

# FINANCE & ADMINISTRATION COMMITTEE MEETING

Monday March 4th, 2019  
6:00 P.M.  
Hampden Town Office

## AGENDA

1. Approval of Minutes
  - a. March 4, 2019
2. Review & Sign Warrants
3. Unfinished Business
  - a. Council rules review – standing item
  - b. Draft agenda & structure of “Council Goals Setting” for Saturday, March 30, 2019 – *requested by Manager Chandler*
4. New Business
  - a. Recommend award of contract to Maine Earth for road reconstruction of School House Lane – *Requested by Sean Currier, DPW Director*
  - b. Committee consideration and recommendation for hiring a replacement full-time employee for the position of Community & Economic Development Administration Support Clerk (replaces Danielle Simons) – *requested by Manager Chandler*
5. Manager’s Items
6. Public Comment
7. Committee Member Comments
8. Adjournment

## FINANCE & ADMINISTRATION COMMITTEE MEETING

Monday March 4th, 2019

6:00 P.M.

Hampden Town Office

### MINUTES

*Attending:*

*Councilor Wright, Committee Chair*

*Councilor Ryder*

*Councilor Wilde*

*Councilor Marble*

*Councilor Jarvi*

*Councilor McAvoy*

*Town Manager Jim Chandler*

*Town Clerk Paula Scott*

*Rec Director Shelley Abbot*

*Absent: Mayor McPike*

- 1. Approval of Minutes** – *Councilor Marble made a motion, seconded by Councilor McAvoy, to approve the Feb. 19<sup>th</sup> minutes. Unanimous, 6-0.*

- a. February 19, 2019**

- 2. Review & Sign Warrants**

- 3. Unfinished Business**

- a. Council rules review – standing item – *Passed over***

- b. Request for Input from Council for the Agenda and Structure of the “Council Goals Setting Session” scheduled for Saturday, March 30, 2019 – *Continued from February 22, 2019* – *Manager Chandler informed members that he has received suggestions from some Councilors. The draft agenda will be in the packet for the 18<sup>th</sup>.***

- 4. New Business**

- a. Recommend Council authorization for the expenditure of \$1,384.50 from Matching Grant Reserve account (3-731-00) for the Town’s share of a Department of Agriculture grant for the purchase of portable radios and portable GPS unit – *Requested by Lt. Jason Lundstrom* – *Councilor Marble made a motion, seconded by Councilor Ryder to recommend authorization for the expenditure from Matching Grant Reserve. Councilor McAvoy noted the incorrect account number in***

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*the agenda item. Councilor Marble amended his motion to reflect the correct account number, seconded by Councilor Wright. Motion on the amendment was approved. Motion to recommend authorization, unanimous, 6-0.*

- b. Recommend Council authorization for the expenditure of \$8,000 from GIS Reserve account (3-731-00) for the purpose of updating the Town's aerial photos – Requested by Kyle Severance, GIS Specialist – Councilor Ryder made a motion, seconded by Councilor Wilde, to recommend authorization for the expenditure of \$8,000 to update the aerial maps. Unanimous, 6-0.**
- c. Recommend Council authorization for the expenditure of \$8,710.50 from the Environmental Trust, Income for the purpose of reimbursement of eligible stormwater - Recommended by Environmental Trust Committee – Councilor Jarvi made a motion, seconded by Councilor Wilde to recommend authorization for the expenditure of \$8,710.50 from the Environmental Trust, Income to pay for eligible stormwater expenses. Unanimous, 6-0.**
- d. Recommend award of contract to Nature's Way for seasonal portable toilet rental services – Requested by Shelley Abbot, Rec Director – Councilor Wilde made a motion, seconded by Councilor Wilde, to recommend award of the contract for seasonal portable toilets to Nature's Way. Unanimous, 6-0.**
- e. Recommend Council pre-authorization to spend FY20 budget funds to pay for the Nature's Way contract – Requested by Shelley Abbot, Rec Director – Passed over**
- f. Recommend Council adopt the Council Order 2019-02 regarding funding an escrow account in the amount of \$10,000 for emergency pump station service for the Mayo Road pump station – Referral from Infrastructure Committee – Councilor Wright made a motion, seconded by Councilor Marble, to recommend adoption of Council order 2019-02 to fund an escrow account in the amount of \$10,000 for emergency service for the Mayo Rd pump station. Unanimous, 6-0.**
- g. Recommendation to Council regarding disposition of tax foreclosed property located at 69 Laskey Lane and further identified as Map 22 Lot 10 – Councilor Marble made a motion, seconded by Councilor McAvoy, to recommend Council offer this property back to the immediate prior owner for two years back taxes, including 5% administration fee,**

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- h. *which totals \$2,082.40. Motion carries, 5-1 with Councilor Jarvi in opposition.*
  
  - i. **Recommendation to Council regarding disposition of tax foreclosed property located at Hampden Mobile Home Park, lot 47 and further identified as Map 20 Lot 51-47 – Councilor Marble made a motion, seconded by Councilor Wilde to recommend Council sell this property to the owners of the mobile home park for all years owed, an estimated 2020 tax amount, including 5% administration fee, which totals \$442.60. Unanimous, 6-0.**
  
  - j. **Recommendation to Council regarding disposition of tax foreclosed property located at 185 Kennebec Road and further identified as Map 38 Lot 1 - Tabled**
- 
- 5. **Manager's Items - none**
  
  - 6. **Public Comment - none**
  
  - 7. **Committee Member Comments - none**
  
  - 8. **Adjournment – With no other business to conduct, the meeting was adjourned at 6:55 p.m.**

*Respectfully Submitted,*



Paula A. Scott, CCM  
Town Clerk

## HAMPDEN TOWN COUNCIL RULES

**Introduction & Statement of Purpose** - Public Service, even at the local level, can be challenging. As elected officials' sphere of influence and relationship with citizens ebbs and flows according to issues and policy topics, it is sometimes challenging for said officials to be even-handed and broad minded in the sense of the whole community. This is why government service at all levels is guided by core values and ethical standards. In keeping with that idea, the following defines the way in which Hampden elected officials shall approach the matters that come before them: *(Added 2/1/2016)*

### **A Simple Three Way Test**

Is it the truth?

Is it fair to all concerned?

Will it be beneficial for the Town?

### **The Hampden Councilor...**

Will not act out of spite, bias, or favoritism

Will contribute to a climate of mutual trust and respect

Has the courage of his/her convictions

Never forgets that he/she is working for the people – all of the people

Will understand and demonstrate the elements of teams and teamwork

Will clearly define roles and relationships

Will establish and abide by a Council-staff partnership

And will allocate Council time and energy appropriately.

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. No action of the Council shall be binding or valid unless adopted by the majority vote of those present. *(Amended 9/19/2016)*
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 Access 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. If a Councilor is unable to complete this training within the first year, the deadline may be extended upon petition by the Councilor and assent of a majority of the Council. *(Amended 2/1/2016)*
7. A New Councilor orientation packet shall be provided to all Councilors at the time they are sworn in.
8. 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
9. 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 Councilor to chair the meeting. *(Amended 9/19/2016)*
10. When a question is under debate, the only motions that the Mayor shall entertain will be a motion to adjourn, or a motion to lay on the table the previous question, or to postpone the previous question to a day certain, or to refer the previous question to a committee or some administrative official or to amend, or a motion to postpone the previous question indefinitely. Motions shall have precedence in order in which they are introduced. *(Amended 9/19/2016)*
11. 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 of reconsideration is decided, that vote shall not be reconsidered.

12. 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.
13. 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.
14. 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.
15. 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 the name of the road on which they live and then designating the subject matter on which they desire to address the Council. *(Amended 2/1/2016)*
16. 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) or four (4) members of the Council as the Mayor may designate, or, upon a motion, the Council may ballot. *(Amended 2/1/2016)*

- 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. *(Amended 9/19/2016)*
  - 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, communications and other items related to non-emergency or public works services provided in the community. *(Amended 2/1/2016, 9/19/2016)*
  - 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.
17. 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 a member of all Committees for quorum purposes. *(Amended 2/1/2016)*
18. The Mayor may appoint members of the Council and/or citizens of the Town to special committees as authorized by the Council. *(Amended 2/1/2016)*
19. 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.
20. The first and third Mondays of each month are designated as ‘regular’ Council meetings with the provision that a unanimous vote of the Councilors present would cancel or reschedule a meeting. Whenever a regular meeting falls on a legal holiday, such meeting will take place the following day except upon unanimous vote of the Councilors present to cancel or reschedule the meeting. *(Amended 9/19/2016)*

21. 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.

22. 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.
23. Council Meetings shall not extend beyond 10 p.m. without an affirmative vote of the Town Council.
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.
25. Sanctions – Council members who intentionally and repeatedly do not follow council rules may be reprimanded or formally censured by the Council. Serious infractions of Council Rules could lead to other sanctions as deemed appropriate by the Town Council. *(Added 2/1/2016)*

This policy replaces the Council Rules last updated February 1, 2016.

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Adopted by Town Council: May 21, 2012

Amended: January 21, 2014  
April 7, 2014  
May 19, 2014  
February 1, 2016  
September 19, 2016

## **HAMPDEN TOWN COUNCIL RULES OF PROCEDURE**

**Introduction & Statement of Purpose** - Public Service, even at the local level, can be challenging. As elected officials' sphere of influence and relationship with citizens ebbs and flows according to issues and policy topics, it is sometimes challenging for said officials to be even-handed and broad minded in the sense of the whole community. This is why government service at all levels is guided by core values and ethical standards. In keeping with that idea, the following defines the way in which Hampden elected officials shall approach the matters that come before them:

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And will allocate Council time and energy appropriately.

## **ARTICLE 1 Mayor/Deputy Mayor**

1. At the commencement of the Calendar year, and pursuant to Section 204 of the Town Charter, the town's attorney shall preside over the town council's election of one of its members as Mayor for the ensuing year. The Mayor shall preside over all meetings of the Council at which he or she is present.
2. After the election of the Mayor, he or she shall preside over the election of Deputy Mayor. The Deputy Mayor shall serve as the presiding officer at any meeting at which the Mayor is absent and shall assume all duties of the Mayor until the Mayor is present. In the absence of the Deputy Mayor, the Mayor shall appoint, in advance, another Councilor to chair the meeting.
3. The Mayor shall recognize any Councilor who wishes to speak, shall state all motions that are before the assembly, rule on questions of parliamentary procedure and carry out all duties incumbent upon him under the laws of the State, the Town Charter, Town Ordinances, and the Rules of Procedure.

## **HAMPDEN TOWN COUNCIL RULES OF PROCEDURE**

4. The Mayor shall take the chair at the appointed time for the meeting, call the members to order, and proceed with the order of business.

### **ARTICLE 2 Council**

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. No action of the Council shall be binding or valid unless adopted by the majority vote of those present.
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. Town Councilors shall, pursuant to 1 MRSA § 412, participate in Freedom of Access Act training through the Maine Municipal Association's Elected Officials Course within 120 days of being sworn in as a Town Councilor. Documentation of that training shall be filed with the Town Clerk.
4. A New Councilor orientation packet shall be provided to all Councilors at the time they are sworn in.

### **ARTICLE 3 Agenda**

1. The Town Council meetings shall be guided by a written agenda in the order of the following items:
  - A. Pledge of Allegiance
  - B. Approval of Agenda
  - C. Consent Agenda
    1. Signatures – Treasurer's Warrants, etc.
    2. Secretary's ~~Report~~ Minutes
    3. Communications
    4. ~~Reports~~ Committee minutes
  - D. Public Comments
  - E. Policy Agenda
    1. News, Presentations & Awards
    2. Public Hearings
    3. Nominations-Appointments – Elections
    4. ~~Old~~ Unfinished Business
    5. New Business
  - F. Committee Reports
  - G. Manager's Report
  - H. Councilor Comments

## **HAMPDEN TOWN COUNCIL RULES OF PROCEDURE**

### I. Adjournment

5. Any subject may be placed on the agenda for a council meeting by a councilor, the town manager or at the request of any citizen. Any subject presented by a citizen must be received at the town office at least 5 calendar days prior to the council meeting. The agenda shall be prepared and posted in the town office at least one business day prior to a scheduled council meeting. 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 item.
- ~~2.~~ An item on the agenda may be taken up out of order by ~~unanimous consent.~~ a majority of those present.
3. A non-agenda item may be added to the agenda on the night of the meeting by unanimous consent of all Councilors present.
4. 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.
5. Special Town Council meetings, as defined under Article 4, shall be guided by a written agenda in the order of the following items:
  - a. Call to Order
  - b. Topic(s) of the Meeting
  - c. Adjourn

### **ARTICLE 4 Meetings and Decorum**

1. The first and third Mondays of each month are designated as 'regular' Council meetings with the provision that a unanimous vote of the Councilors present would cancel or reschedule a meeting. Whenever a regular meeting falls on a legal holiday, such meeting will take place the following day except upon unanimous vote of the Councilors present to cancel or reschedule the meeting.
2. 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 Sign Board, and 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).

## **HAMPDEN TOWN COUNCIL RULES OF PROCEDURE**

3. As a matter of courtesy, conduct for all Council and Committee meetings shall be as follows:
  - i. Cell phones shall be silenced during Council & Committee meetings by Town Councilors, staff, and the public.
  - ii. Councilors and staff shall refrain from texting or emailing during all Council or Committee meetings.
  - iii. Cell phone use, texting, and email may be done during breaks in regular or special Council meetings or committee meetings.
4. 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
5. When any Councilor 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. [\\*\\*discussion ended here on 9/17](#)
6. When any Councilor speaks to staff, consultants, or to members of the public who are in attendance, they shall do so in a respectful and professional manner, shall confine themselves to the question under debate, and avoid conduct unbecoming an elected representative of the Town.
7. Every member present, when a question is put, shall give their vote, unless the Council, for special reasons, shall excuse them. Application to be recused 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. [\\*\\*discussion ended here on 12/3 with no clear consensus of this item number](#)
8. 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.
9. Council Meetings shall not extend beyond 10 p.m. without an affirmative vote of the Town Council.
10. The Councilor Comment section of the agenda is reserved for any Council member to discuss matters not previously mentioned on the agenda. No official Council action can be taken during this portion of the meeting.

### **ARTICLE 5 Motions**

## **HAMPDEN TOWN COUNCIL RULES OF PROCEDURE**

1. The following motions do not require a second:
  - a. Nominations
  - b. Point of information
  - c. Point of order
  - d. Questions of privilege
  - e. Leave to withdraw a motion
  
2. The following motions are non-debatable:
  - a. Adjourn
  - b. Lay on the table
  - c. Filling in the blank
  - d. Point of information
  - e. Point of order
  - f. Question of privilege
  - g. Leave to withdraw a motion
  
3. When a question is under debate, the only motions that the Mayor shall entertain will be a motion to adjourn, or a motion to lay on the table the previous question, or to postpone the previous question to a date certain, or to refer the previous question to a committee or some administrative official or to amend, or a motion to postpone the previous question indefinitely. Motions shall have precedence in order in which they are introduced.
  
4. 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 of reconsideration is decided, that vote shall not be reconsidered.

### **ARTICLE 6 Public Participation**

1. 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 ensure that all who wish to speak have the opportunity

## **HAMPDEN TOWN COUNCIL RULES OF PROCEDURE**

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 the name of the road on which they live and then designating the subject matter on which they desire to address the Council.
- d. 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

### **ARTICLE 7 Council Committees**

1. 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) or four (4) 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, communications 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.

## **HAMPDEN TOWN COUNCIL RULES OF PROCEDURE**

- 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.
2. 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
    - 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 a reasonable time.
    - e. Committee meeting minutes shall be posted on the Town website following their 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. Voting rights shall encompass the ability to make a motion or to second any motion.
    - g. Two appointed members of the Committee shall constitute a quorum.
    - h. The Mayor shall serve as a member of all Committees for quorum purposes.
    - i. The Mayor may appoint members of the Council and/or citizens of the Town to special committees as authorized by the Council.

### **ARTICLE 8 Sanctions**

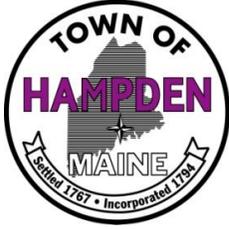
1. Council members who intentionally and repeatedly do not follow council rules, or whose conduct is that unbecoming an elected official, may be reprimanded or formally censured by the Council. Serious infractions of Council Rules could lead to other sanctions as deemed appropriate by the Town Council.

This policy replaces the Council Rules last updated September 19, 2016.

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Adopted by Town Council: May 21, 2012

Amended:    January 21, 2014  
                  April 7, 2014  
                  May 19, 2014  
                  February 1, 2016  
                  September 19, 2016  
                  **Date        2018**



Item 3. b.

106 Western Avenue  
Hampden, Maine 04444  
Office: 207-862-3034  
Facsimile: 207-862-5067

## MEMORANDUM

TO: Finance-Administration Committee & Town Council  
FROM: Jim Chandler, Town Manager *JNC*  
COPY: Executive Leadership Team:  
Paula Scott, Assistant Town Manager/Clerk  
Tammy Ewing, Finance Director  
Joe Rogers, Public Safety Director  
Sean Currier, Public Works Director  
DATE: March 18, 2019  
RE: Suggested Agenda for Goals Workshop set for March 30, 2019

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Council has scheduled its annual Goals Setting Workshop for Saturday morning, March 30, 2019. This memorandum conveys a Draft Agenda and the written input from two Councilors as suggested content and/or structure. The purpose of this discussion is to finalize the Agenda for the Workshop so that it may be circulated in advance, along with any requested supporting materials.

### Background

Councilors were invited to offer suggestions regarding content and format and several offered their thoughts on content and structure. Attached is a presentation of the input submitted via email from Councilors Jarvi and McAvoy copied verbatim from their emails. Several other Councilors provided some informal thoughts verbally over the course of the past few weeks.

### Follow-Up & Direction

Based upon the input received, staff has developed the attached Draft Agenda built around the concept of splitting the workshop into Two Sessions with Four Themes. The Opening Session will focus on the FY-2020 & Fy-2021 Budget Theme: *Building the Future of Hampden*. It will include interactive discussions among the Council Members and Executive Leadership Team Members about issues related to each group's expectations of the other as they relate to respective roles and responsibilities for serving the needs of the community. Specifically, how they identify and influence the budget's Goals, Objectives and Priorities. This discussion will then inform the Town's Organizational Structure, Capital Improvement & Facility Renovation Needs and related Staffing Needs.

The Second Session provides discussion points for the Council to consider on matters related to Hampden's Community Character, a vision for its future in five and ten-year horizons; and how the Council's responsibility for establishing and adhering to Governance Values, Procedures, Protocols and Decision-Making Methods will best empower them to be successful in accomplishing their legacy to the community's current and future citizens.

If Councilors would please take a few minutes to comment on the Draft, it will then be finalized and posted for the public.

# Town of Hampden

## COUNCIL GOALS WORKSHOP FOR 2019

Saturday, March 30th, 2019  
8:30 A.M – 1:30 P.M.  
Hampden Town Council Chambers

### Agenda

#### 8:30 – 9:30 AM Council & Executive Team

- General Budget Theme
  - “Building the Future of Hampden”
    - Infrastructure Improvements that contribute to Economic Development
  - Economic Development & Funding the Future We’re Building
    - De-Mystifying TIF Financing
    - Discussion of Opportunities in Town Center & Business Park

#### 9:45 – 10:45 AM Council & Executive Team

- Link from Budget Theme to Challenges related to Accomplishing High (Hampden Community) Level-of-Service Expectations
  - Proactive Measures to Achieve a more “Business-Friendly” Culture
  - Discussion of Municipal Building – Customer Service Needs
    - Infrastructure Needs
    - Staffing Needs
- How These Decisions Directly Inform FY-20 & FY-21 Budget Needs and Requests

#### 11:00 – 11:30 Lunch Break & Reconvene for Working Lunch and Continued Discussion

#### 11:30 – 12:15 Council & Manager/Assistant Manager (Executive Team Invited to Stay)

- Community Character & Core Values
  - Discussion of Our Collective (Majority) Vision of Hampden in 5 years & 10 Years
  - Leadership of Council to Staff
    - Morale Issues
  - Legacy Passed to Future Town Leadership – Resulting From our Tenure on this Council

#### 12:30 – 1:30 Council & Manager/Assistant Manager (Executive Team Invited to Stay)

- Council Rules and Procedures
  - Committee Structure and Meeting Frequency
    - Maintain the P&D as an Independent Committee on 1<sup>st</sup> Wednesday – But Change to Planning & CED Committee
      - Would include Economic Development Activities

- Expand Membership to four Councilors +Mayor; and Invite Two Citizens to be non-voting members
  - Council Workshop Concept
    - Continue with two meetings per month – but make 1<sup>st</sup> Meeting a Workshop Format with Committee-like discussion (televised) And 2<sup>nd</sup> Meeting for Business Decisions
    - Finance & Administration Committee “Becomes a Committee of the Whole” Continues to meet as currently scheduled

**1:30 – Wrap**

**Thu 2/21/2019 4:16 PM** – Eric Jarvi <[jarvitowncouncil@hampdenmaine.gov](mailto:jarvitowncouncil@hampdenmaine.gov)> wrote:

It occurred to me we might best utilize our limited time by breaking into smaller groups for the first hour assigned to discuss: (1) Mission statement; (2) Value statements; or (3) Strategic initiatives.

All groups would then come back together for the remaining time with a draft language on assigned topic to discuss and receive group input ~30 minutes and then conclude meeting with 30 minutes on next steps.

(1) Mission statement: A concise one sentence statement describing a clear, inspirational and memorable goal for Hampden. e.g. “The Town of Hampden will enrich the lives of our citizens through the creation of an exceptional environment and providing exemplary services to enable our community to thrive and prosper.”

(2) Statement of values e.g. To achieve our mission we uphold the following **core values**:

2.1 Our organization exists to serve our **citizens** through openness, ensured access, encouraging involvement and accountability to our citizens.

2.2 **Employees** are our most important resource. We will attract and retain the best employees possible and invest in their personal and professional growth.

2.3 We will be **honest**, ethical and diligent and our actions will comply with all local, state and federal laws.

2.4 We will treat everyone with **dignity**, respect and fairness.

2.5 We will achieve the best possible results through effective **teamwork**, strategic partnerships and community participation.

2.6 We will provide outstanding **customer service** that is polite, friendly and responsive.

2.7 We will strive for **creative thinking** and innovation with the intent of being regionally recognized for excellence in local government.

2.8 We will strive for **growth** that balances desired service levels, economic benefits and continued stability for our community.

2.9 We will be **cost conscious** by spending funds responsibly and effectively to ensure Hampden's short- and long-term financial strength.

2.10 We are committed to proactive, comprehensive **planning** to guide the future of our community.

2.11 We will be good **stewards** of our finite natural resources to preserve and protect our environment.

### (3) Strategic Initiatives

3.1 Promote Community & Economic Well Being - *Capitalize on Hampden's healthy mix of assets, location, and heritage to diversify, grow, and strengthen the community and economic well-being of citizens and businesses.*

*Action items to accomplish 3.1:*

*3.1.a Complete and analyze a business satisfaction survey*

3.2 Strengthen Community Partnerships - *Implement a positive interactive relationship with Hampden citizens and be committed to helping citizens gain a greater understanding of and connection with the Town government.*

*Action items to accomplish 3.2:*

*3.2.a Review and update Committee and Boards policy guides mission, purpose statement and bylaws.*

3.3 Practice Good Governance - *Perform government functions effectively and efficiently while being accountable to the citizens of Hampden.*

*Action items to accomplish 3.3:*

*3.3.a Engage each Town department, Committee and Board to identify a rank list of priorities and needs*

3.3 Fund the Future - *Hampden will require a commitment to identifying and discussing revenue options and opportunities.*

*Action items to accomplish 3.4*

*3.4.a Create a Financial Policy for Hampden.*

**Mon 2/25/2019 5:54 AM – Terry McAvoy** <[mcavoytowncouncil@hampdenmaine.gov](mailto:mcavoytowncouncil@hampdenmaine.gov)> wrote:

Hello, Jim. Please add the following as topics of discussion at the goals meeting: Facilities co-location at the pool site. Repurpose the pool building, relocating a right sized library, selling the library site, selling the Kiwanis site or converting into parking, selling the ball field road site, getting out of the Skehan lease, building a multi-purpose building to accommodate displaced activities.

Contract services such as: plowing, mowing, assessing, and any other area where personnel costs can be mitigated.

Thank you. Terry



**TOWN OF HAMPDEN**  
**DEPARTMENT OF PUBLIC WORKS**

106 WESTERN AVE.  
HAMPDEN, ME 04444

TEL 862-3337

FAX 862-5067

March 14, 2019

To: Jim Chandler  
From: Sean Currier  
Subject: Bid Recommendation for the reconstruction of Schoolhouse Lane

The Public Works Department issued a request for proposals for the reconstruction of Schoolhouse Lane as budgeted in the current fiscal year. Multiple companies were sent the bid request (from our vendor book) and it was also posted in the Bangor Daily News.

Eight (8) responsive bidders provided proposals which were publicly opened on March 13, 2019 at 1:00pm. The bids ranged from \$279,896.00 to \$410,445.00. Maine Earth, located in Hampden, was the apparent low bidder. After review of the bid documents, it appears their proposal was complete and acknowledged the addendum submitted.

This approved project was budgeted in the operating budget of public works under Street Construction 10-01-30-75. The cost of the project will be offset by the reimbursement of \$150,000 from the environmental trust fund.

I would like to recommend the award of the bid to the lowest bidder, Maine Earth (\$279,896.00). The final cost of the project will be based on unit prices verified by on-site inspection provided to the Town by Carpenter Associates.

Respectfully,

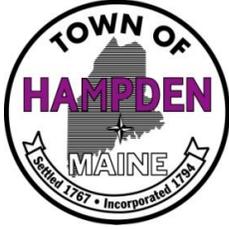
A handwritten signature in black ink, appearing to read "Sean Currier".

Sean Currier

**TOWN OF HAMPDEN**  
**2019 SCHOOL HOUSE LANE**  
**BID SHEET**

**March 13, 2019 @ 1:00 P.M.**

<b>BIDDER</b>	<b>BID AMOUNT</b>	<b>Acknowledged Addendum</b>
Hughes Bros, Inc.	294,960.25	Yes
Site Works	302,950.00	Yes
Gardner Construction	336,285.00	Yes
Sunset Development	392,739.00	Yes
Maine Earth	279,896.00	Yes
Eastwood Construction	410,445.00	Yes
Wellman Paving	364,587.00	Yes
Whitmore Contracting	310,455.00	Yes



106 Western Avenue  
Hampden, Maine 04444  
Office: 207-862-3034  
Facsimile: 207-862-5067

## MEMORANDUM

TO: Finance-Administration Committee & Town Council  
FROM: Jim Chandler, Town Manager *JNC*  
COPY: Paula Scott, Assistant Town Manager/Clerk  
Tammy Ewing, Finance Director  
Joe Rogers, Public Safety Director  
DATE: March 18, 2019  
RE: Request for Replacement Position to Back-fill FTE Transferred to Public Safety for the Purpose of filling the vacancy created by the departure of Danielle Simons

---

This memorandum requests Council accept the Town Manager's recommendation that a full-time replacement position be established for the (former) Land & Building Services Administrative Assistant / Sewer Clerk to replace the departing Danielle Simons.

### Background

The Town of Hampden has been making deliberate attempts to improve and enhance its customer services to residents, corporate citizens, developers, potential business owners and existing commercial enterprises in the areas of Building, Land Development and Code Enforcement. Upon my arrival in the summer of 2018, one of the most consistent messages I received from business and community leaders was the need to address the "miss-perception" that Hampden needed to be more "business-friendly."

This initial 'message' has been affirmed in numerous conversations with Councilors, staff, business owners, residents and development professionals. It has been further strengthened in researching the files of former managers Sue Lessard and Angus Jennings. Below is a short list of examples that identify challenges to the staffing and structure of the Town's organization related to Economic Development, Code Enforcement and Building Services:

- August 19, 2002 – Memo from TM Bruno to CEO Thibault addressing changes in reporting relationships and location of CEO and Building Inspection staff in Public Safety;
- January 10, 2005 – Memo from TM Lessard to all staff addressing organizational changes in roles, responsibilities and reporting for Code and Planning Permit functions;
- April 27, 2015 – Memo from TM Lessard to Council addressing reorganization efforts to consolidate various staff into the Planning & Economic Development Department;
- June 7, 2016 – Memo from TM Jennings to Council reversing this most recent action and upon the departure of the Economic Development Director (Dean Bennett) the splitting apart of the staff into a loosely organized Land & Building Services group with most returning as direct-reports to the TM, and with Code remaining split between this group and Public Safety;
- June 2016 – Numerous private communications (emails from citizens and business/community leaders) requesting Council not eliminate this department, but rather address the functional

issues associated with Economic Development, Planning and Code Enforcement in a manner that preserves the Economic Development function and addresses the continued ongoing efforts to achieve a more “business-friendly” organizational structure and culture;

- June 21, 2016 – Press Release from TM Jennings to Media announcing the elimination of the Economic Development Department (and director’s position) and a renewed focus on updating the planning and zoning elements of various Town Ordinances;
- April 18, 2018 – Memo from TM Jennings to Council’s Finance-Administration Committee requesting the addition of a finance professional and the modification of the Town Clerk’s administrative responsibilities;
- November 2018 – March 2019 – Discussions at the staff and Council level regarding the transfer of a full-time Administrative Assistant from Public Works to Public Safety to address the staffing needs to provide more coordinated customer service in Code Enforcement, versus having it split between the front and rear of the building, and being split between Public Safety and DPW, Planning and Administration/Clerk’s offices;
- December 2018 – Formal notification to affected staff of the planned transfer;
- December 17, 2018 – Memo from TM Chandler to Council appointing the Town Clerk to the newly created position of Assistant Town Manager;
- January 23, 2018 – Letter of Resignation accepted from Administrative Assistant, Danielle Simons, who is leaving the Town to work for her family-owned business.

My mission going forward as the current Town Manager is to overcome these past challenges and the efforts by previous managers to address them; and, to benefit from their experiences and proactively work to strengthen the Town’s various teams of professional and administrative staff to improve and enhance our capability to provide superior customer services in Code Enforcement, planning, building and development services and economic development.

The Town is fortunate to have many highly competent professional and administrative staff. The efforts to improve services related to Code Enforcement and Building Inspections has been historically challenged by the disconnect between the professionals located in Public Safety and their administrative support (staff) responsible for public interface, permit issuance, and inspection scheduling being located in the constantly changing “front office.” Further, the Town’s professional staff are only as good as the administrative staff that support them. It’s a well-known, although under-recognized fact that the administrative assistants – at all levels, in all departments – are the true “front-line” and “face” of the Town Organization & Office. Their support of a multitude of functions is now stretched to the point where we are no longer able to ask them to multi-task and cover multiple roles and departments without additional support.

My decision to transfer full-time administrative support to Public Safety has been lauded by staff. This will better coordinate the follow-up required to support permitting and inspection scheduling more efficiently and help to reduce the ‘ancillary traffic’ in the front office. However, this transfer – coupled with the resignation of the experienced and talented Danielle Simons has revealed the significance of the simultaneous loss of this FTE to Public Safety. While Danielle may have been able to support Public Works and Land-Building Services, her loss has demonstrated the need to replace her with a full-time administrative support staff person capable of supporting Assessing, Planning, Planning Board and Economic Development efforts – that are all increasing in complexity and time demands.

Organizational Administrative Functions

Attached to this memorandum is an organizational chart that has been modified to highlight the roles, responsibilities and reporting relationships for the Town's Administrative Assistants. This will be reviewed in detail during the meeting.

Fiscal Impacts

The current FY-2019 budget contains adequate funding to support the hiring of this full-time position. The funds are available from savings and unused funds in the following line items: employee health insurance; Communications wages; Assessing wages; Public Works wages; and the new position will be filled at a salary lower than that of the departing employee. Estimated cost of this position, including salary and benefits for the remainder of FY-2019 is approximately \$ 13,000.

Staff Recommendation

Based upon review of all the options reviewed and discussed by the Executive Leadership Team and Senior Management Team, staff recommends Council permit the advertisement and selection of a new Community & Economic Development Administrative Clerk position. Further, that this position be authorized for requested permanent inclusion in the forthcoming FY-2020 employee work force.

Recommended Motion

“In accordance with the Town Manager’s request, I move Council accept the recommendation to replace the administrative assistant position being transferred to Public Safety with a new full-time equivalent position in the Land and Building Service group.”

Thanks for your consideration of this request.



## JOB DESCRIPTION

2019 SERIES

### COMMUNITY & ECONOMIC DEVELOPMENT / ADMINISTRATION SUPPORT CLERK

Department: Administration  
Division: Community & Economic Development  
Reports to: Town Manager  
Supervises: N/A  
Grade: 9  
FLSA Status: Non-Exempt (Hourly Wages)

#### GENERAL POSITION SUMMARY

The position of Community & Economic Development / Administration Support Clerk includes administrative and clerical support responsibilities to all members of the Community & Economic Development Team (CED) including the Town Planner, Assessor, GIS /Communications Technician and Town Manager/Treasurer. The position will report to the Town Manager; however routine day-to-day duties primarily support the professional/technical staff supporting development and planning inquiries related to applications and submissions associated with proposed new development in the Town. The position has responsibility for providing customer service to the public – in person, by email and phone, and is responsible handling a range of customer transactions. Most financial transactions are processed using Trio software. Work includes extensive public interaction and is performed in accordance with Town, State, and Federal policies, ordinances, regulations and laws. Work is periodically reviewed through evaluations, audits, records, and reports.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

##### Community & Economic Development Receptionist:

- Greet Public and answer general questions regarding Assessing and Planning functional areas associated with community development inquiries
- Answer incoming phone calls for the Planning and Assessing and direct technical inquiries to appropriate professional staff
- Provide guidance to residents and corporate citizens regarding development inquiries and Planning Board applications
- Handle basic communication with Planning Board members
- Respond to inquiries from citizens, land developers and contractors to assist in determining the type of permitting services required – and give the proper referral direction
- Input Planning Board permits in Trio
- Update excel spreadsheet of all Draw Accounts
- Prepare abutter legal notices as necessary
- Assist Planner in preparing, assembling and mailing Planning Board Packets
- Maintain official Planning Board meeting minutes

**Administrative Support to Assessing & Planning:**

- Notify Assessor and Town Planner of all Planning Board submissions
- Assist Assessor and Town Planner with special projects
- Handle Homestead and Veteran's Exemption forms and Personal Property declarations at the direction of the Assessor
- Assist Assessor in creating New Property Cards
- Email, fax and copy tax cards for the public
- Record map and lot numbers on deeds
- File property cards, deeds and transfers
- Assist Assessor with mailing Personal Property forms and certified mailings
- Update Marshall & Swift book monthly
- Manage all Draw accounts, including monthly reconciliations
- Set up council chambers for meetings
- Provide limited clerical support to Town Manager related to Community & Economic Development activities
- Assist the Town Manager with special projects

**Communications:**

- Maintain portions of Town website and other social media and acts as a resource to Economic Development Team in updating various web pages
- Assist the CED Team with responding to Economic Development inquiries
- Coordinate promotional materials to support development of the Hampden Business and Commerce Park and other development opportunities in the Town
- Monitor State and Regional Economic Development publications and oversees compilation and distribution of Town promotional materials related to Assessing, Planning, Zoning and other CED Team-generated reports, announcements and news releases
- Respond to print, email and verbal inquiries from members of the public, Town officials and staff as needed

**Other Responsibilities:**

- Provide back-up clerk support to the Front Counter staff, as coordinated by the Assistant Town Manager and Town Manager
- Support Town Manager with limited administrative support in conjunction with managing Capital Improvement Projects
- Support Town Manager and other assigned staff with the preparation of grants, economic development resources, and special events
- Perform additional duties that are consistent with the primary position's responsibilities, knowledge, skills and abilities, as assigned by the Town Manager or delegated CED Team professional staff

**PREFERRED REQUIREMENTS & SPECIALIZED SKILLS, CERTIFICATIONS OR LICENSES**

- Proficiency with Microsoft Office Suite and Trio Enterprise Resource Planning (ERP) software
- Ability to read and interpret technical reports, grant applications, regulatory and local Ordinances, State Statutes and Federal Codes and directives
- Ability to work in a fast paced and stressful environment

**JOB DESCRIPTION**

**COMMUNITY & ECONOMIC DEVELOPMENT /  
ADMINISTRATION SUPPORT CLERK**

**ACCEPTED:**

**DATE:**

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Finance Director/HR Approval: \_\_\_\_\_ Town Manager Approval: \_\_\_\_\_

Last updated: March 12, 2019



# Hampden Administrative Support

Proposed: March 18, 2019

**Town Manager <sup>^</sup> \$ & \*  
/ Treasurer & HR Director  
Community-Economic Dev Coordinator**

Economic Development

**Assistant Town Manager <sup>^</sup> \$ & #  
/ Clerk !**

TIF Counsel  
Rudman Winchell

Bond Counsel  
Eaton Peabody

**Finance Director \* \$ ^  
/ HR Officer**

Fin Officer - Dep  
Treasurer \* \$ & +

**Edythe Dyer  
Library +**

**Skehan  
Recreation  
Center +**

**Lura  
Hoit  
Pool +**

**Public Safety  
Director <sup>^</sup> &**

Police EMS

Fire Marina

Code Enforcement &  
Building Inspections & \$

Admin Support  
To  
Police  
Fire  
EMS

Admin & \$  
Support  
to  
CEO &  
Building  
Inspectors

**Public Works  
Director <sup>^</sup> & \$**

Highway &  
Garage

Sewer &  
Stormwater

Buildings &  
Grounds

Transfer  
Station

Admin & \$  
Support  
To  
DPW  
Sewer  
Develop  
Rev  
Capital  
Projects

Parks &  
Cemetery

Development  
Review

Capital  
Projects

**Community & Economic  
Development**

Assessor + \$

Planner + \$ &

GIS - IT  
Support + \$ &

Admin & \$ #  
Support  
To  
Econ Dev  
Assessor  
Planner  
Planning  
Board  
Counter BU

Tax Collector # \$ +

Deputy Tax  
Collector #

Deputy Clerk #

**Capital Projects  
Management**

Schoolhouse Lane

Hampden Business Park  
Water Line

Mayo Road Sewer

Western Ave Sidewalk

Western Avenue  
Stormwater & Parking  
Permitting-Construction

Grist Mill Bridge Sewer

Sawyer Road Bridge

Rt 1A Intersection

Western Ave Sewer

Manning Mill Bridge

Rt 1A Sewer

Asset Management Plan  
for Town Infrastructure

Fiscal Sustainability Plan

Rt 1A Road, Stormwater,  
Sidewalk

**LEGEND**

- <sup>^</sup> Executive Leadership Team
- + Senior Management Team
- \$ Community & Economic Development Team
- & Capital Program Management Team
- \* Finance / HR Team
- # Counter Customer Services Team
- ! Secretary to Town Council