

FINANCE & ADMINISTRATION COMMITTEE MEETING

Monday, February 2, 2015

6:00 p.m.

Hampden Town Office

1. Meeting Minutes
 - a. January 20, 2015
2. Review & Sign Warrants
3. Old Business
 - a. Review of Council Rules
4. New Business
 - a. Hiring Freeze – Councilor Wilde
5. Public Comment
6. Committee Member Comments

FINANCE & ADMINISTRATION COMMITTEE MEETING MINUTES

Tuesday, January 20, 2015

Attending:

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| Mayor David Ryder | Councilor Terry McAvoy |
| Councilor William Shakespeare | Councilor Dennis Marble |
| Councilor Greg Sirois | Town Manager Susan Lessard |
| Councilor Stephen Wilde | Residents |
| Councilor Carol Duprey | |

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

1. Meeting Minutes
 - a. December 15, 2014 – Motion by Councilor Sirois, seconded by Councilor Shakespeare to approve the minutes of 12/15/2014 as presented with no changes or corrections. Unanimous vote in favor.
2. Financial Statements – December 2014 – The Town Manager presented the December 2014 Financial Statements. Motion by Councilor Shakespeare, seconded by Councilor Sirois to accept the December 2014 Financial Statements. Unanimous vote in favor.
3. Review & Sign Warrants – The Committee reviewed the payment warrants. Motion by Councilor Shakespeare, seconded by Councilor Wilde to approve the payment warrants. Unanimous vote in favor.
4. Old Business
 - a. Concrete Floor Bid Results – The Town Manager presented the bid results for the concrete floor application in the public safety sections of the building. She recommended that the Committee approve the low bidder DMT for the epoxy finish, but to only do the main floor of the facility until the downstairs water problem has been corrected. She indicated that it could be done for approximately \$20,000 and that money would come out of Municipal Building Reserve. Motion by Councilor Marble, seconded by Councilor Shakespeare to recommend to the Council that the bid be awarded to DMT for the epoxy finish on the main floor of the public safety building at a cost not to exceed \$20,000 to be funded from Municipal Building Reserve. Unanimous vote in favor.
 - b. Council Committee Co-Chair Assignments – Councilor Sirois had asked that this item be included on the agenda so that it is clear in the absence of a Committee Chair who is supposed to be running the meeting. As an alternative, Councilor Shakespeare suggested that it be the responsibility of each Committee Chairperson to designate someone to chair a meeting in his/her absence. It was the consensus of the committee that that would be a reasonable solution. Councilor Duprey resigned from the Planning & Development Committee because there are four appointed members to the Committee but the Council Rules only allows three at this time.

- c. Council Rules – Councilor Duprey – Councilor Duprey had asked that this item be included so that the Committee could go through each of the council rules and determine whether or not they are structured the way that the Council wants them to be. One example is the number of Councilors appointed to committees – if the Planning & Development Committee, as one of the Council’s busiest Committees – had four appointees that would allow each Town Councilor to sever on two different committees. The Finance & Administration Committee will begin a review of the Council rules at its next meeting.
5. New Business
 - a. Committee Reappointment Recommendation – Lowell T. Sherwood – Board of Assessment Review – Motion by Councilor Duprey, seconded by Councilor Shakespeare to recommend to the Council the reappointment of Lowell Sherwood to the Board of Assessment Review. Unanimous vote in favor.
 - b. Maine Bureau of Highway Safety 2015 Equipment Grant – 25% Match – The Town Manager explained that the Bureau of Highway Safety had changed the manner in which it handled grants. This year they have a flat \$10,000 grant that requires a 25% match to be used for items related to highway safety. This grant allows the public safety department to get needed equipment – such as replacing radar units – without needing to use tax dollars for the full cost. The Town has sufficient monies in Matching Grants Reserve to match this grant. Motion by Councilor Shakespeare, seconded by Councilor Sirois to recommend to the full council the acceptance of the Bureau of Highway Safety Grant in the amount of \$10,000 with the 25% match to come from Matching Grants Reserve. Unanimous vote in favor.
6. Public Comment - None
7. Committee Member Comments – Councilor Marble questioned why the Committee was discussing the Highway Safety Grant if it was one that was normally accepted and there were sufficient moneys in the Matching Grants Reserve. The Manager explained that the prior Council had requested that all grants be reviewed by the Finance & Administration Committee prior to acceptance.

Motion by Councilor Shakespeare, seconded by Councilor Marble to adjourn at 6:35 p.m.

Respectfully submitted,

Susan Lessard
Town Manager

HAMPDEN TOWN COUNCIL RULES

1. The Town Council shall only act by ordinance, order, or resolve. All ordinances, orders, and resolves shall be confined to one subject, which shall be clearly expressed in the title. All orders and resolves shall be dated, numbered, and signed by the Town Clerk and the Town Councilors will receive a copy.
2. In all motions of command, the form of expression shall be 'ordered' and in all motions concerning principles, facts, or purposes, the form shall be 'resolved'.
3. The name of the Council member of other person, persons, or group requesting an item on the agenda will be indicated on the agenda with the said item.
4. As a matter of courtesy, conduct for all Council and Committee meetings shall be as follows:
 - a. Cell phones shall be silenced during Council & Committee meetings by Town Councilors, staff, and the general public.
 - b. Councilors and staff shall refrain from texting or emailing during all Council or Committee meetings.
 - c. Cell phone use, texting, and email may be done during breaks in regular or special Council meetings or committee meetings.
5. Town Councilors shall participate in Freedom of Information Act training within 120 days of being sworn in as a Town Councilor and documentation of that training shall be filed with the Town Clerk.
6. Town Councilors shall participate in Elected Officials training offered by the Maine Municipal Association within the first year of office.
7. A New Councilor orientation packet shall be provided to all Councilors at the time they are sworn in.
8. Excused absences for Councilors for Council meetings may be granted as the result of illness, vacation, work commitments, or family illness.
9. The Mayor shall take the chair at the appointed time for the meeting, call the members to order, and proceed to the following order of business:

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

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

- E. Committee Reports
- F. Manager's Report
- G. Councilor Comments
- H. Adjournment

10. In the absence of the Mayor, the Deputy Mayor shall preside over the Town Council meeting. In the absence of the Deputy Mayor, the Mayor shall appoint, in advance, another Council to chair the meeting.
11. When a question is under debate, the Mayor shall receive no motion but to adjourn, or for the previous question, to lay on the table, or to postpone to a day certain, or to refer to a committee or some administrative official or to amend, or to postpone indefinitely; which several motions shall have precedence in order in which they stand arranged.
12. When a vote is passed, it shall be in order for any member who voted in the majority, or in the negative on a tie vote, to move a reconsideration thereof at the same, or the next stated meeting, but not afterwards; and when a motion or reconsideration is decided, that vote shall not be reconsidered.
13. When any member is about to speak, they shall respectfully address the Mayor, confine themselves to the question under debate, and avoid personalities. No member speaking shall be interrupted by another but by a call to order, or to correct a mistake.
14. Every member present, when a question is put, shall give their vote, unless the Council, for special reasons, shall excuse them. Application to be so excused must be made before debate on the issue and the decision on the application shall be made by a majority vote of the council without debate.
15. The rules cannot be dispensed with or suspended if one or more members of the council shall object. No rule or order shall be amended or repealed without notice, in writing, being given at the preceding meeting.
16. Any person wishing to address the Town Council will be given the opportunity to do so in accordance with the following procedure:
 - a. Persons wishing to address the Council on an item which appears on the agenda shall wait until the Mayor announces the consideration of such item, at which time they may address the Council on that particular item. There shall be a five minute limit on such comments per person, per item. In the event that a large number of persons wish to speak on an issue, this limit may be changed to insure that all who wish to speak have the opportunity to do so. Once public comment on an item has closed and a motion and second has been made by members of the Town Council, further public comment is only allowed if approved by a unanimous vote of the Town Council.
 - b. Any person wishing to address the Council on an item not appearing on the agenda shall be allowed to do so only in

that section of the agenda referred to as “Public Comments”. There shall be a five minute limit on such comments per person per subject raised. Items heard during Public Comment may be agendaed for a subsequent meeting or referred to a Committee or staff member for discussion/action. No votes may be taken by the Council on a subject raised during Public Comment without a vote by the Council to set aside the rules and add it to the regular agenda for consideration.

- c. Any person wishing to address the Council shall signify their desire by raising their hand and, when recognized by the Mayor, such person shall thereupon request permission to address the Council, giving their name and address and then designating the subject matter on which they desire to address the Council.

17. At the commencement of the Calendar year, or as soon thereafter as possible, there shall be chosen the following Committees, each Committee to consist of three (3) members of the Council as the Mayor may designate, or, upon a motion, the Council may ballot.

- a. Finance & Administration – The purpose of this committee shall be to review all items related to their fiscal impact on the Town as well as all matters that pertain to items of administrative procedures. This committee will also have the responsibility for the review and signature of all payment warrants.
- b. Services Committee – The purpose of this committee shall be to review all matters related to services provided by the Town related to recreation, parks, trails, the library, the pool, and other items related to non-emergency or public works services provided in the community
- c. Infrastructure – The purpose of this Committee shall be to review all matters pertaining to public infrastructure including buildings, roads, and all town capital equipment.
- d. Planning & Development – The purpose of this Committee shall be to review all matters related to all ordinances of the Town and all proposals for economic & community development.
- e. Communications – The purpose of this Committee shall be to review all matters related to the Town Website, Town Newsletter, Town Cable Channel 7, and other town sponsored communication activities.

18. Committee procedure shall be governed as follows:

- a. All Committees will be required to post an agenda at least 48 hours prior to the meeting and no issue may be voted on unless it is agendaed.

- b. It shall be the responsibility of the Committee Chair to discuss the development of the meeting agenda with the assigned staff person at least 24 hours before the meeting is required to be posted.
 - c. The assigned staff member shall prepare and post the agenda.
 - d. Draft minutes of each meeting will be prepared by the staff member supporting the committee within three business days.
 - e. Committee meeting minutes shall be posted on the Town website following their voted approval by the Committee.
 - f. Non-committee Council members attending a Committee meeting will have voting rights if they have been present for the entire discussion of an issue, providing that at least two of the three appointed members of the committee are present.
 - g. Two appointed members of the Committee shall constitute a quorum
 - h. The Mayor shall serve as an ex-officio member of all committees with the exception of Finance & Administration, and shall serve as a member and Chairperson of that Committee. The Mayor, when serving as an ex-officio member, shall not count as an appointed member for the purpose of establishing a quorum at all other Committee meetings.
19. The Mayor of the Council may appoint members of the Council and/or citizens of the Town to special committees as authorized by the Council. No Committee shall have the power of executive action unless specifically authorized and shall report back to the Council for action on its recommendations or proposals.
20. In all cases where the parliamentary proceedings are not determined by the foregoing rules and orders, "Roberts Rules of Order" shall be taken as authority to decide the course of proceedings.
21. The first and third Mondays of each month are designated as 'regular' council meetings with the provision that a unanimous vote of the council would cancel a meeting. Whenever a regular meeting falls on a legal holiday, such meeting will take place the following day.
22. Special meetings of the Town Council may be scheduled for other dates for special purposes. The agendas for such meetings shall be posted at the Post Office, Town Office, Town Bulletin Board, on the Town website, no less than 72 hours in advance of the meeting (unless an emergency meeting is needed for the purpose of dealing with an unanticipated Town emergency, in which case posting shall be to all normal posting locations and via email to local print media as soon as it is identified that a meeting will be held). The agenda for a Special Meeting shall be prepared as follows;
- A. Call to order
 - B. Subject(s) for meeting
 - C. Adjourn
- The general public shall be allowed to comment on subjects at Special meetings in the same manner as for Regular Council meetings. There

shall be no general Public Comment section for items not contained on the agenda for Special Council meetings.

23. Any item on the consent agenda can be set aside for discussion at the request of any Councilor, prior to a motion on the remainder of the consent agenda.
24. Council Meetings shall not extend beyond 10 p.m. without an affirmative vote of the Town Council.
25. The Councilor Comment section of the agenda is reserved for the purpose of enabling any Council member to discuss matters not previously mentioned on the agenda. No official Council action can be taken at this time.

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

Adopted by Town Council: May 21, 2012

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