

TOWN OF MONTVILLE
Town Administration/Rules & Procedures Standing Committee

Special Meeting
Tuesday, December 15, 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 – Present: Candy Buebendorf, Ellen Hillman, Donna Jacobson
3. Remarks from the Public – none
4. Unfinished Business
 - A) Cultural Awareness Committee – Donna Jacobson reported that Angela at the Asian-American Cultural Center at UCONN is not available until mid-January. Ellen Hillman spoke with a volunteer at the food bank who speaks Cantonese and Mandarin who may be interested in translating activities. Candy Buebendorf spoke with Lt. Bunnell who reported that the police department has flash cards in Cantonese and Mandarin for basic communication but for “arrestable offenses” a translator must be called. He also reported that there have been many communications between the police department and the community about safety issues including wearing reflective clothing, with the Asian and American Cultural Organization and with the tribal police department in order to attempt to increase public safety in the community. Candy Buebendorf also spoke with personnel at the Mohegan Fire Department who stated that when they are called for an emergency there is usually someone residing in a home who does speak English; the fire department does not have flash cards for communication. Motion was made by Candy Buebendorf, seconded by Donna Jacobson, to continue this discussion at the regularly scheduled meeting in January. Vote 3-0, motion passed.
 - B) To Establish Secondary Liaison Positions – the committee will define in the Town Council Rules & Procedures the role and responsibilities of the liaisons, including the possibility of secondary liaisons. Motion was made by Candy Buebendorf, seconded by Donna Jacobson, to remove this item from the agenda. Vote 3-0, motion passed.
5. New Business
 - A) Discuss the current town attorney and take action on recommendations for a new town attorney – Current town attorney Bruce Chudwick, from Shipman Goodwin, will attend the next committee meeting to explain fee structures and to compare his firm's rates with those of other firms currently doing work for the Town. As part of the contracted services, the firm still owes the Town one seminar on a topic of the Town's choosing. The committee is interested in a seminar on Parliamentary Procedure and FOI regulations. Donna Jacobson will investigate the provisions of the contract the Board of Education has with Shipman Goodwin in order to explore the possibility of further cost savings.
 - B) Discuss paper fees at Town Hall – Charges for copying documents vary from department to department in Town Hall. The committee will be developing a policy to standardize these

fees among all Town departments in accordance with FOI regulations, chapter 14, section 1-212. Ellen Hillman will send a letter to the Mayor requesting that all department heads provide the committee with a list of charges for copies and another letter to FOI for clarification of what constitutes “scanning devices.” Of specific interest is the use of digital cameras for scanning.

- C) Establish a line in the budget entitled “Montville Road Bridge” - Motion was made by Donna Jacobson, seconded by Candy Buebendorf, to establish a line item in the budget entitled “Montville Road Bridge” in anticipation of receiving funding from the State for this project. Vote 3-0, motion passed.
- D) Examine Rules and Procedures – general discussion of the Council Rules and Procedures took place with consensus to continue the discussion in future meetings. Each committee member will come to the next meeting with a draft proposal for adding liaison responsibilities to the document.
- E) To set the date for a December special meeting (December 29, 2009) - Motion was made by Candy Buebendorf, seconded by Donna Jacobson, to schedule a special meeting on December 29, 2009 at 9:00 AM. Vote 3-0, motion passed.

6. Remarks from the Public - none

7. Adjournment – Motion was made by Candy Buebendorf, seconded by Donna Jacobson, to adjourn at 7:35 PM. Vote 3-0, meeting adjourned.

Respectfully submitted,

Candy Buebendorf

Town Administration/Rules & Procedures Standing Committee

Meeting Schedule 2009/2010

3rd 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