

TOWN OF MONTVILLE  
Town Administration/Rules & Procedures Standing Committee

\*\*\*Special Meeting\*\*\*  
Tuesday, December 29, 2009  
Room 102, Montville Town Hall  
9:00 AM

MINUTES

1. The meeting was called to order by Ellen Hillman at 9:00 AM.
2. Roll Call – Present: Candy Buebendorf, Ellen Hillman, Donna Jacobson. Also present: Attorney Bruce Chudwick, Mayor Joe Jaskiewicz and Mary Clark-Wilson.
3. Remarks from the Public – none
4. Unfinished Business
  - A) Recommend a Town Attorney – Neither Ellen Hillman nor Donna Jacobson have received a copy of the legal fees requested from the mayor and the finance director. Ellen Hillman believes it is not possible to evaluate the cost effectiveness of attorney fees without this information. Bruce Chudwick, current town attorney, stated that the blended fee for his firm, Shipman Goodwin, has been \$249.28 and is willing to reduce that fee to \$240 if his firm is chosen to continue its relationship with the Town. He explained the summary of bills from his firm. Motion made by Candy Buebendorf, seconded by Donna Jacobson, to recommend retaining the services of Shipman Goodwin. Vote 3-0, motion passed.
  - B) Changes to Rules & Procedures - Various changes were discussed and will be incorporated into a draft revision of the Rules & Procedures for further discussion at the next meeting. It was agreed that a description of councilor liaison responsibilities should be added as well.

At 10:15 the meeting was adjourned temporarily in order to change locations to Town Council Chambers. The meeting reconvened at 10:23.

- C) Paper Fees – Ellen Hillman presented a draft letter to the Mayor requesting a listing of all copying fees from each department in Town with the intention of standardizing the fees for all Town departments.
5. New Business
  - A) Draft Ordinance for HR Department – Ellen Hillman presented a draft ordinance to create a Department of Human Resources. Motion was made by Candy Buebendorf, seconded by Ellen Hillman, to forward the ordinance to the Town Council after review by the Town Attorney. Vote 3-0, motion passed. Ellen Hillman stated she is not sure she is in favor of the Human Resources position, but wants to hear from the public about the issue at a public hearing.
6. Remarks from the Public - none
7. Adjournment – Motion was made by Candy Buebendorf, seconded by Donna Jacobson, to

adjourn at 10:32 AM. 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