

**MEETING MINUTES  
CIVIL SERVICE COMMISSION  
DECEMBER 15, 2022  
WINCHESTER, CT 06098**

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

Commissioner Francis Delaney called the meeting to order at 5:20pm in the LeeAnne LeClaire Room, 2<sup>nd</sup> Floor, Winchester Town Hall, Winsted, CT 06098.

**Item #2: Roll Call:**

Present: Commissioners Francis Delaney, Eleanor Gunn, and Joseph Nichols, Chief Examiner Anita Garnett, Town Manager Josh Kelly, and Public Works Director Jim Rollins

**Item #3: Approval of Minutes**

A motion was made by GUNN and seconded by NICHOLS to accept the meeting minutes of November 17, 2022. All in favor. Unanimous.

The Commission deferred from the order of the day to accommodate discussions from Town Manager Josh Kelly and Public Works Director Jim Rollins.

**#4: Executive Session:**

Commission waived Executive Session.

**Item #5: Old Business:**

**Certified & Entry Level Police Officers**

No update.

**Sergeant Promotion**

No update.

**Town Job Descriptions**

Job descriptions for Recreation Department's Maintenance Supervisor, Maintainer I and Maintainer II were initialed only by the Commission as they were not signed by the appropriate Department Head. The Commission is returning these job descriptions to the Town Manager for final signature and request they come back to the Commission for final approval. The job descriptions were handed to Terry Hall to give to the Town Manager for processing.

Commission is waiting for the next round of job descriptions to review and approve for Recreation Director, Lifeguard, Lifeguard Supervisor, Camp Counselor and Camp Director.

**Director of Economic Development**

Commissioner Delaney will email a copy of the Memorandum of Agreement to the Commission for review. Commissioners will discuss hours and method of payment under the Shared Services Agreement with the Town Manager at the January meeting.

**Communications Coordinator**

Alan Nero was hired to fill the position of Communications Coordinator. His PAF was returned to the Town Manager so that an effective hire date can be added. The

Commission is also requesting the Town Manager to define the number of hours for this position on town letterhead for purposes of clarity.

### **Maintainer III**

Public Works Director Jim Rollins reported to the Commission that he hired Shawn Thibault, hire date 12/2/2022, Scott Benedict and Marshall Gilbert to fill three open Maintainer III positions in his department. Commission is returning PAFs for Scott and Marshall so that effective start dates can be added.

A new job search for Maintainer III is currently underway to fill one more position.

### **Water & Sewer Administrative Assistant**

Jim Rollins presented a job description to the Commission for review and approval. Several changes were discussed and implemented. A job search is underway, and an advertisement will be posted.

A motion was made by NICHOLS and seconded by GUNN to approve the revised job description for Water & Sewer Administrative Assistant. All in favor. Unanimous.

### **Utilityman III**

Commissioner Delaney will ask Jim Rollins for a status on Utilityman III and report his findings to the Commission.

### **Civil Service Executive Secretary**

Commissioners will review the job description for Executive Secretary at the meeting in January.

### **Assistant Building Official**

No update.

### **Land Use Administrative Assistant**

No report.

### **Land Use Enforcement Officer**

No report.

### **Missing Job Descriptions**

Commissioner Nichols signed off on three missing job descriptions for Maintainer III, Budget Analyst and Assistant Collector of Revenue. The job descriptions were passed on to the Department heads for signature.

### **Senior Center Van Driver**

Commission Delaney will email Senior Center Director Jennifer Kelley to confirm the number of hours for this position. If 19 hours, it does not fall under Civil Service purview.

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

#### **Winchester Police Chief**

Town Manager announced to the Commission that Police Chief William Fitzgerald was retiring from his office effective February 1, 2023. Josh presented an updated job description to the Commission for review and approval. He asked the Commission to expedite a job search and he would handle the posting/advertisement for the position.

A motion was made by NICHOLS and seconded by GUNN to approve the job description for Police Chief as presented. All in favor. Unanimous.

**Civil Service Calendar**

Irene submitted the Civil Service 2023 calendar for posting at the Town Hall and town website per town requirements.

**Item #7: Adjourn**

A motion was made by NICHOLS and seconded by GUNN to adjourn the meeting at 6:17pm. All in favor. Unanimous.

Respectfully submitted,

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Irene Connoles  
Executive 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, Eleanor Gunn, Joseph Nichols  
Chief Examiner Anita Garnett  
Town Manager Josh Kelly  
Board of Selectmen

Next Civil Service Meeting scheduled for January 26, 2023