

MEETING MINUTES
CIVIL SERVICE COMMISSION
JUNE 24, 2021
WINCHESTER, CT 06098

FILED
TOWN CLERK'S OFFICE

JUL - 6 2021

SHEILA S. SEDLACK
TOWN OF WINCHESTER, CT

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 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 May 27, 2021. All in favor. Unanimous.

Item #4: Executive Session:

A motion was made by NICHOLS and seconded by DELANEY to enter executive session at 5:08pm.

A motion was made by NICHOLS and seconded by DELANEY to exit executive session at 5:25pm.

Item #5: Old Business:

Budget Analyst-Grant Manager

The Commission received a total of four applications for Budget Analyst-Grant Manager. Examiner Anita Garnett will review the applications to ensure they meet the minimum job requirements. Names of the qualified candidates will be submitted to Finance Director Bruce Stratford and Town Manager Josh Kelly for interview and final selection.

Water Treatment Plant Operator-Utilityman II

Town Manager Kelly requested the Commission provide suggested revisions to the job description. Commissioner Delaney will send the job description, including his handwritten notes, to the Commission for comment and/or further revision; after which, it will be submitted to the Town Manager and Public Works Director Jim Rollins.

Assessor Promotion

A motion was made by NICHOLS and seconded by DELANEY to ratify the action of approving the appointment of Cory Iacino from part-time to full-time Assessor, effective 7/1/2021. All in favor. Unanimous.

Civil Service Commissioner

Town Manager Kelly has provided the Commission with information on a potential third member of the Commission, Eleanor Gunn. Commissioner Delaney will meet with Ellie for consideration as a suitable Commission member. Commissioners Delaney and Nichols want to finalize the appointment of a third Commissioner as expeditiously as possible.

Certified & Entry Level Police Officers

Commissioner Delaney reported that town funding was approved to cover expenses for oral and panel testing of Police Officers and Sergeant. Police Chief William Fitzgerald is working

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closely with Eric Daigle to expedite the recruitment process. The Chief will keep the Commission apprised on progress via timely reports.

Cemetery Attendant

To date, the Commission has not received an update from Jim Rollins regarding the job posting. Subject will be held in abeyance until July's meeting.

Civil Service Directive

Commissioners Delaney and Nichols will send a memo to Town Manager Kelly and department heads focusing on the importance of following Civil Service rules and regulations.

On-Line Applications

Commission is asking the Town Manager to explore potential methods for accepting online applications and give Civil Service a proposal to review. A secure website would need to be developed to maintain the integrity of the job process. Examiner Garnett will check with the State and report her findings to the Commission at the July meeting. For the record, New Britain and Waterbury Commissions are still using a written application process.

Item #6: New Business:

Zoning Enforcement Officer/Inland Wetlands Agent/Blight Officer

Zoning Enforcement Officer/Temporary Appointment

A motion was made by NICHOLS and seconded by DELANEY to approve the action by the Town Manager to hire on an emergency basis not to exceed 120 days Zoning Enforcement Officer Michael Stankov, effective Monday, 6/28/2021. All in favor. Unanimous.

Assistant Town Clerk

The town may need to pursue both the temporary appointment and another hiring process for the Assistant Town Clerk position.

Item #7: Adjourn

A motion was made by NICHOLS and seconded by DELANEY to adjourn the meeting at 6:00pm. 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