

**MEETING MINUTES  
CIVIL SERVICE COMMISSION  
NOVEMBER 21, 2019  
WINCHESTER, CT 06098**

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

Commissioner Fran Delaney called the meeting to order at 5:40pm in the Lee Anne LeClaire Room, 2<sup>nd</sup> Floor, Town Hall, 338 Main Street, Winsted, CT 06098.

**Item #2: Roll Call:**

Present: Commissioners Francis Delaney, Joseph Nichols and Anita Garnett

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

A motion was made by NICHOLS and seconded by DELANEY to accept the meeting minutes of October 24, 2019. All in favor. Unanimous with one abstention.

Commissioners Delaney, Nichols, and Secretary Connole welcomed Anita Garnett to Civil Service as the new Commissioner. They thanked Anita for her services to the Commission and Town of Winchester. Commissioners Delaney and Nichols gave Commissioner Garnett an in-depth overview of the rules, regulations and job processes of Civil Service. They also answered Anita's questions on protocol and responsibilities of a Commissioner.

**Item #4: Executive Session:**

The Commission waived Executive Session.

**Item #5: Old Business:**

**Certified Police Officer**

**Entry Level Police Officer**

Background checks are being conducted on 3 qualifying candidates for Entry Level Police Officer. The Commission is waiting to hear from Police Chief William Fitzgerald regarding the status of the candidates.

**Police Dispatcher**

Process on hold per Town Manager Robert Geiger.

**Maintainer III**

Ongoing. Tracking diploma-GED due date requirement of June 2, 2020.

**Chief Examiner**

The job description for Chief Examiner was approved by the Town Manager. Commissioner Nichols requested a word change to the job description from attendance "is required" to "may be required." Commissioner Garnett suggested a word change from "recruitment" to "responsibility." The Commission approved these changes. The position will be advertised online. Commissioner Delaney will email a finalized copy of the ad to the Commissioners for approval.

**Associate Tax Assessor & Collector of Revenues**

Process on hold per direction from Town Manager Robert Geiger.

**Tax Collector & Assistant Tax Assessor**

Commissioner Nichols gave the top 3 candidate applications remaining on the Eligible's List to Finance Director Bruce Stratford for consideration/job interview. The Commission is waiting for the Eligible's List to be returned.

### **Mechanic**

The Commission will request the PAF from Public Works Director Jim Rollins for the Mechanic position.

### **Highway Department Foreman**

Commission has not heard from Jim Rollins regarding whether a job search will be conducted for Highway Department Foreman. Commissioner Delaney will follow-up with Jim and report his findings at the next meeting.

### **Item #6: New Business:**

#### **Senior Enrichment Program**

Commission received an application in the mail for Senior Enrichment Program. Commissioner Delaney verified with Jennifer Kelley that this was a grant position with limited hours and not under Civil Service purview. Irene will hand deliver the application to Jennifer.

### **Request for Information**

Commissioner Delaney is preparing to send responses to questions posed by Selectmen Steve Sedlack which will include the following:

Q1: When were the by-laws recently updated? A: October 2008. State regulations available online.

Q2: Who are the current members of the Commission and when do their terms expire? A: Francis Delaney-May 2023; Joseph Nichols-May 2021; Anita Garnett-May 2025. Civil Service Commissioners serve a 6-year term.

Q3: Copy of Civil Service's meeting schedule must be filed with Town Clerk. A: Irene filed it in November 2019.

Q4: Please prepare a short statement of the mission or activities of your Board or Commission. A: Will reference the annual report.

Q5: What basic qualifications or skillset do you look for in candidate? A. Person should be knowledgeable in HR areas and, particularly, have an interest in the community.

### **POCD**

The Commission received correspondence from the POCD asking that Civil Service designate an individual to join them early next year for discussion purposes. Commissioner Delaney will accept the invitation and attend.

### **Item #7: Adjourn**

A motion was made by NICHOLS and seconded by DELANEY to adjourn the meeting at 6:47pm. All in favor. Unanimous.

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, Skip Marsh  
Town Manager Robert Geiger  
Board of Selectmen