

## **FINANCE & ADMINISTRATION COMMITTEE MEETING**

Monday, March 2, 2015

**6:00 p.m.**

Hampden Town Office

1. Meeting Minutes
  - a. February 9, 2015
2. Review & Sign Warrants
3. Financial Statements – January, 2015
4. Old Business
  - a. Continued Review of Council Rules
5. New Business
  - a. Sidewalk Plow Options
  - b. Request to use Computer Reserve Funds for Replacement of Police Cruiser Laptops
6. Public Comment
7. Committee Member Comments

## FINANCE & ADMINISTRATION COMMITTEE MEETING MINUTES

Monday, February 9, 2015

### Attending:

Mayor David Ryder	Susan Lessard, Town Manager
Councilor William Shakespeare	Susan Taylor, Library employee
Councilor Greg Sirois	Residents
Councilor Dennis Marble	
Councilor Terry McAvoy	
Councilor Carol Duprey	
Councilor Steve Wilde (6:10p.m.)	

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

1. Meeting Minutes
  - a. January 20, 2015 – Motion by Councilor Shakespeare, seconded by Councilor Marble to approve the minutes of the January 20, 2015 meeting as presented. Unanimous vote in favor.
2. Review & Sign Warrants – The Committee members reviewed, approved, and signed the payment and payroll warrants.
3. Old Business
  - a. Review of Council Rules – Councilor Duprey had requested that the Committee review the rules to see if any Councilors wished to make changes to them. It was the consensus of the Committee to go through the list in order and anyone with questions or concerns could discuss what they thought should be changed.
    - Item 6 - Councilor Duprey suggested that attendance at the Maine Municipal Association Elected Officials Training should be recommended but should not be mandatory. It was the consensus of the Committee to leave that item as written because the course provides a baseline of knowledge for all councilors of their legal responsibilities as an elected official.
    - Item 8 needs to be eliminated due to charter changes. It was the consensus of the committee to recommend elimination of Item 8 of Council Rules to the Council.
    - Item 15 – Councilor Duprey discussed the fact that this item added a longer time line for Council Rules changes than for other items that the council considers. It was the consensus of the Committee that the length of time was appropriate given the fact that it allows a good amount of transparency when the Council is considering changes to rules which govern the conduct of the Council.
    - Item 16 b – Councilor Duprey asked if 5 minutes per subject raised might not allow for someone with five or six issues to monopolize the podium and whether changing it to a total of five minutes per person would be a better option. While Committee members understood the

concern, it was the consensus to leave it at 5 minutes per item to insure that the Council was open to listening to the residents.

Item 16 b – It was the consensus of the Committee that the rules be amended to require only that people give their name and the road name on which they live- not their street number as well.

Item 17 – In order to accommodate appointments that give each Councilor two committees on which to serve, the Committee recommends changing the language from 3 per committee to 3 or 4 per committee.

Item 18h – The Committee recommends changing the language from what exists which requires the Mayor to Chair the Finance Committee and be an ex-officio member of all committees but not count toward a quorum to “The Mayor shall serve as a member of all committees for quorum purposes”.

Item 19 - The Committee recommends changing item 19 to remove the following language “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.

The Committee will review the remainder of Council Rules at its next meeting.

4. New Business

- a. Hiring Freeze – Councilor Wilde – Councilor Wilde explained that the point of this item was to insure that the Town Council was made aware of all hiring. Given the difficult budget environment and fiscal challenges that the Town is facing, he does not want additional hiring done in advance of the budget. The Town Manager agreed to notify the Council of any position vacancy that occurs and get approval from the Council prior to filling that vacancy. No new positions are contemplated in the current year budget. It was noted that the Council had approved advertising for a Public Works Director at its Goals and Objectives session on February 7<sup>th</sup>.
5. Public Comment – James Patterson – Baker Road offered comments related to the fact that the Town should be hiring to replace the public works director and that the Mayor should be a member of all committees but should just vote in the event of a tie.
6. Committee Member Comments – None

Motion by Councilor Shakespeare, seconded by Councilor McAvoy to adjourn at 6:50 p.m.

Respectfully submitted,

Sue Lessard  
Town Manager



Sewer Collections  
1/31/15

	To be Collected Total 7/1/2014	Amount Collected as of 01/31/2015	% Collected
Sewer Bills	\$449,612.42	\$308,388.03	68.59
Sewer Liens	\$27,119.74	\$12,291.82	45.32
TOTALS	\$476,732.16	\$320,679.85	67.27

Tax Collection  
01/31/2015

	To Be Collected 7/1/2014	Collected as of 1/31/2015	% Collected
2014-2015 Property Taxes	\$ 10,087,207.65	\$ 5,262,182.61	52.17%
2013-2014 Tax Liens	\$ 167,577.14	\$ 66,588.50	39.74%
2012-2013 Tax Liens	\$ 74,737.83	\$ 58,283.50	77.98%
<b>Sub-total</b>	<b>\$10,329,522.62</b>	<b>\$5,387,054.61</b>	<b>52.15</b>
14-15 Personal Property Tax	\$401,578.76	\$222,011.76	55.28%
13-14 Personal Property Tax	\$40,997.86	\$38,649.07	94.27%
12-13 Personal Property Tax	\$2,255.07	\$82.88	3.68%
11-12 Personal Property Tax	\$2,412.03	\$0.00	0.00%
10-11 Personal Property	\$1,391.42	\$0.00	0.00%
09-10 Personal Property	\$1,240.20	\$0.00	0.00%
08-09 Personal Property	\$1,073.25	\$0.00	0.00%
<b>Sub-total</b>	<b>\$450,948.59</b>	<b>\$260,743.71</b>	<b>57.82</b>
<b>TOTAL ALL TAXES</b>	<b>\$10,780,471.21</b>	<b>\$5,647,798.32</b>	<b>52.39</b>

## 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 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 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

5a

Date: Feb. 26, 20015

To: Sue Lessard

From: Greg Nash

Subject: Sidewalk Plow

Sue:

As you know, on Monday, Feb. 23, 2015, the engine in the sidewalk blower (Trackless) blew up. I suspect it lost a rod or main bearing. The engine is locked up. I have checked and found out the following information in regard to repair or replace. The unit is a 2002 with 2168 hours on it. In the last five years we have spent \$18500 on this unit for repairs

A new comparable unit would cost about \$110,000 for just the tractor.

I have found a used 1998 for \$16000. I have been told it is ready to operate and our attachments, snow blower and sweeper will fit on it.

I am waiting for confirmation about a price to install a used engine. An estimate was about \$7500. He is supposed to get back to me today.

These trackless type municipal machines are expensive to buy and operate because they are very specialized equipment.

As soon as I have the confirmed price I will let you know.

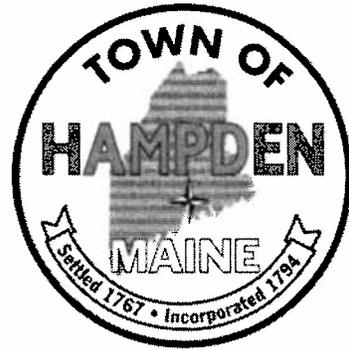
We are presently blowing the sidewalks and municipal properties with our small John Deere Tractor. These type units will not last long doing sidewalks.

Feel free to call me if you have any questions.

Respectfully,

Greg Nash

# MEMO



**To:** Sue Lessard  
**From:** Kyle Severance  
**Date:** 02/23/2015  
**Re:** Request to spend from Tech Reserve 3-711-00

**Message:**

A portion of the money that has been set aside for years in the Tech Reserve has been designated to replace the laptops in the police cruisers. The current laptops are over seven years old and on a replacement cycle of four years. Because the computers are so outdated, they have severe slowness, bad ports, bad batteries, and unreliable internet connection. As a result, the use of the machines is typically avoided and the officers rely more on Penobscot County dispatch to get information over the radio. Relying on radio means the inability to get photos such as mug shots and surveillance video as well as greater wait times to receive information in potentially life threatening situations. Without the use of working computers, the officers have to come back to office to file reports. Having working computers will allow officers to file reports in the field which would increase their presence in the public.

I was able to secure the same discounts the State of Maine is receiving for the winning bid on the computers they are currently purchasing for the State Troopers. Having the same standard computers as the State will help with compatibility, reliability, and the ability to maintain a regular cycle so our officers will continue to have working computers. There is a total of \$14,800 set aside in the reserve to be used towards the replacement of three Toughbook laptop computers with docks and mounting components. A total of \$13,315.26 is being requested for this replacement (three computers, docks, and mounting components). Thank you for your consideration.

If you have questions, please let me know.

Thank you,

Kyle