

**MEETING MINUTES
CIVIL SERVICE COMMISSION
FEBRUARY 24, 2022
WINCHESTER, CT 06098**

Item #1: Call to Order:

Commissioner Francis Delaney called the meeting to order at 5:11pm in the LeeAnne LeClaire Room, 2nd Floor, Winchester Town Hall, Winsted, CT 06098.

Item #2: Roll Call:

Present: Commissioners Francis Delaney, Joseph Nichols, Eleanor Gunn; 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 January 27, 2022. All in favor. Unanimous.

A motion was made by NICHOLS and seconded by GUNN to accept the meeting minutes of December 20, 2021. All in favor. Unanimous.

Item #4: Executive Session:

The Commission deferred from Executive Session.

Item #5: Old Business:

Certified & Entry Level Police Officers

Hiring process for Police Officers is ongoing. Commission received a letter of dismissal for a candidate from Chief William Fitzgerald.

On-Line Applications

Commission is waiting for updates from Town Manager Josh Kelly and Chief Examiner Anita Garnett regarding status of on-line applications.

Assistant Town Clerk

Town Manager provided the Commission with a PAF and reasons for hiring Assistant Town Clerk Lauren Dombrowski.

Director of Finance

Town Manager to provide substantiation for hiring Director of Finance AnnMarie Rheault. Her start date was January 3, 2022.

Maintainer III

Public Works Director Jim Rollins provided the Commission with a PAF and reasons for his hiring of Nathaniel Taylor to the position of Maintainer III.

Town Clerk

Commissioner Delaney will present to the Commission for consideration a letter addressed to the Board of Selectmen proposing that the Town Clerk position be a hiring position rather than a voted-in position.

Item #6: New Business:

Director of Economic Development.

Town Manager confirmed that the position of Director of Economic Development will be a part-time job, less than 19 hours per week, and will, therefore, not fall under Civil Service purview. Josh will submit a job description to the Commission confirming the scope of the new position including responsibilities, qualifications, experience, and hourly requirements. Commission will review it at the next meeting in March.

Civil Service Job Description

The Commissioners are creating a new job description and title for Executive Secretary position with Civil Service. Subject will be discussed at the next meeting in March.

Item #7: Adjourn

A motion was made by NICHOLS and seconded by GUNN to adjourn the meeting at 5:52pm. 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