

**MEETING MINUTES
CIVIL SERVICE COMMISSION
AUGUST 26, 2021
WINCHESTER, CT 06098**

Item #1: Call to Order:

Commissioner Francis Delaney called the meeting to order at 5:06pm in the LeeAnne LeClaire Room, 2nd Floor, Winchester Town Hall, Winsted, CT 06098.

Item #2: Roll Call:

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

Item #3: Approval of Minutes:

A motion was made by NICHOLS and seconded by DELANEY to accept the meeting minutes of July 22, 2021. All in favor. Unanimous.

A motion was made by NICHOLS and seconded by DELANEY to defer the orders of the day. All in favor. Unanimous.

Item #4: Executive Session:

A motion was made by NICHOLS and seconded by GUNN to enter executive session at 5:12pm to include Town Manager Josh Kelly and Town Clerk Sheila Sedlack in discussions regarding the Assistant Town Clerk job opening. All in favor. Unanimous.

A motion was made by NICHOLS and seconded by DELANEY to exit executive session at 6:07pm. All in favor. Unanimous.

Item #5: Old Business:

Budget Analyst-Grant Manager

Examiner Anita Garnett reported to the Commission that Allison Pierce was hired as the new Budget Analyst-Grant Manager with a start date of August 16, 2021.

Water Treatment Plant Operator-Utilityman II

A motion was made by NICHOLS and seconded by GUNN to ratify the action of Commissioner Delaney to accept the job description for Water Treatment Plant Operator IV. All in favor. Unanimous.

Commissioner Delaney will ask Public Works Director Jim Rollins and Town Manager Josh Kelly to clarify the title of this position -- Utilityman II or IV?

Certified & Entry Level Police Officers

The Commission received copies of Police Officer dismissal letters from Chief William Fitzgerald. Testing of candidates is proceeding and the Chief will update Civil Service on all future developments in the recruitment process.

Civil Service Directive

Ongoing.

On-Line Applications

Examiner Garnett reported that Town Manager Josh Kelly is working with the BOE to help determine if on-line applications for Civil Service could be indoctrinated into a system like

the one they use. If this initiative can be implemented, the Commission would need the integrity of the job process to be upheld, and privacy issues of all applicants to be addressed. Anita will follow up with Josh and the BOE and report her findings to the Commission at the September meeting.

Zoning Enforcement Officer/Inland Wetlands Agent/Blight Officer

Zoning Enforcement Officer/Temporary Appointment

Michael Stankov was hired as the full time Zoning Enforcement Officer. The Commission has received the PAF for the position.

Assistant Town Clerk

A motion was made by NICHOLS and seconded by DELANEY to ratify the action made by Commissioner Delaney to accept the job description for Assistant Town Clerk. All in favor. Unanimous.

Examiner Garnett will meet with Josh Kelly and 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.

Item #6: New Business:

No new business reported.

Item #7: Adjourn

A motion was made by NICHOLS and seconded by GUNN to adjourn the meeting at 7:08pm. 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