

**MEETING MINUTES  
CIVIL SERVICE COMMISSION  
AUGUST 25, 2022  
WINCHESTER, CT 06098**

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

Commissioner Francis Delaney called the meeting to order at 5:10pm 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

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

A motion was made by NICHOLS and seconded by GUNN to accept the meeting minutes of July 28, 2022 as amended. All in favor. Unanimous.

**Item #4: Executive Session:**

Commission deferred from Executive Session.

**Item #5: Old Business:**

**Certified & Entry Level Police Officers**

No discussion. Commission is waiting to hear from Police Chief William Fitzgerald concerning a new list of eligibles for Police Officers.

**Sergeant**

Chief Examiner Anita Garnett reported to the Commission that the Sergeant promotion's written exam is scheduled for 9/6/22 and oral board interviews 9/14/22.

A motion was made by GUNN and seconded by NICHOLS to rescind the Commissions' prior action of authorizing points for being a veteran or town resident on the Sergeant's promotional exams. All in favor. Unanimous.

**Civil Service Job Applications**

Commission received many resumes from job seekers (thru Indeed) over the past 5 weeks, but the applicants failed to include their required Civil Service application for consideration. To resolve this issue, the Commission has asked Executive Secretary Terry Hall to update future job postings/advertisements to read that 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.

**Director of Economic Development.**

Commission discussed concerns with the Town Manager on how payroll will be processed under the Shared Services Agreement for hours worked by the Director in the 2 towns. Josh will consider options on how to address possible remedies at the September meeting.

**Assistant Assessor**

A second job search is being conducted for the Assistant Assessor. The closing date for application submissions is 9/2/2022.

**Communications Coordinator**

The Commission determined that this position is 10 hours per week and not under Civil Service purview. The Commission is requesting that Josh provide an updated job description that states the number of hours required for the position.

**Town Planner /Director of Land Use**

Town Manager is in the process of evaluating candidates for the position. Josh will announce his pick as soon as a decision is made.

**Maintainer III**

Commission received a total of 8 applications for Maintainer III. The testing process for qualified candidates is underway.

A motion was made by NICHOLS and seconded by GUNN to ratify the authorization to approve the revised job description with a minor change to the CDL license qualifications. All in favor. Unanimous.

**Civil Service Executive Secretary**

The job description was reviewed by the Commission and changes made. The updated version will be approved at the September meeting.

**Collector of Revenue/Tax Collector**

Ashley Kelsey was hired as the new Collector of Revenue and her start date is 8/15/22. Previously, Ashley held the position of Assistant Collector of Revenue for the town.

**Budget Analyst and Grants Manager**

The advertisement for the position was posted and the closing date for applications is 8/29/2022.

A motion was made by GUNN and seconded by NICHOLS to ratify the previous action of approving the new job description for Budget Analyst and Grants Manager. All in favor. Unanimous.

**Assistant Building Official**

Commission is questioning the authorization of the job posting for the Building Official and asked Josh for his comments. Josh said he would research the timeline of the ad and advise his findings to the Commission. The ad may go back to September 2021.

Town Manager Kelly announced that he made an emergency, temporary appointment of William Pietrefase to the position of Assistant Building Official. Mr. Pietrefase will need to pursue his Building Official license before he can be considered to full time status. Josh will send a memo to the Commission outlining his temporary appointment that covers the period of 120 calendar days, from 8/22/2022 to 12/19/2022.

**Item #6: New Business:****Assistant Tax Collector**

A motion was made by NICHOLS and seconded by GUNN to ratify the action by Commissioner Delaney in approving the job description for Assistant Tax Collector on 8/18/22. All in favor. Unanimous.

**Item #7: Adjourn**

A motion was made by NICHOLS and seconded by GUNN to adjourn the meeting at 6:41pm. All in favor. Unanimous.

Respectfully submitted,

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