

**MEETING MINUTES  
CIVIL SERVICE COMMISSION  
SEPTEMBER 23, 2021  
WINCHESTER, CT 06098**

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

Commissioner Francis Delaney called the meeting to order at 5:11pm in the LeeAnne LeClaire Room, 2<sup>nd</sup> 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 August 26, 2021. All in favor. Unanimous.

A motion was made by GUNN and seconded by DELANEY to defer the orders of the day so that Town Manager Josh Kelly could address some issues with the Commission. All in favor. Unanimous.

**Item #4: Executive Session:**

Executive Session was waived by the Commission.

**Item #5: Old Business:**

**Water Treatment Plant Operator IV-Utilityman**

Town Manager Kelly reported that a job search was underway, and an ad would go out next week. Public Works Director Jim Rollins clarified the title for this position and indicated that a separate job opening for Utilityman II was also in progress.

**Utilityman II**

The Commission received 8 applications, 6 qualified and will be passed on to the Hiring Authority for consideration, and 2 were disqualified from the process. The oral and written tests will be conducted soon and monitored by Jim Rollins and Chief Examiner Anita Garnett.

**Certified & Entry Level Police Officers**

The Commission continues to receive Police Officer updates and dismissal letters from Chief William Fitzgerald. Chief reported that one Entry Level Police Officer was hired. Commission received an invoice from DLG for oral board testing services on 8/17 and 8/18/21. This appears to be a partial invoice for the services quotes and should be covered by the funding previously encumbered. Commissioner Delaney will confirm with DLG and pass on for payment.

A motion was made by GUNN and seconded by DELANEY to ratify the authorization as stated in the Agreement in the purchase order process. All in favor. Unanimous.

**Civil Service Directive**

Ongoing.

**On-Line Applications**

Examiner Garnett reported her findings to the Commission. Town Manager Kelly to follow up with Civil Service by the next meeting to see if a change in the current on-line application process can be effectively implemented with privacy issues addressed in full.

### **Assistant Town Clerk**

Commission approved the job description for Assistant Town Clerk. Examiner Garnett will meet with Commissioner Delaney and Town Clerk Sheila Sedlack to review job qualifications and develop written and oral testing for candidates. Civil Service will determine the number of qualified candidates to pass on to the hiring authority for consideration. Commissioner Delaney noted that state regulations indicate 3 candidates.

### **Item #6: New Business:**

#### **Finance Director**

Town Manager Kelly reported that the job search for Finance Director is moving forward and the due date for applications is October 15, 2021. Josh is anticipating that a large pool of qualified candidates will apply for the position.

### **Job Openings**

Town Manager Kelly reported to the Commission on several new job openings and changes to current positions at Town Hall. He will update the Commission at the next Civil Service meeting in October.

### **Item #7: Adjourn**

A motion was made by GUNN and seconded by DELANEY to adjourn the meeting at 5:53pm. 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