

## FINANCE COMMITTEE MEETING MINUTES

Monday, August 1, 2011

### Attending:

Mayor Janet Hughes	Councilor Kristen Hornbrook
Councilor William Shakespeare	Councilor Shelby Wright
Councilor Jean Lawlis	Councilor Tom Brann (5:45 p.m.)
Councilor Andre Cushing	Town Manger Susan Lessard
Tax Collector Cheryl Johnson	
Interested residents	

1. Review Minutes of 7/18/2011 – Motion by Councilor Cushing, seconded by Councilor Lawlis to approve. Unanimous vote
2. Review & Signature of Warrants – Warrants were reviewed and signed.
3. Old Business
  - a. Review of Code of Ethics, Council Rules, Charter Provisions (continued) The Committee reviewed additional portions of the Code of Ethics and a number of items were identified as needing clarification and additional information. Those included
    1. change in definition of family
    2. clarification on gift policy
    3. definition of confidential information
    4. Conflict of Interest with regard to Political activities
    5. Separation in the Penalty section of Town Committees and Employees from Councilors
    6. Information on what other communities do in regard to an Ethics Board or CommitteeThese items are in addition to others that were identified at the last Finance Committee meeting that included
    1. definition of special interest
    2. definition of resident
    3. clarification of public records
    4. clarification of incompatibility of employment or officeThe Town Manager was directed to obtain the requested information and report back to the Committee at the next Finance Committee meeting.
4. New Business
  - a. Motor Vehicle Plate Issuance – Councilor Shakespeare – Town Motor Vehicle Agent Cheryl Johnson attended the meeting to provide the Committee with information related to what is

involved if the Town were to begin issuing license plates. That activity requires secure storage (vault or fireproof locked cabinets), requires that the Town do validation of prior titles and collect sales tax on behalf of the state, and increases staff time per transaction for very little additional money (\$1), and increased reporting to the State. The Town is able to do transactions for persons transferring plates from prior registrations if the vehicle to be registered was purchased from a dealer. The Motor Vehicle branch office in Bangor is on Union Street, only a few miles from Hampden, which is one of the main reasons that both Bangor and Hampden do not issue plates. It was the consensus of the Committee to keep the current practice in regard to plates in effect.

- b. Notice of Boat Abandonment – 12 M.R.S § 1866(2)(C) – Tabled until the August 15, 2011 meeting.
- c. Funding of Public Works Trucks – Motion by Councilor Wright, seconded by Councilor Cushing to recommend to the full Council the purchase of two public works trucks from Darlings to be funded through a 5 year purchase plan. Unanimous vote.
- d. Culvert Replacement Papermill Road – Funding – The Infrastructure Committee recommended to the full Council that Public Works go forward with the culver replacement project on Papermill Road due to its current deteriorated state and because of safety issues related to that deteriorated state. Motion by Councilor Lawlis, seconded by Councilor Shakespeare to recommend to the full council that this project be funded from Public Works Reserve. Unanimous vote.
- e. URIP Funding Acceptance – Public Works & Bus – The Town Manager explained that it was necessary for the Council to approve acceptance of monies from the MDOT for use in town paving, road construction, or debt related to road work. Motion by Councilor Wright, seconded by Councilor Cushing to recommend to the full Council the acceptance of URIP funds for 2011-2012. Unanimous vote.
- f. MDOT Sidewalk Grant Discussion – This item was tabled until more information can be obtained on cost estimates submitted by Woodard and Curran for the proposed sidewalk.

5. Public Comment - None

6. Committee Member Comments – Discussion was held about when review of the Council Rules and Code of Ethics could be held that would allow sufficient time. Starting at 5 is not workable for Councilor Hornbrook. It was the consensus of the Committee to begin Finance Meetings at 5:30, and allow one hour of discussion on those items per meeting until the review is complete.

The meeting was adjourned at 6:55 p.m.

Respectfully submitted,

Susan Lessard  
Town Manager