

**MEETING MINUTES  
CIVIL SERVICE COMMISSION  
SEPTEMBER 22, 2022  
WINCHESTER, CT 06098**

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

Commissioner Joseph Nichols 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 Eleanor Gunn and Joseph Nichols; Chief Examiner Anita Garnett; Town Manager Josh Kelly

Absent & Excused: Commissioner Francis Delaney

**Item #3: Approval of Minutes:**

A motion was made by GUNN and seconded by NICHOLS to accept the meeting minutes of August 25, 2022. All in favor. Unanimous.

**Item #4: Executive Session:**

Commission deferred from Executive Session.

**Item #5: Old Business:**

**Certified & Entry Level Police Officers**

Commissioner Nichols will check with Police Chief William Fitzgerald on the status of new hires and report back to the Commission at the October meeting.

**Sergeant Promotion**

Commissioner Nichols reiterated the point system for the Sergeant's promotion stating that no points are awarded in a promotion process for being domiciled in the Town of Winchester, or for being a veteran, only for time served.

A motion was made by GUNN and seconded by NICHOLS to ratify the list of qualified candidates for the Sergeant's promotion to be passed on to Chief Fitzgerald for the interview process. All in favor. Unanimous.

**Civil Service Job Applications**

The Commission discussed the efficiency for accepting job applications through the Civil Service portal. Commission feels that the process is working. Executive Secretary Terry Hall updated job advertisements to read, all applicants **must complete a Civil Service application** to be considered for any job posting with the Town of Winchester. If the applicant fails to comply to Civil Service instructions, they will be disqualified from the job process. Commissioner Nichols would like to see the title of the job being sought marked on the outside of the envelope when applications are mailed to Civil Service Commission, P.O. Box 41, Winsted, CT 06098.

The Commission deferred to the order of the day to address a question from David LaPointe on Enforcement Officer Land Use position held by Michael Stankov. Town Manager Kelly answered his question by stating that on July 22, 2021, it was reported in Civil Service minutes that the position was being posted for full time and on August 26, 2021, Civil Service minutes clearly states that Mr. Stankov was hired in accordance with Civil Service practices. Josh will provide Dave with a copy of the Enforcement Officer job description to review. The Commission will work with the

Town Manager to ensure that Civil Service rules and regulations are posted at Town Hall so local citizens will have access to the data. Currently, the data is posted in the office of the Town Manager, Town Clerk, Police Department and Public Works. Civil Service data will also be posted on the new town website that will provide for greater regional integration of information to share with the public.

### **Director of Economic Development**

Commission deferred discussion on concerns regarding Shared Services and Director of Economic Development until the October meeting.

### **Assessor & Assistant Assessor**

For the record, Town Manager Kelly reported that currently, there are two vacancies in the Assessor's office. The town is having a difficult time attracting quality talent. To determine the rate that any Assessor gets paid, towns do a comparison on a pay per parcel basis. Example: for a town with 5,000 parcels, Assessor will make x number of dollars vs a town with 10,000 parcels, it would be x number of dollars x2. Commissioner Nichols asked if there was a statewide policy on how much an Assessor should be paid per parcel? Josh stated there is no statewide policy on how much, but rather, it's based on a statewide average. Town of Winchester is below average per parcel basis. We have 5,633 parcels and the Assessor would make about \$75,000.

### **Communications Coordinator**

Town Manager confirmed in an email on 8/16/2022 that the Communications Coordinator will be a 10-hour per week position.

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

Town Manager announced to the Commission that he hired Lance Hanson to the position of Town Planner/Director of Land Use. His official start date is 10/3/2022. Josh will provide the Commission with his reasons for making the hire.

### **Maintainer III**

Director of Public Works Jim Rollins reported that testing for Maintainer III was completed and listed the names of the qualified candidates with passing scores. Jim is looking for fill two positions.

### **Civil Service Executive Secretary**

Commission deferred the review of the Civil Service job description until the October meeting.

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

Commission is requesting the Town Manager provide a PAF for Ashley Kelsey who was hired as the new Collector of Revenue.

### **Budget Analyst and Grants Manager**

After lengthy review of two qualified candidates, Town Manager announced the appointment of Tom Heuschkel to the position of Budget Analyst and Grants Manager. His start date was 9/16/2022.

### **Assistant Building Official**

William Pietrefase was hired to fill a temporary appointment as Assistant Building Official that covers a period of 120 working days from 8/22/2022 to 2/2/2023. Upon receiving his full Building Official certification, the full-time Building Official position will be posted, and William can apply for the job, along with other interested applicants. The position will be advertised, and a job search conducted.

**Assistant Tax Collector**

Closing date for applications was 9/16/22. Chief Examiner Garnett advised that there were five applicants who qualified for the Assistant Tax Collector position and their applications will be forwarded to the Town Manager for consideration.

**Item #6: New Business:****Job Title Changes-Job Descriptions****Land Use Assistant**

Civil Service reviewed the title change in the job description for Land Use Assistant to Land Use Administrative Assistant.

A motion was made by GUNN and seconded by NICHOLS to approve the job description as drafted, dated 9/16/2022, for Land Use Administrative Assistant. All in favor. Unanimous.

**Zoning Enforcement Officer/Inland Wetlands Agent/Blight Officer**

Civil Service reviewed the title change in the job description for Zoning Enforcement Officer/Inland Wetlands Agent/Blight Officer to Land Use Enforcement Officer.

A motion was made by GUNN and seconded by NICHOLS to accept the job description for Land Use Enforcement Officer, dated 9/16/2022, with one change. All in favor. Unanimous.

**Item #7: Adjourn**

A motion was made by NICHOLS and seconded by GUNN to adjourn the meeting at 6:06pm. 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 October 27, 2022