

TOWN OF MONTVILLE
Town Administration/Rules & Procedures Standing Committee

Tuesday, May 18, 2010
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. Approval of minutes from Special Meeting March 2, 2010 – Motion was made by Candy Buebendorf, second by Donna Jacobson, to approve the minutes. Vote 3-0, motion passed.
5. Unfinished Business
 - A) Cultural Awareness Committee – Ellen Hillman has not been able to connect with Angela Rola. She will keep trying and invite Ms. Rola to a future meeting.
 - B) Paper fees – Assessor fees are still not provided. It was clarified that \$.50 per copy per FOI guidelines applies to color copies as well as black & white copies. Further research is needed for: 1-comparing the fees that other towns charge for hand-held scanners; 2-clarification on charges allowed for camera or cell phone images, specifically if those charges should be the same as hand-held scanners; and 3-reasonable charges for information provided on a CD or DVD.
6. New Business
 - A) Historical Committee – Marcia Vlaun provided each committee member with a copy of “Historic Preservation.” The committee members will read the document and be prepared to discuss at next month's meeting how to proceed with a Historical District Study Committee. Marcia Vlaun would like to attend a meeting soon to discuss this issue, particularly as it relates to the Plan of Conservation and Development recently adopted by the Town.
 - B) Revisions to Rules of Procedure
 1. Moment of Silence – Ellen Hillman will find out if Montville schools observe a daily moment of silence and will check to compare if other towns in the area observe a moment of silence as a part of their meetings. Donna Jacobson suggested inviting Councilor McFee to the next meeting to explain his request.
 2. Opening of Bid Policy – Ellen Hillman will find a copy of the resolution that allows local companies to match any lower bids if they are within 15% of the lower bid. The committee agreed that it would be informative for the councilors to receive monthly reports of bids opened and upcoming bids as part of the monthly meeting materials. Candy Buebendorf will ask Terry Fafard, Finance Director, about how to implement this request.

7. Remarks from the Public – none
8. Remarks from Committee Members - none
9. Adjournment – Motion was made by Candy Buebendorf, seconded by Donna Jacobson, to adjourn at 7:08 PM. Vote 3-0, meeting adjourned.

Respectfully submitted,

Candy Buebendorf