

**MEETING MINUTES
CIVIL SERVICE COMMISSION
NOVEMBER 18, 2021
WINCHESTER, CT 06098**

Item #1: Call to Order:

Commissioner Joseph Nichols called the meeting to order at 5:20pm in the LeeAnne LeClaire Room, 2nd Floor, Winchester Town Hall, Winsted, CT 06098.

Item #2: Roll Call:

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

Item #3: Approval of Minutes:

A motion was made by GUNN and seconded by NICHOLS to accept the meeting minutes of October 28, 2021. All in favor. Unanimous.

Item #4: Executive Session:

The Commission deferred from Executive Session to allow Town Manager Josh Kelly to address several town matters.

Item #5: Old Business:

Certified & Entry Level Police Officers

Job search continues for Police Officers. Commission receives periodic updates from Police Chief William Fitzgerald regarding research, testing results, background checks on the candidates, and information on who has qualified and/or withdrawn from the process.

Commissioner Delaney joined the meeting at 5:33pm.

Civil Service Directive

Commissioner Delaney will write a letter to all department heads to remind them to adhere to Civil Service rules and procedures.

On-Line Applications

Town Manager Josh Kelly is in contact with the BOE to see if on-line applications for Civil Service can be included in with their system. If we partnered with the BOE, then both parties would have access to shared files. This is not acceptable with Civil Service due to the confidentiality status of applicants. The Commission will discuss on-line applications vs mail-in applications at the December meeting. The Commission appreciates the work and efforts put forth by the Town Manager in addressing this process.

Assistant Town Clerk

Town Manager Kelly announced to the Commission that he made a new hire for Assistant Town Clerk. Lauren Dombrowski has been appointed for the position. Josh will send a PDF on the new hire and his reasons for selecting Lauren to the post.

Director of Finance

Town Manager reported that he did not post or extend the job search for the Director of Finance. After a round of interviews, he selected AnnMarie Rheault to the

position. The Commission has asked Josh to send a PAF and his reasons for hiring AnnMarie.

Maintainer III

Public Works Director Jim Rollins hired Nathaniel Taylor to the position of Maintainer III. The Commission is waiting for Jim to send a PAF and reasons why he hired Mr. Taylor.

Executive Session:

A motion was made by NICHOLS and seconded by GUNN to enter Executive Session at 6:00pm. All in favor. Unanimous.

A motion was made by NICHOLS and seconded by GUNN to exit Executive Session at 6:12pm. All in favor. Unanimous.

Item #6: New Business:

Commissioner Delaney will draft a letter for Civil Service that the Town Clerk position should be a hiring position rather than a voted position. After evaluating the job description for Assistant Town Clerk, the Commission feels strongly that a direct hiring, instead of a vote, would better serve the community based on the requirements for the Assistant Town Clerk position recently filled.

Item #7: Adjourn

A motion was made by NICHOLS and seconded by GUNN to adjourn the meeting at 6:14pm. 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