

TOWN OF MONTVILLE

TOWN ADMINISTRATION, RULES AND PROCEDURES STANDING COMMITTEE

MEETING AGENDA

Monday July 24th 2023 @5PM

Montville Town Hall - Room 102

Meeting minutes

1) Call to order

Meeting called to order at 5 PM

2) Pledge of allegiance

All stood for the pledge

3) Roll call

Present: Councilors Yuchniuk, Mandler and Bunnell. Also present were Kathy Peck, director social services and Maria D'Amelia HR director.

4) Amendments to the agenda

No amendments to the agenda

5) Approval of the meeting minutes from TARP June 26th 2023

Motion by Bunnell, second by Mandler to approve minutes as written, no discussion, voice vote, motion passes 3-0.

6) Remarks from the public, agenda items (3-minute limit)

No remarks from the public

7) Old business

No old business

8) New business

A) Discussion and possible changes to the job description for the zoning/wetlands officer.

Discussion ensues, HR director requests change to the qualifications-education and experience section, states she spoke to town attorney and recommends changing second paragraph to read any combination of experience and training "deemed sufficient by the Town of Montville". Councilor Mandler suggests changing the requirement of a valid Connecticut driver's license to remove the word Connecticut so it just reads valid drives license.

Motion by Bunnell, seconded by Mandler to approve job description as amended. Voice vote, 3-0.

- B) Discussion and possible changes to the job description for the social services assistant/outreach worker.

Discussion ensues, Councilor Mandler suggests removing the word Connecticut from the driver's license requirement so it just reads that a valid driver's license is required. Motion by Bunnell, seconded by Mandler to accept the job description with changes, voice vote, 3-0 motion passes.

HR director was asked to make appropriate changes and forward them to us for a full vote at the next council meeting.

- 9) Remarks from the public, non-agenda items (3-minute limit)

HR Director D'Amelia inquires about the appropriate procedures to get items placed on the TARP agenda. She notes that most job descriptions are in need of updating and these projects take time.

Social services director Kathy Doherty-Peck comments that with the updated job description for the social services position, the salary should be increased.

- 10) Remarks from councilors

No remarks from councilors.

- 11) Adjournment

Meeting adjourned at 5:34 PM