

Town of Montville has lifted the mask mandate effective Monday, February 28, 2022 throughout Town facilities in coordination with our schools. Although the mask mandate has been lifted, Uncas Health strongly recommends that all individuals, both vaccinated and unvaccinated, continue to wear masks indoors.

Town of Montville

Town Administration/Rules and Procedures Standing Committee

MEETING MINUTES

Monday February 27 2023 @ 5:00PM

Montville Town Hall - Room 102

- 1: Call to order.

Meeting called to order at 5:06 PM.

- 2: Pledge of allegiance.

All stood for the pledge.

- 3: Roll call.

Present: Councilor Yuchniuk, Mandler and Bunnell. Also present, Liz Burdick, Director of Land Use and Development.

- 4: Amendments to the Agenda.

No amendments to the Agenda.

- 5: Approval of meeting minutes from TARP meeting December 19 2022.

Motion made by Councilor Mandler, second by Councilor Bunnell, no discussion, voted 3-0 in favor.

- 6: Remarks from the public, Agenda items (3-minute limit).

No members of the public present.

- 7: Old business.

No old business

8. New Business.

8a. Discussion and possible action on the Town pre-employment drug testing policy.

This policy was written by HR director Maria D'Amelia who was not present at the meeting, discussion ensued, regarding existing policy which TARP was not provided, and concerns with the fact that recreational marijuana is now legal, what are the implications in this policy. Motion by Councilor Bunnell, second by Councilor Mandler to table this item and ask the HR director to

provide a copy of the original policy with the revisions, deletions and additions highlighted on the document. As well as requesting the presence of the HR Director at the next meeting. Motion approved 3-0.

8b. Discussion and possible action on the Administrative Assistant job description.

Liz Burdick, Director of Land Use and Development advises that she is intending to hire an Administrative Assistant in her office and had requested the addition of a section of the Administrative Assistant I job description to include duties for an assistant in her office, detailing the specific requirements for that position. Liz Burdick presented her documentation to HR Director Maria D'Amelia for consideration, however, the HR director made changes to the entire document, not just adding a section for Land Use and Development. The HR director was not present at the meeting to discuss potential union issues with changes.

Councilor Bunnell makes a motion, seconded by Councilor Mandler to add Section E to the original document (Resolution 2017-62 dated August 14 2017) for the Administrative Assistant I job description, without any other changes to the document. Section E will pertain solely to the position of Land Use and Development and contains fourteen (14) bullet points. Liz Burdick will provide a clean document tomorrow for distribution to the Town Council. If HR wishes to revise the entire document at a later date, she can return to TARP with the original job description and any changes, additions and deletions highlighted on the document for ease of understanding. Motion passes 3-0.

9: Remarks from the public, non-Agenda items (3-minute limit).

No members of the public present.

10: Remarks from councilors.

No remarks.

11: Adjournment.

Motion to adjourn by Councilor Mandler, seconded by Councilor Bunnell, motion passes 3-0. Meeting adjourned at 6:35PM.