

Town of Montville
Town Administration/Rules & Procedures Standing Committee
Regular Meeting Minutes
Monday, July 28, 2014

5:30 p.m. – Room 102 – Montville Town Hall

1. Call to Order
Chairman Longton called the meeting to order at 5:32 p.m. after establishing a quorum.
2. Pledge of Allegiance
3. Roll Call
Present were Councilors Longton, May, and Pollard. Also present was Finance Director Terry Hart.
4. Remarks from the public relating to matters on the agenda with a three-minute limit — none.
5. Alterations to the Agenda — none.
6. Approval of the Regular Meeting Minutes of May 27, 2014
Motion made by Councilor May, seconded by Councilor Pollard. Discussion: None. Voice vote, 3-0, all in favor. Motion passed.
7. Unfinished Business
 - a. Review of the Policy Concerning Use of Town Vehicles
Due to IRS regulations, Director Hart stated that the Town is required to have a Policy Concerning the Use of Town Vehicles in place. The existing draft of the Policy was discussed and reviewed. Discussion centered upon emergency employees who are required to use a Town vehicle. While the IRS determines that only emergency employees engaged in life-saving situations be required to use a Town vehicle, it was agreed that the Public Works Director, engaged in infrastructure emergencies, should also be required to use a Town vehicle and that his/her taxable benefits would be determined by the Finance Department. The following changes were discussed:

Section I:
1) Addition of items (4) regarding maintaining a mileage log book and (5) regarding passengers from Section II be included in Section I as items (9) and (10).

Section II:
1) Change the first section of item (1) to read:
1) The following employees are assigned and required to use a specific Town-owned vehicle for official Town business and for commuting to and from work.

Public Works Director

Fire Marshal
Fire Inspector

Use of this vehicle shall typically be restricted to be within the geographic boundaries of the Town of Montville. Personal use of this vehicle is not authorized.

- 2) Change the second paragraph in item (4) to read:
These employees with assigned commuting vehicles shall be required to record their mileage on a weekly basis.
- 3) Addition of item (6):
 - 6) Exceptions to any of the above are at the discretion of the Mayor.

Executive privileges, as provided to the Mayor, were also discussed as well as the necessity of including “geographic boundaries of the Town of Montville”. Councilor May encouraged further discussion of the policy with the three employees for their input. In response to his concerns regarding insurance and liability, Director Hart stated that she would consult with the insurance consultant regarding their liability should an accident occur while they are off-duty. Director Hart will revise the Policy for further review at the next meeting.

b. Review of the Benefits for the Mayor

Director Hart discussed the history of the Policy, which had been reviewed by a previous TA/RP Committee and brought before the Town Council when it was withdrawn from the Agenda. She questioned the section of the Policy referring to the Mayor’s vacation, sick, and bereavement time. It was agreed that such time-off should be per the Charter and that, perhaps, the time should not accrue. At the request of Councilor Longton, Director Hart will send her thoughts and suggestions to those items on the Policy that are of concern for further review and discussion.

c. Review of the Benefits for the Registrar of Voters

Director Hart provided a brief history of the Ordinance stating that a survey of employees and their benefits triggered a concern regarding that of the Registrar of Voters. Director Hart suggested terminating the benefits following the employment of the current Registrars. She also suggested that the hours be reduced from 20 to 15 hours per week, which would automatically disqualify the position from receiving any benefits. She is currently working with the Town Attorney to draw up the correct language and would continue to keep them apprised of its progress.

8. New Business

a. Review of “An Ordinance Providing Property Tax Relief for Residence Property of the Elderly and Totally Disabled”

Director Hart stated that the Town Attorney is currently reviewing the Ordinance. Discussion ensued regarding the information received by the Mayor of the sample ordinances from four municipalities. The proposed Ordinance pertains to those who currently qualify for the State’s

Circuit Breaker Program and is fashioned after that of the town of Norwich. The item will remain on the Agenda for further discussion.

9. Remarks from the Public with a three-minute limit — none.
10. Remarks from the Committee Members
The Councilors thanked Director Hart for taking the time to meet with them.
11. Adjournment
Motion made by Councilor May, seconded by Councilor Pollard, to adjourn the meeting at 7:28 p.m. Discussion: None. Voice vote, 3-0, all in favor. Meeting adjourned.

Respectfully Submitted by:

Agnes Miyuki, Recording Secretary for the Town of Montville