

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

**FILED
CLERK'S OFFICE**

APR 6 2023

Item #1: Call to Order:

Commissioner Francis Delaney called the meeting to order at 5:15pm in the LeeAnne LeClaire Room, 2nd 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 NICHOLS and seconded by GUNN to accept the meeting minutes of February 23, 2023. All in favor. Unanimous.

A motion was made by NICHOLS and seconded by GUNN 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

No update from Town Manager Kelly on job descriptions under review.

Director of Economic Development

No update. Waiting for Town Manager to respond.

Water & Sewer Administrative Assistant

Public Works Director Jim Rollins and Chief Examiner Anita Garnett reported that Heather Fox was hired as the new Water & Sewer Administrative Assistant. Her start date is 3/27/23. Jim Rollins gave the Commission the PAF and reasons for his hire to the Commission.

Utilityman III

Jim Rollins reported to the Commission that a new job search is underway for Utilityman III.

Building & Grounds Maintainer

Jim Rollins announced that there were three qualified candidates for Building & Grounds Maintainer; however, two did not pass the interview process and one did not show. Jim asked that another job search be conducted and the position readvertised. The Commission is requesting that the current job description be revised with the changes made at the March meeting. Commissioner Nichols also

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noted that the job description needed to be updated with a review date. Jim will make the changes to the job description and present it to the Commission for final approval.

Assistant Building Official

No report.

Land Use Administrative Assistant

No report.

Assistant Town Planner (formerly Land Use Enforcement Officer)

Examiner Garnett reported that she received three qualified candidates for Assistant Town Planner. The Commission is now waiting for input from the Town Manager on the status of the interview process.

Civil Service Commission

No action or update reported by the BOS or Town Manager regarding disbanding Civil Service.

Item #6: New Business:

Winchester Police Chief

Commission received an acknowledgement from the Town Manager regarding the appointment of Christopher Cuici to the position of Winchester Police Chief, effective 4/3/2023.

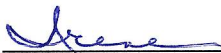
Email Address

Pending. Commissioner Delaney will follow up with 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 5:37pm. All in favor. Unanimous.

Respectfully submitted,



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 April 27, 2023