

# MEETING AGENDA

Mechanic Falls Town Council  
 2<sup>nd</sup> Floor Conference Room  
 September 4, 2018  
 6:30 p.m.



**I. Call Meeting to Order**

Time: \_\_\_\_\_

**II. Pledge of Allegiance**

**III. Roll Call**

Councilors Absent: \_\_\_\_\_

**IV. General Reports**

4.1*	Council Meeting Minutes August 8, 2018
4.2*	Department Reports As Submitted
4.3*	Municipal Financial Reports

**V. Comments from the Public**

(5 Minutes Each – 30 Minutes Max)

**VI. Old Business**

Notes:

6.1	Downtown Loitering Complaints	TM follow-up
6.2*	Volunteer Code of Conduct	Up for Adoption
6.3*	Lane Rd Bid	Description & Comps in Packet. Require Minimum Bid set.
6.4	Winterbrook Lots	Does not require Bid. Details in Packet.
6.5	Welcome Signs/ Slogan	Drafts in Packet
6.6		

**VII. New Business**

Notes:

7.1*	Fire/Rescue Repeater	Located on Pidgeon Hill.
7.2*	Police Cruiser Purchase	Funds from CIP
7.3*	Office Closure Oct. 3rd	Staff to attend MMA Conference
7.4*	Certificate of Recommitment	Motion to release outgoing/ Motion to approve incoming
7.5	Regular Committee Reports	Council Members reporting regularly on Committee activity?
7.6		

**VII. Ordinances, Resolves Policies & Licenses**

Notes:

8.1*	Burnstein Shur Anticipation Note	
8.2*	Abatement Request (x2)	
8.3*	Crooked Hook License	

**IX. Executive Session**

9.1		
-----	--	--

**X. Adjourn**

Time: \_\_\_\_\_

- Next Meeting: (Oct.1<sup>st</sup>, 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 or 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.