

Town of Montville
Town Administration/Rules & Procedures Standing Committee
Special Meeting Minutes
March 4, 2026, 5:00 p.m.
Montville Town Hall – Room 203

1. Call to Order
Chairperson Jaskiewicz called the meeting to order at 5:00 p.m.
2. Pledge of Allegiance
3. Roll Call (Councilors Jaskiewicz, Novak, and Sabilia)
Present were Councilors Joe Jaskiewicz, Rachael Novak, and Nick Sabilia. Also present was Mayor Leonard Bunnell, Sr.
4. Remarks from the Public relating to matters on the agenda with a three-minute limit
Brian Baker, 560 Chesterfield Road, expressed his support for and requested the Committee to provide a favorable review of the Ordinance Establishing a Permanent Building Committee, a timely and necessary measure that will ensure the appointment of individuals with expertise in building construction, who will thoroughly review and oversee all Town projects, including facilitating value engineering, potentially reducing costs and ensuring a prudent use of taxpayer funds.
5. Approval of:
 - a. The Special Meeting Minutes of November 24, 2025
Motion made by Councilor Novak, seconded by Councilor Sabilia, to approve the November 24, 2025 Town Administration/Rules & Procedures Special Meeting Minutes. Discussion: None. Voice vote, 3-0, all in favor.
6. Unfinished Business – *none*
7. New Business
 - a. Building Committee
Chairp Chairperson Jaskiewicz agreed with the public comment and expressed his support for the Ordinance Establishing a Permanent Building Committee, stating that its establishment would avoid potential issues, providing past examples. Mayor Bunnell concurred, adding that construction projects would benefit from the involvement of both a Committee and a clerk of the Works. The Ordinance, which was based on existing similar town ordinances and reviewed by the Town Attorney, includes the establishment of a Permanent Building Committee for Town projects *and* a Permanent

Building Committee for the Board of Education (BOE) to administer all building projects exceeding \$100,000.00 (one hundred thousand dollars) and maintenance, repair, and alteration projects exceeding \$50,000.00 (fifty thousand dollars). In reviewing the document, the Superintendent of Schools requested that the Director of Facilities be included as one of the BOE Committee members. Additionally, he recommended adding one (1) additional member from the community-at-large to both Committees, increasing their regular membership from five (5) to six (6). Discussion ensued regarding the makeup of the Committees.

Motion made by Councilor Novak, seconded by Councilor Sabilia, to approve and send the Ordinance Establishing a Permanent Building Committee to the Town Council, with the following amendment:

- (f) The ~~p~~Permanent ~~b~~Building ~~c~~Committee for Board of Education projects shall consist of a minimum of five (5) regular members and two (2) alternates ~~members~~. One (1) member shall be from the Town Council, one (1) member shall be from the ~~Two (2) members shall be members of the~~ Montville Board of Education, and one (1) member shall be the Montville Public Schools Director of Facilities. The remaining members shall be made up of a minimum of two (2) town residents at large and have, where available, construction knowledge or a general knowledge of construction.

Discussion: The revision date will be indicated on the final document. Voice vote, 3-0, all in favor. Motion carried.

8. Remarks from the Public with a three-minute limit – *none*
9. Remarks from the Councilors
Chairperson Jaskiewicz thanked everyone for attending this evening’s meeting and reviewing the proposed Ordinance.
10. Adjournment
Motion made by Councilor Sabilia, seconded by Councilor Novak, to adjourn the meeting at 5:27 p.m. Discussion: None. Voice vote, 3-0, all in favor. Meeting adjourned.

Respectfully Submitted by:

Agnes T. Miyuki, Recording Secretary for the Town of Montville