

MEETING AGENDA

Mechanic Falls Town Council
 2nd Floor Conference Room
 October 1, 2018
 6:30 p.m.



I. Call Meeting to Order

Time: _____

II. Pledge of Allegiance

III. Roll Call

Councilors Absent: _____

IV. General Reports

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| 4.1* | Council Meeting Minutes Sept 4 & Sept 10, 2018 |
| 4.2* | Municipal Financial Reports |
| 4.3 | Report on Standing Committees & Departments |

V. Public Hearings

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| 4.1 | Little Brick Pub Liquor & Special Amusement Licenses |
| 4.2 | Changes to General Assistance Rates |

VI. Comments from the Public

(5 Minutes Each – 30 Minutes Max)

VII. Old Business

Notes:

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|------|-----------------------------|-------------------|
| 6.1* | Volunteer Code of Conduct | Motion to approve |
| 6.2* | Information Security Policy | Motion to approve |
| 6.3 | | |

VIII. New Business

Notes:

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| 7.1* | New Motor Vehicle Agent | Motion to approve Julie Ward |
| 7.2* | Police Tasers Bid | Approve acquisition utilizing portions of Civil Asset Funds |
| 7.3 | Junior Service Day Oct. 19 th | Students volunteering at Fire/Rescue & PD |
| 7.4* | Council Meetings- Video Recording | Motion to approve recording and posting for public viewing |
| 7.5 | Schedule Council Workshop | Establish short/long range focus of town administration |
| 7.6* | Real Estate Subordination | Motion to approve as presented |

IX. Ordinances, Resolves Policies & Licenses

Notes:

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|------|---------------------------------|-------------------|
| 8.1* | General Assistance Rates | Motion to approve |
| 8.2* | Little Brick Pub Licenses | Motion to approve |
| 8.3* | Abatement/ Supplemental Request | Motion to approve |

X. Adjourn

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| 10.1* | Executive Session | Title 1 M.R.S.A. Section 405(6) Sub-section C |
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XI. Adjourn

Time: _____

- Next Meeting: (Nov 5th, 6:30pm – Second Floor Conference)

*** Action Required**

Section 1.2. Council Meeting Agenda (Mechanic Falls Rules of Order 2012)

...Matters which are not on the agenda may be brought before the Council only when the Council votes to suspend the rules of procedure and add that matter to the agenda.

Section 5.4- Procedure of Motions: (Mechanic Falls Rules of Order 2012)

When a question is before the Council, no motion shall be entertained except: (a) to **adjourn**, (b) to **recess**, (c) to **table**, (d) for the **previous question**, (e) to **refer**, (f) to **amend** and (g) to **postpone** indefinitely. These motions shall have precedence in the order indicated. Any such motion, except a motion to amend, shall be put to a vote without debate.

Basic Motions by Robert's Rules

Types of Motions

Main motion - A motion made and seconded to initiate discussion (limited amount of discussion may be allowed at the discretion of the Chairman prior to a motion).

Amend the motion – Amendments are used to modify a motion. An amendment can itself be amended. If it fails, the previous motion comes back up for consideration.

Amend an Amendment- An amendment modifying the intention of a motion

Substitute motion - Proposed alternative action to the main motion. If a substitute motion passes, it does away with the prior motions. If it fails, the previous motion comes back up for consideration.

Move the question – A motion to end debate and vote on the motion at hand. If seconded and passed, the main motion is then voted on. If no second or fails, discussion continues. (The Chair can choose to end debate.)

Motion to table - Non-debatable. If seconded, discussion ends and must be voted on immediately. A subsequent motion to take from the table is required to reopen discussion.

Motion to Postpone - All motions to postpone, except a motion to postpone indefinitely, may be amended as to time.

Previous Question – See Move the Question

Section 4.1.2- Voting: (Mechanic Falls Rules of Order 2012)

An abstention shall not count as a vote for purposes of determining the total votes cast. Where a majority is required, it shall not mean a majority of those present and voting, but **at least three (3) votes in favor**. Council members are encouraged to vote either “yes” or “no” or, in the case of abstention, the member is encouraged to identify the intent and reason for the abstention before the vote.

Methods of Approval

- **Adopt by Unanimous Consent:** If there is no opposition
- **Majority Vote:** Taken by show of hands

Executive Session

Topics discussed in executive session are those within one of the categories set forth in Title 1 M.R.S.A. Section 405(6). Those applicable to county government are:

- A. Discussion of personnel issues
- B. Discussion or consideration by a school board of suspension of expulsion
- C. Discussion or consideration of the condition, acquisition or the use of real or personal property permanently attached to real property or interests therein or disposition of publicly held property or economic development only if premature disclosures of information would prejudice the competitive or bargaining position of the body
- D. Labor contracts
- E. Contemplated litigation
- F. Discussions of information contained in records made, maintained or received by a body or agency when access by the general public to those records is prohibited by statute;
- G. Discussion or approval of the content of examinations administered by a body or agency for licensing, permitting or employment purposes; consultation between a body or agency and any entity that provides examination services to that body or agency regarding the content of an examination; and review of examinations with the person examined; and
- H. Consultations between municipal officers and a code enforcement officer representing the municipality pursuant to Title 30-A, section 4452, subsection 1, paragraph in the prosecution of an enforcement matter pending in District Court when the consultation relates to that pending enforcement matter.