

**MEETING MINUTES**  
**CIVIL SERVICE COMMISSION**  
**OCTOBER 27, 2022**  
**WINCHESTER, CT 06098**

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

Commissioner Francis Delaney called the meeting to order at 5:13pm in the LeeAnne LeClaire Room, 2<sup>nd</sup> Floor, Winchester Town Hall, Winsted, CT 06098.

**Item #2: Roll Call:**

Present: Commissioners Francis Delaney, Eleanor Gunn, and Joseph Nichols, Chief Examiner Anita Garnett, Town Manager Josh Kelly, Recreation Director Tanya Risucci and Public Works Director James Rollins

A motion was made by GUNN and seconded by NICHOLS to defer from the orders of the day. All in favor. Unanimous.

**Town of Winchester Job Descriptions**

Town Manager Josh Kelly and Recreation Director Tanya Risucci presented the Commission with three job descriptions that are currently being reviewed and updated: namely, Department of Recreation's Maintenance Supervisor, Maintainer I and Maintainer II. Commission will approve the job descriptions at the November meeting. Town Manager Kelly will review 24 rounds of job descriptions over the next two years and submit them to Civil Service for approval as he seeks to get all job descriptions updated and adopted by September 2024.

**Item #3: Approval of Minutes**

A motion was made by NICHOLS AND seconded by GUNN to accept the meeting minutes of September 22, 2022, as amended. All in favor. Unanimous.

**Item #4: Executive Session:**

A motion was made by NICHOLS and seconded by GUNN to enter Executive Session at 5:47pm. All in favor. Unanimous.

A motion was made by NICHOLS and seconded by GUNN to exit Executive Session at 6:28pm. All in favor. Unanimous.

**Item #5: Old Business:**

**Certified & Entry Level Police Officers**

Commissioner Nichols will review with Police Chief William Fitzgerald the status of new hires.

**Sergeant Promotion**

Promotions are pending.

**Director of Economic Development**

Town Manager will be providing a copy of a sample agreement for the Commission's review to consider the handling of the hours and method of payment for the Shared Services Agreement.

### **Assessor & Assistant Assessor**

Negotiations are in process.

### **Communications Coordinator**

Commission noted the email provided by the Town Manager and is requesting a statement on letterhead defining the 10 hour per week position for file.

### **Maintainer III**

Public Works Director Jim Rollins reported to the Commission that there were nine applicants for the Maintainer III position. Between no shows and candidates dropping from consideration, he was successful in hiring for one position. He requests the Commission to readvertise for two additional positions. Jim will provide the Commission with a PAF on the new hire, and his reasons for hiring, as well as his scoring methodology for the process. The Commission will review the testing procedures with Jim prior to the next job search.

A motion was made by NICHOLS and seconded by GUNN to enter Executive Session at 6:35PM. All in favor. Unanimous.

A motion was made by NICHOLS and seconded by DELANEY to exit Executive Session at 6:38pm. All in favor. Unanimous.

### **Town Planner/Director of Land Use**

Town Manager submitted a PAF and his reasons for hiring Lance Hansen to the Commission.

### **Civil Service Executive Secretary**

Commissioner Delaney gave a job description to the Commissioners to review and edit for the November meeting.

### **Collector of Revenue/Tax Collector**

Town Manager submitted a PAF for newly hired Ashley Kelsey to the Commission.

### **Assistant Tax Collector**

In negotiations.

### **Assistant Building Official**

A motion was made by NICHOLS and seconded by GUNN to approve this one-time temporary appointment to make it 120 working days instead of 120 calendar days to facilitate state statutes requiring the position be filled. All in favor. Unanimous.

### **Land Use Administrative Assistant**

No report on the Land Use Administrative Assistant.

### **Land Use Enforcement Officer**

No report on the Land Use Enforcement Officer.

### **Item #6: New Business:**

Town Manager presented the Commission with a list of job positions that will be under review over the course of the next year and will be providing in groups to the Commission for review. Ongoing.

**Civil Service Meetings**

Due to the busy holiday schedule, the Commission will conduct its monthly meetings on Thursday, November 17, and December 15, 2022.

**Item #7: Adjourn**

A motion was made by NICHOLS and seconded by GUNN to adjourn the meeting at 6:50pm. All in favor. Unanimous.

Respectfully submitted,

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Irene Connole  
Executive Secretary

Above Minutes have not been approved by the Civil Service Commission. Approval date will be the next regularly scheduled meeting.

cc: Commissioners Francis Delaney, Eleanor Gunn, Joseph Nichols  
Chief Examiner Anita Garnett  
Town Manager Josh Kelly  
Board of Selectmen

Next Civil Service Meeting scheduled for November 17, 2022