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TOWN COUNCIL MAJORITY OFFICE

TOWN CLERK EAST HARTFORD

PERSONNEL AND PENSIONS SUBCOMMITTEE

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

NOITOM

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

<u>NEW BUSINESS</u>

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.

Councillors, however, expressed reservations with regard to the section entitled "Qualifications" in the job description presented. It was felt that the language was weak and that no mention was made regarding experience in project management, per se. A Bachelor's degree and five (5) years of public works experience alone seemed unsatisfactory and that there should be some reference made and attention paid to areas of expertise that could prove valuable to project management. Councillors inquired whether some sort of certification could be required, or failing that, evidence that a candidate was enrolled in and currently working towards some sort of certification.

Mr. Chapman responded that such provisions might incur a recruitment problem. A candidate with that type of credential probably would be difficult to find due to the salary level at which this position needs be posted. Human Resources Director Malave concurred. He said that this, of necessity, is a union-sensitive position. This cannot be perceived as a managerial position which would then need to be placed within the Supervisors' union (Local 818); it must remain within the CSEA bargaining unit. The job description that has been presented has been seen and approved by the CSEA union leadership. To alter this "Qualifications" section would require CSEA purview and approval.

Councillors appreciated these comments yet remained uncomfortable and indicated their preference to table action on this request at this time. They asked that the "Qualifications" language be amended in such a way that a reference to Project Management experience was included. Councillors charged Director Malave with the task to develop such language and return same to the sub-committee. If the amended language becomes satisfactory to the sub-committee, it then could be forwarded to the CSEA leadership for its consideration.

MOTION

By Joe Carlson seconded by Caroline Torres to **table** action on the creation of a "Project Manager" position, pending submission of language amending the "Qualifications" section of the job description.

Motion carried 3/0.

ADJOURNMENT

MOTION

By Joe Carlson seconded by Caroline Torres to **adjourn** (6:30 p.m.) Motion carried 3/0.

Cc:

Town Council
Mayor Leclerc
Santiago Malave, Human Resources Director
Keith Chapman, Interim Public Works Director