

TOWN OF MONTVILLE
Town Administration/Rules & Procedures Standing Committee

Tuesday, March 16, 2010
Room 102, Montville Town Hall
6:00 PM

MINUTES

1. The meeting was called to order by Ellen Hillman at 6:07 PM.
2. Roll Call – Present: Candy Buebendorf, Ellen Hillman, Donna Jacobson (6:10). Also present: Sandra Anderson.
3. Remarks from the Public – none
4. Approval of minutes from Special Meeting March 2, 2010 – Motion was made by Candy Buebendorf, second by Ellen Hillman, to approve the minutes. Vote 2-0, motion passed.
5. Unfinished Business
 - A) Changes to Rules & Procedures - Motion by Candy Buebendorf, second by Ellen Hillman, to recommend approval of amended Town Council Rules of Procedure. Voting in favor: Candy Buebendorf & Ellen Hillman; against: Donna Jacobson. Vote 2-1, motion passed.
 - B) Cultural Awareness Committee – Angela Rola will attend the April meeting.
 - C) Minutes Clerk – Sandra Anderson spoke to the other town clerks Pam Church and Audrey Ulmer who all feel that the job description is accurate as written. Motion by Candy Buebendorf, second by Ellen Hillman, to send the job description to the Town Council for approval. Vote 3-0, motion passed. Discussion about clerks' salary took place. Motion by Ellen Hillman, second by Candy Buebendorf, to recommend to the Town Council that clerks' hourly wage should increase \$1 from \$16 to \$17 per hour. Vote 3-0, motion passed. Donna Jacobson will place on the April Town Council agenda the appointment of Sandra Anderson as the Town Council clerk
 - D) Paper fees – Information is still needed about the following: clarification from FOI whether \$.50 per copy applies to color copies as well as black & white copies; charges for CDs (Groton charges more for those who will use the information for profit; Montville's assessor's office charges \$150 for any disks); charges for copies are still needed from the tax collector's office, assessor, WPCA, Police, Social Services, Youth Services and the Senior Center.
6. New Business
 - A) Historical Committee – Donna Jacobson presented samples from other towns that have historical committees. The purpose of this would be to establish historical districts and to align with Montville's recently proposed Plan of Development and Conservation. Potential advantages include preservation, attracting tourism, and procuring grant money. Committee members will study the samples and information to discuss at the April meeting. Ellen Hillman will invite Marcia Vlaun to attend that meeting to discuss feasibility.

7. Remarks from the Public – Sandra Anderson verified that the clerk job description will be recommended “as is” and the proposed pay raise will be on the April agenda. She thanked the committee for placing her name on the agenda for official appointment and stated that she enjoys being the council clerk and feels she is knowledgeable and skilled.
8. Remarks from Committee Members - none
9. Adjournment – Motion was made by Candy Buebendorf, seconded by Donna Jacobson, to adjourn at 7:07 PM. Vote 3-0, meeting adjourned.

Respectfully submitted,

Candy Buebendorf

Town Administration/Rules & Procedures Standing Committee

Meeting Schedule 2009/2010

3rd Tuesdays (except February & December)

6 PM, Room 102

December 15, 2009

January 19, 2010

*February 23, 2010

March 16, 2010

April 20, 2010

May 18, 2010

June 15, 2010

July 20, 2010

August 17, 2010

September 21, 2010

October 19, 2010

November 16, 2010

*December 14, 2010