

Town of Montville
Town Administration/Rules & Procedures Standing Committee
Regular Meeting Minutes
Monday, March 24, 2014

5:30 p.m. – Room 102 – Montville Town Hall

1. Call to Order
Chairman Longton called the meeting to order at 5:50 p.m. after establishing a quorum.
2. Pledge of Allegiance
3. Roll Call
Present were Councilors Longton and May. Absent was Councilor Pollard. Also present was Donna Geary.
4. Remarks from the public relating to matters on the agenda with a three-minute limit — none.
5. Alterations to the Agenda — none.
6. Approval of the Regular Meeting Minutes of February 27, 2014
Motion made by Councilor Longton, seconded by Councilor May. Discussion: None. Voice vote, 2-0, all in favor. Motion carried.
7. Unfinished Business — none.
8. New Business
 - a. Review of the Policy Concerning Use of Town Vehicles
Councilor Longton stated that the Town Charter as assigned to the Committee is to review policies, not create them. However, the Town Council has requested they utilize the information provided to create a policy.

Discussion ensued regarding which employees would be authorized to utilize and take a Town vehicle home without being subject to taxation, in accordance to the IRS. Councilor Longton felt that their task should be to create a policy defining those employees who are authorized to utilize and take a vehicle home, leaving the issue of taxation, which is subject to change, to either the Finance Director or the respective Department(s). He proposed establishing the basic framework of the policy upon which they can expand.

Motion made by Councilor Longton, seconded by Councilor May, to include the following preamble to the policy: “The purpose of this policy is to provide guidance with regard to the use of Town vehicles as a fringe benefit as defined by IRS Publication 15-B, Employers Tax Guide to Fringe Benefits.” Discussion: Councilor May agreed to include and incorporate the

preamble to the existing draft policy. Unfortunately, neither of the Councilors was in possession of the draft policy, which may already include similar verbiage. Voice vote, 2-0, all in favor. Motion passed.

Councilor Longton also proposed the following items be included in the Policy:

Section 1: Purpose of Policy.

The purpose of the policy is to determine whether the use of a vehicle is considered a fringe benefit as defined by the IRS PowerPoint presentation and Employer's Tax Guide to Fringe Benefits, Publication 15-B.

Section 2: Definitions.

Control employees, i.e., elected officials, Public Works Director, vs. Commutable employees

Motion made by Councilor May, seconded by Councilor Longton, to review the existing draft of the policy on town vehicles prior to continuing. Discussion: None. Voice vote, 2-0, all in favor. Motion passed. A request will be made to Finance Director Terry Hart for the existing draft policy and for the policies of the neighboring town of Groton, Waterford, and East Lyme.

9. Remarks from the Public with a three-minute limit

Donna Geary, 11 Depot Road, expressed her confusion with their task, as it was her understanding that a policy was already in existence. She also felt that the Committee had not been provided with the appropriate materials necessary to review or formulate the policy.

10. Remarks from the Committee Members — none.

11. Adjournment

Motion made by Councilor Longton, seconded by Councilor May, to adjourn the meeting at 6:32 p.m. Discussion: None. Voice Vote, 2-0, all in favor. Meeting Adjourned.