

Town of Montville  
**Town Administration/Rules & Procedures Standing Committee**  
**Meeting Minutes**

**Monday, February 23, 2015**

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

1. Call to Order  
Chairman Longton called the meeting to order at 5:34 p.m. after establishing a quorum.
2. Pledge of Allegiance
3. Roll Call  
Present were Councilors Longton and May. Absent was Councilor Pollard due to a previous commitment. Also present was Parks & Recreation Director Peter Bushway.
4. Remarks from the public relating to matters on the agenda with a three-minute limit — *none*
5. Alterations to the Agenda  
The following item was added to the Agenda:  
Item 8(d): Policy regarding the Mayor adding items to the Town Administration/Rules & Procedures Agenda
6. Approval of the:
  - a. Regular Meeting Minutes of September 22, 2014  
Motion made by Councilor May, seconded by Councilor Longton. Discussion: None. Voice vote, 2-0, all in favor. Motion carried.
  - b. Regular Meeting Minutes of November 24, 2014  
Motion made by Councilor May, seconded by Councilor Longton. Discussion: None. Voice vote, 2-0, all in favor. Motion carried.
7. Unfinished Business
  - a. Review of “An Ordinance Providing Property Tax Relief for Residence Property of the Elderly and Totally Disabled” – *currently being by Legal*
  - b. Policy regarding the removal of Board/Commission Members  
Motion made by Councilor Longton, seconded by Councilor May, to send the following policy to the Town Council for approval:  

Board/Commission members who have had three consecutive unexcused absences and/or have missed 50% or more regularly scheduled meetings during the calendar year without notifying the Chair may be removed from the Board/Commission. The Chair will be required to have informed and/or made sufficient efforts to contact the individual regarding their absence(s) prior to submitting a formal letter of request for removal and

replacement of that member to the Town Council. Unexcused absences include not attending a regularly scheduled meeting without contacting the Chair regarding their absence. Attendance is important to ensure a member's full participation and maintain the proper functioning of that Board/Commission.

Discussion: Following the approval of the policy, all candidates for Boards/Commissions will be informed of the policy during the interview process. The Town Clerk will also be requested to send a memo to all of the Board/Commission members regarding the adoption of the new policy. A Board/Commission currently has the right to request another Town Council Liaison due to lack of attendance. Voice vote, 2-0, all in favor. Motion carried.

c. Dog Ordinance

Motion made by Councilor Longton, seconded by Councilor May, to send the revised map to the Town Council for final approval. Discussion: Parks & Recreation Director Bushway presented a reduced version of the final presentation of the map and the Ordinance. The sign will be posted in a stand enclosed with Plexiglas. Town Planner II/Wetlands Agent Colleen Bezanson, who helped Director Bushway with the map, felt that the Ordinance may be incomplete and more information was necessary to clarify the designated areas. It was requested that the designated areas be shaded and/or indicated with hash marks and add, in the Ordinance, that the other areas are excluded. With respect to enforcement, Director Bushway stated that he routinely sends Lt. Leonard Bunnell a schedule of their large events. A request will be made to the Mayor that Officers patrol the park during events to enforce both the smoking and dog ordinances. Councilor May also suggested having an informational sign not only welcoming the visitors, but also informing them of the new ordinance and reminding them of the smoking policy. Voice vote, 2-0, all in favor. Motion carried.

8. New Business

a. Policy regarding the waiving of the permit fees for all Town organizations

Motion made by Councilor Longton, seconded by Councilor May, to send the following policy to the Town Council for approval:

Fees will be waived for all town organizations and non-profit entities that function primarily for the benefit of the citizens of the Town of Montville.

Discussion: None. Voice vote, 2-0, all in favor. Motion carried.

b. Investigate the possibility of having member(s) call in when they are physically unable to attend the meeting

Motion made by Councilor Longton, seconded by Councilor May, to send the following policy to the Town Council for approval:

Pre-arranged, electronic presence (audio or telephonic) is allowed as a suitable substitute for physical presence, not as a primary means, at a Town

Board/Commission/Committee/Sub-Committee meeting to form a quorum and to vote on issues that come before the Board/Commission/Committee/Sub-Committee. The Planning & Zoning Commission, Zoning Board of Appeals, and Board of Assessment Appeals are excluded from this policy.

Discussion: After conducting some research on the matter, the Town Clerk has found that other towns do allow Board/Commission members to call in, but those who are not physically in attendance are not allowed to vote. Voice vote, 2-0, all in favor. Motion carried.

c. Policy regarding early closures for Town employees

Motion made by Councilor May, seconded by Councilor Longton, to send the following policy to the Town Council for approval:

It is no longer the policy for the Town of Montville to close early for upcoming holidays.

Discussion: Because the policy provides paid time-off for only some of the Town employees, it is viewed as unfair to those who are not allotted that same benefit. Voice vote, 2-0, all in favor. Motion carried.

d. Policy regarding the addition of items to the Town Administration/Rules & Procedures Agenda by the Mayor without the approval of the Town Council

Motion made by Councilor Longton, seconded by Councilor May, to send the following policy to the Town Council for approval:

For time-sensitive items, the Mayor may request the Chairman of the Town Council to direct the Town Administration/Rules & Procedures Standing Committee to include an item(s) on the agenda of their next regularly scheduled meeting for review.

Discussion: None. Voice vote, 2-0, all in favor. Motion carried.

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 6:29 p.m. Discussion: None. Voice vote, 2-0, all in favor. Meeting adjourned.

Respectfully Submitted by:

Agnes Miyuki, Recording Secretary for the Town of Montville