

TOWN COUNCIL MAJORITY OFFICE

JULY 13, 2015

**PRESENT** Marc Weinberg, Chair; Councillors Ram Aberasturia and Anita Morrison  
(arrived 5:34 p.m.)

ALSO  
PRESENT

Marcia Leclerc, Mayor  
Santiago Malave, Human Resources Director  
Greg Grew, Director, Inspections & Permits Director

CALL TO ORDER

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

## APPROVAL OF MINUTES

January 15, 2015

MOTION By Ram Aberasturia  
seconded by Marc Weinberg  
to **approve** the minutes of the January 15, 2015 meeting.  
Motion carried 2/0.

## OPPORTUNITY FOR RESIDENTS TO SPEAK

None

## OLD BUSINESS

None

## NEW BUSINESS

### Assistant Building Officials:

## New Job Description: Assistant Building Official 1-General

Gregg Grew led a discussion on the reasons for this new position. It is being created in order to meet the needs of the department. This position will perform property maintenance inspections and other inspections which can be assigned to a licensed Assistant Building Official pursuant to Connecticut General Statutes. When referred to the Town Council, this position was slotted as a grade 9. Through the recommendation of the

union (CSEA Local 2001) and the concurrence of the Administration, the pay grade was revised as a grade 10.

MOTION        By Ram Aberasturia  
                     seconded by Anita Morrison  
                     to **recommend** that the Town Council approve the new job description  
                     entitled Assistant Building Official 1, salary grade 10, as described and  
                     attached to a memo from Santiago Malave, Human Resources Director to  
                     Marcia Leclerc, Mayor dated July 13, 2015.  
                     Motion carried 3/0.

#### Revised Job Description – Assistant Building Official and Assistant t Building Official 2

Santiago Malave explained that most of the revisions to this description were to make the position ADA compliant and to update the qualifications profile. The pay grade remains a grade 11.

MOTION        By Ram Aberasturia  
                     seconded by Anita Morrison  
                     to recommend that the Town Council approve the revised job descriptions  
                     for Assistant Building Official 2, salary grade 11, and Assistant Building  
                     Official, which is the current job description with tracking changes, as  
                     described and attached to a memo from Santiago Malave, Human  
                     Resources Director to Marcia Leclerc, Mayor dated June 8, 2015.  
                     Motion carried 3/0.

#### ADJOURNMENT

MOTION        By Ram Aberasturia  
                     seconded by Anita Morrison  
                     to **adjourn** (5:55 p.m.)  
                     Motion carried 3/0.

Cc:      Town Council  
            Mayor Leclerc  
            Santiago Malave, Human Resources Director  
            Gregg Grew, Inspections & Permits Director