

Town of Montville  
**Town Administration/Rules & Procedures Standing Committee**  
**Special Meeting Minutes for Wednesday, May 27, 2015**  
6:00 p.m. – Room 102 – Montville Town Hall

1. Call to Order  
Councilor Longton called the meeting to order at 6:01 p.m.
2. Pledge of Allegiance
3. Roll Call (Councilors Longton, May, and Pollard)  
Present were Councilors Longton, May, and Pollard.
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:
  - a. Regular Meeting Minutes of March 23, 2015  
Motion made by Councilor May, seconded by Councilor Pollard. Discussion: None.  
Voice vote, 3-0, all in favor. Motion carried.
  - b. Regular Meeting Minutes of April 27, 2015  
Motion made by Councilor May, seconded by Councilor Pollard. Discussion: None.  
Voice vote, 3-0, all in favor. Motion carried.
7. Unfinished Business – *none*
8. New Business
  - a. Consider the Job Description for Tax Collector - Town of Montville, and formulate recommendations to the Town Council with regard to it  
Though it is believed that the Committee's task is to review the salaries and benefits of a position rather than its job description, the Committee agreed with the changes made to the Job Description for the Tax Collector by the Department Head.  
  
Motion made by Councilor May, seconded by Councilor Pollard, to send the Job Description for the Tax Collector for the Town of Montville to the Town Council with a recommendation to review and approve the document. Discussion: None. Voice vote, 3-0, all in favor. Motion carried.
9. Remarks from the Public with a three-minute limit – *none*

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10. Remarks from the Committee Members - none

11. Adjournment

Motion made by Councilor May, seconded by Councilor Pollard, to adjourn the meeting at 6:10 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