

**MEETING MINUTES
CIVIL SERVICE COMMISSION
JULY 27, 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, 2nd Floor, Winchester Town Hall, Winsted, CT 06098.

Item #2: Roll Call:

Present: Commissioners Francis Delaney, Eleanor Gunn, Joseph Nichols, Chief Examiner Anita Garnett

Item #3: Approval of Minutes

A motion was made by NICHOLS and seconded by GUNN to accept the meeting minutes of June 22, 2023 *as amended*. All in favor. Unanimous.

Amendments: June 22, 2023 minutes did not reflect Assessor or Communications & Technology Coordinator as line items.

#4: Executive Session:

Commission waived Executive Session.

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

Item #5: Old Business:

Certified & Entry Level Police Officers

Police Chief Christopher Cuici provided a report that indicated there were four Entry Level Police Officer applicants. Chief Cuici will schedule the oral panel interviews, and he and his Police Department staff will conduct the process.

A motion was made by NICHOLS and seconded by GUNN to ratify the authorization made by Commissioner Delaney to have Police Chief Cuici conduct the internal oral panel interviews with the Winsted Police Department staff. All in favor. Unanimous.

Chief Cuici reported that there were zero Certified Police Officer applicants and, therefore, requested to eliminate the written exam requirement which other departments have done.

A motion was made by NICHOLS and seconded by GUNN to ratify the authorization made by Commissioner Delaney to eliminate the written exam requirement for Certified Police Officers. All in favor. Unanimous.

Sergeant Promotion

Police Chief Cuici reported it may be less costly to work with IO Solutions for the Sergeant's written exam and with DLG for the oral exam. The Commission authorized the Chief to proceed with the Sergeant Promotion examinations in the most cost-effective manner.

Town Job Descriptions

No update.

Water & Sewer Administrative Assistant

Town Manager provided the Commission with a list showing four departments that fall under the umbrella of Administrative Assistant positions,* including: Land Use Department, Police Department, Public Works Department and Water & Sewer Department (*interchangeable by departments). Commission requests that the job description used for the Public Works Administrative Assistant be retitled as a generic Administrative Assistant position and provided to the Commission for final ratification.

Director of Economic Development

Commission received a revised job description from the Town Manager. The revision of the hours per week has been incorporated into the job description and the Commission takes no exception to the job description as presented. Note: the job description provided has the last-amended date of 04/26/2023.

Utilityman III

No update.

Building & Grounds Maintainer

No update.

Assistant Building Official

Commission received a copy of the appointment letter to William Pietrefase from the Town Manager indicating that he had completed his Building Official certification. Mr. Pietrefase's certification met the requirements of Chapter 541 of the CT General Statutes and licensed as a Building Official dated 05/01/2023. No further action.

Assistant Town Planner/Enforcement Officer

Commission did not receive a response from the Town Manager regarding the reasons for hiring Goeffrey Green to the position of Assistant Town Planner. In the packet of information received was a job description for this position with a last-amended date of 02/15/2023. The Commission is questioning why this job description was included in the packet and requests clarification.

Communications & Technology Coordinator

Commission received a job description for Communications & Technology Coordinator with a last-amended date of 04/10/2023. The Commission requests clarification as to what was amended or being amended as noted in the Minutes of 5/25/2023, and statement of the number of hours for the position to determine if under Civil Service purview.

Assessor

The Commission is unclear as to how the hiring of Ermelinda Velez to the position of Assessor came about, seemingly without CSC involvement and knowledge. Commissioner Delaney will inquire with the Town Manager for his response and report back to the Commission at the August meeting.

FOI

No report from the Town Manager.

Civil Service Commission

No update from the Town Manager or BOS.

Email Address

On hold.

Purchasing Agent

The job description for Purchasing Agent does not indicate whether it is a part-time or full-time position, or number of hours. The Commission requests clarification from the Town Manager to ascertain if this position falls under Civil Service purview.

Equipment

Request on hold.

Item #6: New Business:

No new business.

Item #7: Adjourn

A motion was made by NICHOLS and seconded by GUNN to adjourn the meeting at 6:20pm. 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 August 24, 2023