

Robert J. Clark

2021 JUN 24 A 8:28

MICROSOFT "TEAMS"

JUNE 22, 2021

TOWN CLERK
EAST HARTFORD

SPECIAL MEETING

PRESENT Chair Richard F. Kehoe, Vice Chair Donald Bell, Jr., Majority Leader Sebrina
Via Teams Wilson, Minority Leader Esther B. Clarke, Councillors Connor Martin, Awet
Tsegai, Patricia Harmon and John Morrison

ABSENT Councillor Angela Parkinson

ALSO Marcia A. Leclerc, Mayor
PRESENT Linda Trzetzak, Finance Director
Via Teams Eileen Buckheit, Development Director
Paul O'Sullivan, Grants Administrator

CALL TO ORDER

Chair Kehoe called the meeting to order at 5:32 p.m.

The Chair reviewed the items on the agenda for tonight's special meeting.

2021 Neighborhood Assistance Act

MOTION By Sebrina Wilson
seconded by Esther Clarke
to **adopt** the following resolution:

WHEREAS the Connecticut Neighborhood Assistance Act Tax Credit Program provides State of Connecticut tax credits to businesses who contribute to community programs benefiting low income or individuals with disabilities in such areas as: job training, job education, community services, and energy conservation; and

WHEREAS twenty-three proposals have been received from area agencies, listed on the 2021 State of Connecticut Neighborhood Assistance Act Proposal Summaries sheet as attached, and have requested to be included in the 2021 State of Connecticut tax credit program through the Town of East Hartford; and

WHEREAS a Public Hearing to present these applications was held on May 19, 2021, as required by the State of Connecticut.

NOW, THEREFORE, LET IT BE RESOLVED: That Marcia A. Leclerc, Mayor of the Town of East Hartford, is authorized to forward these applications to the State of Connecticut Department of Revenue Services for their review and inclusion into the 2021 Neighborhood Assistance Act Tax Credit Program.

On call of the vote, motion carried 7/0. Abstain: Martin

Revised Job Description: Town Council Clerk

The Chair provided an overview of the recent proposed changes to the job description for the Town Council Clerk which include requiring proficiency in common document management systems, providing Clerk services to Boards and Commissions, requiring a bachelors degree and moving from a grade 7 to a grade 8. A draft job description has been forwarded to the union for their approval. The Chair will circulate the draft to the Town Councillors since we may need a special meeting in order to expedite approval and allow the town to start the search process.

The chair noted that while Angela Attenello's last official day is June 30 she will be staying on a temporary basis so Council Clerk services will remain similar to how they are currently being provided.

ADJOURNMENT

MOTION By Esther Clarke
 seconded by Don Bell
 to **adjourn** (5:53 p.m.)
 Motion carried 8/0.

Attest

Richard F. Kehoe

Richard F. Kehoe
Town Council Chair