

## **FINANCE & ADMINISTRATION COMMITTEE MEETING**

Monday, April 6, 2015

**6:00 p.m.**

Hampden Town Office

1. Meeting Minutes
  - a. March 16, 2015
2. Review & Sign Warrants
3. Old Business
  - a. Draft Letter to School Board re 2015/16 Budget
  - b. Continued Review of Council Rules
4. New Business
  - a. Proposed Amendments to Sale of Town Owned Real Estate Ordinance
  - b. Consideration of Adoption of "Ethical Principles for Excellence in Government" – Councilor Marble
  - c. Consideration of Adoption of "10 Habits of Highly Effective Town Councils" – Councilor Marble
5. Public Comment
6. Committee Member Comments

## FINANCE & ADMINISTRATION COMMITTEE MEETING MINUTES

Monday, March 16, 2015

6:00 p.m.

Hampden Town Office

### Attending:

Mayor David Ryder

Councilor Greg Sirois

Councilor Stephen Wilde

Councilor William Shakespeare

Councilor Terry McAvoy

Councilor Carol Duprey

Councilor Dennis Marble

Town Manager Sue Lessard

Public Safety Dir. Joe Rogers

Resident Alex King

Resident Tom Brann

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

### 1. Meeting Minutes

- a. March 2, 2015 – Motion by Councilor Sirois, seconded by Councilor Shakespeare to approve the minutes of 3/2/15 as presented. Unanimous vote in favor.

### 2. Review & Sign Warrants – The warrants were reviewed and signed by the Finance Committee members.

### 3. Old Business

- a. Continued Review of Council Rules – This item was set aside until the next meeting due to the number of items on the agenda that need to be discussed and acted on.

### 4. New Business

- a. Councilor Compensation – Attendance at Workshops – The Town Manager asked the Council if they wished to change the policy for Councilor compensation and also pay Councilors for attendance at workshops that are mandatory, such as the Elected Official's Workshop with the Maine Municipal Association. Councilor McAvoy had attended the workshop and listed hours involved on his travel reimbursement sheet and since this workshop was mandatory, the manager wanted to check and see if such items would be considered on the same level as Committee meetings. Pros and cons of this were discussed. Motion by Mayor Ryder, seconded by Councilor McAvoy to leave the policy as it stands to cover only Committee or Council meetings and not other meetings even if attendance is mandatory. Unanimous vote in favor.
- b. Police Vehicle Bid Results – Public Safety Director Joe Rogers explained to the Committee that 6 bids had been received for replacement of a police cruiser. While the low bid was received from Quirk of Augusta for a 2015 Ford Interceptor at \$27,395, the department requested that the Committee instead recommend a 2015 Chevy Tahoe from O'Connor GMC for a bid price of \$33,335.45. The

recommendation is based on the fact that the department is now keeping vehicles in service longer, the Tahoe has a better repair/service record, and it has more room to accommodate the officers and all the equipment with which they are outfitted. The Public Safety Director also reported that the Maine State Police were looking to utilize Tahoes in their fleet for the same reasons. Motion by Councilor Marble, seconded by Councilor McAvoy to recommend to the Council to award the police cruiser bid to O'Connor GMC for \$33,335.45. Unanimous vote in favor.

c. Manager Search Process

1. Council Workshop to Define Roles & Qualifications – The Town Manager presented information related to the use of the Eaton Peabody Consulting Group to hold a workshop for the Town Council related to roles and responsibilities of the Town Manager and the Town Council, as well as to conduct the Town Manager search process. The cost of the workshop is \$800 and the cost of the manager search is \$5000. Committee members discussed the purpose of the workshop which should help the Council be able to better determine what skills, background, and characteristics they want in the next Town Manager. The Town last used Maine Municipal Association for a Manager search but Eaton Peabody also has the ability to assist with an interim manager if necessary and that was seen as an added benefit if needed. Motion by Councilor Duprey, seconded by Councilor Shakespeare to recommend to the Council that the EPCG hold a workshop with the Council on Council/Manager roles and responsibilities and to engage EPCG to conduct the Manager search. Unanimous vote in favor.
2. Process to End of Contract – The Town Manager reported that she would continue to work through the end of the contract to complete the following items as well as to hire a new public works director and keep regular operations running.
  - Budget
  - Contract Negotiations
  - Audit

- d. Video Taping of Committee Meetings – Further Discussion re Cost – Councilor Wilde – Councilor Wilde offered several reasons why he believes that the Town should video committee meetings as well as Council meetings including allowing residents to be able to watch the process by which Council Committees work, to assist those with disabilities that may not make it possible for them to listen to a tape and be able to understand who was speaking, and to provide more transparency. He suggested that if funding is a problem for this then perhaps the Town should stop funding the videotaping of school board meetings and instead use those monies to pay for the cost of providing video of Town Council Committee meetings. Councilor Sirois believes

that taping and airing the school board meetings is important because otherwise residents do not have video access to any of the process by which the school board makes its decisions and that given the proportion of tax dollars raised in support of education it was important for people to also be able to view the School Board meetings in the same way that they can the Town Council meetings. There was some contention between Councilors on this topic and Mayor Ryder asked for all to calm down. Councilor Marble indicated that the use of the Conference Room was more comfortable for Councilors and residents to meet in for discussions that often involve maps and visual aids that are used during the meeting. Mayor Ryder stated that anyone could get a copy of the audio file emailed to them if they wanted to know what happened in a committee meeting. Councilor Shakespeare noted that this subject has been discussed by a prior Council and it was determined at that time that the 'work session' nature of the meetings – looking over maps or presentations, was better done in the Conference room in a less formal setting than at the dais in the Council Chambers. Motion by Councilor Sirois, seconded by Councilor Shakespeare to leave the recording of Committee meetings as it is. Vote 4 in favor (Sirois, Shakespeare, Marble, Ryder) and 3 opposed (Wilde, Duprey, McAvoy). Motion carried.

- e. Request for Town to Issue License Plates – Chad Houp – The Town Manager presented an email from resident Chad Houp asking if the Town would add issuing license plates to the services offered. Several Councilors indicated that they had been asked about this service as well. While there was support for looking into the possibility of doing this, it was the consensus of the Council to discuss this after the new Town Manager was hired and had had the opportunity to evaluate the workload and feasibility of doing this. The Town Manager was asked to put this on the list of items for consideration by the Council after a new manager was hired.

5. Public Comment - None

6. Committee Member Comments – None

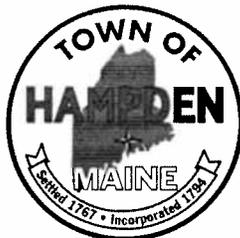
Motion by Councilor Marble seconded by Councilor Duprey to adjourn at 6:55 p.m.  
Unanimous vote in favor.

Respectfully submitted,

Sue Lessard  
Town Manager

3a

Town of Hampden  
106 Western Avenue  
Hampden, Maine 04444



Phone: (207) 862-3034  
Fax: (207) 862-5067  
email:  
manager@hampdenmaine.gov

DRAFT DRAFT DRAFT DRAFT

April 6, 2015

Ms. Kelly Bickmore, Chair  
RSU #22 Board of Directors  
24 Main Road North  
Hampden, ME 04444

RE: 2015/16 Budget

Dear Chair Bickmore and RSU#22 Board Members,

The purpose of this letter is to discuss the upcoming budget for the school district as well as for the Town of Hampden as one of its member municipalities. While we recognize that the School District is facing funding constraints from the State, the Town is also facing loss of revenue from Revenue Sharing and a number of other revenue reductions if the current State budget is adopted.

The past several years have seen extremely large local share increases from RSU#22 for the Town of Hampden. At this time, our annual local school payment is more than \$1,000,000 more than it was in 2009 – just five years ago – and the total number of Hampden students served is less than it was in 2009. In order to accommodate those increases, the Town has done its best to mitigate mil rate increases through use of fund balance and municipal budget reductions including staffing changes, purchasing policy changes, and zero growth in municipal departments. As a result the bottom line of our municipal budget is \$65,000 less this year than it was in 2009. Despite these efforts, the Town's mil rate has risen \$1.50/per thousand over the past two years.

At its goals and objectives meeting in February, it was the consensus of the Town Council to write a letter to the School Board asking that every effort be made to minimize local share budget increases. State law this year requires a local educational mil rate effort of \$8.44 for municipalities – but the Town of Hampden is already at an educational mil rate of \$9.975.

Apart from education and local government funding impacts from the proposed State budget – the proposed elimination of the Homestead Exemption for those under age 65 will create an automatic property tax increase – at the current mil rate – of \$175 even if the Town, the School and the County were able to hold the line on expenses and have sufficient revenues to shore up the bottom line. While that increase would not be the 'fault' of the Town or the School District – it would be felt locally on top of any mil rate increase needed to fund School, County, or Municipal budget needs.

The Town is working hard to encourage business development in Hampden while retaining the sense of 'place' that is important to so many who have chosen to live here. To be competitive in that effort, we need to be able to offer an attractive mil rate. With two successive years of mil rate increases, and the likelihood of yet another without dramatic program and service reductions at the municipal side, it is important that we mitigate these increases as much as possible.

We recognize that State funding of education at 55% would help to solve this problem, as would the State funding of municipal revenue sharing at the 5% of income and sale tax that is in law. In reality, however, neither is going to happen this year and we are left – yet again - to find a way to manage to do more with less. Although we represent different segments of municipal services – we are really all in the same boat here. The same people are being asked to pay for all of the services and we must be mindful that we do not tax them to the point where they no longer support the work that is done.

The Town would like to have a representative on the school budget committee for this year as well. Please let us know your budget meeting schedule when it is ready.

Finally, the Town Council is always open to a meeting with the School Board to discuss mutual budget issues and concerns.

Thank you, in advance, for your consideration of our request.

Sincerely,

Susan Lessard,  
Town Manager

For the Hampden Town Council

## 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

TO: Hampden Town Council  
FROM: Sue Lessard, Town Manager  
DATE: March 25, 2015  
RE: Proposed Amendment – Sale of Town Owned Property Ordinance

The purpose of this memo is to propose an amendment to the Sale of Town Owned Property Ordinance. One use of this Ordinance is when the Town seeks to sell property acquired through the foreclosure of expired property tax liens. The proposed amendment is as follows:

#### Section 1.4 Tax Foreclosure Acquired Property

The Town Treasurer shall give written notice to the prior owner of record of real estate acquired by the Town by way of foreclosure of tax lien or sewer lien of the Town's intent to sell said real estate at public sale. Said notice shall be given in writing and sent via U.S. mail to the property owner's last known address at least 30 days before the notice of public sale is given in the manner specified in Section 1.2 above. Failure of any prior owner to receive such notice shall not necessitate another sale or invalidate any action of the Town Council.

If the prior owner of record makes full payment of all sums due ~~the Town on the said tax claim,~~ including but not limited to the amount of any tax and/or sewer liens, real estate taxes, personal property taxes, sewer charges, recording fees, interest, and costs, before notice of public sale is given, the Town Treasurer shall release title to said real estate to its record owner.

This amendment allows the Town to also sell property acquired through sewer lien foreclosure and to collect any outstanding sewer or real estate charges at the time of a foreclosure of either type.

The Town of Hampden hereby ordains that the following amendments to the Town of Hampden Sale of Town Owned Real Estate Ordinance be adopted:

Additions underlined

Deletions ~~stricken~~

**TOWN OF HAMPDEN  
SALE OF TOWN OWNED REAL ESTATE ORDINANCE**

**ARTICLE I - SALE OF TOWN OWNED REAL ESTATE**

**1.1 AUTHORITY**

In accordance with ARTICLE II, Section 212 (b) of the Town Charter the Town Council shall be authorized to convey or lease any lands of the Town within the limitations fixed by the Constitution and statutes of the State of Maine as they now or may hereafter apply to said Town of Hampden.

**1.1.1 SALE BY TOWN**

Real estate shall be sold by the Town only after the adoption by affirmative vote of a majority of all the members of the Town Council of a Resolution calling for the sale of real estate owned by the Town; the resolution shall contain a reasonably accurate description of the property which is proposed to be sold.

**1.2 DISPOSAL**

After the Town Council has voted to sell real estate, notices shall be sent to each landowner abutting the proposed parcel to be sold as well as to each landowner within three (300) feet of any property line of said parcel. Landowners shall be considered to be those to whom property taxes are assessed. Failure of any landowner to receive a notice of public sale shall not necessitate another sale or invalidate any action of the Town Council. Notices shall be sent to the previous owner in the case of tax acquired property. In addition, notice of the proposed sale shall be published as specified in Article II, Section 213 (d) of the Charter, such publication to be not less than seven (7) days before the Council's final action on such sale. The notice shall contain a reasonably accurate description of the property to be sold and shall provide for a day and place when and where bids for said property shall be submitted to the Town Office.

### 1.3 **BID PROCEDURE**

All bids shall be submitted in writing and shall clearly identify the purchaser and the price bid for the property. Bids shall be placed in sealed envelopes and given to the Town Clerk who shall hold all such bids until the ~~close of business on the day~~ date and time designated in the notice, when the bids shall be opened by the Town Clerk. The results of the bidding shall then be submitted to the Town Council at its next regular meeting; after proponents and opponents if any, to said proposed sale have been heard, the Council may by the affirmative vote of a majority of all the members of the Council vote to convey the property to the highest bidder. The Council may reject any bid which does not comply with Town's bid procedure guidelines; furthermore, the Council may reject all bids and withdraw the offer to sell the property.

#### 1.3.1. **DEED EXECUTION**

The Town Treasurer is hereby authorized for and on behalf of the Town of Hampden to make, execute and deliver a Quitclaim Deed to convey title to the purchaser.

### 1.4 **TAX FORECLOSURE ACQUIRED PROPERTY**

The Town Treasurer shall give written notice to the prior owner of record of real estate acquired by the Town by way of foreclosure of tax lien or sewer lien ~~mortgage~~ of the Town's intent to sell said real estate at public sale. Said notice shall be given in writing and sent via U.S. mail to the property owner's last known address at least 30 days before notice of public sale is given in the manner specified in Section 1.2 above. Failure of any prior owner to receive such notice shall not necessitate another sale or invalidate any action of the Town Council.

If the prior owner of record makes full payment of all sums due the Town on the said tax claim, including but not limited to the amount of any tax and/or sewer liens, real estate taxes, personal property taxes, sewer charges, recording fees, interest and costs, before notice of public sale is given, the Town Treasurer shall release title to said real estate to its record owner.

ADOPTED BY THE HAMPDEN TOWN COUNCIL: November 19, 1979

EFFECTIVE: December 19, 1979

AMENDED: July 6, 1987

EFFECTIVE: August 4, 1987

4b3c



Denise Hodsdon <clerk

**Fwd: ethical standards**

1 message

**Susan Lessard** <manager@hampdenmaine.gov>

Mon, Mar 23, 2015 at 8:18 AM

To: Denise <clerk@hampdenmaine.gov>

For the next Finance & Admin meeting agenda.  
Thank you -  
Sue

----- Forwarded message -----

From: **Dennis Marble** <marbletowncouncil@hampdenmaine.gov>

Date: Sun, Mar 22, 2015 at 1:41 PM

Subject: ethical standards

To: Susan Lessard <manager@hampdenmaine.gov>

Cc: David Ryder <rydertowncouncil@hampdenmaine.gov>

Sue,

please put this topic on the agenda for the next F and A meeting. Specifically this is two resolves adopted by the Brewer City Council by unanimous vote in November 2014:ETHICAL PRINCIPLES FOR EXCELLENCE IN GOVERNMENT and 10 HABITS OF HIGHLY EFFECTIVE CITY COUNCILS that I would put on the table for consideration of adopting.

Thanks, Dennis

Sent from my iPad

--

Sue Lessard  
Town Manager

Town of Hampden  
106 Western Avenue  
Hampden, ME 04444  
(207)-862-3034  
manager@hampdenmaine.gov

City Council Minutes  
November 18, 2014

Annual Meeting  
Jeff's Catering

Tuesday, November 18, 2014  
6:00 p.m.

The annual meeting was called to order by City Clerk Pamela J. Ryan. The city clerk called the roll:

- Councilor Goss - Present
- Councilor O'Connell - Present
- Councilor-elect Ferris - Present
- Councilor Vachon - Present
- Councilor Uhlenhake - Present

The city clerk declared a quorum present. City Manager Bost and City Solicitor Dearborn were also present.

The city clerk read the notice for the meeting.

TO: Joseph Ferris, Jerry Goss, Matthew Vachon, Kevin O'Connell and Beverly Uhlenhake  
MEMBERS OF THE BREWER CITY COUNCIL You are hereby notified the annual meeting of the City Council will be held on Tuesday, November 18, 2014 at 6:00 p.m. at Jeff's Catering, 15 Littlefield Way, Brewer, Maine to consider and act on the items on the attached agenda.

s/Jerry Goss  
Mayor and Chairman of the City Council

a true copy, attest: s/Pamela J. Ryan  
City Clerk

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OFFICER'S RETURN

I have on the date(s) and time(s) indicated given notice of this meeting by giving in hand or by leaving at the usual dwelling place of the within named an attested copy of this notice of meeting:

Given/Delivered to:	by (person delivering)	Title	Date	Time
Joseph Ferris	Caron	Ptl.	11/14/14	1646
Matthew Vachon	P. Ryan	CC	11/14/14	4:15 pm
Beverly Uhlenhake	Caron	Ptl.	11/14/14	1635
Jerry Goss	Caron	Ptl.	11/14/14	1625
Kevin O'Connell	Caron	Ptl.	11/14/14	1640

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**BREWER CITY COUNCIL ANNUAL MEETING  
TUESDAY, NOVEMBER 18, 2014 6:00 P.M.  
JEFF'S CATERING, 15 LITTLEFIELD WAY**

1. Call to Order (City Clerk)
  2. Invocation: Rev. Roger Davis, Chaplain for the Brewer Police Department.
  3. Pledge of Allegiance to the Flag of the United States of America.
  4. Swearing of Councilor-Elect
  5. Swearing of School Committee Members-Elect and H.S. District Trustee-Elect
  6. Election of Mayor
  7. Swearing of Mayor
  8. Election of Vice-Chairman
  9. Swearing of Vice-Chairman
  10. Mayor's Address
  11. Appointments and Committee Establishments
    - a. Establish a Committee on Finance. (Mayor)
    - b. Appoint Sub-Committee to Interview Candidates for Standing Boards and Committees. (Mayor)
    - c. Other Committee Establishments. (Mayor)
  12. (2014-B070) RESOLVE, Establish Location for Regular Meetings.  
(Councilor Ferris)
  13. (2014-B071) RESOLVE, Establish Time and Dates of Regular Meetings.  
(Councilor Uhlenhake)
  14. (2014-B072) RESOLVE, Adopt Ethical Principles for Excellence in Government.  
(Councilor O'Connell)
  15. (2014-B073) RESOLVE, Adopt 10 Habits of Highly Effective City Councils.  
(Councilor Goss)
  16. Mayor Announce Chairman and Vice-Chairman of the Brewer School Committee.
  17. ADJOURN.
- \*\*\*

Reverend Roger Davis, Chaplain for the Brewer Police Department led the council members and others present in the invocation. He also asked for thoughts and prayers for the family of former City Councilor Michael Celli who passed away recently. He also asked that everyone pray for the less fortunate and that ways are found to help them in these needy times.

The City Clerk led members of the council and others present in reciting the pledge of allegiance to the flag of the United States of America.

The City Clerk swore in Joseph Ferris as a member of the City Council of the City of Brewer for a three year term.

The City Clerk swore in Holly Lundquist and Mark Farley as members of the Brewer Superintending School Committee, Reed Davis as the Student Representative Member of the School Committee and Albert Gibson as High School District Trustee.

CITY CLERK: The next item on the agenda is the election of the mayor. At this time do I have any nominations on the floor?

COUNCILOR GOSS: Ms. Clerk, I'd like to nominate Matthew Vachon for mayor.

CITY CLERK: Not hearing any other nominations for the position of Mayor, nominations will cease.

The motion was seconded.

CITY CLERK: All in favor of Matthew Vachon as the Mayor/Chairman of the City Council of the City of Brewer? 5 to 0 vote.

The City Clerk swore Matthew Vachon in as Mayor/Chairman of the City Council of the City of Brewer.

MAYOR VACHON: At this time we would like to elect a Deputy Mayor/Vice Chairman of the City Council. Do I have any nominations?

COUNCILOR FERRIS: Mr. Mayor, I'd like to nominate Beverly Uhlenhake.

MAYOR VACHON: Any further nominations?

COUNCILOR O'CONNELL: I move that nominations cease.

The motion was seconded.

MAYOR VACHON: Okay. The nominations have been taken and ceased. Now I need a vote for the Deputy Mayor/Vice Chairman position, Beverly Uhlenhake. All those in favor? 5 to 0 vote. Beverly Uhlenhake is the Deputy Mayor/Vice Chairman.

The City Clerk swore in Beverly Uhlenhake as the Deputy Mayor/Vice Chairman of the City Council of the City of Brewer.

MAYOR VACHON: Councilor Goss would you please come forward. Mayor Vachon congratulated and recognized Councilor Goss for serving as Mayor of the Brewer City Council for the past year by presenting him a plaque and a gavel inscribed with the dates of his service.

MAYOR VACHON: At this time, I will give my Mayor's address.

REMARKS OF MATTHEW VACHON – CITY OF BREWER ANNUAL MEETING 2014

I want to welcome you all here tonight to the City of Brewer Annual Meeting. It's great to be here as a citizen of Brewer and it's an honor to also be standing here as your Mayor. I've watched as Jerry gave his Dream for Brewer speech and Kevin inspire us to "get r done". I'd like to cove a couple of themes tonight that are important to me and I'll try to be brief. To borrow a line from George Mitchell, I feel a little bit like Elizabeth Taylor's ninth husband on their honeymoon. I know what I'm supposed to do....I'm just not sure I can make it interesting.

As most of you know, I've lived in Brewer all my life and there are so many things about our City to be proud of: our business community, our focus on public safety, economic development and our waterfront and just as important as all of these things, are our neighborhoods. When people visit Brewer for the first time and take the time to venture off the business corridor, they always make comments about our nice neighborhoods. As a postal carrier, I get to see these neighborhoods up close every day. One of the things I take away from this experience is the importance of people looking out for each other, looking after a neighbor in need, reporting odd or suspicious activity, doing something extra for an older person or someone with a disability, shovel a walkway, help with a recycling container, clearing leaves out of a gutter. Sounds really small and insignificant, but it really can add up and make the fabric of our community stronger. And it doesn't involve taxpayer dollars to do a good deed or extend a hand. Recently Brewer was named one of the 10 safest communities in Maine and that's not by accident. Obviously a huge amount of credit goes to our proactive Police Department and all that they do to tackle criminal activity day in and day out. But it also is because we have strong neighborhoods. My goal as Mayor will be to continue and strengthen our neighborhoods.

My second goal is for all of us to be ambassadors for Brewer. What do I mean by that? I mean telling our story when it is important to do so. I am a firm believer in local control, and have always liked former President Reagan's quote in his farewell address; "All great change in America begins at the dinner table". Decisions made locally and administered locally tend to cost less money, have better rates of return and have more accountability. We are fortunate in Brewer to have a great team in place making this happen, but I anticipate there being times ahead when we need to remind our elected representatives in Augusta of this, particularly as the issue of major cuts in municipal revenue sharing surface. And that the property taxpayers, those very people making up our strong neighborhoods, should not have to bear the cost of Augusta's financial problems.

I'd like to single out a few important people who are here tonight: Mayor Durgin, Councilors Plourde, Sprague and Nealley from the City of Bangor.

I have truly enjoyed my first two years as a Brewer City Councilor and am looking forward to this next year as your Mayor. I will do everything I can to make it a productive year and to keep our great City moving forward. And speaking of moving forward, I sense that some people want to move forward to the food table and refreshments. As a Vachon, I know not to get between people and free food. So with that, thank you and have a great evening.

MAYOR VACHON : Continuing on with the agenda, appointments and committee establishments. I appoint all of the City Councilors to the Committee on Finance. The rest of the appointments of Councilors to committees will be done at the December 9, 2014 C regular City Council meeting.

MAYOR VACHON: We will now take up the four resolves on the agenda:

2014-B070

November 18, 2014

TITLE: RESOLVE, ESTABLISH LOCATION FOR REGULAR MEETINGS.

filed November 12, 2014  
by Joseph Ferris

WHEREAS, the Charter of the City of Brewer requires that the City Council establish a place for holding its regular meetings;

NOW, THEREFORE, BE IT RESOLVED, that for and during the year from November 18, 2014 and including November 16, 2015 the place for holding regular meetings of the City Council be established as the Council Chambers in Brewer City Hall.

**ACTION:** Councilor Ferris moved that the resolve be adopted. The motion was seconded and passed.

The resolve was adopted by unanimous vote.

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2014-B071

November 18, 2014

TITLE: RESOLVE, ESTABLISH TIME AND DATES OF REGULAR MEETINGS.

filed November 12, 2014  
by Beverly Uhlenhake

WHEREAS, the Charter of the City of Brewer provides that a regular meeting of the City Council shall be held at least once per month; and

NOW, THEREFORE, BE IT RESOLVED, that for and during the year from November 18, 2014 to and including November 16, 2015 regular meetings of the City Council shall be held at 6:00 p.m. on the following dates:

Tuesday, December 9, 2014

Tuesday, January 13, 2015

Tuesday, February 10, 2015

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Tuesday,	March 10, 2015	Tuesday,	March 31, 2015
Tuesday,	May 12, 2015	Tuesday,	June 2, 2015
Tuesday,	July 14, 2015	Tuesday,	August 11, 2015
Tuesday,	September 15, 2015	Tuesday,	October 13, 2015
Monday,	November 16, 2015		

**ACTION:** Councilor Uhlenhake moved that the resolve be adopted. The motion was seconded and passed.

The resolve was adopted by unanimous vote.

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2014-B072

November 18, 2014

**TITLE:** RESOLVE, ADOPT ETHICAL PRINCIPLES FOR EXCELLENCE IN GOVERNMENT.

filed November 12, 2014  
by Kevin O'Connell

WHEREAS, public service is a public trust and public servants have the obligation to serve the public's interest and to perform and serve with integrity; and

WHEREAS, the many difficult decisions facing public servants involve tough choices between competing claims which involve loyalty to the City, respect for authority, recognition of the policy role of City Council positions, responsiveness to the public's right-to-know and sensitivity to the need for confidentiality when appropriate; and

WHEREAS, an individual's character is measured through the management of one's ego, envy, timidity, ambition and/or craving for personal publicity;

NOW, THEREFORE, BE IT RESOLVED, that the true Brewer public servant:

- *will not act out of spite, bias, or favoritism;*
- *contributes to a climate of mutual trust and respect;*
- *does not succumb to peer or political pressure;*
- *refuses to let official action be influenced by personal relationships, including those arising from past or prospective employment;*
- *has the courage of his or her convictions;*
- *does not try to shift blame to others;*
- *never forgets that he or she is working for the people – all the people;*

NOW, THEREFORE BE IT RESOLVED, That the members of the Brewer City Council formally adopt and actively pursue the Ethical Principles for Public Servants provided by the "Council for Excellence in Government," 1992;

AND FURTHER RESOLVED, that copies of this proclamation of ethics be provided to all appointed personnel of the City and the City Manager for dissemination to all employees of the City of Brewer.

**ACTION:** Councilor O'Connell moved that the resolve be adopted. The motion was seconded and passed.

Councilor O'Connell asked to read the resolve to the audience to show the true ethical principles that their public servants hold true.

The resolve was adopted by unanimous vote.

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2014-B073

November 18, 2014

**TITLE:** RESOLVE, ADOPT 10 HABITS OF HIGHLY EFFECTIVE CITY COUNCILS.

filed November 12, 2014  
by Jerry Goss

WHEREAS, Thomas Cronin, a recognized authority on public policy, has observed hundreds of governing bodies over many years and has identified 10 "habits" of highly effective municipal councils; and

WHEREAS, it is the sense of the Brewer City Council that adopting and observing these 10 "habits" can make the Brewer City Council highly effective and competent in leading the community;

NOW, THEREFORE, BE IT RESOLVED, that the 10 "habits" of Highly Effective Councils, set forth below, are herewith adopted by the Brewer City Council for the 2015 calendar year:

1. Think and Act Strategically
2. Understand and Demonstrate the Elements of Teams and Teamwork
3. Master Small-Group Decision Making
4. Clearly Define Roles and Relationships
5. Establish and Abide by a Council-Staff Partnership
6. Make a Systematic Evaluation of Policy Implementation
7. Allocate Council Time and Energy Appropriately
8. Set Clear Rules and Procedures for Council Meetings

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9. Get a Valid Assessment of the Public's Concerns and An Evaluation of the Council's Performance
10. Practice Continuous Personal Learning and Development As a Leader

**ACTION:** Councilor Goss moved that the resolve be adopted. The motion was seconded and passed.

Councilor Goss read the resolve to the audience to show the "habits" that our City Councilors try to follow in their roles are public leaders of the City.

The resolve was adopted by unanimous vote.

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Superintendent Jay McIntire said that due to the full school board not being able to be present at tonight's meeting that they would not be electing their officers, Chairman and Vice-Chairman, of the committee tonight. They have set a special meeting to be held on Friday, November 21, 2014 at 4:45 p.m. to hold their annual meeting and election of officers.

MAYOR VACHON: I would entertain a motion to adjourn.

COUNCILOR FERRIS: I move that the meeting be adjourned. The motion was seconded.

MAYOR VACHON: The motion has been made and seconded. All those in favor? Opposed? The motion to adjourn passes by unanimous vote.

The meeting adjourned at 6:25 P.M.

ADJOURNED, ATTEST: \_\_\_\_\_ Pamela J. Ryan  
City Clerk  
A TRUE COPY, ATTEST: \_\_\_\_\_ Brewer, Maine