

FINANCE & ADMINISTRATION COMMITTEE MEETING

Monday, July 16th, 2018

6:00 p.m.

Hampden Town Office

1. Meeting Minutes

a. July 2nd, 2018

2. Review & Sign Warrants

3. Unfinished Business

4. New Business

- a. Recommend contract award for the 2018 Paving program –
*requested by DPW Director Sean Currier***
- b. Recommend annual authorization for the establishment of a Tax
Club for 2019 taxes pursuant to Title 36 § 505-506 – *requested by
Tax Collector Barbara Geaghan***
- c. Recommend authorization for the expenditure of \$ 3,628.00 from
Reserve Account (3-719-00) for the restoration of vital records
pursuant to Title 5 § 95-B –*requested by Paula Scott, Town Clerk***
- d. Recommend authorization for the expenditure of \$ 4,868.35 from IT
Computer Reserve Account (3-719-00) for the TRIO SQL
conversion and maintenance fee increase – *requested by Kyle
Severance, IT Specialist***
- e. Committee discussion and recommendation to engage the firm of
Eaton Peabody as bond counsel for a bond referendum to finance
the cost increase for the Route 1-A project**
- f. Committee discussion and recommendation to engage the firm of
Eaton Peabody as bond counsel for a bond referendum to finance
water line installation for fire suppression service in the Business
Park**
- g. Council Rules review– *requested by Councilor Wilde***

- 5. Public Comment**
- 6. Committee Member Comments**
- 7. Adjournment**

FINANCE & ADMINISTRATION COMMITTEE MEETING

Monday, July 2, 2018

MINUTES – DRAFT

Hampden Town Office

Attending:*Councilor Terry McAvoy, Chair**Mayor Ivan McPike**Councilor Mark Cormier**Councilor Dennis Marble**Councilor David Ryder**Councilor Stephen Wilde**Councilor Shelby Wright**Manager Jim Chandler**Planner Karen Cullen*

Chairman McAvoy called the meeting to order at 6:02 p.m.

1. Meeting Minutes

- a. **June 18, 2018** – *There was a motion by Councilor Marble seconded by Councilor Wright to approve the minutes. Approved 6-0 as Councilor Wright was not in attendance as the 6/18 meeting.*

2. Review & Sign Warrants**3. Unfinished Business**

Memorandum presented by Town Planner Cullen prompted discussion of the revised fee structure voted on at the last meeting was requested by Town Planner Karen Cullen. After consideration of the previously recommended fee changes, particularly related to the various plan review categories, Ms. Cullen suggested to the Manager the Town may wish to revisit the amounts proposed. Manager Chandler agreed and Ms. Cullen prepared a new table of fees and development categories for Council consideration.

Town Planner Cullen presented the revised fee structure and category of development to the Committee for further discussion. A recommendation that the revised (lower) fee structure be adopted as the new fee structure (as reflected in the updated Zoning Ordinance that was previously forwarded to Council for Public Hearing) in an effort to ease the burden on developers and encourage a more “business-friendly” environment within the Town. It was

decided the matter should be referred to the Council Meeting as an amendment to the proposed Ordinance being considered in Public Hearing.

Committee agreed to recommend to Council for inclusion as an amendment during the public hearing on the new Zoning Ordinances scheduled for July 2, 2018 – requested by Town Planner Karen Cullen

4. New Business

- a. Recommend Council authorization for the expenditure of \$2,514.65 from the Roads/Streets Reserve account (03-761-00) for the purpose of repairs to the pedestrian traffic signal at the intersection of Western Avenue and Route 1A – *requested by DPW Director Sean Currier*

Motion by Councilor McAvoy seconded by Councilor Ryder to recommend referral to Council for authorization of requested funds for stated purpose. Motion passed 7-0.

- b. Recommend Council authorize Town Manager to respond to the MMA with a completed ballot voting for the two local area managers nominated to fill the two positions representing District 10 for the Legislative Policy Committee. Nominees are: Serena Bemis-Goodall, Town Manager in Corinna, and Kevin Howell, Town Manager in Carmel. – *Requested by Jim Chandler, Town Manager*

Motion by Councilor Wright seconded by Councilor McPike to authorize the manager to submit the ballot as presented. Motion passed 7-0.

5. Public Comment – None.

6. Committee Member Comments – None.

7. Adjournment

Meeting adjourned at 6:18 PM.

Respectfully submitted –
Jim Chandler, Town Manager



TOWN OF HAMPDEN
DEPARTMENT OF PUBLIC WORKS

106 WESTERN AVE.
HAMPDEN, ME 04444

TEL 862-3337

FAX 862-5067

July 11, 2018

To: Jim Chandler
From: Sean Currier
Subject: 2018 Paving Bid Recommendation

Paving bids were publicly opened today at 1pm at the Town office. We had 4 bids submitted including Thibodeau II, B&B, Wellman and Hopkins. Prices ranged from \$67.57 to \$76.50 per ton for surface mix. Wellman was the lowest bidder at \$67.57 per ton for HMA. They have provided proof of insurance as part of their bid proposal.

I would like to recommend the award of the contract to Wellman Paving based on true measured in-field quantities. Funding for this will be from the operating budget line item 10-01-10-70. (Bid Tab included)

Thank you for your consideration,

A handwritten signature in black ink, appearing to be "S Currier", is written over the typed name.

Sean Currier

Memo

To: Town of Hampden Finance Committee
From: Barbara A. Geaghan, Tax Collector
cc: Jim Chandler, Town Manager
Date: July 9, 2018
Re: 2019 Tax Club

I am requesting the authorization of a tax club for tax year 2019. Authorization is needed annually.

During the 2017/2018 Tax Year, there were approximately 50 citizens enrolled in the program.

Thank you for your consideration.

Town of Hampden
106 Western Avenue
Hampden, Maine 04444



Phone: (207) 862-3034
Fax: (207) 862-5067
Email: taxcollector@hampdenmaine.gov

TOWN OF HAMPDEN TAX CLUB ENROLLMENT AGREEMENT

I, _____, as the owner and person responsible for the payment of annual property tax on my primary and legal residence located at _____, and identified on the Town of Hampden Tax Maps as Map _____, Lot _____, in the Town of Hampden, and State of Maine, do hereby enroll in the 2019 Tax club as established by the Council for the Town of Hampden at their July 16, 2018 meeting, agree to the stated terms contained herein:

- 1.) The taxpayer's account must be current, i.e. no balances of prior years.
- 2.) Tax Club enrollment period begins no earlier than August 15, 2018, and no later than September 15, 2018.
- 3.) The first payment is due September 15, 2018.
- 4.) Tax Club payments are due the 15th of each month.
- 5.) The last payment and any remaining balance must be paid no later than June 15, 2019.
- 6.) Payments may be made in person, by mail, or by phone with a card, (applicable fees apply). A 5 day grace period will be allowed for receipt of timely payments.
- 7.) Late payments will cancel enrollment in the Tax Club, thus applying interest to the unpaid balance, and may prohibit enrollment in future tax clubs.
- 8.) Monthly payments will be calculated by the Tax Collector's office and a payment coupon book will be issued.

If you do not understand, or cannot read any part of this agreement, please ask for assistance.

Taxpayer's Signature: _____ Date: _____

Tax Collector's Signature: _____ Date: _____

.....
Mailing Address: _____

Phone Number: _____ Account Number: _____

4-c



Memorandum

TO: Town Council
FROM: Paula Scott, Town Clerk
CC: Jim Chandler, Town Manager
DATE: July 12, 2018
RE: Restoration of Vital Records
reserve request

I respectfully request authorization for the expenditure of \$3,628 from Town Record Reserve account 3-719-00 as approved in the FY19 budget for the restoration of the following vital records:

- Marriage licenses 1910-1927
- Birth records 1940-1952
- Deaths 1940-1946

Hampden		Approved FY19 Budget - RESERVES				
		2016	2017	2018	2019	Notes
		Budget	Budget	Budget	Council	
Dept: 70 RESERVES					June 18, 2018	
55-02-70-99	Munic Bldg (3-702-00)	\$ 20,000	\$ 14,000	\$ 35,000		
55-10-70-99	City Bus (3-710-00)	\$ -	\$ 5,850	\$ -		
55-11-70-99	Computer (3-711-00)	\$ -	\$ 14,100	\$ -		
55-17-70-99	DPW Equipment (3-717-00)	\$ 137,774	\$ 31,680	\$ 140,030		
55-19-70-99	Twon Record Reserve (3-719-00)	\$ -	\$ 2,940	\$ 3,628		
55-25-70-99	Plan & Comm (3-725-00)	\$ -	\$ 15,000	\$ -		
55-27-70-99	Economic Dev (3-727-00)	\$ -	\$ 6,730	\$ -		
55-33-70-99	Personnel (3-733-00)	\$ 40,000	\$ 25,000	\$ 48,969		
55-37-70-99	Ambulance (3-737-00)	\$ 77,245	\$ 20,000	\$ 20,000		
55-39-70-99	ALS Equip (3-739-00)	\$ -	\$ -	\$ 37,500		
55-41-70-99	Fire Truck (3-741-00)	\$ 50,000	\$ 50,000	\$ 50,000		
55-45-70-99	Fire Building (3-745-00)	\$ -	\$ 2,361	\$ -		
55-47-70-99	Fire Camera (3-747-00)	\$ -	\$ 10,000	\$ -		
55-53-70-99	Police Cruiser (3-753-00)	\$ 34,000	\$ 27,000	\$ 27,000		
55-59-70-99	Communications (3-759-00)	\$ -	\$ -	\$ 5,000		
55-61-70-99	Roads/Streets (3-761-00)	\$ 4,498	\$ 67,000	\$ 49,900		
55-67-70-99	Rec Area Res (3-767-00)	\$ 80,000	\$ 10,000	\$ -		
55-68-70-99	Playground (3-768-00)	\$ -	\$ 5,000	\$ -		
55-71-70-99	Pool Facility (3-771-00)	\$ 5,000	\$ 5,000	\$ 20,320		
55-73-70-99	Marina (3-773-00)	\$ -	\$ 5,000	\$ -		
55-75-70-99	Bldg/Grounds (3-775-00)	\$ -	\$ 5,280	\$ 11,395		
55-77-70-99	SW/Garage (3-777-00)	\$ 58,000	\$ 90,000	\$ 45,000		
55-78-70-99	Matching Grant (3-780-00)	\$ -	\$ 40,000	\$ -		
		\$ 330,000	\$ 506,517	\$ 451,941	\$ 493,742	



MEMO

To: Jim Chandler, Town Manager & Hampden Town Council
From: Kyle Severance, GIS-IT Specialist
Date: 07-12-18
Re: Request to Use IT Computer Reserve Funds to Pay for TRIO SQL Conversion and Unbudgeted FY18 Maintenance Cost Increase

Message:

The vendor of our municipal software, Harris Local Government, is force migrating their TRIO customers to an updated version because the current version so outdated it does not work on Windows 10 and breaks multiple times a week. The cost of this mandatory upgrade is being passed to the customers in the form of an initial cost to convert all the data to the new database system, SQL, and then an increase of 20% in the annual maintenance costs.

Faced with this increased cost, I attended meetings with TRIO to express concerns and researched comparable vendors to get all available options. My concluded recommendation is to stay with Harris because the one-time cost of implementing and training staff on a new software overweighs these costs proposed by Harris. Additionally, the improved functionality and stability of the enhanced software will help us tremendously in the long run.

Requested authorization to purchase:

\$2,649.95 for the TRIO Access to SQL conversion from computer reserve 03-711-00

\$2,218.40 for the unbudgeted 20 percent increase in FY18 annual maintenance cost from computer reserve 03-711-00

I would be happy to answer any questions you may have. Thank you for your consideration,

Kyle Severance

Current Account Status

G 3-711-00 RESERVE ACCT / COMPUTER

-52,066.97 = Beg Bal
0.00 = Adjust

-0.25 = YTD Net
0.00 = YTD Enc

-52,067.22 = Balance

Per	Jrnl	Check	Date	Vendor-----	Description-----	RCB / Type		Debits	Credits
07	0008		07/02/18		07/02/2018 C/R	R	CR	0.00	0.25
Totals-								0.00	0.25

Monthly Summary

Month	--Regular Entries--		--Balance Entries--	
	Debits	Credits	Debits	Credits
July	0.00	0.25	0.00	0.00
Totals	0.00	0.25	0.00	0.00

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.

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- 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.

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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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. Consent Agenda
 1. Signatures – Treasurer's Warrants, etc.
 2. Secretary's ~~Report~~ Minutes
 3. Communications
 4. ~~Reports~~ Committee minutes
 - C. Public Comments
 - D. Policy Agenda
 1. News, Presentations & Awards
 2. Public Hearings
 3. Nominations-Appointments – Elections
 4. ~~Old Unfinished~~ Business
 5. New Business
 - E. Committee Reports
 - F. Manager's Report
 - G. Councilor Comments

HAMPDEN TOWN COUNCIL RULES OF PROCEDURE

H. Adjournment

2. The Mayor (or Deputy Mayor), in conjunction with the Town Manager, shall have the sole discretion over agenda items. Individual Councilors may petition to have an item added, and if granted, 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.
3. An item on the agenda may be taken up out of order by unanimous consent.
4. A non-agenda item may be added to the agenda on the night of the meeting by unanimous consent of all Councilors present.
5. 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.
6. 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).
3. As a matter of courtesy, conduct for all Council and Committee meetings shall be as follows:

HAMPDEN TOWN COUNCIL RULES OF PROCEDURE

- 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.
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.
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

1. The following motions do not require a second:
 - a. Nominations
 - b. Point of information

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- 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 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.

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- 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.
 - 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:

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- 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.

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