

Town of Montville
Town Administration/Rules and Procedures Standing Committee
December 27th 2021 @ 5:00PM ~ Montville Town Hall, Room 102

Meeting Minutes

- 1: Call to order.
Chairman Yuchniuk called the meeting to order at 5:00PM.

- 2: Pledge of allegiance.
All stood for the pledge.

- 3: Roll call.
Present were Councilors Yuchniuk, Bunnell and Mandler.
Also present were Fire Marshal Paul Barnes, Dispatcher Forest Andrews and IT Director William O'Neil.

- 4: Selection of Chairperson for standing committee.

Motion made by Councilor Mandler, seconded by Councilor Bunnell to nominate Councilor Yuchniuk as Chairman. There were no other nominations. Voice vote, 3-0 in favor.

- 5: Amendments to the agenda.
There were no amendments to the agenda.

- 6: Approval of regular meeting minutes from TARP meeting August 23rd 2021.
Motion made by Councilor Bunnell, seconded by Councilor Mandler. Voice vote, 3-0 in favor.

- 7: Remarks from the public, agenda items (3-minute limit)

Dispatcher Forest Andrews spoke in favor of item 9C raising the rate of pay for part time dispatchers. He opined that to keep good dispatchers the rate of pay should be increased lest we risk losing employees to other municipalities.

- 8: Old business.
None.

- 9: New Business.
 - 9a. Discussion and possible action regarding adding an informational technology administrative assistant position.
IT Director William O'Neil spoke regarding the approval of the job description for the proposed part time administrative assistant position. He reported that he currently has

himself and one other full time employee. He needs this part time position to handle daily tasks that free him up to handle large projects such as 160 computers, 22 servers, budgets, printers, firewalls, switches, security software and hardware issues, telephones, police car cameras, police body cameras, security cameras, CAD system and the new NextGen system. He states he does not have a person in mind for this position and believes the rate of pay should be \$18.00 to \$20.00 per hour.

Discussion ensued, Councilor Bunnell suggested adding the requirement of “reliable transportation”. Councilor Mandler suggested removing the word “personal” under personal computer in the tools and equipment used to avoid the misunderstanding that the employee would be required to use their own personal device. Councilor Yuchniuk suggested removing the requirement that the valid driver’s license be from “Connecticut” which would open up the candidate pool to persons having a valid out of state driver’s license.

Motion by Councilor Bunnell to approve the job description with the suggested changes, seconded by Councilor Mandler, voice vote, 3-0 in favor.

- 9b. Discussion and possible action regarding the proposal from the Fire Marshal Office to increase private duty fire watch rates.

Fire Marshal Paul Barnes speaks on this proposal. Stating the current “fire watch” rate is \$30.00 and has not increased since 2007. He wishes to increase it to \$55.00. Additionally, the “fireworks duty” rate is currently \$50.00. He wishes to increase it to \$65.00. This money is reimbursed to the town by the business or group hiring these firefighters unless it relates to a town function or “in kind” agreement.

Discussion ensues, Councilor Bunnell would like to see comparable rates of pay from other municipalities.

Motion by Councilor Bunnell to approve the wage increase, seconded by Councilor Mandler, voice vote, 3-0 in favor.

- 9c. Discussion and possible action regarding the proposal from the Fire Marshal Office to increase the part time dispatcher wage rate.

Fire Marshal Paul Barnes speaks on this proposal. He believes that to attract and retain good dispatchers, the town needs to increase the rate of pay for part time dispatchers. The current rate of pay for PT dispatchers is \$19.07, they have not had an increase since 2019. FM Barnes would like to increase the rate of pay to \$24.00 with a scheduled increase of 3% in 2022, 2023 and 2024.

Motion by Chairman Yuchniuk seconded by Councilor Bunnell to approve the wage increase. Voice vote, 3-0 in favor.

9d. Approval of the 2022 meeting dates.

Motion by Councilor Bunnell to approve the 2022 meeting dates, seconded by Councilor Mandler, voice vote, 3-0 in favor.

10: Remarks from the public, non-agenda items (3-minute limit)
No remarks from the public.

11: Remarks from councilors.
None

12: Adjournment.
Meeting adjourned at 5:48 PM

Respectfully submitted by,

Robert Yuchniuk
Chairman TARP Committee
Town of Montville