

FINANCE COMMITTEE MEETING MINUTES

February 6, 2012

Attending:

Mayor Janet Hughes

Councilor Tom Brann

Councilor Jean Lawlis

Councilor Shelby Wright

Town Manager Susan Lessard

Interested Residents

The meeting was opened at 5:45 p.m. by Mayor Hughes.

1. Review Minutes of 1/17/2012 – Motion by Councilor Brann; seconded by Councilor Wright to approve the minutes of the 1/17/2012 meeting. Vote 4 – 0.
2. Review & Signature of Warrants – Warrants were reviewed and signed by Committee members.
3. Old Business
 - a. Review Town Council Rules Draft
 - b. Code of Ethics Update – The Committee is still waiting for the Town Attorney to address the Political Activities section of the policy.
4. New Business
 - a. Personal Property Abatements
 1. Carlen Transport – 2010 - \$33,114.93
 2. Vaughn Thibodeau & Sons – 2010 - \$10,061.52
 3. Quick Stop Video – 2003 to 2010 - \$3034.16Motion by Councilor Brann, seconded by Councilor Lawlis to recommend to the full Council the abatement of personal property taxes to Carlen Transport for 2010, for Vaughn Thibodeau and Sons for 2010, and Quick Stop Video from 2003-2010 due to the fact that all are out of business at this time. Vote 4 – 0.
 - b. Backyard Composters – Motion by Councilor Brann, seconded by Councilor Lawlis to recommend to the full Council the continuance of the home composter program subsidy for 2012 at 50% for the composter. Vote 4 – 0.
 - c. Interim Town Manager – Public Safety Director Joe Rogers will serve as the 'go-to' person at times when Town Manager Sue Lessard is not available during the transition period between the current manager and the next one.
 - d. Organizational Chart for Town – The Committee reviewed a basic organizational chart for town employees, the Council and

Council Committees. Suggestions were made to improve its appearance and the Town Manager was asked to provide an updated chart at the next meeting. There was discussion in regard to whether the Council should make department/reporting responsibility changes at this time. It was the consensus that this topic needed more discussion which may be appropriate for the planning and goal setting session of the Council to be held in the near future.

- e. Citizens' Requests for Information – The Committee discussed the need for a standard process for handling information requests from the public. The Town Manager was asked to provide a draft process document for the next Finance Committee meeting. It was also discussed that all staff should receive FOIA training annually.
- f. Town Attorney Requests for Legal Review – It was the consensus of the Committee that this subject should be addressed as part of Council Rules and that requests for information from the Town Attorney should go through the Town Manager/Mayor or from the Council as a whole only.
- g. Job Descriptions for Councilors – This item related to the need for a document that outlines the responsibilities and the time commitment required for being a Town Councilor that is available for people who are considering running for office. Several councilors indicated that the position of Town Councilor was much more time intensive than they had thought it was going to be prior to running for office.

- 5. Public Comment – Alex King, Ichabod Lane, spoke in regard to the organizational chart discussed and indicated that he believed that the Town Manager should be the one to determine staff reporting responsibilities.

- 6. Committee Member Comments – None

The Committee adjourned at 7:00 p.m.

Respectfully submitted,

Susan Lessard
Town Manager