

**MEETING MINUTES
CIVIL SERVICE COMMISSION
DECEMBER 16, 2021
WINCHESTER, CT 06098**

Item #1: Call to Order:

Commissioner Francis Delaney called the meeting to order at 5:10pm in the LeeAnne LeClaire Room, 2nd Floor, Winchester Town Hall, Winsted, CT 06098.

Item #2: Roll Call:

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

Absent & Excused: Commissioner Joseph Nichols

Item #3: Approval of Minutes:

A motion was made by GUNN and seconded by DELANEY to accept the meeting minutes of November 18, 2021. All in favor. Unanimous.

Item #4: Executive Session:

The Commission deferred from Executive Session to give Town Manager Josh Kelly time to address the town's need for hiring a full-time Social Services Director and Custodian. Josh emphasized the importance of filling these positions promptly and asked the Commission for guidance toward a path forward.

A motion was made by GUNN and seconded by DELANEY to enter Executive Session at 5:24pm. All in favor. Unanimous.

A motion was made by GUNN and seconded by DELANEY to exit Executive Session at 5:57pm. All in favor. Unanimous.

The Commission is carefully reviewing the Social Services Director and Custodian promotion requests from part-time to full-time positions. Commission may hold a special meeting next week to consider if Civil Service rules and procedures allow for authorization for the Town Manager to proceed with the two promotions.

Item #5: Old Business:

Certified & Entry Level Police Officers

Job search continues for Police Officers. Commission received a disqualification letter from Chief William Fitzgerald on a candidate who is no longer being considered in the process.

Civil Service Directive

Commissioner Delaney will draft a letter and send to the Commissioners for review. The Directive will remind all department heads to follow Civil Service rules and regulations.

On-Line Applications

Town Manager Josh Kelly 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. The Commission will continue to make responsible efforts to

protect the confidentiality and security of the application process for Civil Service applications.

Assistant Town Clerk

Town Manager Kelly submitted a PAF for the new Assistant Town Clerk Lauren Dombrowski. The Commission is waiting for Josh's reasons for making this hire.

P-T Assistant Town Clerk

Josh Kelly confirmed that this position is a part-time position.

Director of Finance

Town Manager Kelly submitted a PAF for the new Director of Finance AnnMarie Rheault. Her start date is 1/3/2022. Josh will follow-up with the Commission on his reasons for hiring AnnMarie next week.

Maintainer III

The Commission is waiting for Public Works Director Jim Rollins to submit the PAF and reasons for his hiring Nathaniel Taylor to the position of Maintainer III. Commissioner Delaney will follow-up with Jim regarding status.

Town Clerk

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:

Civil Service 2022 Calendar

A motion was made by GUNN and seconded by DELANEY to accept the 2022 Civil Service monthly meeting schedule. All in favor. Unanimous.

Item #7: Adjourn

A motion was made by GUNN and seconded by DELANEY to adjourn the meeting at 6:23pm. 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