

Town of Montville Finance Committee

Special Meeting Minutes for

January 24, 2012

5:30 p.m. –Town Hall Room 203

Call to Order

Murphy called the meeting to order at 5:32 P.M. Present were Candy Buebendorf and Terry Hart, Finance Director. Rosetta Jones arrived at 5:55 P.M.

Murphy led the Pledge of Allegiance

Remarks from the Public

Wils Pike of Pheasant Run is in favor of having a surplus equipment policy. He feels that disposal of equipment should be decided by the Finance Director and department head, not the Town Council.

Minutes

Buebendorf moved to accept the minutes of the 12/6/11 meeting. Murphy seconded. Motion passed.

Discussion regarding IT Department

Bill O’Neal, Director of Information Systems, explained his need for part-time help. The town has a lot of computer inventory which needs to be maintained. Currently he is putting printers in the police cars and looking into video equipment for the Town Council Chambers. Very soon the Public Safety Building will consume most of his time. He is looking to hire someone as soon as possible for 19 hours per week. The hourly rate would be \$10-\$18 per hour depending on qualifications. The committee supported the idea of the position, but felt that a job description should be made available and sent to administration.

Discussion on Surplus Equipment Policy

The committee discussed the need for a surplus equipment policy. Currently the Town Council must approve the list and the amounts for items to be auctioned. This can be cumbersome. The committee felt that disposal of surplus equipment should be decided by the Finance Director and department heads, with final approval by the Mayor. Buebendorf will write an ordinance to be submitted to the Town Council.

### Remarks from the Public

Wils Pike stated he was in favor of forming an ordinance for surplus equipment. He described the auction that took place last spring and felt it would have been more profitable if the Finance Director had the authority to accept bids under the price set by the Council.

He also questioned the number of workstations in the Town Hall.

### Adjournment

Motion to adjourn at 6:55 p.m. by Jones, second by Buebendorf. Motion passed

Theresa Hart, Director of Finance