

Town of Montville
Town Administration Committee
Special Meeting Minutes
Montville Town Hall Rm. 102
January 5, 2009 at 1:00 p.m.

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Lisa Terry
TOWN CLERK

Item 1. Call to Order

Committee Chair Rosetta Jones called the meeting to order at 1:10 p.m. in Rm. 102 at Town Hall. Committee members present were: Howard (Russ) Beetham. Mayor Jaskiewicz was also in attendance. Committee member John Geary was not in attendance.

Item. 2. Pledge of Allegiance.

Item 3. Remarks from the Public.

Mayor Jaskiewicz spoke of the importance of developing a job description that would meet the town's human resources needs. He also expressed his support to rename the position as "human resources specialist" as opposed the "manager" in light of salary requirements for a position of this level, and the absence of supportive department.

Item 4. Review job description for Human Resources Manager Position.

The committee reviewed the existing job descriptions that were submitted by both the Mayor and the committee. Various sections of both documents were integrated to ensure the essential duties and responsibilities were aligned were the town's need and budget allocation. It was agreed that the salary range would start at \$61,500 - \$65,000. The amended draft is in process.

Item 5. Approval of Town Administration meeting schedule for 2009.

Councilor Beetham made a motion that the committee meets the second Monday of each month. At 6:00 pm, the hour preceding the Town Council meeting. Except when holidays that fall on a Monday, the committee will convene on the subsequent Wednesday.

Motion was approved by unanimous vote.

6. Adjournment – Motion by Councilor Jones, seconded by Councilor Beetham to adjourn the meeting at 2:35pm. Motion carried.

Respectfully submitted,
Rosetta Jones, Chair