

**MANCHESTER TOWN COUNCIL  
AGENDA  
DECEMBER 13, 2016 7:30PM**

- I. Call to Order.
- II. Pledge of Allegiance.
- III. Approval of the November 8, 2016 minutes.
- IV. Receipt of the September 2016 Treasurer's Report, October 2016 Treasurer's Report and November 2016 Treasurer's Report.
- V. Mayor's Report.
- VI. Town Administrator Report.
- VII. Police Report.
- VIII. FY16 Audit Report Findings – CliftonLarsenAllen, LLP.
- IX. Discussion of the revised water/sewer billing process**
- X. Comments/Questions from the community.
- XI. Committee Reports:
  - ❖ Communication, Rental Housing Appeals Board, Intergovernmental Relations: Melinda Smith
  - ❖ Community Improvement Projects, Educational Outreach: Jenn Warner
  - ❖ M.A.M.A & Sustainability Task Force: Vincent Pacelli
  - ❖ Parks & Recreation: Debra Howe
  - ❖ Planning & Zoning, Capital Projects: Dale Wilder
  - ❖ Youth Representative: Andrew Eppley
- XII. Adjourn.

**REMINDERS:**

Town Council Meeting on Tuesday, **January 10<sup>th</sup>** at 7:30pm

## Code of Conduct

The Council welcomes the presence of citizens at Council meetings; however, it is essential for the efficient and effective transaction of Town business at these meetings that all citizens conduct themselves in a businesslike, ethical, and appropriate manner that serves the best interests of the Town of Manchester as a whole. To that end, all Citizens are expected to adhere to the following Code of Conduct at all such meetings. The Town of Manchester has the authority to enforce this Code of Conduct and appreciates your cooperation.

1. Citizens must maintain decorum, sit quietly, and refrain from speaking until recognized by the meeting chair. Questions, submitted in advance on the Questionnaire Form, will be addressed during the Open Forum, as time permits.
2. Citizens must not interrupt anyone who validly has the floor, or otherwise disrupt the meeting.
3. When speaking, everyone must abide by time limits set by the meeting chair for comment.
4. Everyone must refrain from engaging in personal oral attacks on either Council members or fellow citizens.
5. Citizens must refrain from using others names when speaking and must address all remarks to the meeting chair.
6. Speakers must confine their comments to things germane to the agenda item being discussed.
7. Citizens may not speak for a second time until everyone who wants to speak has been given a chance to speak once.
8. Citizens may not speak more than twice on any one issue, subject to the discretion of the meeting chair.
9. Citizens must obey all orders made by the meeting chair, including an order to step down.
10. Citizens must at all times behave with common courtesy and civility, and refrain from the use of abusive, rude, threatening, or crude language.
11. When conduct becomes inappropriate for continuance of a public meeting, the meeting may be adjourned by a majority decision of the Council.