

TOWN OF MONTVILLE  
Town Administration/Rules & Procedures Standing Committee

\*\*\*Special Meeting\*\*\*  
Tuesday, March 2, 2010  
Room 102, Town Hall  
6:00 PM

MINUTES

1. The meeting was called to order by Ellen Hillman at 6:05 PM.
2. Roll Call - Members present: Candy Buebendorf, Ellen Hillman, Donna Jacobson. Also present: Dick Wilson, John Wong, Ken Chen.

Motion by Candy Buebendorf, second by Ellen Hillman, to move item 5B to the beginning of the meeting. Vote 3-0, motion passed.

John Wong and Ken Chen from the Chinese and American Cultural and Assistance Association explained the goals and work of their organization, including connections with TVCCA, the health department and the city of Norwich. They expressed their desire to work cooperatively with the Town of Montville in bridging the gap between the community and the Asian people. They explained that their \$10,000 Confucius Grant from Central Connecticut State University has fallen through. Ellen Hillman inquired about their openness to have a Town Council liaison; Ken Chen feels it would be beneficial to help open the lines of communication.

3. Remarks From the Public - Dick Wilson encouraged the committee to recommend that the Town Council members evaluate attorney fees on a regular basis.
4. Approval of Minutes - Motion by Candy Buebendorf, second by Donna Jacobson, to approve the minutes from January 19, 2010. Vote 3-0, motion passed.
5. Unfinished Business
  - A. Changes to Rules & Procedures – Donna Jacobson reported that liaison positions began in 1991. Ellen Hillman reported that towns adjacent to Montville all have liaisons to various boards and commissions. Discussion about adding another Standing Committee for Social Services took place. Donna Jacobson will draft wording for the committee's consideration at its next meeting.
  - B. Cultural Awareness Committee – Chinese and American Cultural and Assistance Organization discussed earlier. Donna Jacobson spoke with Angela Rola, President of the Asian and Pacific Coalition in Hartford, about Montville's needs and what services the Coalition can offer to Montville. Ellen Hillman will contact Ms. Rola to invite her to the next meeting.
6. New Business

- A. Minutes Clerk - A job description for the Council clerk was distributed with the intention of reviewing it at the next meeting. Ellen Hillman stated that the clerks have not had a raise in five years.
- B. Paper Fees – A comparison of fees for copy requests in Town Hall was distributed. Ellen Hillman will request information to complete the comparison.
- C. Monitoring Town Attorney Fees – Motion by Donna Jacobson, second by Candy Buebendorf, to draft a resolution for the Town Council Meeting indicating the Council’s request to receive monthly reports. Vote 3-0, motion passed.

7. Remarks from the Public – none

8. Remarks from Committee Members – none

9. Adjournment – Motion by Candy Buebendorf, second by Donna Jacobson, to adjourn at 7:22 PM. Vote 3-0, motion passed.

Respectfully submitted,

Candy Buebendorf