

Town of Montville
Town Administration/Rules & Procedures Standing Committee
Regular Meeting Minutes
June 24, 2024, 5:00 p.m.
Montville Town Hall – Town Council Chambers

1. Call to Order
Councilor Sabilia called the meeting to order at 5:00 p.m.
2. Pledge of Allegiance
3. Roll Call (Councilors Jaskiewicz, Sabilia, and Yuchniuk)
Present were Councilors Sabilia and Yuchniuk. Absent was Councilor Jaskiewicz. Also present were Mayor Leonard Bunnell, Sr., and Human Resources Director Maria d’Amelia.
4. Alterations to the Agenda
Motion made by Councilor Yuchniuk, seconded by Councilor Sabilia to add the following item to the Agenda under Item 8, New Business:
 8(a) Abuse Prevention Policy
Discussion: None. Voice vote, 2-0, all in favor. Motion passed.
5. Remarks from the Public relating to matters on the agenda with a three-minute limit – *none*
6. Approval of:
 - a. The Regular Meeting Minutes of January 22, 2024
Motion made by Councilor Yuchniuk, seconded by Councilor Sabilia. Discussion:
None. Voice vote, 2-0, all in favor. Motion carried.
7. Unfinished Business – *none*
8. New Business
 - a. Abuse Prevention Policy
Human Resources Director Maria d’Amelia stated that the Policy, which is required by the Town’s Insurance Carrier, is primarily geared towards employees who work with the elderly and youth. The Policy must be adopted by July.
Motion made by Councilor Sabilia, seconded by Councilor Yuchniuk, to send the Abuse Prevention Policy to the Town Council for review and approval.
Discussion: Human Resources Director d’Amelia will investigate whether the Policy also pertains to elected officials. Voice vote, 2-0, all in favor.

b. Purchasing Policy (Item III (E), The Request for Quotation)

Public Works/Solid Waste Standing Committee Chairman Billy Caron stated that Item III(E) of the Town's Purchasing Policy discourages local contractors from bidding on Town projects and hinders the Town's bidding process.

Water Pollution Control Authority Administrator Ron McDaniel also recommended raising the dollar limitations for bids to align with the State's requirements, adding that the \$10,000.00 requirement for sealed bids delays the process (Item III(A)3(a).

Other revisions to the Policy were discussed and agreed upon by the Councilors.

Motion made by Councilor Yuchniuk, seconded by Councilor Sabilia, to send the amended Purchasing Policy to the Town Council for review and approval.

Discussion: None. Voice vote, 2-0, all in favor.

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

10. Remarks from the Councilors

Councilor Caron expressed his appreciation for their approval to amend and send the Purchasing Policy to the Town Council.

11. Adjournment

Motion made by Councilor Yuchniuk, seconded by Councilor Sabilia, to adjourn the meeting at 5:26 p.m. Discussion: None. Voice vote, 2-0, all in favor. Meeting Adjourned.