

Agenda
Farmington High School Facility and Financial Ad Hoc Committee
July 31, 2018
Town Hall Council Chambers
7:00 PM

- A. Call to Order.
 - B. Public Comment.
 - C. Introductions.
 - D. New Business.
 - 1) To review the charge of the Committee. **(Attachment 1)**
 - 2) To review and adopt the attached Rules of Procedure.
(Attachment 2)
 - E. Presentation.
 - 1) Town of Farmington Financial Presentation- Joseph Swetcky, Director of Finance
 - F. To establish the committee meeting schedule (please bring your calendars).
 - G. Adjournment.
- cc: Committee Members
Paula Ray, Town Clerk

b. Ad-hoc Committee 2

To appoint a Farmington High School ad hoc facility and financial committee with the following voting members:

Edward Giannaros, Town Council member, Chair

Bruce Charette, Town Council member

Paul Cianci, Town Council member

Christine Arnold, Board of Education member

Elizabeth Fitzsimmons, Board of Education member

Michael Smith, Town Resident

Sharon Mazzochi, Town Resident

And the following non-voting members:

Joe Swetcky, Town's Finance Director

Vince LaFontan, School's Business Administrator

Tim Harris, Director of Facilities

Kimberly Wynne, Assistant Superintendent of School

Matt Ross, Director of Technology

Farmington High School Faculty Members as needed

Farmington High School Head Custodian as needed

Town's Financial Consultant

Kathleen Eagen/Kathleen Greider as needed

Other Town and Board support staff as needed

And:

Such committee shall develop and present options to the Farmington Town Council and Board of Education on next steps for the Farmington High School facility utilizing the following information:

- The previous FHS Building Committee information and data ;
- Town of Farmington Financials (Present and Forecasted);
- Community input/ public informational meetings;
- Results of the citizen survey poll focused on the FHS facility; and
- Information from experts in school construction.

RULES OF PROCEDURE
Farmington High School Facility and Financial Ad Hoc Committee

I. Officers

- A. Unless otherwise specified by Charter, Code, or appointing body committees, boards or commissions usually have a chairperson, a vice-chairperson, and a secretary. The members of the committee, board or commission at the first meeting normally elect these. In some instance, the appointing authority designates the chairperson. Election of officers shall be by open ballot.

Edward Giannaros, Chair

- B. The chairperson presides at meetings and makes official communications on behalf of the committee, board, or commission representing the group consensus at all times, not his or her personal position. The chairperson is not an administrative official with directive or operating authority, so other members should not burden the chairperson with expectations of getting things done. Similarly, the chairperson or any member should not attempt direction of Town operations.
- C. The secretary of committees, boards, or commissions should be responsible for the writing and filing of approved minutes with the Town Clerk unless other arrangements have been made.

Town Manager's Office

II. Quorums

- A. At its first meeting a committee, board, or commission should establish the number of members to make a quorum. A quorum usually is a bare majority of the membership or some larger number of members if the committee, board, or commission so chooses. No vote may be taken or meeting held of a committee, board, or commission unless a quorum is present.

7 Voting Members

4 Member Quorum

III. Agendas

- A. The committee, board, or commission must determine who is responsible for creating, distributing, and posting the agendas for meetings.

**Creation of agenda by the Chairperson of the Committee
Town Manager's Office will distribute and post. Members are asked to
give any items for the agenda to the Chair of the Committee 7 days prior
to the meeting.**

IV. Attendance

- A. Committees, boards, or commissions should establish rules governing attendance requirements for its members.

Attendance is strongly urged. Two (2) unexcused absences, as defined by the Chairperson, may result in the loss of appointment. If at all possible, members should contact the Chairperson at least 24 hours prior to a missed meeting. Finally, conference calls are an acceptable form of attendance as a last resort.

V. Freedom of Information Laws

- A. Committees, boards, or commissions should familiarize themselves with the basic requirements for meetings and minutes and make sure any rules of procedure established conform to the law. The Town Clerk is the Freedom of Information liaison for the Town of Farmington and can be used a resource in this area.

VI. Charter/Code

- A. Committees, boards, or commissions should familiarize themselves with the Charter and Code of the Town of Farmington, especially Chapter 24, Ethics to make sure any rules of procedure are not in conflict with the Charter or Code of the Town of Farmington.

VII. Robert's Rules

- A. Committees, boards, or commissions should use Roberts Rules as a guide for running their meetings and as part of their rules of procedure should establish how formally they wish to follow Robert's Rules.

(Note - Members can decide to use a less stringent form of Robert's Rules and look to them as a guide.)