

TOWN OF MONTVILLE  
Town Administration/Rules & Procedures Standing Committee

Tuesday, March 15, 2011  
Room 102, Montville Town Hall  
6:00 PM

MINUTES

1. The meeting was called to order by Ellen Hillman at 6:05 PM.
2. Roll Call – Present: Candy Buebendorf, Ellen Hillman, Donna Jacobson (6:07).
3. Remarks from the Public – none
4. Approval of minutes from February 15, 2011 – Motion was made by Ellen Hillman, second by Candy Buebendorf, to approve the minutes. Vote 2-0, motion passed.
5. Unfinished Business
  - A) Cultural Awareness Committee – Ellen Hillman set a tentative meeting date of March 31, 2011 at 6:00 PM to plan for the community conversation series. She sent invitation letters to members of the Town Council and local organizations in the communities within and surrounding Montville.
  - B) Historical Committee – This will be discussed at the April meeting.
  - C) IT Ordinance – Ellen Hillman presented the committee with a copy of the contract for the Director of Information Systems. It was noted that some discrepancies in the effective dates of the contract exist within the document. Motion by Candy Buebendorf, second by Ellen Hillman, to request the Human Resources Director to provide: a formal job description for the Information Systems position; and an explanation of the contract extension through June 2012. Vote 3-0, motion passed. Ellen Hillman will research the Town Council minutes relating to this contract.
  - D) Personal Property Audits – Candy Buebendorf attended the Finance Standing Committee meeting and requested, on behalf of the Town Administration Committee, that the Council pursue an RFP for personal property audits. The RFP has been published, with proposals due to Town Hall by April 4<sup>th</sup>.
6. New Business
  - A) Letter to Finance regarding audits – This was discussed under Unfinished Business.
  - B) HR Job Description and Contract – Ellen Hillman presented to the committee the current job description for HR. This will be discussed at the next meeting.

C) Child Safety Zones – The ordinance has been forwarded to the town attorney for review.

7. Remarks from the Public – none

8. Remarks from Committee Members – none

9. Adjournment – Motion was made by Ellen Hillman, second by Candy Buebendorf, to adjourn at 6:27 PM. Vote 3-0, meeting adjourned.

Respectfully submitted,

Candy Buebendorf