

**MONROE TOWN COUNCIL
COMMITTEE ON LEGISLATIVE & ADMINISTRATIVE MATTERS
Monroe, Connecticut**

MINUTES

**Monday, May 9, 2016
Town Hall – Conference Room 204**

- I. Call to order- 6:33 pm Members Sean O'Rourke (SO), Dee Dee Martin (DM), Francis Lieto (FL); Also present were Scott Schatzlein (SS), Cathy Lombardi (CL), Gail Sawicki (GS), Ken Kellogg (KK) and Debra Duchess (DD)**
- II. New Business**
- a. State of Connecticut D.O.T. Rights of Way Acquisition Agreements:
 - i. Roundabout 675 Monroe Turnpike
 - SS presented contracts, maps and an oral description of project FL-Motion (DD 2nd)to approve Resolution for consideration by full Town Council- Motion Carries 3-0
 - ii. Route 25 Bridge Replacement 19 Old Newtown Road
 - SS presented contracts, maps and an oral description of project FL-Motion (DD 2nd)to approve Resolution for consideration by full Town Council- Motion Carries 3-0
 - b. Emergency Medical Services Administrative Assistant Job Description
 - CL, KK and CS presented an updated job description with highlights as to the requested amendments thereto and reasons therefore, with main intent to add certification omitted from previous for posting
 - KK-suggested increasing lifting poundage to 35 lbs. to mirror other job descriptions
 - CL- left meeting to retrieve other descriptions from office to confirm language was correct at 35 lbs.
 - FL-Motion (DD 2nd) to approve job description with the poundage change for consideration by full Town Council- Motion Carries 3-0

III. Others as required

a. EMS Collections and Write-Off policy

- i. KK presented policy that was vetted through EMS Commission regarding past due accounts for EMS services provided.
- ii. FL- was concerned with the visibility of the policy which essentially shows the Town is unwilling to collect balances from certain past due accounts. Also the language re collection policies seems dated in light of the high rate of high-deductible HSA and the like policies and should be reviewed in light thereof.
- iii. DM-echoed those concerns
- iv. KK-agreed that the EMS Commission may want to review the policy in light thereof and the policies of other towns.
- v. SO-I would ask that EMS revisit and we will take this matter up again in the future

IV. Adjournment- 6:58 PM