

TOWN OF MONTVILLE
Town Administration/Rules & Procedures Standing Committee

Tuesday, February 15, 2011
Room 102, Montville Town Hall
6:00 PM

MINUTES

1. The meeting was called to order by Ellen Hillman at 6:04 PM.
2. Roll Call – Present: Candy Buebendorf, Ellen Hillman, Donna Jacobson. Also present: Angela Rola and Jack Hasegawa from the Asian Pacific American Affairs Commission.
3. Remarks from the Public – none
4. Approval of minutes from November 16, 2010 – Motion was made by Donna Jacobson, second by Ellen Hillman, to approve the minutes. Vote 2-0, 1 abstention (Candy Buebendorf did not attend that meeting), motion passed.
5. Unfinished Business
 - A) Cultural Awareness Committee – Jack Hasegawa and Angela Rola of the CT Asian Pacific American Affairs Commission explained that their commission has been working consistently since May 2010. Ms. Rola recapped the items discussed at the July 2010 meeting and facilitated discussion to create an action plan. Results: ACAAP will work with legislators to procure improved lighting on the side streets off Route 32, near the casino where many Chinese workers walk to and from work. Members of the Town Administration Committee will contact members of the Montville, Norwich, Ledyard and Salem communities to form a small committee to plan for a series of community meetings with the purpose of fostering cultural understanding and community-building. Ms. Rola and Mr. Hasegawa encouraged the committee to be multicultural. Target date for the first community meeting is late May/early June. Planning will need to be completed in March and April. In addition, APAAC may hold their April regular monthly meeting in Montville Town Hall in order to introduce themselves to our community.
 - B) Historical Committee – Information is still outstanding regarding the church in the Raymond Hill area, particularly regarding environmental and structural issues.
 - C) IT Ordinance – Motion by Candy Buebendorf, second by Ellen Hillman, to draft an ordinance to create an IT Department. Discussion: this ordinance would be consistent with the intent of the recently passed ordinance creating a Human Resources Department. In favor: Candy Buebendorf, Ellen Hillman. Opposed: Donna Jacobson. Motion passed 2-1.
 - D) WPCA Ordinance – Since the Town Council failed to pass the ordinance, this item was removed from the agenda.
 - E) Personal Property Audits – Consensus was to send a letter from this committee to the

Finance Committee encouraging an RFQ for services in order to understand better the costs of pursuing this. In addition the committee will recommend to Finance that a policy be developed regarding the Town Assessor's ability to waive penalty fees for taxpayers who complete their forms incorrectly.

- F) Re-appointments to Boards and Commissions – The rationale and practice of the process was discussed. Donna Jacobson will add an explanation of the process in the letter to volunteers nearing the end of their terms.
 - G) Mayor's car – The possibility of the Mayor being allowed to take the town car home after hours was discussed. In favor: Candy Buebendorf so that the Mayor has an official vehicle to use for after business hour functions and duties. Opposed: Ellen Hillman and Donna Jacobson because the intent of the Council when the car was purchased was for the car to be a “town car” rather than the “Mayor's car.” No action; this item will be removed from the agenda.
6. New Business
- A) Letter to Finance regarding audits – This was discussed under Unfinished Business.
 - B) Letter to COG Regarding a Community Liaison with Multicultural Groups – It was the consensus of the committee to abandon this idea since community meetings are in the works in conjunction with the Asian Pacific American Affairs Commission.
 - C) HR Job Description and Contract – The job description needs to be revisited in order to ensure that it is consistent with the HR ordinance. This will be discussed at the next meeting.
 - D) Child Safety Zones – Attorney Chudwick suggested changes to the ordinance to clarify definitions and applicable statutes. Motion by Candy Buebendorf, second by Donna Jacobson, to send the suggested changes to the Town Council for consideration at the March meeting. Vote 3-0, motion passed.
7. Remarks from the Public – none
8. Remarks from Committee Members – Donna Jacobson discussed the issue of legal representation for the Public Safety Building Committee. When the committee was first formed, Attorney Chudwick, town attorney, recused himself because of a conflict of interest. Recently he notified the Committee that the conflict no longer exists. The Town Council will need to decide whether to use the town attorney for this committee or to continue with the attorney that has been working with the committee.
9. Adjournment – Motion was made by Candy Buebendorf, second by Ellen Hillman, to adjourn at 7:41 PM. Vote 3-0, meeting adjourned.

Respectfully submitted,

Candy Buebendorf