

**MINUTES OF THE
SUMMERFIELD TOWN COUNCIL
SPECIAL CALL MEETING
SUMMERFIELD TOWN HALL**

March 18, 2008

2:00 PM

(Continued from Jan. 28, 2008 and Feb. 18, 2008)

NOTE: The official minutes are a CD recording of the meeting. The following is a summary of the events of the meeting.

The meeting was called to order at 1:59 pm by Mark Brown.

PRESENT:

Council:

Mark Brown, Mayor
Dena Barnes, Pro Tem
Alicia Flowers
Becky Strickland
Bob Williams
John Wray

Staff:

Michael Brandt, Interim Town Manager
Dana Luther, Finance Officer
Valarie Halvorsen, Town Clerk

Ordinance Establishing the General Rules of Procedure for Summerfield Committees

Brandt and council discussed the proposed changes and edits to the document which included the following: allowing for a 20 minute public comment period at the beginning of committee meetings, the addition of teleconferencing as a method of meeting attendance, authority to establish sub-committees, fund raising activities are to be approved by council, the addition of language about committee members having a fiduciary duty to the town and committee, language outlining ground for removal of a committee member (including a statement about criminal behavior), and a section outlining how to deal with complaints against members.

There was also discussion of how to handle current, long serving committee members in regards to the new terms of office rules. It was decided that Brandt would write up all the options and present the information to council.

Ordinance Establishing the Summerfield Parks & Recreation Committee

In discussing this ordinance, the main issue that has yet to be decided is the residency requirement. After some debate, it was decided that anyone that is currently on a committee that does not live in Summerfield would be appointed to a two year term and following that may continue to serve in an ex-officio capacity. By statute, the Zoning Board and Board of Adjustment members all must be made up of Summerfield residents. Additionally, it has been a standard rule that Finance must also be made up of Summerfield residents.

The appropriate updates and changes will be made to both ordinances and an ordinance will be written for each committee, based on these.

Purchasing Policy

The policy was approved by the Finance Committee. There was some discussion of personal liability, and personal use of town credit cards.

Discussion of CBO Policy

Strickland questioned why in the second paragraph "...are governed by a Board of Directors..." the subsequent phrase, "that serves without compensation" was removed. Luther stated it was taken out due to some Board members and others, like Town Council, receive stipends to cover their expenses, which for IRS purposes is considered as income. After some discussion it was decided to put the phrase back in with the caveat that allows council make a case by case decisions.

Strickland recommended the addition of a line for Tax ID number on the application form. Luther suggested asking about the sister organizations or associated organizations the applicant is affiliated with, both for profit and non profit.

Flowers asked if there was a time limit on when the application had to be received in order to be considered for funding. Brandt stated there is no specific time frame, that no funding will be considered until all the pertinent information is received. Wray suggested only accepting applications during certain time periods in order to get it into the budget without having to do budget amendments throughout the year.

Luther stated the SRA brought forth several issues they were concerned about including the provision that the organization must comply with the Town's formal and informal bid requirements. The SRA agreed that it was a good idea, but would be a hindrance to many organizations that do not have such a process in place. Brandt stated the reason governments give money to non profits is to get things done quicker and more cheaply and this provision may be defeating that purpose. It was decided to change the wording to "...will comply with a formal and informal bid requirement process" that is set forth in *the organization's* policy.

Another item of concern was the provision that states any property acquired with Town funds shall become property of that agency and when the property is to be disposed of other agencies will be given the opportunity to acquire the surplus property. The SRA has purchased property, such as fencing to improve the property owned by another agency, the school system. For example, under this provision as currently worded, the fence installed by the SRA on the school's land would become the property of the SRA and not the school, which is the reverse of what currently happens.

Luther suggested adding wording stating that any deviations from this policy must be explained to and approved by council. Brandt recommended making other governmental units exempt from this provision. Strickland feels the phrase when applicable takes care of that issue. It was decided to replace the phrase "...and titled to that agency/organization when applicable" with "when applicable".

Discussion of Budget Priorities

Numerous budget items were discussed, including the following which council indicated were higher priority: finishing phase II of the park, moving forward with the athletic field planning and construction, develop a plan for repairing the dam in the park, development of a comprehensive email list, consideration of purchasing a traffic counting system and updated aerial photography, continue development of a Comprehensive Plan, development of a museum acquisition plan, purchase of a defibrillator, provide additional services to seniors including “knock boxes”, and consideration of recreating a water resources committee.

Items considered low priority included the following: development of a plan for protection of Saunders’ Inn historic property, development of town entrance signage, purchase of small 4-wheel drive vehicle for maintenance and emergency response, and funding a dedicated police officer and vehicle for speeding control in town.

There was much discussion about the solid waste contract, which expires this year. It was decided to continue the contract with Republic Waste and revisit the issue based on what the residents want.

With no further business before the Town Council, a motion was made at 4:51 pm by Williams to adjourn. The motion was seconded by Wray and carried unanimously.



Mark E. Brown, Mayor



Valarie Halvorsen, Town Clerk