

Town of Montville Water & Sewer Commission

Special Meeting Agenda

Tuesday, November 16, 2010

5:00 p.m. – Town Council Chambers

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Remarks from the Public
5. To consider and act on a motion to enter into a workshop forum to discuss and amend the proposed Rules and Procedures document of the Water and Sewer Commission.
6. Remarks from the Commissioners
7. Remarks from the Public
8. Adjournment

Town of Montville Water Pollution Control Authority
Rules and Procedures

Rules and Procedures of the Water and Sewer Commission
For the Town of Montville, Connecticut

The Water and Sewer Commission (WSC), also formally known as the Water Pollution Control Authority (WPCA) adopts the following Rules and Procedure;

Rule #1 - The Charter

The WSC shall follow the Charter and no rules shall be adopted that conflict with Charter requirements.

Rule #2 - Authority Meeting Dates

a. The regular meeting times and date shall be discussed and agreed upon at the end of the year and a list of WSC meeting dates shall be recorded with the Town Clerk prior to January 31st of each calendar year. The regular meetings of the WSC shall be consistent, typically meetings should be held at 7:00 p.m. at the Town Hall on the first Monday of each month. If that day is a holiday, the meeting shall be held on the next available date at Town Hall. If a meeting needs to be rescheduled, a vote of the WSC can establish a new date. The new meeting date shall be recorded with the Town Clerk and follow the Town's requirements for re-scheduling a meeting.

b. Emergency and Special Meetings of the WSC may be called by the Chairperson of the WSC and/or any Commission member for sufficient reason. Notice of a special meeting shall be in conformance with Chapter 10 of the Connecticut General Statutes and Town Charter as amended. No other business shall be transacted that is not specified in the notice. All meetings of the WSC, including emergency meetings, special meetings or work sessions will be open to the public, except where Rule #7 applies.

Rule #3 - The Chairperson of the Water and Sewer Commission

a. The Chairperson of the Commission shall (and in his/her absence, the vice chairperson) act as moderator at all Commission meetings, but shall retain the same right to vote, debate, etc., as accorded all members of the Commission. The Chairperson shall be authorized to sign correspondence, legal notices and other documents approved by the Commission.

b. The Chairperson of the WSC shall be responsible for preparing the agenda for all meetings of the Commission.

c. The Administrator of the WSC shall be authorized to supervise the staff of the Water and Sewer Commission office. The WPCA Administrator is authorized to hire personnel subject to the approval of the Water and Sewer Commission. The WSC can authorize or delegate the Administrator of the WSC to

Town of Montville Water Pollution Control Authority
Rules and Procedures

attend various official meetings and sign on behalf of the WSC, subject to the approval of the Commission.

d. The Clerk of the Commission shall prepare, distribute and file, record and memorialize all agendas and minutes with the Town Clerk and Webmaster for all meetings of the Commission under the direction of the WSC Chairperson. The Clerk shall attend all WSC meetings and serve at the pleasure of the Commission.

Rule #4 - Absence of the Chairperson

In the absence of the Chairperson of the Commission and the Vice-chairperson, the Town Clerk shall call the Commission to order and call for and declare the election of a presiding officer protem, who shall preside over the meeting.

Rule #5 - The Mayor

The Mayor shall be an ex-officio, non-voting member of the Commission. He shall have the same rights of debate as other Commission members, but cannot make a motion or second a motion. He shall have the right to place items on the agenda of any meeting of the Commission.

Rule #6 - Parliamentary Procedure

a. The rules contained in "Roberts Rules of Order" shall govern the Commission in all cases in which they are not inconsistent with the Town Charter, resolutions or ordinances of the Town of Montville, and the special rules of procedure of the Commission.

b. Procedural for matters action on agenda items under Old and New Business shall be made a motion to adopt a resolution preface with the words "The Water and Sewer Commission of the Town of Montville Hereby Resolves". Voting thereon shall be by roll call vote. Resolutions/and or motions submitted by Commission members shall be submitted in writing.

c. For recording the votes of the members of the Commission, the Clerk shall call the roll in alphabetical sequence.

d. Rules not established by Charter may be adopted, altered, extended, or repealed by a two thirds vote (2/3) of the members of the Commission present and voting at any meeting of the Commission provided descriptive notice of the proposed shall have been given in writing at a preceding regular Commission meeting.

Town of Montville Water Pollution Control Authority
Rules and Procedures

e. Any single rule may be suspended for the proceeding of any meeting of the Commission upon a two thirds (2/3) vote of those members present and voting. The rule suspended the purpose of suspension and the count of the vote shall be reflected in the minutes of the meeting.

f. All members present shall vote on each resolution, except when a member has, or believes he or she has, a conflict of interest. In such circumstance, the member shall comply with the Town's Code of Ethics, Chapter 49 of the Montville Code.

Rule #7 - Executive Session

The Commission may hold an Executive Session as defined in sub-section (6) of Section 1-200 of the Connecticut General Statutes as amended upon the affirmative vote of two-thirds (2/3) of the members of the Commission present and voting at the meeting with reason for said Executive Session recorded in the minutes. Attendance shall be limited to members of said Commission and persons invited to present testimony or opinion pertinent to matters before the Commission, with attendance limited to the period for which their presence is necessary to present such testimony or opinion. The minutes of said session shall reflect the names of all persons who were in attendance, their time of entering and leaving of any participant.

Rule #8 - The Agenda

a. The agenda of the regular meeting shall be available to the public and shall be filed in conformance with Chapter 3 of the Connecticut General Statutes as amended. The Commission may order and act upon business not included in such filed agenda upon affirmative vote of two-thirds (2/3) of the members present and voting. To facilitate business at Commission meetings, change of order of the agenda can be accomplished by the affirmative vote of the majority of the Commission present. Any change in the order of the agenda or addition of the business not included therein should be acted upon as soon as practical with the public permitted to speak on any additions of business to the agenda pursuant to Item 1 (d) of the agenda.

b. The order of business for regular meetings shall be as follows:

1. Water and Sewer Commission

- a. Call to order
- b. Pledge of Allegiance
- c. Roll call
- d. Alterations to the agenda
- e. Approval of the Minutes
- f. Communications
- g. Remarks from the public regarding items on the agenda

Town of Montville Water Pollution Control Authority
Rules and Procedures

- h. Report from Operations Division
 - i. Report from Administration Division
 - j. Report from the Mayor
 - k. Report from Commission Attorney on Matters Referred
2. Sewer Commission
- a. Report from Sub-Committees
 - b. Report from Engineers
 - c. Old Business
 - d. New Business
3. Water Commission
- a. Report from Sub-Committees
 - b. Report from Engineers
 - c. Old Business
 - d. New Business
4. Executive Session
5. Remarks from the Public – Each speaker will be limited to three minutes of speaking time, including questions and answers for information. Debate with Commission members will not be allowed.
6. Remarks from Commission members
7. Adjournment

Rule #9 - Custodian of the Records

- a. The Clerk of the Commission shall be the custodian of all the papers and records of the Commission which will be filed in the office of the Water and Sewer Department.
- b. All policies adopted by the Commission shall be numbered and filed for easy access.