

*Robert J. Beck*

2018 SEP 18 A 8:52

TOWN COUNCIL MAJORITY OFFICE  
PERSONNEL AND PENSIONS SUBCOMMITTEE

TOWN CLERK  
EAST HARTFORD

SEPTEMBER 13, 2018

PRESENT Marc Weinberg, Temporary Chair; Councillors Joseph Carlson and Caroline Torres

ALSO Santiago Malave, Human Resources Director  
PRESENT Keith Chapman, Interim Public Works Director

CALL TO ORDER

Temporary Chair Weinberg called the meeting to order at 5:31 pm.

NOMINATION OF OFFICERS

Chair:

MOTION By Joe Carlson  
seconded by Caroline Torres  
to **appoint Marc Weinberg as Chair**  
of the Personnel & Pensions Subcommittee.  
Motion carried 3/0.

Secretary:

MOTION By Caroline Torres  
seconded by Marc Weinberg  
to **appoint Joe Carlson as Secretary**  
of the Personnel & Pensions Subcommittee.  
Motion carried 3/0.

ADOPTION OF RULES GOVERNING MEETINGS

MOTION By Joe Carlson  
seconded by Caroline Torres  
to **adopt** Robert's Rules of Order as the rules that shall govern  
parliamentary procedure at all subcommittee meetings, with the exception  
that (1) the Chair shall not be required to restate the motion of any  
Council member unless requested by another Councillor, or when in the  
discretion of the Chair, such restatement is necessary to avoid any  
confusion as to the motion; and (2) where such rules are in conflict with  
the provisions of the State Statutes, the Town Charter, or Town  
Ordinances.  
Motion carried 3/0.

### ESTABLISHMENT OF MEETING DATES

MOTION      By Joe Carlson  
                 seconded by Caroline Torres  
                 to **hold** meetings at the **call** of the Chair.  
                 Motion carried 3/0.

### STORAGE OF RECORDS

MOTION      By Joe Carlson  
                 seconded by Caroline Torres  
                 to **store** records in the Town Council office.  
                 Motion carried 3/0.

### APPROVAL OF MINUTES

June 22, 2016

MOTION      By Joe Carlson  
                 seconded by Marc Weinberg  
                 to **approve** the minutes of the June 22, 2016 meeting.  
                 Motion carried 2/0. **Abstain:** Torres

### OPPORTUNITY FOR RESIDENTS TO SPEAK

None

### NEW BUSINESS

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#### Public Works Department:

#### Creation of a New Position entitled "Project Manager"

Interim Public Works Director Chapman outlined the nature of the position and explained the need for a Project Manager. He stressed that the position would be compensated at the same level as the currently vacant Civil Engineer position and that the Town had a sufficient staff of engineering personnel. This anticipated position would be assigned to focus on a multitude of Public Works needs that have been held in abeyance for innumerable reasons. Mr. Chapman cited several areas in which this Project Manager could be assigned, including but not limited to (1) attention to Town cemeteries; (2) expansion of Solar Programs; (3) Streetscapes, GreenSpace & Walking Trails up-dates; and (4) Brewer House & Wickham Library repairs and renovations. Mr. Chapman made a compelling case for the need for such a position.

