

TOWN OF MONTVILLE
Town Administration/Rules & Procedures Standing Committee
Special Meeting
Tuesday, October 26, 2010
Room 102, Town Hall
6:00 PM

MINUTES

1. The meeting was called to order by Ellen Hillman at 6:00 PM.
2. Roll Call: Present were Councilor Ellen Hillman and Councilor Donna Jacobson. Absent was Candy Buebendorf, Also present: Mr. Joseph Centofanti: Revenue Recovery Services, LLC.
3. Remarks from the Public – none
4. Approval of minutes from September 21, 2010 – Motion was made by Councilor Hillman, seconded by Councilor Jacobson Vote 2-0, motion passed.

Motion by Councilor Hillman, second by Councilor Jacobson, to move item 6E from “New Business” prior to “Unfinished Business” for Mr. Centofanti’s presentation on personal property audits. Vote 2-0, motion passed.

Presentation

Mr. Centofanti discussed at length the various designs of personal property audits as well as the history of his company, Revenue Recovery Services, LLC. This included the company’s background in forensic accounting services. Councilor Hillman asked how often should audits be scheduled? Mr. Centofanti stated a minimum of 3 years but probably 5 years would be most advantageous for the Town. When queried about the baseline amount for the audits, Mr. Centofanti emphasized that there is flexibility in the amount (\$50,000.00) and that number the Town’s to decide.

5. Unfinished Business

A) Cultural Awareness Committee – Councilor Hillman reported that the Hispanic and Haitian Associations of Norwich would attend the November Town Administration meeting.

B) Historical Committee – Councilor Hillman discussed the Urban Homestead Act. Documentation regarding the Act will be available at the November Town Administration meeting

C) Disposal of Town Property – Councilor Hillman reminded committee members that the auctions of Town property will be held on Oct. 30th. These properties are located at 275 Maple Ave. and 275 Route 163.

D) Human Resources Ordinance – Members present agreed that Councilor Jacobson would compile and edit the HR Ordinance and have it available for the November meeting of the Town Administration.

E) IT Ordinance – No action taken due to Councilor Buebendorf's absence.

F) WPCA Ordinance – No action taken due to Councilor Buebendorf's absence.

6. New Business

A) Add to Policy and Procedures to set time limit to hold applications for a position – No action taken due to Councilor Buebendorf's absence.

B) Yearly meeting dates –

January 18, 2011

February 15, 2011

March 15, 2011

April 19, 2011

June 21, 2011

July 19, 2011

August 16, 2011

September 20, 2011

October 18, 2011

November 15, 2011

December 27, 2011

C) Reappointments to boards and commissions – No action taken due to Councilor Buebendorf's absence.

D) Capital improvement committee - Councilor Hillman stated that she would write a resolution reflecting the re-establishment of the Capital Improvement Committee as well as rescinding prior resolutions that have bearing on the re-establishment.

E) Personal Property Audits – This item was moved to the beginning of the agenda.

7. Remarks from the Public – none

8. Remarks from Committee Members – Councilor Hillman discussed that it is the duty of the Town Council's Clerk to notify individuals in a timely manner

9. Adjournment – Motion made by Councilor Jacobson, second by Councilor Hillman, to adjourn at 7:50 PM. Vote 2-0, motion passed.

Respectfully submitted,

Donna Jacobson