

**Town of Montville**  
**Town Administration/Rules & Procedures Standing Committee**  
**Special Meeting Minutes**  
**February 3, 2021, 5:00 p.m.**  
**Montville Town Hall – Town Council Chambers via FreeConferenceCall**

The Town of Montville’s Town Administration/Rules & Procedures Standing Committee February 3, 2021 Special Meeting will be held electronically via FreeConferenceCall. To join the meeting, please dial:

(605) 313-5935 | Access Code 401237#

On March 14, 2020, Governor Ned Lamont issued an Executive Order 7B suspending in-person open meeting requirements, and to hold such meetings or proceedings remotely by conference call, videoconference or other technology.

Link: <https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7B.pdf>

For all publicly broadcasted meetings, public comment on agenda items or topics in accordance with the Town Charter may be submitted in writing in advance or by live audio via FreeConferenceCall.

Written comments must be emailed to the Town Clerk at [townclerk@montville-ct.org](mailto:townclerk@montville-ct.org) at least 1 working day in advance.

Written comments may not be read in their entirety. Rather, similar messages may be aggregated or paraphrased.

Live audio comments may be made via FreeConferenceCall by calling the number noted above.

Comments will only be accepted at times designated for public comment by the Chair of the meeting. The Montville Town Council Rules of Procedure, decorum, timeliness and suitability shall be followed and enforced in the same manner as if the meeting were held in person.

1. Call to Order  
Chairman Jaskiewicz called the meeting to order at 5:17 p.m.
2. Pledge of Allegiance
3. Roll Call (Councilors Bunnell, Jaskiewicz, and Rogulski)  
Present were Councilors Bunnell and Jaskiewicz. Absent was Councilor Rogulski.
4. Remarks from the Public relating to matters on the agenda with a three-minute limit – *none*
5. Approval of:
  - a. The Regular Meeting Minutes of November 24, 2020  
Motion made by Councilor Bunnell, seconded by Councilor Jaskiewicz. Discussion: None.  
Voice vote, 2-0, all in favor. Motion carried.

6. Unfinished Business – *none*

7. New Business

a. Social Services Administrative Assistant II Job Description

Senior & Social Services Director Kathie Doherty-Peck stated that the revised job description proposes increasing the current Social Services Administrative Assistant position from 30 hours to 40 hours/week. The additional hours would be directed towards outreach to the town's community. The position requires knowledge of the current social services programs, including the available energy assistance, financial assistance, State and medical programs. Due to the growing elderly population as well as the current issues with elderly housing, an increasing amount of seniors are not receiving adequate social services. The additional hours would also allow the Assistant to be able to take the time to assist seniors with the registration process to receive the COVID-19 vaccination and coordinate their travel arrangements. Already a full-time position, the individual would not require any additional benefits and would cost the department approximately \$200.00/week. The position may be funded through the Department's budget until the Senior Center reopens.

Councilor Bunnell proposed the following amendment in the future:

Page 1, Examples of Essential Duties and Responsibilities, Paragraph 5:

Performs General receptionist duties. Receives and screens telephone calls in a polite and knowledgeable manner, *including properly identifying themselves to the caller.*

**Motion made by Councilor Bunnell, seconded by Councilor Jaskiewicz, to approve and send the Job Description for the Social Services Administrative Assistant II to the Town Council for review and approval. Discussion: None. Voice vote, 2-0, all in favor. Motion carried.**

8. Remarks from the Public with a three-minute limit – *none*

9. Remarks from the Councilors

Councilor Bunnell commended Senior & Social Services Director Peck on a good job.

Chairman Jaskiewicz felt that the increase in hours to provide additional outreach support to the public is an important, positive step, especially as the community continues to deal with the pandemic. He expressed his support and thanked Councilor Bunnell for his support.

10. Adjournment

Motion made by Councilor Bunnell, seconded by Councilor Jaskiewicz, to adjourn the meeting at 5:28 p.m. Discussion: None. Voice vote, 2-0, all in favor. Meeting adjourned.