

**MEETING MINUTES**  
**CIVIL SERVICE COMMISSION**  
**APRIL 28, 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 GUNN and seconded by DELANEY to accept the meeting minutes of March 24, 2022. All in favor. Unanimous.

**Item #4: Executive Session:**

The Commission deferred from Executive Session.

**Item #5: Old Business:**

**Certified & Entry Level Police Officers**

Chief William Fitzgerald announced that James F. Crean was hired as a Certified Police Officer and will be sworn in on March 29, 2022. Mr. Crean replaces retired Officer Gregory Lopardo.

**Sergeant**

**Encumbered Transfers**

Per Chief Fitzgerald's request, the Commission agreed to authorize DLG to work with the Chief for the Sergeant promotion. Commissioner Delaney reviewed the encumbrance that was supposed to have been used to cover the cost of the police processes and promotion. If the Civil Service budget cannot absorb the costs for Sergeant's testing and examinations, additional funds will come from the town to meet expenditures.

Chief Examiner Garnett will participate in the hiring process for Sergeant.

**On-Line Applications**

Commissioners Delaney, Gunn and Nichols unanimously agreed to proceed in setting up future job applications online with the assurance that accepting employment applications via email can be conducted in a safe and secure manner. Civil Service applications will be sent electronically to a town-owned email address. Applications will be accessible and readable by 2 Civil Service individuals who will be given a password to use the account. The two assigned users are Anita Garnett and Irene Connole. The Commission is asking Josh to help expedite this initiative on behalf of Civil Service. This subject will be discussed at the next meeting in June.

**Town Clerk**

Commissioner Delaney will follow up on subject and advise the Commission.

**Civil Service Job Description**

The Commission will discuss creating a new job description and title for Executive Secretary at the June meeting.

**Item #6: New Business:**

**Director of Economic Development.**

Town Manager Kelly updated the Commission on the status of Director of Economic Development. The Commission needs time to review several issues regarding the Shared Services Agreement; specifically, how the shared payroll process will work between the Town of Winchester (< than 19 hrs.) and Barkhamsted (5 hrs.). The Commission feels that issuing one payroll check from Winchester, for all hours worked by the Director each week, would be the most effective and efficient way to conduct business. Commission is reviewing the question of whether the Director’s position meets the part-time employee definition under Civil Service rules. Further discussion on subject will be taken up at the next meeting in June.

Examiner Garnett questioned the part-time, 19-hour, Civil Service standard. Commissioner Delaney will research state statutes to see if this is part of state statutes. Fran will advise Anita and the Commissioners of his results at the June meeting.

**Recreation Buildings & Grounds Maintainer**

A job description was submitted to the Commission for review and several changes were made. Position is part-time hourly, up to 25 hours per week, and run from April through the third week of November. Position can go to full time if approved in the budget.

A motion was made by GUNN and seconded by NICHOLS to approve the job description for Recreation Buildings & Grounds Maintainer. All in favor. Unanimous.

**Town Openings**

Josh announced seven new town positions under consideration and submitted job descriptions for each to the Commission for review. They are:

| <u>Position</u>                                    | <u>Department</u> |
|--|-------------------|
| Assessor   | Finance           |
| Assistant Assessor                                 | Finance           |
| Town Planner & Director of Land Use                | Land Use          |
| Land Use Enforcement Officer                       | Land Use          |
| Land Use Administrative Assistant                  | Land Use          |
| Building Official/Fire Marshal                     | Land Use          |
| Assistant Building Official/Assistant Fire Marshal | Land Use          |

A review of the job descriptions will be placed on the Civil Service agenda for June.

**Assessor, Department of Finance**

Town Manager Kelly asked the Commission to expedite approval of the Assessor’s job description. Josh plans to fill this position before the FY2023 budget referendum takes place.

A motion was made by GUNN and seconded by NICHOLS to approve the job description for Assessor. All in favor. Unanimous.

**Item #7: Adjourn**

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