

Town of Montville
Town Administration/Rules & Procedures Standing Committee
Meeting Minutes for Monday, March 23, 2015
5:30 p.m. – Room 102 – Montville Town Hall

1. Call to Order
Councilor Longton called the meeting to order at 5:35 p.m. after establishing a quorum.
2. Pledge of Allegiance
3. Roll Call (Councilors Longton, May, and Pollard)
Present were Councilors Longton and May. Absent was Councilor Pollard.
4. Remarks from the public relating to matters on the agenda with a three-minute limit – *none*
5. Alterations to the Agenda – *none*
6. Approval of the:
 - a. Regular Meeting Minutes of February 23, 2015
Motion made by Councilor May, seconded by Councilor Longton. Discussion: None.
Voice vote, 2-0, all in favor. Motion carried.
7. Unfinished Business
 - a. Review of “An Ordinance Providing Property Tax Relief for Residence Property of the Elderly and Totally Disabled” – *currently being reviewed by Legal*
 - b. Dog Ordinance – *status unknown*
8. New Business
 - a. Investigate the possibility of having member(s) call in when they are physically unable to attend the meeting
Councilor Longton recited item 16(e) from the March Town Council Regular Meeting Minutes. Copies of the policies of various organizations, including the University of Utah, Office of the President, Board of Trustees Bylaws; Cooke Memorial Public Library, Electronic Participation in Board/Committee Meetings; Ask Now! Reference Desk, Participation in Meetings and Conferencing via Electronic Means; Association of College & Research Libraries, Frequently Asked Questions for Virtual Meetings, and; Purdue University Board of Trustees, Electronic Meeting Policy, were distributed.
Councilor May suggested the Town employ a Bridge Line, which assigns a card and pin number to a member(s). Upon calling in, a report is sent and his/her presence can be verified and confirmed. Basic requirements will include a speakerphone that will allow the public and recording secretary to hear the Member.

The purpose of the policy is to allow the electronic presence of a Board/Commission/Committee Member so that a quorum can be obtained and business conducted. The policy would not pertain to statutorily required Boards/Commissions.

Based upon the policies of the aforementioned organizations, the existing policy of the town of Ledyard, and their discussions, Councilor Longton will create a policy to be reviewed by the Committee Members.

- b. Policy regarding the addition of items to the Town Administration/Rules & Procedures Agenda by the Mayor

Motion made by Councilor Longton, seconded by Councilor May, to review the Town Council's Rules & Procedures and, if necessary, insert the following wording as was previously agreed:

For time-sensitive items, the Mayor may request the Chairman of the Town Council to direct the Town Administration/Rules & Procedures Standing Committee to include an item(s) on the agenda of their next regularly scheduled meeting for review.

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

9. Remarks from the Public with a three-minute limit
Ray Occhialini, Fire Marshal, spoke with regards to the Chesterfield Firehouse's request to waive the fees. In an effort to simplify the process, he recommended the Firehouse submit the fees and the Town Council vote to refund the fees.
10. Remarks from the Committee Members – *none*
11. Adjournment
Motion made by Councilor Longton, seconded by Councilor May, to adjourn the meeting at 6:20 p.m. Discussion: None. Voice vote, 2-0, all in favor. Meeting adjourned.

Respectfully Submitted by:

Agnes Miyuki, Recording Secretary for the Town of Montville