

MEETING MINUTES
CIVIL SERVICE COMMISSION
APRIL 27, 2023
WINCHESTER, CT 06098

Item #1: Call to Order:

Commissioner Francis Delaney called the meeting to order at 5:14pm 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, Town Manager Josh Kelly and Police Chief Christopher Ciuci

The Commission and Chief Examiner were introduced to Police Chief Cuici and welcomed him to the meeting.

Item #3: Approval of Minutes

A motion was made by NICHOLS and seconded by GUNN to accept the meeting minutes of March 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:

A motion was made by NICHOLS and seconded by GUNN to enter Executive session at 5:33pm. All in favor. Unanimous.

A motion was made by NICHOLS and seconded by GUNN to exit Executive Session at 5:44pm. All in favor. Unanimous.

Item #5: Old Business:

Certified & Entry Level Police Officers

Town Manager Josh Kelly reported there was a critical need to fill five open positions for police officers over the next several months. The staffing level in the department is relatively low. Town Manager requested that a job search be conducted as soon as possible. Police Chief Christopher Cuici will provide a current job description to the Commission for review. The job posting will be placed on Police App.com. The Commission will contract Daigle Law to coordinate the written exams and the oral board testing. The Chief will contact Eric Daigle to ensure that the recruitment and hiring process for Police Officers moves forward expeditiously.

Sergeant Promotion

No update.

Town Job Descriptions

No update from Town Manager.

Director of Economic Development

The Commission made a change to the job description to read, time frame average is 19 hours per week over a 30-day period. Town Manager will implement this change and bring a revised copy for signature to the May meeting.

A motion was made by NICHOLS and seconded by GUNN to approve the job description for Director of Economic Development to be signed off at the May meeting. All in favor. Unanimous.

Utilityman III

A new job search is underway for Utilityman III.

Building & Grounds Maintainer

The Commission is waiting for an update from Public Works Director Jim Rollins regarding a revised job description.

Assistant Building Official

No report.

Land Use Administrative Assistant

No report.

Assistant Town Planner (formerly Land Use Enforcement Officer)

The Commission is waiting for input from the Town Manager on the status of the interview process. Commissioner Delaney will follow up with Josh and report his findings at the May meeting.

Civil Service Commission

No update by the BOS or Town Manager.

Email Address

Currently under review by the Town Manager and the Commission.

Item #6: New Business:

Purchasing Agent

Town Manager provided the Commission with a job description for review and approval. Several changes were made.

A motion was made by GUNN and seconded by NICHOLS to accept the job description for Purchasing Agent as amended. All in favor. Unanimous.

Communications & Technology Coordinator

Town Manager provided the Commission with a job description for review and approval. A minor change was made.

A motion was made by NICHOLS and seconded by GUNN to accept the job description for Communications & Technology Coordinator as amended. All in favor. Unanimous.

Item #7: Adjourn

A motion was made by NICHOLS and seconded by GUNN to adjourn the meeting at 6:26pm. All in favor. Unanimous.

Respectfully submitted,

Irene Connole
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 May 25, 2023