

TOWN COUNCIL MINUTES

JANUARY 26, 2009

A special workshop of the Hampden Town Council was held on Monday, January 26, 2009 for the purpose of reviewing Council committee structure and functions and a continued discussion of goals and objectives. Mayor Arnett called the meeting to order at 6:08 p.m.

Attendance: Councilors: Mayor Matt Arnett, Janet Hughes, Thomas Brann, Andre Cushing, Jean Lawlis, William Shakespeare and Shannon Cox

Town Manager: Susan Lessard

This was a round-table type discussion about streamlining the Council's committee structure and how each committee would function. Mayor Arnett noted that the function of Council committees is to enable the Council to make more efficient, better and more timely decisions and committee structure should facilitate that. Councilor Brann submitted a proposal for three committees, with each committee being responsible for its own ordinance development and recommendations on appointments to advisory committees for which it is responsible. His plan included an Internal/Infrastructure Committee, External/Service Committee and a Finance & Long Term Planning Committee.

Councilors Cushing and Cox, who worked extensively last year as the Committee on Committees reported that that committee's recommendation was similar to Councilor Brann's proposal except that it would add one more committee, which would be responsible for planning and development.

Following discussion about committee structure, Councilor Cushing moved and Councilor Brann seconded to establish four standing committees of the Council as follows: Finance, Planning & Development, Services and Infrastructure – vote was unanimously in favor.

It was the consensus of the Council that each committee would consist of three members and Mayor Arnett will serve as an ex-officio member on each committee with the exception of the Finance Committee, which he will chair. Each committee will be responsible for its own ordinance development and recommendations for appointment to town boards and committees for which it is responsible.

All committees will be required to post an agenda at least 48 hours prior to the meeting and no issue may be voted on unless it is agendaed. Draft minutes of each meeting will be prepared by the staff member supporting the committee within three business days. The Town Manager will establish a standard format for minutes.

It was also decided that non-committee members attending a committee meeting will have voting rights if they have been present for the entire discussion of an issue, provided that at least two of the three appointed members of the committee are present. Two appointed

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members will constitute a quorum. The Council voted to compensate all Councilors for every committee meeting they attend if they are present for the entire meeting. In addition, the Council voted to compensate designated Council members when attending outside meetings and events.

Regular meeting dates were established for each committee as follows:

- Finance Committee will meet at 5:45 p.m. before each regular Council meeting;
- Planning & Development Committee will meet at 6:00 p.m. the first Wednesday of the month and, if necessary, on the third Wednesday;
- Services Committee will meet at 6:00 p.m. the second Monday of the month; and
- Infrastructure Committee will meet at 6:00 p.m. the fourth Monday of the month

However, due the volume of unfinished business, the Infrastructure Committee will hold its first meeting at 6:00 p.m. on Tuesday, February 3, 2009. The next meeting of the Finance Committee will be at 5:45 on February 2, 2009; the Planning & Development Committee will meet at 6:00 p.m. on Wednesday February 4th; and the Services Committee will meet at 6:00 p.m. on Monday February 9th.

There being no further business the meeting was adjourned at 9:22 p.m.



Denise R. Hodsdon
Town Clerk