

**MEETING MINUTES  
CIVIL SERVICE COMMISSION  
MAY 25, 2023  
WINCHESTER, CT 06098**

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

Commissioner Francis Delaney called the meeting to order at 5:13pm 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, Joseph Nichols, Chief Examiner Anita Garnett, Town Manager Josh Kelly

**Item #3: Approval of Minutes**

A motion was made by GUNN and seconded by NICHOLS to accept the meeting minutes of April 27, 2023, as amended under Sergeant Promotion. All in favor. Unanimous.

Amend: It was requested of the Commission to indicate if the previous Sergeant's promotion examination was still valid with a caveat of a 2-year limitation based on the date of the examination. After a review of Civil Service regulations, the Commission determined that the list was still valid.

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 waive Executive session. All in favor. Unanimous.

**Item #5: Old Business:**

**Certified & Entry Level Police Officers**

Town Manager Josh Kelly reported to the Commission that the job search is underway for Certified Police Officers. Police Chief Christopher Cuici is coordinating with Daigle Law on the written exams and oral board testing.

**Sergeant Promotion**

Town Manager reported the Sergeant promotion list is being posted and advertised.

**Town Job Descriptions**

No update from the Town Manager.

**Superintendent of Water Works**

Public Works Director Jim Rollins promoted Victor Dubourg to the position of Superintendent of Water Works effective 4/24/23.

A motion was made by NICHOLS and seconded by GUNN to ratify the action to accept the promotion of Victor Dubourg to the position of Superintendent of Water Works. All in favor. Unanimous.

**Assistant Collector of Revenue**

A motion was made by NICHOLS and seconded by GUNN to accept Pam Colombie's lateral transfer to Assistant Collector of Revenue from her position of Land Use Administrative Assistant effective 5/15/23. All in favor. Unanimous.

#### **Land Use Administrative Assistant**

The Commission is requesting the Town Manager submit his reasons for hiring Shane Whynott to the position of Land Use Administrative Assistant. The Commission reviewed with Josh the proper procedures for advertisements, lateral transfers, and classifications for Secretary 3 positions. The Commission raised a concern about the hiring as no advertisement was posted.

#### **Water & Sewer Administration Assistant**

The Commission recognizes that the following positions are all in the same clerical categories and will allow the list of eligibles to be qualified for any of these positions as the qualifications are the same. Town Manager will provide the Commission with a list of what would be categorized. The Commission will treat these similar positions as a single category for classification of eligibles.

#### **Director of Economic Development**

The Commission is requesting a revised job description from the Town Manager to be reviewed and signed at the June meeting.

#### **Utilityman III**

No update on job search.

#### **Building & Grounds Maintainer**

No update.

#### **Assistant Building Official**

Commissioner Delaney is requesting the Town Manager provide status on the temporary appointment being held by William Pietrefase as Assistant Building Official. The 120 working days have expired for William to obtain his license to qualify for the position of Building Official per state statute. The 120-day temporary appointment began on 10/27/22 per Civil Service minutes of same date.

#### **Assistant Town Planner/Enforcement Officer**

After review of the applicants by Chief Examiner Garnett, it was determined that only one applicant was qualified for the position, Goeffrey Green, who was hired for the job. Commissioner Delaney will ask the Town Manager to provide his reasons for hiring Geoff at the next meeting in June.

The Commission discussed at length the hiring process for potential applicants including certified testing and scoring procedures with Josh and Anita to ensure that Civil Service guidelines are being followed. The subject of FOI was also discussed. Josh will investigate FOI requirements and application to Civil Service further, and report to the Commissioners at the next meeting.

#### **Communications & Technology Coordinator**

Town Manager to provide the Commission with a revised job description indicating a minor change for review at the June meeting.

#### **Civil Service Commission – No update**

**Email Address – No update**

**Item #6: New Business:  
Purchasing Agent**

No applications were received as of the closing date of 5/19/23. The Commission is requesting a copy of the amended job description stating that the position is under 19 hours.

**Recreation Program Coordinator**

One application was received for Recreation Program Coordinator and given to Josh to expedite. The position is part-time, 15 hours per week, and does not fall under Civil Service purview.

**Equipment**

A motion was made by NICHOLS and seconded by GUNN to authorize Irene to research the purchase of an iPad or other device that the Commission needs to maintain calendar dates and critical time periods. All in favor. Unanimous.

**Item #7: Adjourn**

A motion was made by GUNN and seconded by NICHOLS to adjourn the meeting at 6:56pm. 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 June 22, 2023