

Town of Montville
Town Administration/Rules & Procedures Standing Committee
Regular Meeting Minutes
December 27, 2023, 5:00 p.m.
Montville Town Hall – Town Council Chambers

1. Call to Order
The meeting was called to order at 5:00 p.m.
2. Pledge of Allegiance
3. Roll Call (Councilors Jaskiewicz, Sabilia, and Yuchniuk)
Present were Councilors Jaskiewicz, Sabilia, and Yuchniuk. Also present were Mayor Leonard Bunnell and Human Resources Director Maria D’Amelia.
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 July 24, 2023
Motion made by Councilor Sabilia, seconded by Councilor Yuchniuk. Discussion: None. Voice vote, 3-0, all in favor. Motion carried.
6. Unfinished Business – *none*
7. New Business
 - a. Election of Chairman
Motion made by Councilor Sabilia, seconded by Councilor Yuchniuk, to nominate and elect Councilor Jaskiewicz as Chairman. Discussion: None. Voice vote, 3-0, all in favor. Motion carried.
 - b. Approval of the Meeting Dates for 2024:
January 22, February 26, March 25, April 22, May 27, June 24, July 22, August 26, September 23, October 28, November 25, December 23
Motion made by Councilor Sabilia, seconded by Councilor Yuchniuk. Discussion: None. Voice vote, 3-0, all in favor. Motion carried.
 - b. Review and approve the Position Description for the Director of Land Use and Development
Motion made by Councilor Sabilia, seconded by Councilor Yuchniuk, to approve the Position Description for the Director of Land Use and Development, as revised on December 22, 2023, and send the item to the Town Council. Discussion: None. Voice vote, 3-0, all in favor. Motion carried.

8. Remarks from the Public with a three-minute limit – *none*
9. Remarks from the Councilors
Discussion ensued regarding the need to have all of the position descriptions and their related salaries reviewed by the Human Resources Director.
10. Adjournment
The meeting adjourned at 5:15 p.m.