

**MEETING MINUTES  
CIVIL SERVICE COMMISSION  
FEBRUARY 23, 2023  
WINCHESTER, CT 06098**

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

Commissioner Francis Delaney called the meeting to order at 5:15pm 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, 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 January 26, 2023, as amended. All in favor. Unanimous.

Amendment: **Item #7: Adjourn** – A motion was made by GUNN and seconded by DELANEY.

A motion was made by GUNN and seconded by NICHOLS to defer from the orders of the day. All in favor. Unanimous.

**#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**

Commission has not received any job descriptions to review and approve from Town Manager Kelly.

**Director of Economic Development**

The Commission has requested a copy of the Shared Services Agreement from the Town Manager to review. The Memorandum only pertains to the sharing of services between the two towns of Winchester and Barkhamsted. It does not address the limitation of hours for the Town of Winchester to less than 19 hours, which is the basis for allowing the hire without a formal process. Commissioner Delaney will send a memo to Town Manager Kelly for appropriate verbiage.

**Maintainer III**

Public Works Director Jim Rollins reported to the Commission that Robert Tanis was offered the position of Maintainer III and his start date is 2/21/2023.

**Water & Sewer Administrative Assistant**

Public Works Director Jim Rollins and Chief Examiner Anita Garnett reported to the Commission that there were 4 qualified candidates for W&S Administrative Assistant

and that testing had been completed. A substantial number of applicants applied for the position.

### **Utilityman III**

Jim Rollins reported to the Commission that 2 candidates failed the testing, and one qualified candidate rejected an offer of employment. The Commission approved starting another job search and to readvertise the Utilityman III position.

### **Building & Grounds Maintainer**

Jim Rollins announced that there were 3 qualified candidates for Building & Grounds Maintainer. Testing will be conducted on Saturday, 2/25/2023 and Chief Examiner Garnett will proctor. The Commission reviewed the scoring process with Jim. Commissioner Nichols noted that the job description was supposed to be updated with a review date. Commissioner Delaney will send a request to the Town Manager to have the description revised.

### **Assistant Building Official**

No report.

### **Land Use Administrative Assistant**

No report.

### **Land Use Enforcement Officer**

Town Manager requested that the Commission approve a title change for the job description of Land Use Enforcement Officer to Assistant Town Planner. No other changes involved. Commission Delaney authorized this change and is now asking the Commission to ratify the action.

A motion was made by NICHOLS and seconded by GUNN to change the title of the job description from Land Use Enforcement Officer to Assistant Town Planner. All in favor. Unanimous.

### **Civil Service Commission Executive Secretary**

A motion was made by NICHOLS and seconded by GUNN to approve the job description for Civil Service Commission Executive Secretary. All in favor. Unanimous.

### **Civil Service Commission**

The Commission is waiting for the action by the BOS and update from the Town Manager regarding the potential elimination of Civil Service.

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

#### **Winchester Police Chief**

The Commission received a memo from Town Manager Kelly advising of an appointment to the position of Police Chief based on the passing of a polygraph test, psychological evaluation, and background check. Candidate's name is to remain confidential at this time.

### **Email Address**

Civil Service email address may be transferred to accommodate job applications through Indeed but must still maintain the confidentiality and integrity of the Civil Service process. The Commission does not have the apparatus to deal with the

magnitude of the applications. Commissioner Delaney will talk to Josh to find out how the town may want to facilitate a change.

**Item #7: Adjourn**

A motion was made by NICHOLS and seconded by GUNN to adjourn the meeting at 6:19pm. All in favor. Unanimous.

Respectfully submitted,

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Irene Connoles  
Executive Secretary

Above Minutes has 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 March 23, 2023