

FINANCE & ADMINISTRATION COMMITTEE MEETING MINUTES

Monday, May 7, 2012

Attendance:

Mayor Janet Hughes	Sue Lessard, Town Manager
Councilor Jean Lawlis	Chip Swan, Public Works Director
Councilor Shelby Wright	
Councilor Tom Brann	
Councilor Andre Cushing	
Councilor Kristen Hornbrook (6:30 p.m.)	

1. Review & Signature of Warrants - Committee members reviewed and signed the payment warrants.
2. Old Business
 - a. Outside Agency Requests Policy – Committee members reviewed the draft presented by the Town Manager at the 4/23/12 meeting. A recommendation was made to clarify that the attendee at the Council budget workshop had to be an authorized representative of the organization requesting funding and a second recommendation was made to include as a preference those entities whose purpose was consistent with the Town's Comprehensive Plan. Motion by Councilor Brann, seconded by Councilor Lawlis to recommend to the full Council adoption of the proposed Non-Municipal Organization Funding Protocol including the suggested changes. Unanimous vote.
 - b. Revised Town Council Rules – The draft policy was reviewed along with recommended changes by the Town Attorney. It was suggested that the Town Attorney recommendation for the change in number of days for the FOAA training be made to 120 days to be consistent with state law. It was also suggested that the provision in the existing Council Rules regarding the requirement that it take unanimous council consent to allow a member of the public to speak on an agenda item after the public comment period has passed and a motion and second have been made by the Town Council be included in this version. Also discussed was a provision that required an affirmative vote of the Town Council to extend a Council Meeting beyond 10 p.m. Motion by Councilor Wright, seconded by Councilor Lawlis to recommend to the full Council the adoption of the draft with the suggested changes as identified. Vote 4-1 (Hughes).
3. New Business

- a. Paving Bids – Public Works Director Chip Swan presented the paving bids. Five bids were received and the Infrastructure Committee recommendation was to accept the low bid from B & B Paving at a rate of \$73.25/ton for machine placed pavement and \$100/ton for hand placed pavement. Funding for the project is recommended to come from \$150,000 in the operating budget and up to \$150,500 from the Streets and Roads reserve. Motion by Councilor Brann, seconded by Councilor Cushing to approve the recommendation of the Infrastructure Committee to award the contract to B & B Paving for a price of \$73.25/ton for machine placed and \$100/ton for hand placed mix with funding from operating and reserve account as recommended. Unanimous vote.
- b. Local Option Exemption for Residents Permanently Stationed or Deployed outside of State – The Town Manager explained that the number of persons likely to qualify for this exemption is relatively small – estimated at 5 or so – and that it makes the exemption consistent with existing State law for residents permanently stationed IN Maine. Motion by Councilor Lawlis, seconded by Councilor Wright to refer the item back to Planning & Development with the information that the fiscal impact of such an ordinance is believed to be minimal. Unanimous Vote.
- c. Playground – This item was referred back from the Council for additional information. Recreation Director Kurt Mathies explained the funding mechanism for the recreation department. Salary and benefits is funded from property taxation for himself and the assistant director. All other costs of staff and programs and equipment are funded from the enterprise account which is the fee-based account. Fees paid for programs pay for the program itself but also have a component that allows the Town to accumulate funds to be used for the purpose of purchasing equipment and making program improvements. That account is called the Recreation Clearing account. The proposed playground would be funded from that fund as a legitimate way to improve programs from the fees paid by users. Motion by Councilor Wright, seconded by Councilor Brann to refer the item to the Council with a recommendation to award the bid for Design Option II to ME O'Brien for and fund it from the recreation clearing account. Vote 5-0-1 (Hornbrook abstained)

4. Public Comment - None

5. Committee Member Comments – None

Respectfully submitted,

Susan Lessard
Town Manager