

FINANCE & ADMINISTRATION COMMITTEE MEETING

Monday, March 16, 2015

6:00 p.m.

Hampden Town Office

1. Meeting Minutes
 - a. March 2, 2015
2. Review & Sign Warrants
3. Old Business
 - a. Continued Review of Council Rules
4. New Business
 - a. Councilor Compensation – Attendance at Workshops
 - b. Police Vehicle Bid Results
 - c. Manager Search Process
 1. Council Workshop to Define Roles & Qualifications
 2. Process to End of Contract
 - Budget
 - Contract Negotiations
 - Audit
 - d. Video Taping of Committee Meetings – Further Discussion re Cost – Councilor Wilde
 - e. Request for Town to Issue License Plates – Chad Houpp
5. Public Comment
6. Committee Member Comments

FINANCE & ADMINISTRATION COMMITTEE MEETING MINUTES

Monday, March 2, 2015

Attending:

Mayor David Ryder

Councilor Greg Sirois

Councilor Dennis Marble

Councilor William Shakespeare

Councilor Terry McAvoy

Councilor Stephen Wilde

The meeting was opened at 6 p.m. by Mayor Ryder

1. Meeting Minutes
 - a. February 9, 2015 – Motion by Councilor Marble, seconded by Councilor Shakespeare to approve the minutes as presented. Unanimous vote in favor.
2. Review & Sign Warrants – Councilor Shakespeare asked questioned related to the cleaning contract at the Municipal Building and a grant received by the Police Department. He asked that the cleaning contract for the Municipal Building be put on the agenda for the next Infrastructure Committee Meeting. Motion by Councilor Shakespeare, seconded by Councilor McAvoy to approve the warrants. Unanimous vote in favor.
3. Financial Statements – January, 2015 – The Town Manager presented the financial statements for the Month of January 2015. Motion by Councilor McAvoy, seconded by Councilor Marble to approve the January 2015 financial statements. Unanimous vote in favor.
4. Old Business
 - a. Continued Review of Council Rules – This item was set aside due to the absence of Councilor Duprey. It will be on the agenda for the next meeting.
5. New Business
 - a. Sidewalk Plow Options – The Town Manager reported that she had secured a two month rental to replace the Town's sidewalk plow that had lost an engine. The Council will have an opportunity through the Infrastructure Committee and the budget process to determine how it wishes to handle this matter.
 - b. Request to use Computer Reserve Funds for Replacement of Police Cruiser Laptops – GIS/IT Specialist Kyle Severance presented the request to use Computer Reserve funds for the purchase of three laptops to replace those in the Police Cruisers. The current laptops are 7 years old. This purchase is through a State Police Contract and the total needed for the three complete systems is \$13,315.26. Motion by Councilor Marble, seconded by Councilor Sirois to recommend to Council to use \$13,315.26 from computer reserve to replace the three cruiser laptops. Unanimous vote in favor.
6. Public Comment - None
7. Committee Member Comments – Councilor Shakespeare asked that future discussions related to renewal of the Town Manager contract be done in executive session. The Town Manager informed the Committee that due to

health issues with her fiancé she would not be requesting a contract extension and that it would be on the next Finance and Council agenda to discuss how the Council wished to proceed. It was suggested that outside assistance from a firm such as Eaton Peabody could help with that process. Councilor McAvoy suggested that a forensic audit be done. When asked why he indicated that there had been two department heads leave in the recent past and he thought it was a good idea. He did not agree that asking for a forensic audit meant that criminal activity was suspected. There was some discussion about the meaning of a forensic audit, since the Town has an annual audit of its finances. The audit will be put on the agenda as part of the discussion for replacing the manager.

Motion by Councilor Marble to adjourn at 6:50 p.m., seconded by Councilor Shakespeare. Unanimous vote in favor.

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 120 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:

(Amended 1/21/2014; 4/7/2014; 5/19/14)

 - A. Pledge of Allegiance
 - B. Consent Agenda
 1. Signatures – Treasurer's Warrants, etc
 2. Secretary's Report
 3. Communications
 4. Reports
 - C. Public Comments
 - D. Policy Agenda
 1. News, Presentations & Awards
 2. Public Hearings
 3. Nominations-Appointments – Elections
 4. Unfinished Business
 5. New Business

- E. Committee Reports
- F. Manager's Report
- G. Councilor Comments
- H. 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. In the event that a large number of persons wish to speak on an issue, this limit may be changed to insure that all who wish to speak have the opportunity to do so. Once public comment on an item has closed and a motion and second has been made by members of the Town Council, further public comment is only allowed if approved by a unanimous vote of the Town Council.
 - 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, when serving as an ex-officio member, 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 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. Council Meetings shall not extend beyond 10 p.m. without an affirmative vote of the Town Council.
25. 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.

This policy replaces the Council Rules last updated February 19, 2008

Adopted by Town Council: May 21, 2012

Amended: January 21, 2014
April 17, 2014
May 19, 2014

4a

Town Of Hampden, Maine
106 Western Avenue
Hampden, Maine 04444
(207) 862-3034

RECEIVED
MAR 02 2015

BY:

Travel & Expense Voucher

Employee Name: TEARLY M. AVOY Date: 3-2-15

Travel Expenses - Charge to Account # 01-05-10-10

Date	Destination or Purpose	Mi. @ 57.5	\$ Amt.
2-25-15	AUGUSTA - TRAINING	144	\$ 82.80
	Subtotal		\$ 82.80

Referenced to Jim's submit

Other Expenses

Date	Item	Account #	\$ Amt.
2-25-15	7.5 HOURS		
	Subtotal		

Total Amount Due \$

I certify that this is a true record of expenditures incurred:

Employee Signature *Tearly M. Avoy* Approved by *ML*

PAID
MAR 04 2015

BY:

TOWN OF HAMPDEN
PUBLIC SAFETY DEPARTMENT

POLICE VEHICLE
BID SHEET

March 12, 2015
12:00 p.m.

BIDDER	VEHICLE	BID AMOUNT
Quirk - Augusta	2015 Ford Utility Interceptor	\$27,395.00
Quirk - Augusta	2015 Chevy Tahoe ^{Special Services SW4}	\$34,854.00
Quirk - Augusta	2015 Chevy Tahoe ^{ac1 option}	\$33,680.00
Thornton Bros.	2015 Dodge Durango	\$31,611.00
Quirk - Augusta	2016 Ford Utility Interceptor	\$31,171.00
D'Connor GMC	2015 Chevy Tahoe ^{Police Pursuit}	\$33,335.45

NOTE: sealed Bid received from Darling's Ford after noon deadline @ 12:09 pm. Bid was not opened.

Town of Hampden
106 Western Avenue
Hampden, Maine 04444



4c
Phone: (207) 862-3034
Fax: (207) 862-5067
email:
manager@hampdenmaine.gov

March 12, 2015

Mayor David Ryder
Hampden Town Council
106 Western Avenue
Hampden, ME 04444

RE: End of Employment Contract

Dear Mayor Ryder,

The purpose of this letter is to formally notify the Town Council that I am not requesting a new contract or an extension of the current contract at the end of June, 2015. Section 2, Item D of my contract requires a minimum of a sixty day notice prior to the end of the contract if either party wishes not to renew. By providing notice at this time, the Town will have a full three and a half months to find a new manager.

The Town of Hampden is an amazing community and I have been honored to be its manager for the past fourteen and a half years. Family health issues that have recently come to light have caused a change of plans, and Dan and I will be working to simplify our lives. However, it is my plan to work through the end of the contract, assisting the Council with the upcoming budget, selection of a public works director, and contract negotiations with the Police and Fire Unions, with my last day of work to be Tuesday, June 30, 2015.

I am hoping that this is a smooth and positive transition for the town employees, the Council, and the community.

Sincerely,

Susan Lessard

TO: Hampden Town Council
FROM: Sue Lessard, Town Manager
DATE: March 12, 2015
RE: Manager Transition/Hire Plan - Consultant

The purpose of this memo is to let you know that I contacted Don Gerrish of Eaton Peabody Consulting and asked whether the firm would have time to be able to do a Manager search for the Town of Hampden. He indicated that they would and he is sending me a proposal for that. The cost is \$5,000. He is also sending a proposal for a workshop that would be held prior to that process which is geared toward helping Boards or Councils better understand their roles and the role of the manager – and to help Boards/Councils work more effectively together. A session such as this prior to starting the Manager search process might also help the Council to determine what type of Manager they are looking for before they start the search. That session would be \$800. The total of the two items is below the amount required for a bid I will forward those proposals as soon as they are received.



4e

Susan Lessard <manager@hampdenmaine.gov>

License Plates

2 messages

Chad Houp <chad.houp@maine.edu>

Wed, Mar 4, 2015 at 5:06 PM

To: "manager@hampdenmaine.gov" <manager@hampdenmaine.gov>

Hello! Just spoke to you regarding this issue. Please consider having plates available for motor vehicle registrations. I know the BMV is 15 minutes away, but with driving and wait time it's an extra 2 hours out of the day for each person. I also wanted to purchase a transfer station permit and now have to make 3 separate trips. Winterport and Newburgh offer this convenience. I think it's time we have it here in Hampden as well. Thank you for your time!

Sincerely,
Chad Houp

Susan Lessard <manager@hampdenmaine.gov>

Wed, Mar 4, 2015 at 5:07 PM

To: Chad Houp <chad.houp@maine.edu>

Hi Chad -

Thank you. I will make sure that this item is on the agenda for the next Finance & Administration Committee meeting on Monday, March 16th at 6 p.m. here at the Town Office in the Council Chambers.

Sue Lessard

[Quoted text hidden]

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Sue Lessard
Town Manager

*Town of Hampden
106 Western Avenue
Hampden, ME 04444
(207)-862-3034
manager@hampdenmaine.gov*