

MEETING MINUTES
CIVIL SERVICE COMMISSION
JULY 28, 2022
WINCHESTER, CT 06098

Item #1: Call to Order:

Commissioner Francis Delaney called the meeting to order at 5:18pm in the LeeAnne LeClaire Room, 2nd Floor, Winchester Town Hall, Winsted, CT 06098.

Item #2: Roll Call:

Present: Commissioners Francis Delaney, Eleanor Gunn and Joseph Nichols; Chief Examiner Anita Garnett; Public Works Director Jim Rollins

Item #3: Approval of Minutes:

A motion was made by NICHOLS and seconded by GUNN to accept the meeting minutes of June 23, 2022. All in favor. Unanimous.

Item #4: Executive Session:

A motion was made by NICHOLS and seconded by GUNN to defer from Executive Session. All in favor. Unanimous.

Item #5: Old Business:

Certified & Entry Level Police Officers

Police Chief William Fitzgerald continues to work with Daigle Assoc. to generate a new list of eligibles for Certified and Entry Level Police Officers.

Sergeant

Examinations are proceeding for the Sergeant promotions. Chief Examiner Anita Garnett reported to the Commission that the written exam is scheduled for 9/6/22 and oral board interviews 9/14/22. Commission is requesting clarity on the point system for testing candidates and what constitutes a passing score. Commissioners want to ensure that Civil Service rules and CT statutes are met. Anita will report the results on the testing for Sergeant at the September meeting.

Email Civil Service Job Applications

Commission is evaluating the efficacy of Civil Service applications via email especially as it relates to Indeed. The subject will be discussed at the August meeting.

Director of Economic Development.

Commission is waiting for Town Manager Josh Kelly to return from vacation to discuss the hiring of a Director of Economic Development. Commission is reviewing two issues regarding the Shared Services Agreement: a) manner of payment and how payment for services provided will be allocated to the respective communities? b) does the Director's position meet the part-time employee definition of less than 19 hours under Civil Service rules?

Recreation Buildings & Grounds Maintainer

No discussion by the Commission.

Assistant Assessor

A motion was made by NICHOLS and seconded by GUNN to approve to ratify the email approval of the Assistant Assessor job description. All in favor. Unanimous.

The closing date for application submissions is 7/29/22. Examiner Garnett will contact applicants to inform them they need to complete and email a Civil Service application no later than 8/5/22 to be considered for the Assistant Assessor position.

Assessor

No action by the Town Manager on a new hire.

Communications & Technology Specialist

No discussion by the Commission.

Town Planner /Director of Land Use

Closing date for Town Planner applications is 7/25/22. 3 applications were received. 2 were qualified by the Chief Examiner and passed on to the Town Manager for interviewing. Anita is checking on one application that was postmarked 7/19/22 to validate if the applicant met the due date to be considered for the job.

Maintainer III

Director of Public Works Jim Rollins reported to the Commission that one applicant failed to show for the interview. Jim is recommending the Commission consider making a minor change to the existing job description related to CDC license qualifications. Jim will forward his changes to the Commission for approval. The revised job description for Maintainer III will be ratified at the next meeting.

Civil Service Executive Secretary

No action by the Commission. The job description for Executive Secretary will be discussed at the August meeting.

Collector of Revenue

Commission received two applications and forwarded them to the Chief Examiner to review and qualify. Anita will forward the applications that qualify to the Town Manager for review and interview. If the applicants do not qualify, then Josh will need to request that another job search be started. The Commission is in the process of reviewing both the old and revised job descriptions for Collector of Revenue.

Item #6: New Business:

Budget Analyst and Grants Manager

Town Manager is requesting that a job search be conducted for this non-union position. Commission is reviewing the proposed job description to the present job description to endeavor to evaluate an approval by email.

Assistant Building Official

Commission is requesting to see the old job description to compare it to the latest version and endeavor to do an approval process via email. Civil Service is not aware of any authorization for a Building Official advertisement and needs clarification as to how this was derived.

Item #7: Adjourn

A motion was made by NICHOLS and seconded by GUNN to adjourn the meeting at 7:12pm. 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