

TOWN OF MONTVILLE
Town Administration/Rules & Procedures Standing Committee
Tuesday, September 21, 2010
Room 102, Town Hall
6:00 PM

MINUTES

1. The meeting was called to order by Ellen Hillman at 6:00 PM.
2. Roll Call: Present were Candy Buebendorf, Ellen Hillman and Donna Jacobson (arrived at 6:15). Also present: Marcia Vlaun, Town Planner.
3. Remarks from the Public – none
4. Approval of minutes from July 20, 2010 – Motion was made by Candy Buebendorf, second by Ellen Hillman. Vote 2-0, motion passed.

Motion by Ellen Hillman, second by Candy Buebendorf, to switch items A&B under “Unfinished Business.” Vote 2-0, motion passed.

5. Unfinished Business

- A) Historical Committee – Marcia Vlaun discussed the different ways the Town can address the idea of preserving its historic structures. She explained the Certified Local Government Program which includes designating historic districts with legal descriptions. Some of this work was already completed for the Town in the 2001 Historic Architecture Report. Ms. Vlaun provided the committee members with a GIS map that identifies those structures. The Certified Local Government program would help the Town qualify for grant money for historic preservation. Also discussed was designating an historic village with the church at Raymond Hill as the center. Ms. Vlaun will report back to the committee with a proposed timeline and cost estimates for designating a Village District as well as a plan for getting information out to the public.
- B) Cultural Awareness Committee - Ellen Hillman has been in touch with the Haitian Commission in Norwich, an organization that is interested in talking with this committee. Discussion about regional interest in cultural issues resulted in a motion by Donna Jacobson, second by Candy Buebendorf, to write a letter to COG to ask about their interest in forming a regional cultural group. Vote 3-0, motion passed.
- C) Disposal of Town Property – copies of other towns’ policies were distributed. Discussion about updating Montville’s policy took place, with the potential to include alternate means of selling property. Ellen Hillman will research Town

policies. Members agreed to review the other towns' policies and highlight those parts that might apply to Montville for discussion at the next meeting.

D) Human Resources Ordinance – In the interest of consistency, the committee will also propose the creation of an IT Department through ordinance. Both will be discussed at the next meeting.

6. New Business

A) Child Safety Zones – Motion by Candy Buebendorf, second by Donna Jacobson, to endorse the proposed Child Safety Zones ordinance. Vote 3-0, motion passed.

B) WPCA Ordinance – The proposed ordinance needs to be sent to the Town Council for review and input. The subcommittee composed of two Town Council members, two WPCA members, and the attorneys needs to meet again to discuss. Ellen Hillman recommends that any specified fees be removed from the ordinance.

7. Remarks from the Public – none

8. Remarks from Committee Members – Candy Buebendorf recommended that the Mayor's car be assigned specifically to the Mayor and that the Mayor be allowed to take the car home; she will bring a draft ordinance to the next meeting. Ellen Hillman would like the committee to discuss at the next meeting the hearing process when there is an appeal related to the Blight Ordinance.

9. Adjournment – Motion made by Candy Buebendorf, second by Donna Jacobson, to adjourn at 7:50 PM. Vote 3-0, motion passed.

Respectfully submitted,

Candy Buebendorf