

Town of Montville
Town Administration/Rules & Procedures Standing Committee
Regular Meeting Minutes
Monday, September 22, 2014

5:30 p.m. – Room 102 – Montville Town Hall

1. Call to Order
Chairman Longton called the meeting to order at 5:30 p.m. after establishing a quorum.
2. Pledge of Allegiance
3. Roll Call
Present were Councilors Longton and May. Absent was Councilor Pollard. Also present was Finance Director Terry Hart.
4. Remarks from the public relating to matters on the agenda with a three-minute limit — none.
5. Alterations to the Agenda — none.
6. Approval of the Regular Meeting Minutes of July 28, 2014
Councilor Longton stated that the July Agenda for the Public Safety Commission had been posted in its stead on the Town website. Approval of the Meeting Minutes postponed pending correction.
7. Unfinished Business
 - a. Review of the Policy Concerning Use of Town Vehicles
Finance Director Hart distributed copies of the revised Policy for review. Changes were made per their discussion and the IRS regulations. The Policy contains two sections: (1) General Provisions and (2) Provisions for those who are assigned a vehicle for 24 hours. She confirmed that employees in a Town vehicle are covered under their current insurance policy. Additional minor changes were recommended. Following the Policy's approval by the Town Council, the paperwork will be handled by the Mayor's office and costs will be automatically deducted from the employee's paychecks based upon their submitted timesheet(s).

Motion made by Councilor May, seconded by Councilor Longton, to approve and send the Policy to the Town Council. Discussion: None. Voice vote, 2-0, all in favor. Motion passed.
 - b. Review of the Benefits for the Mayor
Finance Director Hart distributed copies of the revised Benefits for review. An additional statement referring to current M.A.M.E. Union Collective Bargaining Agreement was inserted so that, should anything change in that Agreement, the document will not need to be re-opened. The following changes to the document were requested: re-written in third person; deleting the section regarding bereavement; inserting a suggestion that the Mayor take a leave of no more than two (2) consecutive weeks per occurrence for vacations, bereavement, illness, or other

personal reason(s) and a statement indicating that there is no accrual of benefits, no payouts, and the ceasing of benefits at the end of the term or departure from office. For leaves of longer than two weeks, an individual must be appointed in his/her stead. Discussion ensued regarding life insurance benefits, which are dependent upon the Town's current policy. After two terms, the Mayor is vested and will receive benefits as outlined by the CT Municipal Employees Retirement Fund (MERF).

Motion made by Councilor May, seconded by Councilor Longton, to send the document to the Town Council pending final review and approval via e-mail by the Committee. Discussion: None. Voice vote, 2-0, all in favor. Motion passed.

c. Review of the Benefits for the Registrar of Voters

Councilor Longton stated that the Review is on hold pending a response from the Town Attorneys, who are waiting to hear back from the State of CT.

d. Review of "An Ordinance Providing Property Tax Relief for Residence Property of the Elderly and Totally Disabled"

Councilor Longton stated that the Ordinance is on hold pending a review by the Town Attorney. The Ordinance will apply to 267 veterans. Finance Director Hart will seek clarification regarding a possible Statute requiring the review of such an Ordinance by a Committee made up of townspeople.

8. New Business

a. Policy regarding the removal of Board/Commission Members

Finance Director Hart will research existing policies of other towns and draft a Policy for review. The Policy will state the requirement of a letter from the Chairperson, on behalf of the Board/Commission, to the Town Council Chairperson stating their recommendation and reasons for removal. The item must be placed on their regular meeting agenda and have a majority or two-thirds vote of the Board/Commission. A copy of the meeting minutes must be attached to the letter. In addition, the presence of the Chairperson of that Board/Commission will be required at the Town Council meeting for any necessary elaboration or to answer any questions. Councilor May suggested that the Chairperson of the Board/Commission sit in on the interviews of candidates for Boards/Commissions.

9. Remarks from the Public with a three-minute limit — none.

10. Remarks from the Committee Members — none.

11. Adjournment

Motion made by Councilor May, seconded by Councilor Longton, to adjourn the meeting at 6:20 p.m. Discussion: None. Voice vote, 2-0, all in favor. Meeting adjourned.