

**MEETING MINUTES
CIVIL SERVICE COMMISSION
MAY 27, 2021
WINCHESTER, CT 06098**

Item #1: Call to Order:

Commissioner Francis Delaney called the meeting to order at 5:05pm in the Blue Room, Winchester Town Hall, where a Zoom video conference was held.

Item #2: Roll Call:

Present: Commissioners Francis Delaney and Joseph Nichols; Chief Examiner Anita Garnett; Town Manager Josh Kelly

Item #3: Approval of Minutes:

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

Item #4: Executive Session:

The Commission waived Executive Session. The Commission also deferred to orders of the day to allow Town Manager Josh Kelly to discuss the issues relevant to him.

Item #5: Old Business:

Zoning Enforcement Officer/Inland Wetlands Agent/Blight Officer

The Commission and Town Manager reviewed the ZEO job description and made changes to verbiage under qualifications and minimum requirements.

A motion was made by NICHOLS and seconded by DELANEY to accept the job description as amended. All in favor. Unanimous.

Budget Analyst-Grant Manager

The Commission received one application from the job posting. Town Manager Kelly and Finance Director Bruce Stratford are requesting that Civil Service conduct another job search to get a more competitive pool of candidates.

Water Treatment Plant Operator-Utilityman II

The Commission had several concerns with the job description under minimum requirements. Town Manager Kelly will implement the suggested changes and forward the revised job description to the union for approval.

Assessor Promotion

Town Manager Kelly requested the Commission to authorize the promotion of part-time Assessor Cory Iacino to a full-time position that will become available on 7/1/21. Commissioners Delaney and Nichols reviewed the job description. The Commission asked the Town Manager to submit a written request on the promotion of Ms. Iacino to full-time Assessor for Civil Service approval and authorized Commissioner Delaney to approve the requested action. The Commission will ratify the action at the next meeting in June.

Civil Service Commissioner

Town Manager Kelly advised that he is in the process of announcing his appointment of a third Civil Service Commissioner.

**Certified Police Officer
Entry Level Police Officer**

Commissioner Delaney announced that Chief William Fitzgerald is working with Eric Daigle, Esq. to establish a job recruitment process for Police Officers. It would cover oral review boards, guidelines for job qualifications and a quote on services. Chief Fitzgerald reported that his department needs new hires to replace officer retirees and a Sergeant position. Commissioner Delaney will discuss the status of the process at the next meeting in June.

Cemetery Attendant

The Commission has not received an update from Public Works Director Jim Rollins regarding the status of the job posting. Cemetery Attendant will carry-over to next month's meeting.

Civil Service Directive

Commissioners Delaney and Nichols will generate correspondence addressed to the Town Manager, and all department heads, to follow Civil Service rules and regulations.

Application Procedures

Town Manager Kelly asked about the possibility of future Civil Service job applications via on-line vs standard mail and see if this change could be implemented and accepted in accord with Civil Service regulations. Commissioner Delaney researched subject with New Britain and Waterbury Commissions and ascertained that both are still using a written application process. Several questions were raised regarding a possible independent Civil Service website and if the integrity of the process could be maintained through a web portal. Subject to be discussed further at the next meeting in June.

Item #6: New Business:

No new business discussed.

Item #7: Adjourn

A motion was made by NICHOLS and seconded by DELANEY to adjourn the meeting at 5:55pm. 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
Town Manager Josh Kelly
Board of Selectmen