

MEETING MINUTES
CIVIL SERVICE COMMISSION
JUNE 23, 2022
WINCHESTER, CT 06098

Item #1: Call to Order:

Commissioner Francis Delaney called the meeting to order at 5:24pm 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; 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 May 26, 2022, as amended. All in favor. Unanimous.

Item #4: Executive Session:

The Commission waived Executive Session.

Item #5: Old Business:

Certified & Entry Level Police Officers

As the present list of applicants has been exhausted, Police Chief William Fitzgerald has requested that a new process be initiated with Daigle Assoc. including a new oral panel for evaluation and the providing of a new list of eligibles to draw from. The Commission will coordinate with Daigle Assoc. for the assessment of candidates to generate a new list of eligibles.

Sergeant

Advertisements with changes were posted internally for promotional examinations and appointments. Chief Examiner Garnett will work with Police Chief Fitzgerald to clarify proper scoring and point system that will be used for the written and oral examinations, based on Civil Service rules and CT statutes. Anita will also communicate with Eric Daigle to confirm the 30-day study period from actual date of exam, what the testing procedures will cover for the written exam and oral board interview, and what constitutes a passing score. Anita will report back to the Commission on all aspects of the job process.

On-Line Applications

The on-line application process is up and running. Civil Service Executive Secretary was trained and given access to the Civil Service email address.

Director of Economic Development.

The Director of Economic Development will be discussed at the July meeting. Commission is in the process of reviewing two main concerns relative to the Shared Services Agreement as follows:

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

Town Manager Kelly reported to the Commission that the union rejected the job description for Assistant Assessor. The town will provide the Commission with legal justification, if warranted, so that the job search can proceed without union approval. The Commission is reviewing Civil Service rules applicable to the job posting before signing off on the job description. The Commissioners will determine what procedural action, if any, may be necessary to continue the hiring process for Assistant Assessor.

Assessor

The Commission is waiting for the Town Manager to make a new hire.

Communications & Technology Specialist

No discussion by the Commission.

Town Planner /Director of Land Use

The job description for Town Planner was accepted. The Commission received three applications for the position. Two candidates qualified and one candidate was disqualified for not having met the application criteria as specified in the job solicitation. The two qualified applications were given to the Chief Examiner to provide to the Town Manager so that interviews can be scheduled next week.

Utilityman IV & Maintainer IV

A motion was made by GUNN and seconded by NICHOLS to approve the promotions for Utilityman IV and Maintainer IV. All in favor. Unanimous.

Commissioner Nichols requested Public Works Director Jim Rollins to clarify the scoring process used for testing candidates.

Maintainer III

Commission received two applications for Maintainer III. Chief Examiner Garnett will review them and if the applicants meet the job requirements, she will pass them on to the Hiring Authority for consideration and interview.

Civil Service Executive Secretary

The job description for Executive Secretary will be crafted at the July meeting.

Item #6: New Business:

Collector of Revenue

A motion was made by NICHOLS and seconded by GUNN to ratify the action of the President in directing the Town Manager to post the position for Collector of Revenue. All in favor. Unanimous.

Commission is requesting an updated job description for the Collector of Revenue and has asked the Town Manager to provide it by the next monthly meeting.

Item #7: Adjourn

A motion was made by NICHOLS and seconded by GUNN to adjourn the meeting at 7:10pm. 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

Next Civil Service Meeting July 28, 2022 @ 5:00PM