

Special Meeting Minutes

Town of Montville Water and Sewer Commission
Monday, June 4, 2012 - Town Council Chambers – Town Hall – 6:00 p.m.

1. Call to Order

Chairman May called the special meeting to order at 6:00 p.m. after establishing a quorum and thanked everyone for their attendance.

2. Pledge of Allegiance

3. Roll Call

Present were Commissioners Murphy, Schober, Siragusa, Thorn and May. Also present was Mayor Ron McDaniel, Administrator Brian Lynch and Superintendent Didato.

4. Remarks from the Public Regarding Items on the Agenda with a three minute limit.

Chairman May asked three times if there was anyone from the public who would like to come forward to address the Commission.

5. Old Business

a. To consider and act on a motion to enter into a discussion for the purpose of updating the Rules and Procedures of the Water and Sewer Commission for the Town of Montville.

Motion made by Commissioner Thorn, seconded by Commissioner Schober. Discussion, Chairman May stated his goal for amending the document is to discuss and review the document and to finalize the amendments by July, 2012. Chairman May suggested speaking with the Town Attorney to clarify if there are any conflicts in the document and for clarification regarding benefits and pay policies prior to the Commission implementing changes to the documents. Discussions were held regarding timekeeping and how timekeeping is tracked currently. Superintendent Didato drafted a document stating there are two sets of timekeeping, one for payroll and one for internal record keeping. Chairman May stated he would like the ability to see what the employees are working on during the day and how manpower is utilized daily by the employees. Commissioner Siragusa stated the document should be easy for employees to use and he would like to see staff clean up the documents prior to his commenting on any of the documents. He stated some items are covered in the employee's contracts and in Policies and Procedures and the Employee Handbook and do not need to be incorporated into the WPCA document. Commissioner Thorn stated the Town Rules supersedes any rules the WPCA may incorporate and this should be reflected in the amended document. He discussed the timekeeping policies stating there should be something that depicts what the employees are doing and suggested utilizing a code that depicts how the employees are utilizing their time during the duration of the work day. Discussions were held regarding the FMLA policies and identified areas that need to be reviewed and Mayor McDaniel stated this item is covered in the existing Employee Handbook. Administrator Lynch will review the language and determine if the WPCA will use the Town's language. A discussion was held regarding the language currently regarding employee use of Town vehicles and the Commission made suggestions regarding omitting and amending some of the language currently incorporated in the document.

The Commission discussed the Equipment language and Commissioner Siragusa suggested his suggestions for changes to the language and grammar in the document. Commissioner Murphy discussed protocol for repair and maintenance for WPCA vehicles and inquired if there are daily vehicle log books to keep track of where the Town vehicles are during the course of the day and if they are inspected on return of the vehicle at the end of the shift in case there is a need for this information. A discussion was held regarding incorporating GPS in all Town vehicles in the future if there is money available to do so. A discussion was held regarding Visitors in the Workplace and the Commission reviewed the language currently incorporated in the document. Chairman May stated an employee should escort visitors when on the site and they should sign in and out of the facility for safety reasons in case of an emergency. The Commission discussed computer usage and media usage during work hours and it was the consensus of the Commission to utilize the software program that limits the use of social media sites on Town owned computers as this usage is not work related and is disruptive. To make sure employees comply with this policy computer work and emails will be monitored and will be limited to work related issues only.

Discussions were ended at 6:50 p.m. and will continue at a later date to be determined by the Commission.

b. To consider and act on a motion to enter into discussions for the purpose of updating language to the Employee Policies and Procedures for the WPCA for the Town of Montville.

This discussion will be continued at a later date to be determined by the Commission.

6. New Business

a. To consider and act on a motion to establish special meeting dates for discussions regarding amendments to the Policies and Procedures for the Water and Sewer Commission for the Town of Montville and the Employee Policies and Procedures for the WPCA for the Town of Montville.

Motion made by Commissioner Thorn, seconded by Commissioner Schober to set the dates of Monday, June 11, 2012 at 6:00 p.m. in the WPCA Conference Room and Monday, June 18, 2012 at 6:00 p.m. in the Town Council Chambers to continue the discussions regarding amending the Rules and Procedures and Employee Handbook for the WPCA. Discussion, none, voice vote, 5-0, all in favor, motion carried.

7. Remarks from Commission Members

Commissioner Siragusa suggested amendments to the agenda portion of the Rules and Procedures and to add Remarks from the Public prior to Remarks from the Commission on future agendas. He stated there have been requests from the public to be allowed to speak after the meeting to address business that was conducted during the meetings.

Mr. Richard Gladeau, 44 Cook Drive questioned the authority of the Commission to change any policies and procedures that may already be mandated by the Unions and inquired if anyone has checked with the Unions to determine if there will be issues going forward with proposed changes made by the Commission. He stated some of the amendments could go against an employee's basic rights already established by their Unions.

8. Adjournment

Motion made by Commissioner Schober, seconded by Commissioner Thorn to adjourn the special meeting at 7:04 p.m. Discussion, none, voice vote, 5-0, all in favor, motion carried.

Respectfully Submitted by:

Audrey Ulmer, Recording Secretary for the Town of Montville.