

**MEETING MINUTES
CIVIL SERVICE COMMISSION
OCTOBER 28, 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 and Town Clerk Sheila Sedlack

Commissioner Francis Delaney joined the meeting at 5:35pm

Item #3: Approval of Minutes:

A motion was made by GUNN and seconded by NICHOLS to accept the meeting minutes of September 23, 2021. All in favor. Unanimous.

Item #4: Executive Session:

A motion was made by GUNN and seconded by NICHOLS to waive Executive Session. All in favor. Unanimous.

Item #5: Old Business:

Water Treatment Plant Operator IV/Water Quality Utilityman

A motion was made by GUNN and seconded by NICHOLS to accept the promotion of Shane Gilbert from Utilityman III to Water Treatment Plant Operator IV/Water Quality Utilityman starting November 1, 2021. All in favor. Unanimous.

Utilityman II

Chief Examiner Anita Garnett reported that oral and written tests were conducted, and interviews completed. The Commission completed an Eligible's List showing the top three candidate names to be passed on to the Hiring Authority for final consideration. Public Works Director Jim Rollins hopes to hire for the position next week.

Commissioner Nichols is asking Jim for confirmation on how he wants to proceed with the job process. Utilityman II will be discussed at the November meeting.

Certified & Entry Level Police Officers

A motion was made by GUNN and seconded by NICHOLS to authorize the President of the Commission to request that the money previously encumbered will be used for Certified/Entry Level Police Officer job processes to extend the oral interviews. All in favor. Unanimous.

Civil Service Directive

This subject is ongoing and will be addressed by the Commission at the November meeting.

On-Line Applications

The Commission will discuss progress of on-line applications at the meeting in November.

Assistant Town Clerk

The Commission completed an Eligible List showing the top three candidate names for Assistant Town Clerk. The list will be given to the Hiring Authority for interview and final consideration. Commission will wait to hear from Town Manager Josh Kelly regarding his choice of a new hire and his reasons for making the hire.

Item #6: New Business:**Director of Finance**

Town Manager Kelly is asking the Commission for authorization to extend the current job search for the Director of Finance by three weeks to allow for additional applications to come through and expand the current pool of candidates. To date, two applications were received.

A motion was made by NICHOLS and seconded by GUNN to have the Town advertise an extension to the job posting for Director of Finance after November 19, 2021. All in favor. Unanimous.

An amendment to the motion was made by GUNN and seconded by NICHOLS to state that all applications must be post-marked on or before the closing date of November 19, 2021. All in favor. Unanimous.

Job Openings

Town Manager reported to the Commission his plans for reorganizing several staff positions at Town Hall. Josh will provide the Commission with job descriptions on the four proposed positions for review.

Maintainer III

A motion was made by NICHOLS and seconded by GUNN to authorize Public Works Director Jim Rollins to conduct an interview with Nathaniel Taylor for Maintainer III. Jim will report to the Commission if he hires Mr. Taylor and his reasons for the hire. All in favor. Unanimous.

Disqualifications

The Commission agrees, based on the verbiage provided by Police Chief William Fitzgerald, that the candidate in question should be rejected and disqualified. Pursuant to Civil Service Chapter V, Section V, rules allowing for disqualification, this candidate should be disqualified from future consideration. Commission Delaney will follow up with the Chief if further clarification is needed.

Item #7: Adjourn

A motion was made by GUNN and seconded by DELANEY to adjourn the meeting at 6:24pm. 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