

Robert J. Bask

TOWN COUNCIL MAJORITY OFFICE
PERSONNEL AND PENSIONS SUBCOMMITTEE

2021 AUG 19 AM 8:43

AUGUST 17, 2021

TOWN CLERK
EAST HARTFORD

PRESENT Awet Tsegai, Chair, Councillors Connor Martin and John Morrison

ALSO

PRESENT Theresa Buchanan, Human Resources Director

CALL TO ORDER

Chair Tsegai called the meeting to order at 5:30 pm.

APPROVAL OF MINUTES

April 29, 2021 Meeting

MOTION By Connor Martin
seconded by John Morrison
to **approve** the minutes of the April 29, 2021 Personnel & Pensions
Subcommittee meeting.
Motion carried 3/0.

OPPORTUNITY FOR RESIDENTS TO SPEAK

None

NEW BUSINESS

Town Council Clerk – Revised Job Description

MOTION By Connor Martin
seconded by John Morrison
to **recommend** to the Town Council to approve the revised job description
for "Town Council Clerk" as outlined and attached to a memo dated August
3, 2021 from Theresa Buchanan, Human Resources Director, to Marcia A.
Leclerc, Mayor, and as presented at this meeting. (see attached).
Motion carried 3/0.

ADJOURNMENT

MOTION By Connor Martin
seconded by John Morrison
to **adjourn** (5:51 p.m.)
Motion carried 3/0.

C: Town Council
Mayor Leclerc
Theresa Buchanan, Human Resources Director