

FINANCE COMMITTEE MEETING

Monday, February 6, 2012

5:30 p.m.

Hampden Town Office

1. Review Minutes of 1/17/2012
2. Review & Signature of Warrants
3. Old Business
 - a. Review Town Council Rules Draft
 - b. Code of Ethics Update
4. New Business
 - a. Personal Property Abatements
 1. Carlen Transport – 2010 - \$3114.93
 2. Vaughn Thibodeau & Sons – 2010 - \$10,061.52
 3. Quick Stop Video – 2003 to 2010 - \$3034.16
 - b. Backyard Composters
 - c. Interim Town Manager
 - d. Organizational Chart for Town
 - e. Citizens' Requests for Information
 - f. Town Attorney Requests for Legal Review
 - g. Job Descriptions for Councilors
5. Public Comment
6. Committee Member Comments

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

The meeting was opened at 5:45 p.m. by Mayor Hughes. The first item of business discussed was number 4a in order to allow the Town Assessor to present information on that item prior to the end of the regular work day at 6 p.m.

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

HAMPDEN TOWN COUNCIL RULES

1. The Town Council shall only act by ordinance, order, or resolve. All ordinances, orders, and resolves shall be confined to one subject, which shall be clearly expressed in the title. All orders and resolves shall be dated, numbered, and signed by the Town Clerk and the Town Councilors will receive a copy.
2. In all motions of command, the form of expression shall be 'ordered' and in all motions concerning principles, facts, or purposes, the form shall be 'resolved'.
3. The name of the Council member or other person, persons, or group requesting an item on the agenda will be indicated on the agenda with the said item.
4. As a matter of courtesy, conduct for all Council and Committee meetings shall be as follows:
 - a. Cell phones shall be silenced during Council & Committee meetings by Town Councilors, staff, and the general public.
 - b. Councilors and staff shall refrain from texting or emailing during all Council or Committee meetings.
 - c. Cell phone use, texting, and email may be done during breaks in regular or special Council meetings or committee meetings.
5. Town Councilors shall participate in Freedom of Information Act training within 30 days of being sworn in as a Town Councilor and documentation of that training shall be filed with the Town Clerk.
6. Town Councilors shall participate in Elected Officials training offered by the Maine Municipal Association within the first year of office.
7. A New Councilor orientation packet shall be provided to all Councilors at the time they are sworn in.
8. Excused absences for Councilors for Council meetings may be granted as the result of illness, vacation, work commitments, or family illness.
9. The Mayor shall take the chair at the appointed time for the meeting, call the members to order, and proceed to the following order of business:
 - A. Consent Agenda
 1. Signatures – Treasurer's Warrants, etc
 2. Secretary's Report
 3. Communications
 4. Reports
 - B. Public Comments
 - C. Policy Agenda
 1. Public Hearings
 2. Nominations-Appointments – Elections
 3. Unfinished Business
 4. New Business
 - D. Committee Reports
 - E. Manager's Report

F. Councilor Comments

G. Adjournment

10. In the absence of the Mayor, the Deputy Mayor shall preside over the Town Council meeting. In the absence of the Deputy Mayor, the Mayor shall appoint, in advance, another Council to chair the meeting.
11. When a question is under debate, the Mayor shall receive no motion but to adjourn, or for the previous question, to lay on the table, or to postpone to a day certain, or to refer to a committee or some administrative official or to amend, or to postpone indefinitely; which several motions shall have precedence in order in which they stand arranged.
12. When a vote is passed, it shall be in order for any member who voted in the majority, or in the negative on a tie vote, to move a reconsideration thereof at the same, or the next stated meeting, but not afterwards; and when a motion or reconsideration is decided, that vote shall not be reconsidered.
13. When any member is about to speak, they shall respectfully address the Mayor, confine themselves to the question under debate, and avoid personalities. No member speaking shall be interrupted by another but by a call to order, or to correct a mistake.
14. Every member present, when a question is put, shall give their vote, unless the Council, for special reasons, shall excuse them. Application to be so excused must be made before debate on the issue and the decision on the application shall be made by a majority vote of the council without debate.
15. The rules cannot be dispensed with or suspended if one or more members of the council shall object. No rule or order shall be amended or repealed without notice in writing, being given at the preceding meeting.
16. Any person wishing to address the Town Council will be given the opportunity to do so in accordance with the following procedure:
 - a. Persons wishing to address the Council on an item which appears on the agenda shall wait until the Mayor announces the consideration of such item, at which time they may address the Council on that particular item. There shall be a five minute limit on such comments per person, per item.
 - b. Any person wishing to address the Council on an item not appearing on the agenda shall be allowed to do so only in that section of the agenda referred to as "Public Comments". There shall be a five minute limit on such comments per person per subject raised. Items heard during Public Comment may be agendaed for a subsequent meeting or referred to a Committee or staff member for discussion/action. No votes may be taken by the Council on a subject raised during Public Comment without a vote by the Council to set aside the rules and add it to the regular agenda for consideration.

- c. Any person wishing to address the Council shall signify their desire by raising their hand and, when recognized by the Mayor, such person shall thereupon request permission to address the Council, giving their name and address and then designating the subject matter on which they desire to address the Council.
17. At the commencement of the Calendar year, or as soon thereafter as possible, there shall be chosen the following Committees, each Committee to consist of three (3) members of the Council as the Mayor may designate, or, upon a motion, the Council may ballot.
 - a. Finance & Administration – The purpose of this committee shall be to review all items related to their fiscal impact on the Town as well as all matters that pertain to items of administrative procedures. This committee will also have the responsibility for the review and signature of all payment warrants.
 - b. Services Committee – The purpose of this committee shall be to review all matters related to services provided by the Town related to recreation, parks, trails, the library, the pool, and other items related to non-emergency or public works services provided in the community
 - c. Infrastructure – The purpose of this Committee shall be to review all matters pertaining to public infrastructure including buildings, roads, and all town capital equipment.
 - d. Planning & Development – The purpose of this Committee shall be to review all matters related to all ordinances of the Town and all proposals for economic & community development.
 - e. Communications – The purpose of this Committee shall be to review all matters related to the Town Website, Town Newsletter, Town Cable Channel 7, and other town sponsored communication activities.
18. Committee procedure shall be governed as follows:
 - a. 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.
 - b. It shall be the responsibility of the Committee Chair to discuss the development of the meeting agenda with the assigned staff person at least 24 hours before the meeting is required to be posted.
 - c. The assigned staff member shall prepare and post the agenda.
 - d. Draft minutes of each meeting will be prepared by the staff member supporting the committee within three business days.
 - e. Committee meeting minutes shall be posted on the Town website following their voted approval by the Committee.
 - f. Non-committee Council members attending a Committee meeting will have voting rights if they have been present for the entire discussion of

- an issue, providing that at least two of the three appointed members of the committee are present.
- g. Two appointed members of the Committee shall constitute a quorum
 - h. The Mayor shall serve as an ex-officio member of all committees with the exception of Finance & Administration, and shall serve as a member and Chairperson of that Committee. The Mayor shall not count as an appointed member for the purpose of establishing a quorum at all other Committee meetings.
19. The Mayor of the Council may appoint members of the Council and/or citizens of the Town to special committees as authorized by the Council. No Committee shall have the power of executive action unless specifically authorized and shall report back to the Council for action on its recommendations or proposals.
20. In all cases where the parliamentary proceedings are not determined by the by foregoing rules and orders. "Roberts Rules of Order" shall be taken as authority to decide the course of proceedings.
21. The first and third Mondays of each month are designated as 'regular' council meetings with the provision that a unanimous vote of the council would cancel a meeting. Whenever a regular meeting falls on a legal holiday, such meeting will take place the following day.
22. Special meetings of the Town Council may be scheduled for other dates for special purposes. The agendas for such meetings shall be posted at the Post Office, Town Office, Town Bulletin Board, on the Town website, no less than 72 hours in advance of the meeting (unless an emergency meeting is needed for the purpose of dealing with an unanticipated Town emergency, in which case posting shall be to all normal posting locations and via email to local print media as soon as it is identified that a meeting will be held). The agenda for a Special Meeting shall be prepared as follows:
- A. Call to order
 - B. Subject(s) for meeting
 - C. Adjourn
- The general public shall be allowed to comment on subjects at Special meetings in the same manner as for Regular Council meetings. There shall be no general Public Comment section for items not contained on the agenda for Special Council meetings.
23. Any item on the consent agenda can be set aside for discussion at the request of any Councilor, prior to a motion on the remainder of the consent agenda.
24. The Councilor Comment section of the agenda is reserved for the purpose of enabling any Council member to discuss matters not previously mentioned on the agenda. No official Council action can be taken at this time.

Non Zero Balance on All Accounts

Tax Year: 2003-1 To 2010-1
As of: 01/30/2012

4-a

Acct	Name ----	Year	Original Tax	Payment / Adjustments	Amount Due
248	P AUTOMATIC VENDING & GAMES	2008	37.68	0.00	37.68
248	P AUTOMATIC VENDING & GAMES	2009	28.62	0.00	28.62
248	P AUTOMATIC VENDING & GAMES	2010	30.21	0.00	30.21
57	P BRYANT, ROBERT & LINDA	2006	93.52	0.00	93.52
57	P BRYANT, ROBERT & LINDA	2007	94.20	0.00	94.20
57	P BRYANT, ROBERT & LINDA	2008	97.34	0.00	97.34
* 224	P CARLEN TRANSPORT	2010	33,114.93	0.00	33,114.93
30	P COUILLARD, DARYL	2006	454.24	0.00	454.24
30	P COUILLARD, DARYL	2007	456.87	0.00	456.87
30	P COUILLARD, DARYL	2008	466.29	0.00	466.29
30	P COUILLARD, DARYL	2009	553.32	0.00	553.32
30	P COUILLARD, DARYL	2010	477.00	0.00	477.00
337	P EAGLE SECURITY	2010	221.01	0.00	221.01
123	P KAMDA'S POOL SHED	2010	87.45	15.58	71.87
186	P NORTHEAST TIMBER CORP.	2007	744.18	0.12	744.06
186	P NORTHEAST TIMBER CORP.	2008	781.86	0.00	781.86
186	P NORTHEAST TIMBER CORP.	2009	491.31	0.00	491.31
186	P NORTHEAST TIMBER CORP.	2010	511.98	0.00	511.98
151	P QWIK STOP VIDEO	2003	383.16	0.00	383.16
151	P QWIK STOP VIDEO	2004	410.00	0.00	410.00
151	P QWIK STOP VIDEO	2005	413.28	0.00	413.28
151	P QWIK STOP VIDEO	2006	404.14	0.00	404.14
* 151	P QWIK STOP VIDEO	2007	408.20	0.00	408.20
151	P QWIK STOP VIDEO	2008	423.90	0.00	423.90
151	P QWIK STOP VIDEO	2009	295.74	0.00	295.74
151	P QWIK STOP VIDEO	2010	295.74	0.00	295.74
75	P SHANOS, THOMAS	2009	143.10	0.00	143.10
75	P SHANOS, THOMAS	2010	143.10	0.00	143.10
* 277	P VAUGHN THIBODEAU & SONS, INC.	2010	10,061.52	5,030.76	5,030.76

Non Zero Balance on All Accounts

Tax Year: 2003-1 To 2010-1
As of: 01/30/2012

Acct	Name ----	Year	Original Tax	Payment / Adjustments	Amount Due
Total for 29 Accounts:			52,123.89	5,046.46	47,077.43

Payment Summary

Type	Principal	Interest	Costs	Total
C - Correction	0.00	-140.44	0.00	-140.44
I - Interest Charged	0.00	4,652.53	0.00	4,652.53
P - Payment	5,046.34	-4,558.55	0.00	487.79
Y - Prepayment	0.12	0.00	0.00	0.12
Total	5,046.46	-46.46	0.00	5,000.00

Non Lien Summary

2003-1	383.16
2004-1	410.00
2005-1	413.28
2006-1	951.90
2007-1	1,703.33
2008-1	1,807.07
2009-1	1,512.09
2010-1	39,896.60
Total	47,077.43

No Liened Accounts	0.00	0.00	0.00
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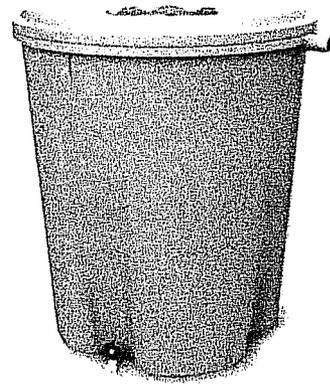
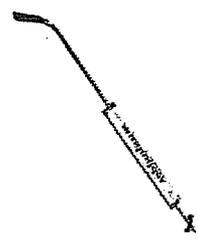
Payment Summary

Type	Principal	Interest	Costs	Total
Total	0.00	0.00	0.00	0.00

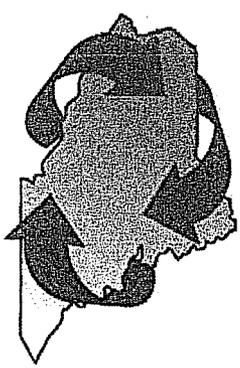
Lien Summary

Total	0.00
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Total for 29 Accounts:	52,123.89	5,046.46	47,077.43
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MARRA Backyard Composting Campaign Participation Packet 2012



Sponsored by the
Maine Resource Recovery Association
PO Box 1838
Bangor, Maine 04402
tel 207-942-6772
fax 207-942-4017
www.mrra.net



MARRA Compost Bin Sale Participation Form 2012

Please complete this form to participate in the Maine Backyard Compost Bin, Kitchen Pail, Thermometer, Wingdigger & Rain Barrel Sale.

I will participate in the 2012 Backyard Compost Bin Sale. I understand that I must order in multiples of 20 for bins & wingdiggers. 26 each for Kitchen pails. 15 each for Rain Barrels. Thermometers are sold in lots multiples of 10.

Contact name: _____

Organization: _____

Telephone # _____ Fax # _____ email _____

I would like to receive a free sample Earth Machine™ compost bin, Wingdigger turner, Kitchen Pail, and System Rain barrel. One sample of each provided, extra samples available at regular sale price. Samples take 2-4 weeks to arrive so please return this form ASAP. Send to shipping address below

Name: _____ Telephone where sample is delivered _____

Street Address: no PO Boxes please _____

City: _____ State: _____ Zip code: _____

I will be selling the following checked items

Earth Machine Compost Bin in quantities of 20

Kitchen Pail in quantities of 26

Wingdigger compost turner in quantities of 20

Rain Barrel in quantities of 15

Thermometer in quantities of 10

I understand that to get a sample thermometer, I must send payment to MARRA to cover the cost of the sample and that the thermometer is mine to keep. The Sample cost is \$18.50

Please return this completed form to Maine Resource Recovery Association
Fax 942-4017 or email victor.horton@mrra.net

Sponsored by the
Maine Resource
Recovery
Association
(MRRRA)
Tel (207) 942-6772
Fax (207) 942-4017

- MRRRA - Coordinator Checklist

Use this Coordinator Checklist to help
plan your 2012 Compost Bin Sale

Do ASAP: Signing Up to Participate!

Please Check When Completed!

' **Determine Date, Time, and Location** for residents to pick up compost, barrels, turners and/or pails. The items will be delivered directly to you during the week of May 21st, 2012. **Order composters and turners in multiples of 20, kitchen pails 26 at a time, rain barrels 15 to a skid, thermostats 10 at a time.**
Early bird orders accepted April 6, 2012 along with payment for delivery week of April 20, 2012

' **IMPORTANT! Complete the Participation Form and Customized Information Sheet** clearly and legibly & mail or fax to (207) 942-4017. Once this information is received, a customized master Order Form, Poster, Tracking Sheet, Press Release and Final Order Form will be created and sent to you.

Promoting Your Sale

' **Distribute Order Forms** to residents through mailings, local businesses, municipal buildings, etc. Consider asking Boy Scouts, Girl Scouts or other local groups to distribute the forms at the recycling center.

' **Hang up Posters** in high foot traffic areas throughout the community (such as grocery stores, town offices, recycling center, library, etc.) to promote the sale.

' **Display Samples in your town or recycling center** (see "Participation Form" to request) to help promote the sale and provide residents with a "real life" example of the bin and/or pail. Be sure to locate them in high traffic areas for better promotion.

' **Request a FREE CD** to promote the Composting Bin, "Earth Machine™", for play on local cable stations. Call the Maine Resource Recovery Association (207) 942-6772 to order.

' **Send the Press Release** to local daily and weekly newspapers that **cover your community's events**. Also, consider writing a "Letter to the Editor" to promote the sale.

- over -



FOR IMMEDIATE RELEASE

Your Town or Organization's Name Here to hold Backyard Compost Bin & Kitchen Waste Pail Sale for Earth Day 2012

Your Town's Name Here, ME: Tired of seeing all of those kitchen leftovers from preparing meals and snacks get thrown out in the trash or eaten by critters in your makeshift composting bin in the backyard? Here's your chance to turn those scraps into a rich soil amendment.

As part of Earth Day 2012 celebrations, **Your Town or Organization's Name Here** is participating in a statewide backyard composting bin sale. Through April 28, 2012 a home compost bin and how-to guide with a combined retail value of \$100 can be purchased for only **\$45.00** (tax included). The bin is black, has a 10 year warranty, and is made of 100% recycled plastic. It's approximately 35" high and 33" wide, or large enough for a family of five. Kitchen Waste Pails, for all your kitchen food scraps, are also available for sale at **\$8.00** each.

We are also happy to offer the wingdigger compost turner for a discounted price of **\$17.00**.

No compost area is complete without the 55 gallon rain barrel that can be used to collect valuable rain water for watering the garden and keeping the compost in the Earth Machine moist. The System rain barrel is available at the reduced price of **\$58.50**.

New this year we are offering a 20 inch thermometer for your convenience in checking the inside temperature of your compost bin. It is also useful in checking temperature in an open pile of compost.

It's estimated that 25 percent of the average household's waste consists of yard trimmings and kitchen scraps which can be easily composted. **Your Town's Name Here** residents can save money for every ton of waste they compost because it is not shipped out of town for disposal.

Contact **Person's Name & Phone Number/Email Address Here** to learn more or obtain an order form. **Your Town Name Here** already recycles many of its disposables. Let's increase our recycling while helping our gardens grow!

End

Info Box A

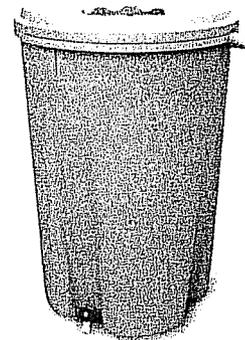
Urges You to Do Your Part for Earth Day 2012: Compost Your Yard and Food Waste!



Only
\$45.00
Retail
Value
\$100



The Rain Barrel
55gal capacity,
Great rain water
collection for
gardening



Price
\$58.50



Only **\$8**

Just
\$17



Earth Machine Backyard Compost Bin
Converts grass, leaves and table scraps into
an abundant supply of rich garden soil.
Large 80 gallon capacity
Easy, snap together assembly
10 year warranty & Instruction Booklet
Made of recycled plastic
Assembled dimensions - 33"x35"

KITCHEN SCRAP PAIL
Attractive, easy to use, Hinged lid
snaps securely to pail, 2 gallon
capacity accommodates plates for
"mess free" scraping!

THE WINGDIGGER
Use this handy tool
to turn your compost
periodically.

Pick Up Your Ordered Items at:

Info Box B



The REOTEMP Backyard Compost
Thermometer with a 20" stem is designed
for monitoring interior temperatures
in a backyard sized compost bin.
Range 0 to 200 F

Just
\$18.50

Return the coupon below before April 28, 2012. All Sales Final

HERE'S HOW TO GET STARTED!

1. Clip & fill out this Order Form.
2. Mail it in with your check or money order.
3. Pick up your ordered items.

For more information call:

Info Box C

Item	Quantity	Unit Price	Subtotals
Compost Bin		\$45.00	
Kitchen Pail		\$8.00	
Wingdigger		\$17.00	
Rain Barrel		\$58.50	
Thermometer		\$18.50	
TOTAL DUE			

Name: _____ Phone: _____

Address: _____ email address: _____

City: _____ State: _____ Zip Code: _____

Make checks payable to: MRRA (Maine Resource Recovery Association)

Mail to: **Info Box D**



ORDER FORM