

**MEETING MINUTES**  
**CIVIL SERVICE COMMISSION**  
**JULY 22, 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, 2<sup>nd</sup> Floor, Winchester Town Hall, Winsted, CT 06098.

**Item #2: Roll Call:**

Present: Commissioners Francis Delaney and Joseph Nichols; Chief Examiner Anita Garnett

**Item #3: Approval of Minutes:**

A motion was made by NICHOLS and seconded by DELANEY to accept the meeting minutes of June 24, 2021. All in favor. Unanimous.

**Item #4: Executive Session:**

The Commission waived Executive Session.

**Item #5: Old Business:**

**Budget Analyst-Grant Manager**

Chief Examiner Anita Garnett reported to the Commission that 4 applications were received for Budget Analyst-Grant Manager. 3 candidates met the minimum job criteria, and one did not. Names of the qualified candidates were forwarded to Finance Director Bruce Stratford and Town Manager Josh Kelly for interview and final selection. Anita will contact Terry Hall to see if a hire was made and report back to the Commission.

**Water Treatment Plant Operator-Utilityman II**

The Commission reviewed the job description for Water Treatment Plant Operator and made several changes. The edited version will be submitted to Public Works Director Jim Rollins for input. The Commission is requesting confirmation that this position is a new, union position. The Commission will await further direction.

**Civil Service Commissioner**

Commissioner Delaney will meet with Eleanor (Ellie) Gunn on 7/26/21. Ellie is being considered as a third member of the Civil Service Commission. Fran will provide his recommendation to the Town Manager after this meeting.

**Certified & Entry Level Police Officers**

The Commission received a formal, signed agreement with Atty. Eric Daigle that includes covered expenses for oral and panel testing of Police Officers and Sergeant. Police Chief William Fitzgerald and Eric Daigle are finalizing the recruitment process. They will submit progress reports to the Commission as available.

A motion was made by NICHOLS and seconded by DELANEY to ratify Commissioner Delaney's acceptance of the contract with DLG. All in favor. Unanimous.

**Civil Service Directive**

Commissioners Delaney and Nichols are working on sending a memo to Town Manager Kelly and department heads outlining Civil Service rules and regulations.

**On-Line Applications**

Examiner Garnett contacted the Waterbury Civil Service Commission and found they do not do online applications but that they feel there is no reason not to do it. Anita suggested that on-line applications could be piggybacked with the Board of Education's system, but further research would need to follow. The Commission is primarily concerned in upholding the integrity of the job process and protecting the privacy of all applications. Commissioner Delaney asked Anita to meet with Josh Kelly and the BOE to see if this initiative is achievable. Anita will report her findings to the Commission at the August meeting. For the record, New Britain and Waterbury Civil Service Commissions only use a written application process.

**Zoning Enforcement Officer/Inland Wetlands Agent/Blight Officer  
Zoning Enforcement Officer/Temporary Appointment**

Michael Stankov was appointed temporary Zoning Enforcement Officer starting 6/28/21 and his job is not to exceed 120 days.

The full time ZEO position has now been posted on the website and newspaper. Cutoff date for applications is 7/30/21. Commissioners Delaney and Nichols are requesting a current job description for the permanent ZEO position to determine what the job qualification procedures will be.

**Assistant Town Clerk**

Assistant Town Clerk position was posted, and the closing date is 7/30/21.

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

**Item #6: New Business:**

No new business reported.

**Item #7: Adjourn**

A motion was made by NICHOLS and seconded by DELANEY to adjourn the meeting at 5:43pm. 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, Joseph Nichols  
Chief Examiner Anita Garnett  
Town Manager Josh Kelly  
Board of Selectmen