

Town of Montville Town Council
Public Hearing Meeting Minutes
Monday, January 10, 2011 – 6:30 p.m.
Town Council Chambers – Town Hall

Chairperson Jacobson called the Public Hearing to order at 6:30 p.m. Present were Councilors Beetham, Buebendorf, Caron, Hillman, Jacobson, McFee and Murphy. Also present was Mayor Jaskiewicz and Town Attorney Bruce Chudwick. The Council stood for the Pledge of Allegiance and Chairperson Jacobson read the Notice of Public Hearing into the record.

Town of Montville
Notice of Public Hearing on Amended Proposed Ordinance
Monday, January 10, 2011

The Montville Town Council will hold a public hearing at Montville Town Hall, Council Chambers, 310 Norwich New London Turnpike, Uncasville, Connecticut on Monday, January 10, 2011 at 6:30 p.m. to receive public comment and questions regarding the amended proposed ordinance entitled “ Ordinance Establishing a Department of Human Resources”. The ordinance established a Department of Human Resources therefore assisting the Mayor in the hiring, termination, retention, promotion, performance, counseling, and review of all personnel and shall be the repository of all personnel records which shall be confidential, and shall administer the personnel policies required by the Town Charter, all collective bargaining agreements, and all other labor agreements ratified by the Town Council, except those of the Board of Education, the Water and Sewer Commission, and the Housing Authority for utilizing the assistance of the Department of Human Resources for administration of any and/or all aspects of human resources, including, but not limited to labor agreements.

A copy of the full text of the ordinance is available for inspection at the Montville Town Clerk’s office during regular office hours and is posted on the Town’s website at www.townofmontville.org.

Dated at Montville, Connecticut this 14th day of December, 2010.

Lisa Terry, Town Clerk

TOWN OF MONTVILLE
NOTICE OF ORDINANCE HEARING

The following Ordinance, copies of which may be obtained at the office of the Town Clerk during office hours, was introduced and amended at a regular meeting of the Town Council held December 13, 2010 and a public hearing thereon and for its consideration by the Town Council will be held at Town Hall Meeting Room, January 10, 2011 at 6:30 P.M.

AN ORDINANCE ESTABLISHING A
DEPARTMENT OF HUMAN RESOURCES

THE TOWN OF MONTVILLE HEREBY ORDAINS:

§ 114-1. Created.

There shall be an administrative department of the Town of Montville known as the “Department of Human Resources.”

§ 114-2. Duties.

The Department of Human Resources shall be responsible for assisting the Mayor in the hiring, termination, retention, promotion, performance counseling, and review of all personnel for all departments, boards, commissions, and authorities, except the Board of Education, the Water and Sewer Commission and the Housing Authority.

The Department of Human Resources shall be the repository of all personnel records which shall be confidential, and shall administer the personnel policies required by the Town Charter, all collective bargaining agreements, and all other labor agreements ratified by the Town Council, except those of Board of Education, the Water and Sewer Commission and the Housing Authority.

Any additional duties and responsibilities of the Department of Human Resource shall be established by resolution of the Town Council, except as otherwise set forth below.

§114-3. Appointment of Director; Director; powers and duties.

- a. The office of the Mayor shall recommend not fewer than three qualified candidates for the position of or any vacancy in, the Director of Human Resources to the Town Council for selection.
- b. The Director of Human Resources shall be responsible for the efficiency, discipline, and good conduct of the Department of Human Resources.
- c. The Director of Human Resources shall supervise assistants and employees of the Department of Human Resources and prescribe their duties.
- d. Within six (6) months after the adoption of this ordinance and every two years thereafter, the Director of Human Resources will present to the Town Council for its approval, a policy and procedure to address complaints alleging discrimination based upon any legally protected class.
- e. The Director of Human Resources shall exercise his or her powers and discharge his or her duties under the supervision of the Mayor.
- f. The personnel rules required by §C902 of the Town Charter shall include procedures for grievances brought by the Director of Human Resources, including procedures for the hearing of such grievances by the Town Council.
- g. The job description for Human Resources Manager presented to the Council in March 2010 is accepted and re-titled as Director of Human Resources; this description may be updated and/or amended from time to time by resolution of the Town Council.

§114-4. Agreements with the Board of Education, the Water and Sewer Commission, and the Housing Authority.

The Mayor is authorized to enter into agreements with the Board of Education, the Water and Sewer Commission, and the Housing Authority for utilizing the assistance of the Department of Human Resources for administration of any and/or all aspects of human resources, including, but not limited to labor agreements.

§114-5. Salaries.

Any salaries and benefits and paid to the Director of Human Resources or other employees of the Department of Human Resources shall be established upon recommendation of the Mayor as provided in §C906 of the Town Charter.

This ordinance shall become effective thirty (30) days from the date of its adoption.

Dated at Montville Connecticut this 14th day of December 2010.

Lisa Terry, Town Clerk

Chairperson Jacobson asked three times if there was anyone from the public who would like to come forward to discuss the proposed ordinance. There being no response, the public hearing was closed at 6:33 p.m.

Respectfully Submitted by:

Audrey Ulmer, Recording Secretary for the Town of Montville