

**MEETING MINUTES**  
**CIVIL SERVICE COMMISSION**  
**MARCH 24, 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, 2<sup>nd</sup> Floor, Winchester Town Hall, Winsted, CT 06098.

**Item #2: Roll Call:**

Present: Commissioners Francis Delaney and Eleanor Gunn

Absent & Excused: Commissioner Joseph Nichols; Chief Examiner Anita Garnett

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

A motion was made by GUNN and seconded by DELANEY to accept the meeting minutes of February 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 requested the Commission provide an Eligible List for the hire of James Crean for the position of Certified Police Officer. The Commission will create an original Eligible List for the new hire and sign off at the next meeting in April.

**Sergeant**

Chief Fitzgerald is requesting the Commission expedite a new job process and promotional exam for Sergeant. It will need to be determined what agency is to incur the cost for the promotional examination. Commissioner Delaney asked Irene to research the files to ascertain who paid for the past Sergeant's hiring process and advise the Commission of her findings.

**On-Line Applications**

Town Manager Josh Kelly submitted a proposal to Civil Service on accepting digital applications on-line through the provision of a town-owned email address. Civil Service applications through email would only be accessible and readable by the individuals who have the password for the account. Josh indicated that using a town-owned email address would be the safest and most economical way to accept employment applications. The Commission is appreciative of Josh for his time spent in researching this initiative.

Commissioners Delaney and Gunn deferred any action on subject until Commissioner Nichols has had an opportunity to participate and will be discussed at the April meeting.

**Town Clerk**

Commissioner Delaney will provide a letter for the Commissioners' review that proposes the Town Clerk position be a hiring, rather than a voted-in, position. The

Commission will then submit the letter to the BOS for consideration and/or follow up.

**Item #6: New Business:  
Director of Economic Development.**

Town Manager Kelly sent a memo to Civil Service outlining his need to proceed with a Shared Services Agreement with the Town of Barkhamsted and the newly hired Director of Economic Development. The position would require the person to work an average of 5 hours per week for Barkhamsted and less than 19 hours per week for Winchester. The Director would remain a part-time employee for the Town of Winchester. Josh is calling for the Commission's support of this initiative and approval to move forward with the new hire and Shared Services Agreement. Josh is also requesting clarification on how these types of situations are to be overseen in the future to avoid confusion in interpreting Civil Service rules and regulations.

Commission is deferring discussion until the entire Commission is present to review the Town Manager's request and determine if the position meets the part-time employee definition under Civil Service rules.

**Civil Service Job Description**

Commissioners are creating a new job description and title for Executive Secretary which will be discussed at the April meeting.

**Item #7: Adjourn**

A motion was made by GUNN and seconded by DELANEY to adjourn the meeting at 5:36pm. 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