

FINANCE & ADMINISTRATION COMMITTEE MEETING

Monday, December 1, 2014

6:30 p.m.

Hampden Town Office

1. Meeting Minutes
 - a. November 17, 2014
2. Review & Sign Warrants
3. Old Business
4. New Business
5. Public Comment
6. Committee Member Comments

FINANCE & ADMINISTRATION COMMITTEE MINUTES

Monday, November 17, 2014

Attending:

Mayor Carol Duprey	Councilor-elect Terry McAvoy
Councilor Greg Sirois	Councilor-elect Dennis Marble
Councilor Ivan McPike	Councilor-elect Stephen Wilde
Councilor David Ryder	Resident Alex King
Councilor Tom Brann	Susan Lessard, Town Manager
Councilor Jean Lawlis	
Councilor William Shakespeare	

The meeting was opened at 6 p.m. by Mayor Duprey.

1. Meeting Minutes
 - a. October 20, 2014 – Minutes of the 10/20/14 meeting were reviewed and approved by the Committee. No errors or omissions were noted.
2. Review & Sign Warrants – Warrants were reviewed and signed by Committee members. Questions were asked by Councilor Shakespeare and answered by the Town Manager in regard to sewer lien placement and fees associated with that process, and printing costs for sewer billing and how that is apportioned
3. Old Business
 - a. General Code Index/Staff Input – The Manager reported that the staff had reviewed the index from General Code and was confident that its organization would work well for staff and residents. The only change that was requested was that the Code itself uses the actual adopted names of each of the ordinances that were included in the Code. The Manager will work with General Code to make the required changes.
4. New Business
 - a. Public Works Director Resignation & Transition Plan – The Town Manager explained that the Public Works Director had resigned effective 12/12/14. The transition plan is for an interim public works director on a 25 hour per week basis for the next several months while the council/infrastructure review department operations to insure that we are operating as efficiently and effectively as possible prior to hiring a new director. The plan is to advertise in March of 2015, interview in April of 2015, hire in May of 2015 with a goal of having a new full-time director on board by June of 2015. The interim director responsibilities will be related to staffing, budget administration and operations. Work with the Council and Council Committees relative to Public Works will be handled by the Town Manager.
 - b. Environmental Mitigation Guidelines – Planning & Development Committee Recommendation
 1. Minimum Taxable Valuation Required
 2. Proposed Guidelines

Councilor Sirois explained the purpose of the proposed guidelines that had been developed in order to assist business attraction and development, primarily at this time in the Hampden Business and Commerce Park. The Manager provided information showing the value of wetland mitigation property and indicated that it was a very valuable 'tool' to have in the town's economic development strategy. Motion by Councilor Sirois, Seconded by Councilor Lawlis to recommend approval of the guidelines and minimum taxable valuation required to the full council. Unanimous vote in favor.

5. Public Comment - None
6. Committee Member Comments – None

The meeting was adjourned at 6:25 p.m.

Respectfully submitted,

Susan Lessard
Town Manager