

TOWN OF MONTVILLE
Town Administration/Rules & Procedures Standing Committee

Tuesday, April 19, 2011
Room 102, Montville Town Hall
6:00 PM

MINUTES

1. The meeting was called to order by Ellen Hillman at 6:05 PM.
2. Roll Call – Present: Candy Buebendorf, Ellen Hillman, Donna Jacobson. Also present were Tom McNally and Steven Loiler.
3. Remarks from the Public – none
4. Approval of minutes from March 15, 2011 – Motion was made by Candy Buebendorf, second by Ellen Hillman, to approve the minutes. Vote 3-0, motion passed.
5. Unfinished Business
 - A) Cultural Awareness Committee – Ellen Hillman reported that the March 31 meeting was cancelled because of a conflict with a Town Council meeting in Hartford. She will reschedule, aiming for the week of May 16th.
 - B) Historical Committee – An environmental study of the church at Raymond Hill is in progress. There was discussion about the Town Planner providing a timeline for a potential historical commission.
 - C) IT Ordinance – A formal job description is still needed. Ellen Hillman will request this from HR. The position was created in 2007 with a one-year contract. In 2008 the Town renamed the position from IT Coordinator to Director of Information Systems to better align with the actual job.
 - D) HR Job Description and Contract - Motion was made by Candy Buebendorf, second by Donna Jacobson, to table this item to verify with the Mayor if the current contract is being used as a basis for the interview process for the HR position.
6. New Business
 - A) Review of Rules of Procedure for Town Council – Donna Jacobson expressed an interest in changing the Rules of Procedure to describe two regular monthly meetings for the Town Council. After discussion there was consensus that the Town Council could simply approve the dates of an additional monthly meeting; if these are scheduled at least 60 days in advance the meeting can be a regular meeting rather than a special meeting. Motion was made by Candy Buebendorf, second by Donna Jacobson, to send to the Town Council the suggestion to add a second monthly meeting on the 4th Wednesdays of each month. Vote 3-0, motion passed.

7. Remarks from the Public – none
8. Remarks from Committee Members – none
9. Adjournment – Motion was made by Candy Buebendorf, second by Donna Jacobson, to adjourn at 6:34 PM. Vote 3-0, meeting adjourned.

Respectfully submitted,

Candy Buebendorf