

TOWN OF MONTVILLE  
Town Administration/Rules & Procedures Standing Committee

Tuesday, January 19, 2010  
Room 102, Montville Town Hall  
6:30 PM

MINUTES

1. The meeting was called to order by Ellen Hillman at 6:30 PM.
2. Roll Call – Present: Candy Buebendorf, Ellen Hillman, Donna Jacobson. Also present: Dick Wilson and Ron Sydor.
3. Remarks from the Public
  - Dick Wilson presented some suggestions for Town Council Rules & Procedures and for monitoring town attorney costs.
  - Ron Sydor expressed confusion about the advertisement for the Human Resources position as a “Human Resources Specialist” with Town Councilors having a job description entitled “Human Resources Manager”
4. Unfinished Business
  - A) Changes to Rules & Procedures - Discussion about the role of liaisons and the historical rationale for liaisons took place. Ellen Hillman will investigate how other towns operate and Donna Jacobson will investigate why liaison positions were initially established. Motion was made by Donna Jacobson, seconded by Ellen Hillman, to continue the discussion at the next meeting. Vote 3-0, motion passed.
  - B) Paper fees – Letter was sent to the Mayor requesting fees from each department with response still pending. Motion by Candy Buebendorf, seconded by Donna Jacobson, to discuss at the next meeting. Vote 3-0, motion passed.
  - C) Cultural Awareness Committee – Since schools are just reconvening after the winter recess, no new information is available. Candy Buebendorf suggested exploring the idea of including the Chinese and American Cultural Assistance Association in the next budget to receive some financial support from the Town. Candy will invite John Wong, president of the organization, to explain the purpose of the organization and its relationship with Montville residents at the February Town Administration meeting.
  - D) Parks and Recreation MOU – Motion by Candy Buebendorf, seconded by Ellen Hillman, to recommend that a lump sum stipend be paid to the Parks & Recreation secretary once a new Parks and Recreation Director begins work, the amount of the stipend to be calculated by the Mayor and Finance Director that includes the actual hours worked outside the scope of normal working hours. Vote 3-0, motion passed.

Motion made by Candy Buebendorf, seconded by Donna Jacobson, to take a 5 minute recess. Vote 3-0, motion passed. At 7:39 the meeting was adjourned temporarily and reconvened at 7:43.

5. New Business

A) Human Resources Contract – Discussion was held regarding the conflict in job titles as reflected in Town Council Minutes and advertisement for the position. Motion was made by Candy Buebendorf to forward the job description and contract to the Town Council for a vote. There was no second. Motion made by Ellen Hillman, seconded by Donna Jacobson, to send the job description to the Mayor to “clean up” the discrepancy. Vote 2-1, motion passed with Candy Buebendorf opposing.

6. Remarks from the Public – Donna Jacobson discussed for future thought, the idea that it might be beneficial to resurrect the Public Safety Prison Commission which hasn't met since 2001 but was never officially dissolved.

7. Adjournment – Motion was made by Candy Buebendorf, seconded by Donna Jacobson, to adjourn at 8:09 PM. 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