

TOWN OF MONTVILLE
Tpwn Administration/Rules & Procedures Standing Committee
SPECIAL MEETING

Monday, September 19, 2011
Room 102, Montville Town Hall
6:00 PM

MINUTES

1. Call to order – The meeting was called to order by Ellen Hillman at 6:07 PM.
2. Roll Call – Present: Candy Buebendorf, Ellen Hillman. Absent: Donna Jacobson.
3. Remarks from the Public – None.
4. Approval of Minutes from July 19, 2011 – Candy Buebendorf was not present at the July meeting, so could not vote on approving the minutes. No vote taken.
5. Unfinished Business
 - A. Cultural Awareness Committee Update – It is too late to continue with this effort during this term. Remove from the agenda.
 - B. Historical Committee Update – The Committee has been established by the Town Council. So far one person has been appointed to the committee. Remove from the agenda.
6. New Business
 - A. Mayor's Assistant Job Description – Some changes were made to the job description. Motion by Ellen Hillman, second by Candy Buebendorf, to send the job description as amended to the Town Council for approval. Vote 2-0, motion passed.
 - B. Mayor's Assistant Contract – A copy of the former assistant's contract was provided for informational purposes.
7. Remarks from the Public – None.
8. Remarks from the Committee Members – None.
9. Adjournment – Motion by Candy Buebendorf, second by Ellen Hillman, to adjourn at 7:14 PM. Vote 2-0, meeting adjourned.

Respectfully submitted,

Candy Buebendorf