public Works, the last 5 years of annual reports and a breakdown of the last 20 town hires. Commissioner Delaney will draft a letter to Anita and ask for clarity on what she requires and also ask her to address all future requests to Civil Service for appropriate follow-up.

Item #7: Adjourn

A motion was made by NICHOLS and seconded by DELANEY 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