

FINANCE & ADMINISTRATION COMMITTEE MEETING

Monday, August 3, 2015

6:00 p.m.

Hampden Town Office

1. Meeting Minutes
 - a. July 20, 2015
2. Review & Sign Warrants
3. Old Business
 - a. Draft Amendments to Council Rules
4. New Business
 - a. Ambulance Bill Abatements – 2012-2013
 1. 2012 - \$27,271.00
 2. 2013 - \$35,849.27
 - b. Personal Property Tax Abatements
 1. Account 147 – Sunshine Laundry - \$922.10
 2. Account 186 – Northeast Timber - \$5,980.11
5. Public Comment
6. Committee Member Comments

FINANCE & ADMINISTRATION COMMITTEE MINUTES

Monday, July 20, 2015

Attending:

Mayor David Ryder	Councilor William Shakespeare
Councilor Greg Sirois	Councilor Stephen Wilde
Councilor Carol Duprey	Councilor Dennis Marble
Councilor Terry McAvoy	Interim Town Mgr. Susan Lessard
Resident Alex King	

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

1. Meeting Minutes
 - a. July 6, 2015 – Motion by Councilor Marble, seconded by Councilor McAvoy to approve the July 6, 2015 minutes as presented. Unanimous vote in favor.
2. Review & Sign Warrants – Warrants were reviewed and signed by Committee members. Councilor Shakespeare asked a question regarding expenditures for a copier and was told that it was the lease payment on the group of copiers that the Town has under contract.
3. Old Business
 - a. Discussion of Recreation Fields – Mayor Ryder – Mayor Ryder discussed the possibility of working with Herb Sargent on exploring the acquisition of land off the Coldbrook Road owned by Sargent for the purpose of locating recreational fields. Mayor Ryder was looking for support from the Committee for exploring this option. He indicated that wetlands assessments would need to be done on the two parcels to determine if field locations there would work and it was his intent to ask Sargent if he had that information or was willing to have that assessment done. It was the consensus of all seven Councilors present for the Mayor to move forward with this discussion with Sargent about possible acquisition of the two parcels. The Mayor will report back to the Committee when he has further information.
 - b. Review of Council Rules – Committee members reviewed the changes that had already proposed and then offered additional suggestions: Councilor Duprey wished to add an item that required the Council to vote every year before the budget was done on whether or not to use TIF funds from the Emera project for the General Fund instead of having the valuation shielded for the year and the taxes diverted to the TIF fund. Councilor McAvoy was in general support of this idea. Other Councilors questioned why it was necessary to have it in the Council Rules when it was already an option for them in State law. Those in support saw it as a way to remind Councilors that it was an option and that it would be helpful for new Councilors who did not have the same level of institutional knowledge of TIF's and how they work. The majority of the Committee was not in favor of adding this to Council

Rules but did feel that it should be raised as a question annually. Councilor Duprey also asked that some provisions be added to Council rules as penalties for breaking the rules. She was unable to find good examples but the Interim Manager will post the question to the Manager's list serve and ask for examples from other communities and bring back suggestions. Councilor Shakespeare indicated that he had another item for the rules but did not have the paperwork with him for discussion this evening. Discussion on this item will continue at the next meeting.

4. New Business

- a. Local Road Assistance Program – Acceptance of Funds – Motion by Councilor Duprey, seconded by Councilor Marble to recommend to the Council that the Town accept the MDOT Local Road Assistance Funds for 2015/16 in the amount of \$65,616. Unanimous vote in favor.

5. Public Comment - None

6. Committee Member Comments – None

The meeting was adjourned at 6:30 p.m.

Respectfully submitted,

Susan Lessard
Interim Town Manager

DRAFT OF PROPOSED AMENDMENTS TO COUNCIL RULES 7/23/2015Deletions are ~~Strikethrough~~Additions are Double Underlined**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:

A Simple Three Way TestIs 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 favoritismWill contribute to a climate of mutual trust and respectHas the courage of his/her convictionsNever forgets that he/she is working for the people – all of the peopleWill understand and demonstrate the elements of teams and teamworkWill clearly define roles and relationshipsWill establish and abide by a Council-staff partnershipAnd 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.
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 Councilor 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 the name of the road on which they live 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) 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.
 - 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~~ a member of all Committees for quorum purposes.
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.

26. 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.

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

Bonita Springs Florida
Councilmembers Behavior and Conduct (City Charter
§22) -
City

Councilmembers who intentionally and repeatedly do not follow proper conduct may be reprimanded or formally censured by the Council. Serious infractions of this Code of Conduct could lead to other sanctions as deemed appropriate by Council, including forfeiture of office. It is the responsibility of City Council to initiate action if a Council member's behavior may warrant sanction due to a breach of these written standards of conduct. Any action taken on the alleged violation(s) must be brought up with the City Council in a public meeting. If the violation of the Code of Ethics or Code of Conduct is outside of the observed behaviors by the Mayor or Councilmembers, the complaining party should bring to the attention to City Council, with City Council voting whether the City Manager, the City Attorney and/or outside investigator should investigate the allegation and report the findings to City Council. If necessary, City Council can under §23 of the City Charter subpoena witnesses, administer oaths and require the production of evidence, in order to make their decisions in accordance with §22 of the City Charter

Town of Berwyn Heights, Maryland

Sanctions

Although the Council should seldom have occasion to discipline its Members, the Council has the right to make and enforce its own rules and to require that Councilmembers, Town staff, and the public refrain from conduct injurious to the accomplishment of Council business.

Town Councilmembers who intentionally and repeatedly do not follow proper conduct may be reprimanded or formally censured by the Council. Serious infractions of the Code of Conduct could lead to other sanctions as deemed appropriate by the Council.

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FINANCE & ADMINISTRATION COMMITTEE MINUTES

Tuesday, April 21, 2015

Attending:

Mayor David Ryder	Councilor William Shakespeare
Councilor Greg Sirois	Councilor Stephen Wilde
Councilor Carol Duprey	Councilor Dennis Marble
Councilor Terry McAvoy	Town Manager Susan Lessard
Public Safety Dir. Joe Rogers	Lieutenant Dan Pugsley
Resident Alex King	

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

1. Meeting Minutes
 - a. April 6, 2015 – Motion by Councilor Marble seconded by Councilor Shakespeare to approve the minutes of the April 6, 2015 meeting. Unanimous vote in favor.
2. Review & Sign Warrants – Warrants were reviewed and signed by Committee members.
3. Old Business
 - a. Council Rules/Code of Ethics/Council Ethics and Professionalism –
 The Committee continued review of the Council Rules. Councilor Marble presented a one-page memo that he suggested could be inserted as an introduction to the Council Rules. (copy attached). It was the consensus of the Committee that it should be incorporated at the beginning of Council Rules to 'set the tone' for what the rules hoped to accomplish. The Town Manager will include that as part of the revised rule draft when the Committee completes their review. At the last meeting, the Committee left off with item 24 of the rules. Councilor Duprey suggested that item 25 be expanded to include language that prohibited Councilors from slandering or making negative remarks toward a citizen or group of citizens as part of Councilor Comments. A number of Councilors objected to language that could limit their ability to defend themselves in the event that citizens or groups of citizens were accusing them of things that they did not do or say. Councilor Duprey agreed that Councilors should have the right to defend themselves but not that they should have the right to make statements about citizens or groups that suggested that they were providing false information. She believed that the Council dais was not the appropriate forum for that and that Councilors could send out mailings to correct the record if they believed what was being said was not true. Councilors Sirois and Shakespeare believe that the appropriate place for correcting the record is at the council meetings and Councilor Marble expressed concern that activities by citizens or a group of citizens whose purpose appeared to be to create division and negativity should be discussed at the Council level since it impacts

municipal services. Councilor Wilde indicated that he had not served on the Council long enough to form an opinion on this matter. The consensus of the committee was not to add this language to the rules at this time.

The next item suggested by Councilor Duprey was a rule which prohibited incumbent councilors from 'politicking' in the 90 days prior to an election. Examples given were if Councilors discussed their accomplishments, or if they responded from the Council dais to mailings sent out about their actions or voting record by another candidate. Councilors generally agreed that giving speeches about their candidacy was not appropriate for sitting councilors or for anyone running for office who chose to speak during public comments. However, there was disagreement over whether a Councilor should have the right to respond to mailings sent out by another candidate. The consensus of the committee was not to include such an item at this time. Council Rules will continue to be discussed at the next Finance & Administration Committee meeting.

4. New Business

- a. Public Safety Request to go out to Bid for New Ambulance – Public Safety Director Joe Rogers and Fire Lieutenant Dan Pugsley requested permission for the Fire Department to put out a bid request for a new ambulance. The newest ambulance is 7 years old and having issues with injector pumps. The second ambulance is 19 years old. At the time a new ambulance was put into service, the 19 year old one would be sold and the one that is 7 years old would be the backup ambulance. They also requested that the bid specification include a power stretcher, a stair chair, and a cardiac monitor. It takes approximately 9 months for an ambulance to be built and the town has sufficient monies in its Ambulance reserve to make the purchase. Motion by Councilor Shakespeare, seconded by Councilor Sirois to allow the Fire Department to go out to bid for a new Ambulance with a power stretcher, stair chair, and cardiac monitor. Unanimous vote in favor.

5. Public Comment - None

6. Committee Member Comments – None

Motion by Councilor Sirois, seconded by Councilor Shakespeare to adjourn at 6:45 p.m. Unanimous vote in favor.

Respectfully submitted,

Susan Lessard
Town Manager

Council Ethics and Professionalism

After having reviewed the existing Code of Ethics and the material adopted by the Brewer City Council, I offer the following as a suggested one-page introduction to the existing document. If adopted it might be referred to as the "Ethics Summary" or something like that:

Public service, even at the local level, can be challenging. As elected officials' sphere of influence and relationships 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.

The Town of Hampden has been guided by a 10 page Code of Ethics that was most recently adopted and made effective (June 6, 2012). Nevertheless, the subject should be revisited frequently. The following is offered as an introduction purposefully brief and simple:

A Simple Three Way Test¹

Is it the truth?

Is it fair to all concerned?

Will it be beneficial for the town?

And, from principles and "habits" as adopted by the Brewer City Council and many others,

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 her or his convictions

Never forgets that s/he is working for the people—*all* 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 complete Rotary Four Way Test is: Is it the truth? Is it fair to all concerned? Will it build goodwill and better friendships? Will it be beneficial to all concerned?

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

Council. It was the consensus of the Committee to leave this item as it is.

Section 22. No change recommended.

Section 23. Councilor Duprey indicated that meetings rarely ran until 10 p.m. and it might be better to set an earlier time for the Council to make a decision on whether or not to continue a meeting later. Other Councilors indicated that they were willing to stay as long as necessary to get the work done. Former Councilor Brann indicated that in the event a meeting was going to run late – any items which were related to resident concerns or for which staff was needed should be done early in the meeting for the convenience of those attending. It was the consensus of the Committee to leave this item as it is.

Section 24. No change recommended.

Concerns were expressed that the Council Rules had no real enforcement mechanism and that without that there were no consequences for not following them. The Committee will continue review of the rules at the next Finance Committee meeting including discussion of enforcement mechanisms and whether or not the items suggested for inclusion by Councilor Marble that had been adopted in Brewer were covered in the current Code of Ethics or Council Rules.

4. New Business

- a. Proposed Amendments to Sale of Town Owned Real Estate Ordinance – The Town Manager presented language that would allow the Town to utilize the ordinance for sewer lien foreclosures in addition to tax lien foreclosures and also would require the payment of all tax and sewer costs at the time a property was redeemed through this ordinance. Former Councilor Brann asked if this change would still allow the Council/Manager to work out payment arrangements to avoid loss of property and the Manager indicated that the Council had discretion in regard to any property acquired through the foreclosure process. Motion by Councilor Marble, seconded by Councilor Duprey to forward the proposed language to the Council for a public hearing. Unanimous vote in favor.
- b. Consideration of Adoption of "Ethical Principles for Excellence in Government" – Councilor Marble – Councilor Marble introduced these two items for consideration by the Committee as a means of articulating what the Council's expectations were of their own behavior. Other Committee members discussed the fact that the Town has an Ethics Ordinance and that it should be reviewed to see if the items are already addressed as part of that or as part of the Council Rules. After considerable discussion related to how Councilors viewed the need for such items, Councilor Marble said that he would review them compared to the Council Rules and Ethics Ordinance and come back to the committee with recommendations if he feels any are needed after the review.

- c. Consideration of Adoption of "10 Habits of Highly Effective Town Councils" – Councilor Marble
- 5. Public Comment – None
- 6. Committee Member Comments – None

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

Respectfully submitted,

Susan Lessard
Town Manager

FINANCE & ADMINISTRATION COMMITTEE MEETING MINUTES
Monday, April 6, 2015

Attending:

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

The meeting was opened at 6:01 p.m. by Mayor Ryder.

1. Meeting Minutes
 - a. March 16, 2015 – Motion by Councilor McAvoy, seconded by Councilor Marble to approve the 3/16/15 minutes as presented. Unanimous vote in favor.
2. Review & Sign Warrants – Committee members reviewed the warrants. Councilor Shakespeare asked questions related to employer and employee paid benefits including health insurance, dental insurance, life insurance and income protections which were answered by the Town Manager. Former Councilor Tom Brann asked if all full time employees had a \$30,000 life insurance provided by the Town and the Manager responded that they do and it is part of the Town's personnel policy. Motion by Councilor Wilde, seconded by Councilor Marble to approve the warrants. Unanimous vote in favor.
3. Old Business
 - a. Draft Letter to School Board re 2015/16 Budget – The Town Manager presented a draft of a letter to the RSU #22 School Board that the Council had asked be written in regard to concerns over the upcoming budget and its impact on the mil rate. It was the consensus of the Committee that the letter was fine to send, although several Councilors indicated that they might have worded it in stronger language.
 - b. Continued Review of Council Rules – Following all other items of business, the Committee reviewed the following sections of the Rules:
Section 20. No change recommended
Section 21. Councilor Duprey suggested that this item be changed so that canceling a Council meeting did not take a unanimous vote of the Council to do so – that instead an affirmative vote would be sufficient. Some Councilors indicated concerns over changing this in case it allowed meetings to be cancelled to avoid contentious items or could allow meetings to be manipulated by groups of the Council. Others cited that Council meetings were part of the job of being a councilor and should only be cancelled if absolutely necessary. Former Councilor Brann indicated that meetings should always be held unless a cancellation is absolutely necessary because they should be held for the convenience of the public and not at the convenience of 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 7th.

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

4a

TO: Hampden Town Council
FROM: Susan Lessard, Interim Town Manager
DATE: July 22, 2015
RE: Ambulance Bill Abatements – 2012-2013

The purpose of this memo is to request that the following amounts be abated for ambulance bills generated in 2012 and 2013. They have been billed on our behalf by the City of Bangor on four occasions and have not paid. The majority of the amounts outstanding are from those who did not have insurance or had insurance that did not cover ambulance costs. Some of the amounts are balances left after insurance paid a portion of the bill. Since it is not the policy of the Town to pursue collection activity on these accounts, in order to maintain a receivable list that is accurate, it is necessary periodically to abate those amounts that are delinquent beyond two years.

2012 – \$27,271.00 - This represents 8% of the amount billed for 2012. The billed amount was \$337,940.70. Adjustment amounts for insurance amounted to \$107,789.73 and the total amount paid was \$202,879.97. Bills with no payments at all for the year amounted to \$22,407.30, unpaid copay amounts on insurance paid claims was \$4863.70.

2013 - \$35,849.27 – This represents 10% of the amount billed for 2013. The billed amount was \$357,455.10. Adjustment amounts for insurance amounted to \$140,675.48 and the total amount paid was \$181,237.47. Bills with no payments at all for the year amounted to \$28,779.70, unpaid copay amounts on insurance paid claims was \$7,069.57.

The total for the two years to be abated is \$63,120.27. Backup lists for these amounts cannot be publicly provided with this memo due to privacy laws.

4b

TO: Hampden Town Council
FROM: Susan Lessard, Interim Town Manager
DATE: July 22, 2015
RE: Personal Property Tax Abatements

The purpose of this memo is to request abatement of personal property taxes on two accounts that are not collectible. Neither business is still in operation and we have no way to effect collection. The lien process that we used to effect collection in the case of Maine Trailer is not available since both businesses are out of business.

The total amounts to be abated are as follows:

Sunshine Laundry – Principal \$836.47, Interest \$85.63 = \$922.10
Northeast Timber – Principal \$3,645.39, Interest \$2334.72 = \$5,980.11

There are several other personal property accounts which are delinquent and they have been notified that payment must be made by the end of July to avoid legal action. These abatements will bring our personal property accounts into a status that reflects a true to-be-collected amount.

**PP Account 147 Detail
as of 07/22/2015**

Name: SUNSHINE LAUNDRY

Location: 60 MAIN ROAD NORTH

Assessment: 0

2015-1 Period Due:
1) 170.71
2) 158.37

Mailing HUGH WHITTY
Address: 60 MAIN ROAD NORTH STE D
HAMPDEN ME 04444

Year	Date	Reference	P	C	Principal	Interest	Costs	Total
2015-1	R				316.75	12.33	0.00	329.08
2014-1	R				278.05	30.23	0.00	308.28
2013-1	R				241.67	43.07	0.00	284.74
2012-1	R				0.00	0.00	0.00	0.00
2011-1	R				0.00	0.00	0.00	0.00
2010-1	R				0.00	0.00	0.00	0.00
2009-1	R				0.00	0.00	0.00	0.00
2008-1	R				0.00	0.00	0.00	0.00
2007-1	R				0.00	0.00	0.00	0.00
2006-1	R				0.00	0.00	0.00	0.00
2005-1	R				0.00	0.00	0.00	0.00
2004-1	R				0.00	0.00	0.00	0.00
2003-1	R				0.00	0.00	0.00	0.00
Account Totals as of 07/22/2015					836.47	85.63	0.00	922.10

Per Diem

2015-1	0.0607
2014-1	0.0533
2013-1	0.0463
Total	0.1604

Note: Payments will be reflected as positive values and charges to the account will be represented as negative values.

PP Account 186 Detail
as of 07/22/2015

Name: NORTHEAST TIMBER CORP.

Location:

Assessment: 0

2014-1 Period Due:

Mailing WES WILLIAMS
Address: P O BOX 304
HAMPDEN ME 04444-0304

Year	Date	Reference	P C	Principal	Interest	Costs	Total
2014-1	R			0.00	0.00	0.00	0.00
2013-1	R			0.00	0.00	0.00	0.00
2012-1	R			562.86	139.79	0.00	702.65
2011-1	R			553.32	176.05	0.00	729.37
2010-1	R			511.98	255.39	0.00	767.37
2009-1	R			491.31	354.47	0.00	845.78
2008-1	R			781.86	708.95	0.00	1,490.81
2007-1	R			744.06	700.07	0.00	1,444.13
2006-1	R			0.00	0.00	0.00	0.00
2005-1	R			0.00	0.00	0.00	0.00
2004-1	R			0.00	0.00	0.00	0.00
2003-1	R			0.00	0.00	0.00	0.00
2002-1	R			0.00	0.00	0.00	0.00
2001-1	R			0.00	0.00	0.00	0.00
2000-1	R			0.00	0.00	0.00	0.00
1999-1	R			0.00	0.00	0.00	0.00
Account Totals as of 07/22/2015				3,645.39	2,334.72	0.00	5,980.11

Per Diem

2012-1	0.1079
2011-1	0.1061
2010-1	0.1262
2009-1	0.1481
2008-1	0.2570
2007-1	0.2242
Total	0.9697

Note: Payments will be reflected as positive values and charges to the account will be represented as negative values.