FINANCE & ADMINISTRATION COMMITTEE MEETING

Monday, June 4, 2012

5:30 p.m.

Hampden Town Office

1. Minutes –5/21/2012
2. Review & Signature of Warrants
3. Old Business
4. New Business
    a. Begin Review of Town Charter
5. Public Comment
6. Committee Member Comments

FINANCE & ADMINISTRATION COMMITTEE MEETING
Monday, May 21, 2012

Attending:

Mayor Janet Hughes
Councilor Shelby Wright
Councilor Tom Brann
Councilor Jean Lawlis
Councilor Andre Cushing
Councilor Kristen Hornbrook (6:10 p.m.)
Town Manager Susan Lessard

The meeting was called to order at 5:45 p.m. by Mayor Hughes.

1. Minutes – 4/23/2012 and 5/7/2012 Meetings – The minutes of the two meeting dates were reviewed and approved with no changes.

2. Review & Signature of Warrants – Payment warrants were reviewed by Committee members and signed

3. Financial Statements – April – The Town Manager presented the April financial statements and answered questions about them.

4. Old Business

    a. Survey Questions for Community Survey – Ideas given for topics of the survey
        1. District/at large Councilor
        2. Where do you get your information about the Town?
        3. Services – ranked by priority
        4. Recreation/Pool
        5. Transfer station/curbside pickup
        6. Hampden Academy re-use
        7. Service improvements
        8. What type of industry should be recruited for Hampden?

        The Town Manager will compile the lists from each committee and bring it back to the Council for decisions on what should be included.

5. New Business

    a. Begin Review of Town Charter – Discussion postponed until next meeting
    b. Planning & Development Recommendation – Cost Estimate to finish Business Park (This item was added to the agenda at the beginning of the meeting at the request of Mayor Hughes)
        The purpose of this item was to discuss the recommendation of the Planning & Development Committee to spend up to $2,500

for a cost estimate to complete the infrastructure build out for the business park. Having this knowledge would allow the Council to make a more informed decision about whether or not to market the remainder of the park as a single unit or to seek to finish the infrastructure so that individual lots can be sold. The source of the monies would be paid from Business Park Revenue – which this year are monies paid by Central Maine Diesel for the lot that they purchased. Councilor Hornbrook requested that information be provided to the Council regarding that revenue account. This item is for reference since the funding source is not a reserve account and the amount requested is less than the $10,000 bid amount threshold.

6. Public Comment - None

7. Committee Member Comments – None – The Town Manager notified those in attendance that she would be staffing the Services Committee for the next several months to better understand how the staff and the Committee could work better together.

The meeting was adjourned at 6:50 p.m.

Respectfully submitted,

Susan Lessard
Town Manager