

FINANCE COMMITTEE MEETING MINUTES

Tuesday, January 17, 2012

Attending:

Mayor Janet Hughes	Councilor Jean Lawlis
Councilor Kristen Hornbrook	Councilor Shelby Wright
Councilor Thomas Brann	Town Manager Sue Lessard
Councilor Jeremy Williams	Town Assessor Kelley Karter

1. Financial Reports – The Financial Reports were posted online and distributed to Council members via email on the Saturday prior to the meeting.
2. Review & Signature of Warrants – The payment warrants were reviewed and signed by committee members.
3. Old Business
 - a. Code of Ethics Update – No additional information has been received from the Town attorney on the Political Activities section of the draft so no discussion on the item was conducted.
 - b. Council Rules – Draft – Mayor Hughes asked Councilors to review the draft of Council Rules provided and be ready for discussion of it at the next Finance Committee meeting.
 - c. Outside Agency Funding Requests – Current Year Budget – The Manager asked the Committee for clarification on payment of current year budget amounts to Outside Agencies. Councilors Lawlis and Brann indicated that it was their recollection that this year would go forward as budgeted but that a process would be developed with criteria for evaluating requests prior to the next budget. It was the consensus of those attending that payments on these accounts could be made without further Council action.
4. New Business
 - a. Service Fee Bills – 2012 – Town Assessor Kelley Karter presented the list of Service Fee bills for the 2012 year. These bills are issued to residential facilities in the Town that are not assessed property taxes due to their tax status. The authority for these fees rests in State Statute and in the local Service Fee Ordinance adopted by the Town of Hampden in 1992.

Motion by Councilor Lawlis, seconded by Councilor Brann to recommend to the full Council approval of the 2012 Service Fee Charges. Vote 4 – 0.

- b. Transition Recommendations by Town Manager – The Committee and the Manager discussed recommendations for moving forward in the period between Managers. Public Safety Director Rogers has agreed to serve as interim manager. The Manager indicated that it was hard to make further recommendations without knowing what the Council's timetable for hiring and when a new manager might be coming on board.

5. Public Comment - None

6. Committee Member Comments – None

Motion by Mayor Hughes, seconded by Councilor Brann to adjourn at 6:45 p.m.

Respectfully submitted,

Susan Lessard
Town Manager