

Town of Montville
Town Administration/Rules and Procedures Standing Committee

Monday April 25th 2022 @ 5:00PM

Montville Town Hall - Room 102

Meeting Minutes

1: Call to order.

The meeting was called to order at 5:01 PM

2: Pledge of allegiance.

All stood for the pledge

3: Roll call.

Present, Councilors Al Mandler, Len Bunnell, Robert Yuchniuk

4: Amendments to the agenda.

It was discovered that the updated TARP agenda had not been posted on the town website, so items 8c, 8d, 8e and 8f were added. Motion by Mandler, second Bunnell, motion passed 3-0.

5: Approval of meeting minutes from TARP special meeting March 30th 2022.

Motion by Mandler, second Bunnell, motion passed 3-0 to approve minutes.

6: Remarks from the public, agenda items (3-minute limit).

Asked three times, no members of the public present.

7: Old business.

None

8: New Business.

8a. Discussion and possible action on updating the job description for the Town of Montville Public Human Resources Director position.

Discussion ensued, HR director position has not been filled since 2011, the consensus is that the Town of Montville needs to fill this position to assist the town in its growth and progress. The previous town job description was reviewed as well as the towns of Waterford and East Lyme HR director job descriptions. The decision to add under the necessary knowledge and skills section the wording "substantial knowledge of municipal grant writing, research and procedures". Motion to accept the job description with the additional wording and a recommendation of a salary range between \$75,000 and \$100,000 depending on training and experience. Motion Bunnell, second by Mandler. Motion passed 3-0.

8b. discussion and possible action on increasing the stipend for Montville Town Councilors.

Discussion ensued, East Lyme councilors receive \$1750 stipend, Waterford, \$1800, New London \$2500, Ledyard, \$0. The decision was made not to recommend any increase for Montville Councilors. Motion Mandler, second Bunnell, motion passed 3-0

8c. discussion and possible action on Police extra duty policy

Motion by Bunnell, second by Mandler to accept the proposed policy submitted by the Town finance department. Motion passed 3-0.

8d. discussion and possible action on noncommercial vehicle driver policy

Motion by Mandler, second by Bunnell to accept the proposed "noncommercial vehicle driver policy" and add it to the towns vehicle policy. This recommendation comes directly from the towns insurance company and requires employees at the start of their employment and annually thereafter to have a motor vehicle records check completed to ensure they have and maintain a good driving history. Motion passed 3-0.

8e. discussion and possible action on implementing the optional waiver of property tax.

Motion by Mandler, second by Bunnell to accept the proposed policy which was recommended by the Town tax collector to waive any tax bills under \$10.00. Motion passed 3-0.

8f. discussion and possible action on private duty vehicle rates.

Motion by Mandler, second by Bunnell to accept the proposed policy which was recommended by the Town finance director to increase the private duty vehicle charge from \$15.00 to \$20.00 per hour. Motion passed 3-0.

9: Remarks from the public, non-agenda items (3-minute limit).

Asked three times, no members of the public present.

10: Remarks from councilors.

No remarks

11: Adjournment.

Meeting adjourned at 5:30 PM.

Respectfully submitted by Robert Yuchniuk, Chairman TARP