

**MEETING MINUTES
CIVIL SERVICE COMMISSION
JUNE 25, 2015
WINCHESTER, CT 06098**

Item #1: Call to Order:

Commissioner Joe Nichols called the meeting to order at 6:00pm 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; Town Manager Dale Martin; Police Chief William Fitzgerald
Absent & Excused: Commissioner Fran Delaney

Item #3: Approval of Minutes:

A motion was made by MARSH and seconded by NICHOLS to accept the Meeting Minutes of May 28, 2014. All in favor. Unanimous.

A motion was made by MARSH and seconded by NICHOLS to accept the Special Meeting Minutes of June 4, 2015. All in favor. Unanimous.

Item #4: Executive Session:

The Commission waived Executive Session.

Item #5: Old Business:

Chief of Police

Police Chief William Fitzgerald provided the Commission with a newly-developed mission statement, vision statement, and values statement for the Police Department. The statements will be posted on the town website for residents to view. Chief Fitzgerald reported that he has assigned a temporary command staff to ensure supervision and accountability on each watch. The team comprises of sergeants and corporals, approved by the union, with no pay increases involved.

Sergeants

The Sergeants' job description was approved by the union. Examiner Wayne Dove will review the job description with the Chief and bring it to the Commission for approval. Wayne is checking on costs for the testing with Dr. Jetmore. Chief Fitzgerald is contacting the International Association of Chiefs of Police to see what their costs would be for testing. Wayne will present both proposals to the Commission at the next meeting in July.

Part -Time Dispatcher

Chief Fitzgerald reported on the status of the 3 candidate names given to Sgt. Kevin Kinahan several months ago for consideration. The Commission has asked Kevin to submit his final recommendations on the candidates as soon as possible. If none of the candidates meet job requirements, Wayne will give the Chief 3 new names for consideration. Chief Fitzgerald is looking to hire 5 new part-time dispatchers and is asking the Commission to conduct another job search.

Land Use Administrator-Town Planner

Town Manager Dale Martin and Examiner Dove presented the job description for the Town Planner to the Commission. The Commission reviewed and approved the job description as presented.

Land Use Assistant

Position is on hold until the Town Planner is on board.

P-T Building & Housing

Talking stages only per Dale Martin.

Finance Director

Wayne advised the Commission that we received one application for the Finance Director. The closing date for receipt of all applications is July 10, 2015. Dale asked the interim Finance Director if he were interested in the position and if so, he needed to complete an application before July 10.

Assistant Assessor

The Assistant Assessor position passed in the budget. Dale asked the Commission to advertise the position as quickly as possible. The job is part-time, 20 hours, non-union. Wayne will arrange to post the job internally and begin a search.

Town Budget

Passed.

Item #6:**New Business:**

No new business was discussed.

Item #7: Adjourn

A motion was made by MARSH and seconded by NICHOLS to adjourn the meeting at 6:32pm. 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 Dale Martin
Board of Selectmen