

Town of Montville
Town Administration/Rules & Procedures Standing Committee
Regular Meeting Minutes for Monday, July 27, 2015
5:30 p.m. – Room 102 – Montville Town Hall

1. Call to Order
Councilor Longton called the meeting to order at 5:30 p.m.
2. Pledge of Allegiance
3. Roll Call (Councilors Longton, May, and Pollard)
Present were Councilors Longton, May (5:46 p.m.), and Pollard. Also present was Town Planner Marcia Vlaun.
4. Remarks from the public relating to matters on the agenda with a three-minute limit – *none*
5. Alterations to the Agenda
Item 7(d) was moved to 8(a) and the following item was added to the Agenda:
8(b) Proposed hourly rate increase of current part-time Information Systems Technician
6. Approval of the:
 - a. Special Meeting Minutes of May 27, 2015
Motion made by Councilor Pollard, seconded by Councilor Longton. Discussion: None. Voice vote, 2-0, all in favor. Motion carried.
7. Unfinished Business
 - a. Vehicle Replacement Policy - table
Motion made by Councilor Longton, seconded by Councilor May, to request a draft of the Policy from Mayor Ron McDaniel, Police Department, and Public Works Department for the Committee to review. Voice vote, 3-0, all in favor. Motion carried.
 - b. Review of the “Town of Montville Acceptable Use Policy”
The item was tabled.
 - c. Review of the draft Policy and Job Description for Town Dispatchers
Discussion ensued regarding the job description and whether it was the most recent version. The Committee agreed to send a request to Lt. Bunnell, Fire Chief Marshal Ray Occhialini, and Public Works Director Bourdeau for the current enforced job description for review and to contact Lt. Bunnell and request his attendance to a Special Meeting to be held prior to the August Town Council meeting.

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8. New Business

- a. Review the revised Job Description for the Assistant Town Planner and Zoning/Wetlands Officer

Town Planner Vlaun explained the changes to the Job Description, stating that the position consolidates the two positions of the Wetlands Officer and Zoning Officer. In the past, each of the Officers would inspect those properties in which both officers were required to inspect separately, creating “he said/she said” issues. The consolidation would help eliminate such issues as well as any misunderstandings and result in a more efficient system both within the office and for the public as well as providing more control and accountability. The positions have been re-aligned to work within the existing budget and there will be no salary change.

The Assistant Town Planner position includes GIS duties, which are more aligned with the position. In addition, like that of the Zoning/Wetlands Officer, the language has been updated to coincide with those of other current job descriptions within the Town.

Motion made by Councilor May, seconded by Councilor Pollard, to present the revised Job Description for the Assistant Town Planner and Zoning/Wetlands Officer to the Town Council. Voice vote, 3-0, all in favor. Motion carried.

- b. Proposed hourly rate increase of current part-time Information Systems Technician
Councilor Longton received a letter of request for a proposed increase in the hourly pay rate of the current part-time Information Systems Technician who has been working with the Town since 2013. To accommodate the pay raise and cover any necessary overtime, a \$1,000.00 increase is being requested to the line item.

Motion made by Councilor May, seconded by Councilor Pollard, to send the item to the Town Council for review with no action taken from the Committee. Discussion: Though the request appears to be within policy guidelines, the Committee felt that there was no precedence for and did not wish to set a precedence for the Committee to approve line item increases for payroll for a budget that has already been agreed upon by the Town Council. Voice vote, 3-0, 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 Pollard, to adjourn the meeting at 6:18 p.m. Voice vote, 3-0, all in favor. Meeting adjourned.

Respectfully Submitted by: Agnes Miyuki, Recording Secretary for the Town of Montville