

# Town of Hampden

## FINANCE & ADMINISTRATION COMMITTEE MEETING

Monday, August 19th, 2019

**6:00 P.M.**

Hampden Town Office

### AGENDA

1. Approval of Minutes
  - a. August 5, 2019
2. Review & Sign Warrants
3. Unfinished Business
  - a. Council rules
4. New Business
  - a. Council approval to accept \$10,000 deposit into Reserve Account G 3-717-00 FY20 to repay the down payment for the Dump Truck – *request from Director of Public Works, Sean Currier*
5. Manager's Items
6. Public Comment
7. Committee Member Comments
8. Adjournment

## Town of Hampden

### FINANCE & ADMINISTRATION COMMITTEE MEETING

Monday, August 5th, 2019

**6:00 P.M.**

Hampden Town Office

### MINUTES

*Attending:*

*Councilor Wright, Chair*

*Mayor McPike*

*Councilor Wright*

*Councilor Jarvi*

*Councilor McAvoy*

*Councilor Wilde – arrived at 6:40 p.m.*

*Interim Manager Paula Scott*

*Library Director Debbie Lozitto*

*DPW Director Sean Currier*

*Members of the public*

*Absent:*

*Councilor Ryder*

*Chair Wright called the meeting to order at 6:00 p.m.*

- 1. Approval of Minutes** – *Councilor Jarvi made a motion, seconded by Mayor McPike to approve the minutes from July 15<sup>th</sup>. Unanimous, 6-0*

- a. July 15, 2019**

- 2. Review & Sign Warrants** – *Committee members reviewed and signed the disbursement warrants.*

- 3. Unfinished Business**

- a. Council rules** – *By unanimous consent, Committee members agreed to wait until the meeting of the 19<sup>th</sup> at which to consider the recommendations of the sub-committee.*

- 4. New Business**

- a. Recommend authorization to engage the firm of James W. Wadman, C.P.A. for audit services for fiscal year FY19** – *Councilor Marble made a motion, seconded by Councilor Jarvi to recommend engaging the firm of James W. Wadman for audit services for the FY19 audit. Unanimous, 5-0.*

- b. Recommend award of the paving bid to Hopkins Construction – referral from Infrastructure Committee** – *Councilor Jarvi made a motion, seconded by Councilor Marble, to recommend award of the paving bid to Hopkin's Construction. Unanimous, 5-0.*

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- c. **Recommend authorization for the expenditure of \$20,000 from Paving Reserve Account (3-761-00) for the purpose of paving sidewalks and ADA ramps at the town office – requested by DPW Director Currier – Councilor Wright made a motion, seconded by Councilor Marble to recommend the expenditure of \$20,000 from Paving Reserve (3-761-00) to pave sidewalks and ADA ramps at the Town office. Unanimous, 5-0.**
- d. **Recommend authorization for the expenditure of \$20,000 from Paving Reserve Account (3-761-00) for the purpose of additional funds for paving roads to supplement operating expense funding shortfall – requested by DPW Director Currier – Councilor Jarvi made a motion, seconded by Councilor Marble, to recommend the expenditure of \$20,000 from Paving Reserve (3-761-00) to supplement the operating expense shortfall for road paving. Unanimous, 5-0.**
- e. **Recommend authorization for the expenditure of \$25,450 from Paving Reserve Account (3-761-00) for the emergency bank stabilization and repair of Laskey Lane, funds to be reimbursed by Environment Trust – referral from Infrastructure Committee – Councilor Jarvi made a motion, seconded by Councilor Wright, to recommend the expenditure of \$25,450 from Paving Reserve (3-761-00) for emergency bank stabilization and repair of Laskey Lane, to be reimbursed by Environmental Trust. Unanimous, 5-0.**
- f. **Recommend authorization for the expenditure of \$8,417 from Paving Reserve Account (3-761-00) for repair of on-going groundwater and storm drain issues on Coldbrook Rd., funds to be reimbursed by Environmental Trust – referral from Infrastructure Committee – Councilor Jarvi made a motion, seconded by Councilor Wright, to recommend expenditure of \$8,417 from Paving Reserve (3-761-00) for repair of on-going groundwater and storm drain issues on lower Coldbrook Rd, to be reimbursed by Environmental Trust. Unanimous, 5-0.**
- g. **Recommend authorization for the expenditure of an amount not to exceed \$2,000 from Library Reserve Account (3-763-00) for the purpose of paving the sidewalk at the Edythe Dyer Library – requested by Debbie Lozito, Library Director – Councilor Marble made a motion, seconded by Councilor McAvoy, to recommend the expenditure of \$2,000 from Library Reserve (3-763-00) to pave the front side walk at the Edythe Dyer Library. Unanimous, 5-0.**
- h. **Recommend authorization for the expenditure of \$21,380.36 from Environmental Trust, Income for the purpose of reimbursement of**

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**eligible stormwater management expenses to close out FY19 – referral from Environmental Trust** – Councilor Jarvi made a motion, seconded by Councilor McAvoy, for the expenditure of \$21,380.36 from the Environmental Trust, Income, for reimbursement of eligible stormwater management expenses to close out FY19. Unanimous, 6-0. (Councilor Wilde arrived for this item and vote)

- i. **Recommend Council abate taxes in the amount of \$52.\* 65.14 for uncollectible taxes on a demolished mobile home – requested by Barbara Geaghan, Tax Collector** – After the reading of the item, the Interim Manager requested a correction in the amount of the abatement to reflect interests and costs. Councilor Marble made a motion, seconded by Councilor McAvoy, to abate taxes in the amount of \$65.14 for uncollectible taxes on a demolished mobile home. Unanimous, 6-0.
- j. **Recommend Council adoption of Council Order 2019-06 Authorizing the Establishment of a Tax Club for 2020 taxes – requested by Barbara Geaghan, Tax Collector** – Councilor Marble made a motion, seconded by Councilor McAvoy, to recommend adoption of Council order 2019-06 Authorizing the Establishment of a Tax Club for 2020 taxes. Unanimous, 6-0.
- k. **Committee discussion and recommendation regarding Town email account options – presented by Matt Thomas, FF/Paramedic** – With no objections, Committee members heard this item before Item A on the agenda. Matt Thomas spoke to the committee and presented options for new email addresses to recapture some availability in the current set up. By consensus, Councilors agreed to proceed with 'alias' email addresses forwarded from the Google suite.

## 5. Manager's Items

*Interim Manager Scott reported that Fiberight still has not filed their personal property declaration and that the Assessor had gone above and beyond what was legally required to try to get them to report. Manager Scott stated that she wanted to make Council aware that there could be a later request for abatement that would be denied because they didn't file. She also reported that she is hiring a part-time temporary administrative assistant in the Public Safety Department to fill in for an employee out on medical leave.*

## 6. Public Comment -None

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7. **Committee Member Comments - None**
8. **Adjournment** – *With no further business, the meeting adjourned at 6:55 p.m.*

*Respectfully Submitted,*



*Paula A. Scott, CCM  
Town Clerk  
Interim Manage*

## **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

Article	Section
<p><b>ARTICLE 1 - Mayor/Deputy Mayor</b></p>	<p>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.</p>
	<p>2. After the election, of the Mayor, <del>he or she</del> 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.</p>
	<p>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.</p>
	<p><del>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.</del></p>
<p><b>ARTICLE 2 - Council</b></p>	<p>1. The Town Council shall <u>only act by ordinance, order, or resolve</u>. 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. <u>No action of the Council shall be binding or valid unless adopted by the majority vote of those present.</u></p>
	<p>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'.</p>
	<p>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.</p>
	<p>4. A New Councilor orientation packet shall be provided to all Councilors at the time they are sworn in <u>and they shall sign and date receipt of the orientation packet which will also be recorded in the minutes of the next Council meeting.</u></p>
<p><b>ARTICLE 3 - Agenda</b></p>	<p>1. <u>The Town Council meetings shall be guided by a written agenda in the following order. Guests should be required to sign-in for the benefit of maintaining minutes.</u></p> <ul style="list-style-type: none"> <li>(a) Pledge of Allegiance</li> <li>(b) <u>Approval of Agenda</u></li> <li>(c) Consent agenda <ul style="list-style-type: none"> <li>(i) Signatures</li> <li>(ii) <del>Secretary's</del> Minutes</li> <li>(iii) Communications</li> <li>(iv) Committee Minutes</li> </ul> </li> </ul>

	<p>(d) Public Comments</p> <p>(e) Policy Agenda</p> <p style="padding-left: 40px;">(i) News, Presentations and Awards</p> <p style="padding-left: 40px;">(ii) Public Hearings</p> <p style="padding-left: 40px;">(iii) Nominations, Appointments, Elections</p> <p style="padding-left: 40px;"><del>(iv) Unfinished Business</del></p> <p style="padding-left: 40px;"><del>(v) New Business</del></p> <p>(f) Committee Reports - <u>will include requested actions out of committee and as this would not represent the first reading it can be acted upon, does not require a second, and will be of the form to recommend:</u></p> <p style="padding-left: 40px;"><u>(i) adoption</u></p> <p style="padding-left: 40px;"><u>(ii) referral</u></p> <p style="padding-left: 40px;"><u>(iii) rejection, or</u></p> <p style="padding-left: 40px;"><u>(iv) no action taken</u></p> <p><u>Recommendations will include results of committee members vote (re: 3-1 to adopt; 2-1 refer, etc. with a tie vote = no action taken)</u></p> <p>(g) <u>Unfinished Business</u></p> <p><u>(h) New Business - No new business will be acted on at its first reading and will be automatically tabled except by a majority vote of councilors to suspend this rule.</u></p> <p>(i) Manager's Report</p> <p>(j) Councilor Comments</p> <p>(k) Adjournment</p>
	<p>2. Any subject may be placed on the agenda for a council meeting by a council member, 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 <del>5 calendar</del> <u>four business</u> 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. An item on the agenda may be taken up out of order by <del>unanimous</del>-consent of a majority of those present.</p> <p>3. <del>An non-agenda</del> item may be added to the agenda on the night of the meeting by unanimous consent of all Councilors present.</p> <p>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.</p> <p>5. Special Town Council meetings, as defined under Article 4, shall be guided by a written agenda in the following order.</p> <p style="padding-left: 40px;">(a) Call to order</p> <p style="padding-left: 40px;">(b) Topic(s) of the meeting</p> <p style="padding-left: 40px;">(c) Adjournment.</p>

**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).

3. As a matter of courtesy, conduct for all Council and Committee members shall be as follows.

- (a) All cell phones shall be silenced during Council and Committee meetings;
- (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 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.~~

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. No business can be conducted without a quorum (representing the number personally present and not the number voting) defined as a simple majority of the Council (4) or Committee (3). Consideration may be given to 'table' important or controversial issues when only a simple majority is present.

~~8. 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. No vote can be taken without a motion on the floor and the vote will be of the form:~~

- (a) all in favor
- (b) all opposed

	<p style="text-align: center;"><u>(c) those present</u></p> <p><u>The Mayor (or Chair) will announce the outcome and voting results. (e.g. Motion carries 6-1-0; Motion defeated 3-4-0; Motion defeated (3-3-1); Motion carries 2-1-3), etc. – votes “present” do not count for or against the motion)</u></p> <p>9. 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.</p> <p>10. Council Meetings shall not extend beyond 10 p.m. without an affirmative vote of the Town Council.</p> <p>11. 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.</p>
<p><b>ARTICLE 5 - Motions</b></p>	<p><u>1. "Rule of motion before discussion" - Until a motion is made and seconded, no discussion is in order. The chair should refuse a motion that is out of order or conflicts with statute, ordinance, laws or bylaws.</u></p> <p><u>2. The member who made the motion is entitled to speak first in debate. Then members are called on in the order in which they are recognized by the chair, although members who have not spoken yet get preference over those who have. When possible, the chair alternates between someone in favor and someone against the motion.</u></p> <p>3. The following <u>motions</u> do not require a second:</p> <ul style="list-style-type: none"> <li>(a) nominations</li> <li>(b) point of information</li> <li>(c) point of order</li> <li>(d) question of privilege</li> <li>(e) leave to withdraw a motion</li> </ul> <p>4. The following <u>motions</u> are non-debatable:</p> <ul style="list-style-type: none"> <li>(a) adjourn</li> <li>(b) lay on the table</li> <li>(c) filling in the blank</li> <li>(d) point of information</li> <li>(e) point of order</li> <li>(f) question of privilege</li> <li>(g) leave to withdraw a motion</li> </ul> <p>5. When a motion is under debate, the only motions that the Mayor shall entertain will be:</p> <ul style="list-style-type: none"> <li>(a) to adjourn</li> <li>(b) to lay on the table</li> <li>(c) the previous question</li> <li>(d) to postpone the previous question to a date certain</li> <li>(e) to refer the previous question to a committee or administrative official</li> <li>(f) to amend, or</li> </ul>

	<p>(g) to postpone the previous question indefinitely.  Motions shall have precedence in order in which they are introduced.</p> <p>6. 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.</p>
<p><b>ARTICLE 6 – Public Participation</b></p>	<p>1. Any person wishing to address the Town Council (or a Committee) will be given the opportunity to do so in accordance with the following procedures:</p> <p>(a) Persons wishing to address the Council, or Committee, 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 specific agenda item. There shall be a five-minute limit on comments. <del>In the event that</del> <u>If</u> a large number of persons wish to speak on an issue, this time limit may be changed to ensure that all who wish to speak have the opportunity to do so. Once public comment on an item has closed and a motion has been made and seconded by members of the Council/Committee, further public comment is only allowed if approved by a unanimous vote of those Council/Committee members voting.</p> <p>(b) Persons wishing to address the Council/Committee 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 placed on the agenda for a subsequent meeting or referred to a Committee or staff member for discussion/action. No votes may be taken by the Council/Committee on a subject raised during Public Comment without a vote by Council/Committee members to suspend the rules and add it to the agenda for consideration.</p> <p>(c) Any person wishing to address the Council/Committee shall signify their desire by raising their hand, and when recognized by the Mayor (or Committee chair), such person shall thereupon request permission to address the Council/Committee giving their name and the road on which they live and then designating the subject matter on which they desire to address the Council/Committee.</p>
<p><b>ARTICLE 7 – Council Committees</b></p>	<p>1. <del>At the</del> <u>As soon as possible in a new commencement of the calendar year, or as soon thereafter as possible, the Mayor will request a</u> <u>Committee assignment preference list from each Councilor and use that information in nominating three Councilors (one designated as a Chair) there shall be chosen to the following Committees, each</u> <del>Committee to consist of three or four members of the Council as the Mayor may designate, or, upon a successful motion, the Council may ballot.</del> <u>Committee assignments will be endorsed by a majority vote of Council.</u></p>

	<p>(a) Finance and 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.</p> <p>(b) Service Committee - The purpose of this Committee shall be to review all matters related to services provided by the Town related to recreation, parks, trails, library, pool, communications and other items related to non-emergency or public works services provided to the community.</p> <p>(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.</p> <p>(d) Planning and Development - The purpose of this Committee shall be to review all matters related to all ordinances of the Town and all proposals for economic and community development.</p> <p><u>2. The Committee meetings shall be guided by a written agenda in the following order.</u></p> <p><u>(a) Approval of Minutes</u></p> <p><u>(b) Committee Applications &amp; Citizen Initiatives (if applicable)</u></p> <p><u>(c) Review and sign warrants (if applicable)</u></p> <p><u>(d) Unfinished Business (report to Council will be of the form outlined in Article 3.1.f)</u></p> <p><u>(e) New Business (report to Council will be of the form outlined in Article 3.1.f)</u></p> <p><u>(f) Staff Reports</u></p> <p><u>(g) Manager's report</u></p> <p><u>(h) Public Comments</u></p> <p><u>(i) Committee Member Comments</u></p> <p><u>(j) Adjournment</u></p> <p><u>3. Only appointed Committee members (including the Mayor as an ad-hoc) member can make/vote on motions but any Council member present may debate the motion.</u></p>
<p><b>ARTICLE 8 – Sanctions</b></p>	<p>1. Council members who intentionally and/or repeatedly do not follow Council rules, or whose conduct is that unbecoming as an official, <del>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.</del> <u>may be censured (a warning that if certain behavior continues, the next step is suspension) by a motion (that is amendable, debatable and cannot be reconsidered.) adopted by a majority vote.</u></p>



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

106 WESTERN AVE.  
HAMPDEN, ME 04444

TEL 862-3337

FAX 862-5067

August 15, 2019

To: Paula Scott  
From: Sean Currier  
Subject: 2019 Equipment Reserve Reimbursement Request

I would like to request expenditure of funds from the operating budget Equipment Replacement account 10-01-20-01 be deposited in the Equipment Reserve account 3-717-00 in the amount of \$10,000.00 for reimbursement for the down payment of the new Western Star 6 yard plow/dump truck recently purchased in 2019 with FY20 funds.

Thank you for your consideration,

A handwritten signature in black ink, appearing to read "S. Currier", is written over a light blue horizontal line.

Sean Currier

Town of Hampden - Operations & Services Fiscal Program										Adopted FY20 Budget - GENERAL FUND 1	
	FY-2018	FY-2018	FY-2019	FY-2019	FY-2019	FY-2019	FY-2019	FY-2019	Change \$	Notes	
	Budget	Actual	Budget	Year to Date	YTD %	Town Council	FY20 vs Cur				
				May 2019	Varies	June 17, 2019	FY19				
<b>MAINTENANCE/REPAIRS</b>											
20-01 EQUIPMENT REPLACEMENT	103,479	103,479	135,160	140,212	103.7%	260,215	145,055			This includes the existing Lease Payments of 140,215 & 150,000 in new equipment, with \$10,000 to Reserve Reimbursement	
20-05 EQUIP. MAINT.	65,000	66,786	65,000	56,619	87.1%	65,000	-			Level funding for regular equipment and vehicle maintenance.	
20-15 COPIER	300	-	100	-	0.0%	100	-				
20-26 TIRES	12,200	12,109	9,800	7,814	79.7%	19,700	(100)			MGR NOTE: Concur with reduction by Dept Head	
20-55 MOWING	2,000	-	2,000	1,064	53.2%	2,000	-				
<b>EQUIPMENT</b>											
25-05 SAFETY	2,950	2,979	4,070	3,904	95.9%	3,440	(630)			Purchase of Monitor for Safety Training in FY19 reduces this line for FY20.	
25-10 RENTAL	8,000	7,800	9,700	5,161	59.3%	5,500	(2,200)			MGR ADJ - reduced due to previous and current Fiscal Year trends	
<b>PROFESSIONAL SERVICES</b>											
30-01 ADVERTISING	2,800	688	2,800	355	12.7%	1,000	(1,800)			MGR ADJ - reduced due to previous and current Fiscal Year trends	
30-20 CONTRACTED SERVICES AND EQUIP	46,800	42,755	66,000	4,432	6.7%	33,245	(32,755)			Original Request of \$73,245 Reduced by \$40,000 with the addition of a Capital Projects Manager (FY19 not fully billed by Consulting Engineer)	
30-21 DRUG/ALCOHOL SCREENING	843	786	843	466	55.3%	728	(115)			Funding for Random Testing - Not controlled by the Town FY19 included Schoolhouse Lane Construction. Also Coldbrook Road Storm drain (\$20k) which may be eligible for Environmental Trust (Stormwater) Funding - Removed Baker Road	
30-75 STREET CONSTRUCTION	-	665	303,000	-	0.0%	20,000	(283,000)			Council ADJ - Restored for Street Painting every other year, and crosswalks annually	
30-76 SIDEWALK/STREET PAINTING	13,500	10,705	8,500	3,890	45.5%	13,600	5,050			MGR Adding \$2,500 for Additional Field Work by Cap Proj Mgr	
30-80 TRAINING/TRAVEL	5,000	1,345	5,000	5,817	116.3%	7,500	2,500			Budget actually drops a total 17.47%, due in part to the \$150,000 captured here instead of Reserve Capital Program, and the \$150,000 budgeted in FY19 for Schoolhouse Lane	
<b>TOTAL HIGHWAY</b>	<b>1,888,302</b>	<b>1,812,389</b>	<b>2,032,308</b>	<b>1,548,923</b>	<b>76.2%</b>	<b>2,003,204</b>	<b>(29,104)</b>			Additional information demonstrating actual operating costs minus the capital equipment included in operations budget in FY19 & FY20	
<b>Adjusted Highway Costs Illustrated</b>										<b>1,703,204</b>	
										<b>2,032,308</b>	

Paula - can you put this on the next agenda for Council  
 Trace of lab leave?  
 account 6-3-17-00?  
 Thanks



Sherry Murray <sherry@hampdenmaine.gov>

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## budget

2 messages

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Sean Currier <publicworks@hampdenmaine.gov>

Tue, Aug 6, 2019 at 7:49 AM

To: Tammy Ewing <financehr@hampdenmaine.gov>, Sherry Murray <sherry@hampdenmaine.gov>

i think that 10k was budgeted to go back to the equipment reserve if i remember correctly during the budget process to replace the down payment on a pick up truck. does this ring a bell?

Sean

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Sean Currier  
Public Works Director  
Town of Hampden  
106 Western Avenue  
Hampden, ME 04444  
(207)862-3337

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Sean Currier <publicworks@hampdenmaine.gov>

Tue, Aug 6, 2019 at 7:49 AM

To: Tammy Ewing <financehr@hampdenmaine.gov>, Sherry Murray <sherry@hampdenmaine.gov>

dump truck....not a pick up truck.

sorry

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Sean Currier  
Public Works Director  
Town of Hampden  
106 Western Avenue  
Hampden, ME 04444  
(207)862-3337

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