

**MEETING MINUTES
CIVIL SERVICE COMMISSION
SEPTEMBER 22, 2016
WINCHESTER, CT 06098**

Item #1: Call to Order:

Commissioner Fran Delaney called the meeting to order at 5:41pm in the Lee Anne LaClaire Room, 2nd Floor, Town Hall, 338 Main Street, Winsted, CT 06098.

Item #2: Roll Call:

Present: Commissioners Fran Delaney and Skip Marsh

Absent & Excused: Commissioner Joe Nichols and Examiner Wayne Dove

Item #3: Approval of Minutes:

A motion was made by MARSH and seconded by DELANEY to accept the meeting minutes of August 25, 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

The Commission had a number of disqualifications for Entry Level Police Officers. One qualified candidate who passed the polygraph exam will undergo the psychological test. The Commission is waiting to hear from Chief William Fitzgerald on the results of the testing.

Certified Police Officers

The ***closing date for applications is October 7, 2016.*** Examiner Dove will provide update on status with Commission prior to the October meeting.

Part -Time Dispatcher

The Commission received correspondence from Chief Fitzgerald dated 9/19/16 that Mary Kate McAllister had resigned her post effective 10/1/16. Civil Service will wait for direction from the Chief regarding action for this position.

Senior Center Director

Town Manager Robert Geiger appointed Jennifer Kelly as the new Senior Center Director effective 9/7/16. Jennifer's start date is 9/2/16. The other two finalists will remain on the Eligible's List. Examiner Dove will ask the Town Manager for a copy of Jennifer's PAF for review by the Commission and file.

Public Works - Water Sewer Temp

Public Works Director Jim Rollins appointed Martin Cormier as the temporary Water Sewer Plant operator. The Commission will ask Jim for a PAF for file and to determine the start date for 120 day appointment period.

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Item #6: New Business:

Property and Evidence Custodian

The Commission signed off on the Job description and an ad has been placed. Six applications have been received to date and they will be turned over to Examiner Dove for processing. ***Cut off date for the job search is 9/30/16.***

Town's Annual Report

Commissioner Delaney circulated a copy of Civil Service's annual report to the Commissioners for approval. The document will be submitted to Laurie for inclusion in the town's annual report.

Job Application Process

Commissioner Delaney and Examiner Dove will work together on information to assist job applicants on the town website. This topic will be revisited at the next meeting in October.

Project Ride-Along

The Commission received paperwork on a Project Ride-along applicant. Commissioner Delaney will review with Chief Fitzgerald and report back to the Commission.

Item #7: Adjourn

A motion was made by MARSH and seconded by DELANEY to adjourn the meeting at 6:15pm. 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