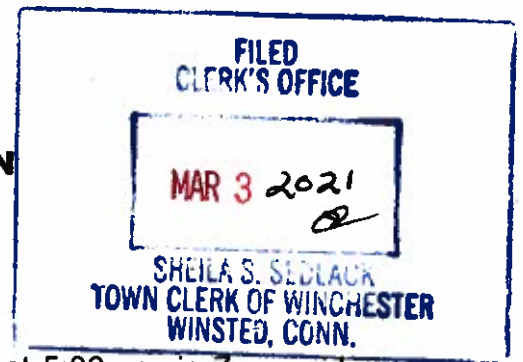


**MEETING MINUTES  
CIVIL SERVICE COMMISSION  
FEBRUARY 25, 2021  
WINCHESTER, CT 06098**



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

Commissioner Francis Delaney called the meeting to order at 5:06pm via Zoom video conference.

**Item #2: Roll Call:**

Present: Commissioners Francis Delaney and Joseph Nichols

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

A motion was made by NICHOLS and seconded by DELANEY to accept the meeting minutes of January 28, 2021 as amended. All in favor. Unanimous.

**Item #4: Executive Session:**

The Commission waived Executive Session.

**Item #5: Old Business:**

**Public Works Department**

Public Works Director Jim Rollins conducted oral and written exams for Utilityman III. One candidate withdrew and two remaining candidates have passed. Final interviews will be scheduled. Maintainer III is still in process.

**Certified Police Officer**

**Entry Level Police Officer**

The Commission was saddened to learn of the passing away of Larry Jetmore. The Commission will review the next steps to take in conducting testing procedures for Police Officers in the future.

**Maintainer III-GED**

Jim Rollins reported to the Commission that RJ Williams completed his GED requirements. Certificate of completion will be provided for CSC file. Commissioners Delaney and Nichols' congratulations to RJ on his achievement.

**Fire Fighter**

Terry Hall sent to the Commission Fire Chief Jim Lagassie's report on examinations, testing and interview process for the Fire Fighter position. The Commission will review the completeness of the process and advise for closeout. Application from the hired candidate, Matthew Vanduson, and PAF form were not returned to the Commission. Commissioner Delaney will request those items be provided.

**Administrative Assistant**

Town Manager Robert Geiger provided a PAF and reasons for hiring Terry Hall to the position of Administrative Assistant.

**Item #6: New Business:**

**Directive**

Commissioners Delaney and Nichols are requesting that Civil Service send a directive to

**MEETING MINUTES  
CIVIL SERVICE COMMISSION  
FEBRUARY 25, 2021**

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the Town Manager, and all department heads, to remind them to follow Civil Service rules and regulations. This initiative is pending until the new Town Manager is appointed on April 15, 2021.

**Full-Time Assessor**

Commissioner Delaney will ask Town Manager Geiger for confirmation on the newly hired Assessor, Jill Healy. Civil Service also needs a PAF and a statement from Bob as to why Jill was his first choice for the position.

**Part-Time Assessor**

The Commission had no knowledge of this job opening or hiring process for this position. According to the advertisement dated 1/21/21, applications for part-time Assessor had to be postmarked no later than 2/2/2021. The Commission received 2 applications for Assessor and have been provided documentation by the Town Manager that Cory Iacino was hired for the job. Commissioner Delaney will contact Bob Geiger for explanation of the process conducted surrounding this position.

**Chief Examiner**

Commissioner Delaney will email Bob to ascertain if Anita Garnett was hired as the new Chief Examiner for Civil Service and her date of hire.

**Civil Service Commissioner**

Commissioner Nichols requested confirmation from Bob regarding the consideration of Tammy Pavano to the position of Civil Service Commissioner.

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

The Commission reviewed job description provided for comment and approval. Commissioners had several concerns relating to the description being vague and without sufficient information to provide a criteria for testing and evaluation of candidates, as well as minimum requirements for application for the position. Commissioner Delaney will send a response to Town Manager's Assistant providing concerns that the Commission listed.

**Water Plant Operator IV/Utility II**

Tom Hayes, presently in position of Water Plan Operator IV/Utility II has requested a voluntary demotion to Maintainer III position. The Commission approves this transfer conditioned on receipt of documentation by PW Director, Jim Rollins, indicating his support of the transfer and that there is sufficient similarity in the positions for the reassignment.

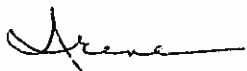
**Item #7: Adjourn**

A motion was made by NICHOLS and seconded by DELANEY to adjourn the meeting at 6:12pm. All in favor. Unanimous.

**MEETING MINUTES  
CIVIL SERVICE COMMISSION  
FEBRUARY 25, 2021**

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Respectfully submitted,



Irene Connole

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 Robert Geiger  
Board of Selectmen