

**MEETING MINUTES  
CIVIL SERVICE COMMISSION  
JANUARY 27, 2022  
WINCHESTER, CT 06098**

**Item #1: Call to Order:**

Commissioner Francis Delaney called the meeting to order at 5:22pm. The meeting was conducted via zoom conference.

**Item #2: Roll Call:**

Present: Commissioners Francis Delaney, Joseph Nichols, Eleanor Gunn; Chief Examiner Anita Garnett; Town Manager Josh Kelly

Absent & Excused: Commissioner Nichols exited the meeting at 5:22pm

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

A motion was made by GUNN and seconded by DELANEY to accept the meeting minutes of December 27, 2021. All in favor. Unanimous.

**Item #4: Executive Session:**

The Commission deferred from Executive Session to give Town Manager Josh Kelly time to discuss Director of Economic Development, a newly created town position.

**Item #5: Old Business:**

**Certified & Entry Level Police Officers**

Ongoing. Job search continues for Police Officers. Chief William Fitzgerald keeps the Commission informed of his needs for hiring officers and updates on testing results of candidates going through the hiring process.

**Civil Service Directive**

Commissioner Delaney noted for the record that he had mailed and emailed a letter to Town Manager Kelly to be distributed to all department heads outlining the requirement of following Civil Service process.

**On-Line Applications**

Ongoing. Town Manager remains in contact with the BOE to help determine if on-line applications for Civil Service can be applied in some way under their job application system. It is imperative to protect the confidentiality and security of the application process for Civil Service applications.

**Assistant Town Clerk**

Town Manager to provide the substantiation for hiring Assistant Town Clerk Lauren Dombrowski.

**Director of Finance**

Town Manager to provide the substantiation for hiring Director of Finance AnnMarie Rheault. Her start date was 1/3/2022.

**Maintainer III**

Public Works Director Jim Rollins to submit the PAF and state reasons for the hiring of Nathaniel Taylor to the position of Maintainer III.

**Town Clerk**

Ongoing. Commissioner Delaney will draft a letter to the BOS for consideration 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 Kelly informed the Commission of his desire to hire a Director of Economic Development over the next several months. This will be a part-time position, less than 19 hours per week maximum. Commissioner Delaney will confirm to ensure that the 19-hour job would not fall under Civil Service purview. Josh further reported that Barkhamsted First Selectman Tom Stein has shown interest in sharing the Director of Economic Development with his town.

Commissioner Delaney asked Josh to send a detailed letter to the Commission confirming the scope of the job and how many hours the Director would work for Winchester and Barkhamsted. The Commission will review for any potential ramifications, precedent, and conflicts of interest, and discuss at the February meeting.

**Social Services Director**

A motion was made by GUNN and seconded by DELANEY to approve the Social Services Director part time position to less than 19 hours. All in favor. Unanimous.

**Civil Service Secretary**

Irene will send a draft of a job description for Civil Service Secretary to the Commission for review. The subject will be discussed at the next meeting.

**Item #7: Adjourn**

A motion was made by GUNN and seconded by DELANEY to adjourn the meeting at 6:09pm. 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