

MEETING MINUTES
CIVIL SERVICE COMMISSION
MAY 26, 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; Town Manager Josh Kelly

Item #3: Approval of Minutes:

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

Amendments include under **Item 5: Old Business: Police Officers:** DLG to be spelled out to DLG Law Firm, **Sergeant:** change word from process to promotion, **On-Line Applications:** users are Chief Examiner and Civil Service Commission Executive Secretary.

Item #4: Executive Session:

The Commission waived Executive Session.

The Commission waived the orders of the day to discuss matters as appropriate with Town Manager Josh Kelly.

Item #5: Old Business:

Certified & Entry Level Police Officers

Commission continues to work with DLG Law Firm. They will create a new list of candidates and submit it to Chief William Fitzgerald when available.

Sergeant

Ongoing.

On-Line Applications

Commission deferred discussion to the next meeting in June.

Town Clerk

Commissioner Delaney will draft a letter and send to the Commissioners for review at the next meeting in June.

Civil Service Executive Secretary

The job description for Executive Secretary will be discussed at the June meeting.

Director of Economic Development.

The Commission is reviewing several issues regarding the Shared Services Agreement. The Commission has concerns about the manner of payment and how payment for the services provided to respective communities is to be allocated. Commission is reviewing the question of whether the Director's position meets the

part-time employee definition of less than 19 hours under Civil Service rules. Further discussion on subject will be taken up at the June meeting.

Recreation Buildings & Grounds Maintainer

No discussion by the Commission.

Assessor, Department of Finance

The Commission is waiting for the Town Manager's final selection of a new hire to fill this position.

Item #6: New Business:

Town Positions

Town Manager Josh Kelly reported to the Commission an urgent need to fill two newly created positions and submitted job descriptions for Town Planner & Director of Land Use, and Communications & Technology Specialist, for review. He highlighted each job description in detail covering the job's scope and disciplines, qualifications and responsibilities. The Commission raised a concern that the number of hours required for the part-time positions would not be sufficient and change to full-time positions. The Commission requested that the standard 180-day probationary period be added under Special Requirements in both job descriptions. Several changes were made to both job descriptions.

Communications & Technology Specialist

A motion was made by NICHOLS and seconded by GUNN to accept the job description as amended for Communications & Technology Specialist. All in favor. Unanimous. The amendment includes adding the standard 180-day probationary period under Special Requirements.

Town Planner & Director of Land Use

A motion was made by NICHOLS and seconded by GUNN to accept the job description as amended for Town Planner and Director of Land Use. All in favor. Unanimous. The Commission is asking Josh to submit a revised version for final approval.

Utilityman IV & Maintainer IV

Public Works Director Jim Rollins is testing for the promotions he advertised for Water Department Utilityman IV and Street Dept. Maintainer IV. To date, three individuals have shown interest. Testing is scheduled for Tuesday, May 31, 2022. An outside agent Rich Jespersen will conduct the testing and Chief Examiner Anita Garnett will supervise. Commissioner Nichols requested to see the point system being used for the testing. Commissioner Delaney will email Jim and have him send to the Commission for review.

Maintainer III

Commissioner Delaney will send an email to Town Manager Kelly requesting approval to proceed with the advertising for Maintainer III. The Commission would like to review the job description to see if any changes have been made over the past 2 years.

Item #7: Adjourn

A motion was made by NICHOLS and seconded by GUNN to adjourn the meeting at 6:37pm. All in favor. Unanimous.

Respectfully submitted,

Irene Connole
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 June 23, 2022 @ 5:15PM