

TOWN OF MONTVILLE  
Town Administration/Rules & Procedures Standing Committee

\*\*\*Special Meeting\*\*\*  
Tuesday, November 17, 2009  
Room 102, Montville Town Hall  
6:00 PM

MINUTES

1. The meeting was called to order by Ellen Hillman at 6:00 PM.
2. Roll Call – Candy Buebendorf, Ellen Hillman, Donna Jacobson (6:03 PM)
3. Remarks from the Public – none
4. New Business
  - A) Elect Chairperson – Candy Buebendorf nominated Ellen Hillman for chairperson, seconded by Ellen Hillman. Vote 2-0, nomination passed.
  - B) Discuss and Approve Meeting Schedule for 2010 – It was agreed that the committee would meet monthly, generally on the 3<sup>rd</sup> Tuesday at 6 PM. Meeting schedule is attached.
  - C) Discuss Cultural Awareness Committee – General discussion took place about the need for some increased cultural understanding in the community included making connections with Asian organizations, possible community conversations, and concern about communication during emergencies. Donna Jacobson will obtain information from Angela Rola at the Asian-American Cultural Center at UCONN. Candy Buebendorf will check with police and fire services in town about availability or usage of non-English communications during emergencies.
  - D) Appoint secondary liaison to committees – After discussion about councilor liaisons' past practice, there was consensus to define in the Town Council Rules & Procedures the role and responsibilities of the liaisons, including the possibility of secondary liaisons.
5. Remarks from the Public - none
6. Adjournment – Motion by Candy Buebendorf to adjourn at 6:35 PM, seconded by Donna Jacobson. Vote 3-0, meeting adjourned.

Respectfully submitted,

Candy Buebendorf

**Town Administration/Rules & Procedures Standing Committee**

Meeting Schedule 2009/2010

3<sup>rd</sup> Tuesdays (except February & December)

6 PM, Room 102

December 15, 2009

January 19, 2010

\*February 23, 2010

March 16, 2010

April 20, 2010

May 18, 2010

June 15, 2010

July 20, 2010

August 17, 2010

September 21, 2010

October 19, 2010

November 16, 2010

\*December 14, 2010