

TOWN OF MONTVILLE  
Town Administration/Rules & Procedures Standing Committee

Tuesday, July 20, 2010  
Room 102, Montville Town Hall  
6:00 PM

MINUTES

1. The meeting was called to order by Ellen Hillman at 6:00 PM.
2. Roll Call – Present: Candy Buebendorf, Ellen Hillman, Donna Jacobson. Also present: Jim Andriote, Russ Beetham, and Dana McFee.
3. Remarks from the Public – none
4. Approval of minutes from June 24, 2010 – Motion was made by Candy Buebendorf, second by Ellen Hillman, to approve the minutes. Vote 2-0, 1 abstention (Donna Jacobson did not attend that meeting), motion passed.
5. Unfinished Business
  - A) Cultural Awareness Committee – Jack Hasegawa, Acting Chair, and Angela Rola, Acting Vice-Chair, of the recently formed CT Asian Pacific American Affairs Commission explained that a major function of their commission is to provide citizen education for new immigrants including what it is like to live in a small town. Issues of concern to SE CT and particularly Montville were discussed including safety and communication concerns. Discussion resulted in the following recommendations for Montville:
    - work with employers in the area to help with citizen education
    - involve kids in school about teaching their families about safety issues
    - create trilingual posters with safety messages and post them widely
    - involve medical and other professionals in the Montville area in working with the immigrant population to help bridge cultural misunderstandings
    - develop a list of reliable translation services
  - B) Revisions of Policies and Procedures
    1. Moment of Silence – Dana McFee explained his rationale for requesting that a moment of silence be added to the Rules of Procedure agenda requirements. Ellen Hillman requested that he prepare a resolution to this effect for consideration at the next regular council meeting.
    2. Opening of Bid Policy – Russ Beetham explained that bids were opened at regular Board of Selectman meetings until around 1990, and that this ensured the legislature had a good knowledge of how money was spent in the town. Discussion included the amount of time required to open and consider bids at a regular meeting, current policy and town charter requirements. Ellen Hillman will get a copy of the current purchasing policy before the next committee meeting for further discussion.

C) Historical Committee – Marcia Vlaun, Town Planner, is on vacation. Discussion is postponed until the September meeting.

6. New Business

A) Disposal of Town Property Ordinance – the current policy “Town of Montville Capital Assett Policy” was distributed. Consensus was that the policy would be reviewed for updating to possibly include use of Internet sales of Town property. Candy Buebendorf will research other towns' policies for discussion at the next meeting.

7. Remarks from the Public – none

8. Remarks from Committee Members – Ellen Hillman distributed draft ordinances for a Human Resources Department for consideration at the next meeting.

9. Adjournment – Motion was made by Candy Buebendorf, second by Ellen Hillman, to adjourn at 8:08 PM. Vote 3-0, meeting adjourned.

Respectfully submitted,

Candy Buebendorf