

**TOWN OF MONTVILLE**  
*Town Administration/Rules & Procedures Standing Committee*

**REGULAR MEETING**

Monday, June 25, 2012  
Montville Town Hall, Room 102  
5:30 p.m.

**MINUTES**

1. Call to order with Pledge of Allegiance -- Meeting was called to order at 6:00
2. Roll call -- Councilors Jones, Longton and Tanner were present
3. Remarks from the public -- Mary Clark-Wilson asked if it was ok if she spoke during agenda item 7b, Medical insurance coverage for Registrar of Voters, all committee members agreed to allow this.

Steve Day spoke about a possible ethics complaint against the Town Planner, Marcia Vlaughn, he felt she didn't distinguish personal view and the Town's view at the recent hearing regarding The Villages zoning issues. Mr. day was referred to take the matter to the Mayor.

4. Alterations to the Agenda -- No alterations were made to the agenda
5. Approval of Regular Meeting Minutes of March 26, 2012 -- Motion was made by Councilor Longton to accept the March, 26, 2012, second by Councilor Jones. Motion carried 3 - 0
6. Unfinished business

a. Review of Town Charter for purpose of creating a list that clearly delineates appointing authorities to Town Boards, Commissions and Committees; -- discussion regarding creating a letter to hand to applicants interested in volunteering. We will keep this item on the agenda until the wording of letter is finalized.

b. Review of policy regarding political endorsements from Town Boards, Commissions and Committees; -- After much discussion, the Committee agrees there should be a policy in place as opposed to a resolution and will be presented to Town Council as follows:

IT SHALL BE THE POLICY OF THE TOWN OF MONTVILLE that individuals and groups of individuals serving on any Town Board or Commission shall not submit any letters to the editor or make other public political statements endorsing any political candidate on behalf of the Board or Commission. Individuals may express such political endorsements as private citizens.

Councilor Longton made a motion to add progress notes to each month's agenda for the purpose of tracking work done on items that remain on the agenda month after month, second by Councilor Jones. Motion carried.

c. Format of Town Council agenda; -- This item will be addressed under agenda item 7a, Review of Rules of Procedures of the Town Council to present to Town Council for approval.

d. Review of Town employee holiday bonuses and Mayor payout. -- still doing research, this item will remain on the agenda.

## 7. New business

a. Review of the Rules of Procedures of the Town Council to present to Town Council for approval; The Committee reviewed the Rules of Procedure and made changes to be presented to the Town Council.

b. Medical insurance coverage for Registrar of Voters; -- The Committee reviewed the typical practices of other Connecticut towns and found about 75% do not offer benefits for employees who work less than 20 hours per week. The Committee engaged in discussion with Mary Clark-Wilson, who spoke on behalf of herself and Lorraine Elliot and asked that we consider "grandfathering" them in and when they both retire in a few years to make the change then. She stated it is not easy to obtain medical benefits for individuals at their age and would appreciate the consideration. She also obtained through FOI a MOU that is in place for another part time Town employee who receives benefits and will forward it to Committee members. The Committee agreed to review the MOU and look at the wording to possibly create an MOU for the Registrar of Voters. We will also look the costs involved with these policies. This item will remain on the agenda.

c. Look into a policy regarding the use of Town facilities being rented to religious groups/organizations for the purpose of worship. -- More research is being done to see if other town's allow this to occur and awaiting for feedback from the town attorney. This item will remain on the agenda.

8. Remarks from the public; Mary Clark-Wilson thanked the Committee for listening to her concerns.

9. Remarks from committee members; Councilor Tanner, thanked everyone who attended the meeting.

10. Adjournment -- Motion made to adjourn by Councilor Jones, second by Councilor Longton, motion carried and the meeting adjourned at 6:52.

Respectfully submitted by Laura Tanner