



Item No. 16c

AGENDA ITEM MEMORADUM

Town Commission

Vice Mayor Dodd

Department

Department Director

COMMISSION MEETING DATE (*) - 7:00 PM	Deadline to Town Clerk
Oct 11, 2011	Sept 30th
x Oct 25, 2011	Oct 14th
<input type="checkbox"/> Nov 8, 2011 *	Oct 28 th
<input type="checkbox"/> Nov 22, 2011 *	Nov 10 th
<input type="checkbox"/> Dec 13, 2011 *	Dec 2 nd
<input type="checkbox"/> Dec 27, 2011 *	Dec 16 th

*Subject to Change

- Presentation Reports Consent Ordinance
 Resolution Quasi-Judicial Old Business New Business

FY2011 DESIGNATED HIGH PRIORITY ITEM - PRIORITY TOPIC

SUBJECT TITLE: Contract/Agreement Approval procedure

EXPLANATION: Once the Town Manager has been instructed to draw up a contract, make an agreement, pay off a loan, etc., etc., the Commission does not get to see the final agreement before it is implemented

EXPECTED OUTCOME: Approve new measures to ensure final contracts/agreements above \$25,000 are vetted by the Commission

EXHIBITS:

Reviewed by Town Attorney
 Yes No

Town Manager Initials CD

Commissioner Sasser asked for clarification on the issue of the changing dates.

Attorney Trevarthen concurred this would always be an issue, as in the years when there was no presidential election, the Town's Charter provided for elections to be held in March. On that cycle, seats one and two would remain as March elections. She said only the Mayor's seat would pose a problem as her seat was up for election every two years, and would be affected with the date change.

Mayor Minnet recommended placing the matter before the Charter Review Board that was coming in 2012, as these were issues they needed to discuss.

There was a Commission consensus not to go forward with an ordinance; the matter should be given to the 2012 Charter Review Board for high priority consideration.

* **b. Contract/Agreement Approval Procedure (Vice Mayor Stuart Dodd)**

Vice Mayor Dodd desired general discussion, stating this was no reflection on the Town Manager but more of a desire for the Commission to view the final agreements prior to them being signed when they exceeded \$25,000. The Commission was involved in the RFP process; however, once the RFP was negotiated, the Commission was unaware of any changes that might have taken place in the final contract. He suggested having the final agreement placed on the consent agenda to afford the Commission the opportunity to see the final draft of the contract.

Mayor Minnet saw no problem with the final contract being placed on the consent agenda; this would make it public for everyone to review.

Assistant Town Manager Bentley recommended tabling the discussion to the next Commission agenda when Town Manager Hoffmann returned.

There was a Commission consensus to table the matter to the November 29, 2011, Commission meeting to allow for the Town Manager's participation in the discussion.

c. Commission Approval for Appropriation of \$1,000 for a Dinner in Appreciation to the Alan West who Brought Increased Publicity to the Town

This item was added by Mayor Minnet at the request of John Boutin during the public comments portion of the meeting.

Vice Mayor Dodd felt this would be money well spent, as the Town had paid nothing for the large amount of advertising on public television it received. He favored the expenditure.