



HAMPDEN TOWN COUNCIL
HAMPDEN MUNICIPAL BUILDING
MINUTES

MONDAY

APRIL 2ND, 2018

7:00 P.M.

6:00 p.m. – Finance & Administration Committee

Attending:

Mayor McPike

Councilor McAvoy

Councilor Cormier

Councilor Wilde

Councilor Marble

Councilor Ryder

Town Manager, Angus Jennings

Town Clerk, Paula Scott

Sgt. Steward

Attorney John Hamer

James Wadman, Auditor

Kelly Bowden, Auditor

Cholada Wong

Faye Anderson

Mayor McPike called the meeting to order at 7:00 p.m.

- A. PLEDGE OF ALLEGIANCE** - *Mayor McPike led the Pledge of Allegiance*
- B. CONSENT AGENDA** – *Councilor Marble made a motion, seconded by Councilor McAvoy, to accept the consent agenda. Unanimous vote in favor, 6-0.*

Resolution 2018-44

1. SIGNATURES

2. SECRETARY'S REPORTS

- a. **March 19th, 2018**

3. COMMUNICATIONS

- a. **Notice of election process for MMA Executive Committee and Vice President**
- b. **Notice of MDOT contract award for light paving and bridge milling projects 022110.00 & 024626.00**
- c. **Save the Date notice for the Good Shepherd Food Bank Groundbreaking on May 23, 2018 at 10:00 a.m.**
- d. **Renewal Victualer's licenses approved – JC's Variety, ATC Tennis Ctr**

NOTE: The Council will take a 5-minute recess at 8:00 pm.

- e. **Notice and agenda for the RSU 22 Budget Committee meeting to be held on April 3, 2018**
- f. **March 29, 2018 MRC Notice of interim municipal solid waste delivery to Crossroads and Juniper Ridge Landfill effective April 1st, 2018**

4. REPORTS

- a. **Finance Committee Minutes – March 5th, 2018**
- b. **Infrastructure Committee Minutes – February 26th, 2018**
- c. **Planning & Development Committee Minutes – February 21st, 2018**
- d. **Services Committee Minutes – None**

C. PUBLIC COMMENTS - None

D. POLICY AGENDA

1. NEWS, PRESENTATIONS & AWARDS

2. PUBLIC HEARINGS

- a. **Consideration of an application for a new Victualer’s license for Fresh Ginger Fusion, Inc., owned and operated by Cholada Wong of Hampden - At 7:07 p.m., Councilor McAvoy made a motion, seconded by Councilor Marble, to open the public hearing. Unanimous vote in favor, 6-0. There were no comments from the public. The Clerk explained that the former owner had gone out of business, and although the name is similar, this is a new owner/establishment and the ordinance requires a public hearing. There were no concerns by Councilors. At 7:09 p.m., Councilor Marble made a motion, seconded by Councilor McAvoy, to close the public hearing. Unanimous vote in favor, 6-0. Councilor Marble made a motion, seconded by Councilor Wilde, to approve the Victualer’s license for Fresh Ginger Fusion. Unanimous vote in favor, 6-0.**

Resolution 2018-45

- b. **Consideration of an application for a new Liquor License for Fresh Ginger Fusion, Inc., owned and operated by Cholada Wong of Hampden – At 7:10 p.m., Councilor McAvoy made a motion, seconded by Councilor Wilde, to open the public hearing. Unanimous vote in favor, 6-0. There were no comments from the public. Councilor McAvoy questioned if the Town was issuing a state license. The Clerk explained that the Municipal Officers have the authority to grant or not**

grant a liquor license in any location based upon criteria set by Council, subject to appeal by the applicant. Once the approval is granted, the applicant sends the application to the State for the actual license. Councilor Marble made a motion, seconded by Councilor Wilde, to approve the liquor license. Unanimous vote in favor, 6-0. Councilor McAvoy noted that the public hearing had not been closed prior to the vote, confirmed by the clerk. At 7:11 p.m., Councilor Marble made a motion, seconded by Councilor Wilde, to close the public hearing. Unanimous vote in favor, 6-0. Councilor Marble made a motion, seconded by Councilor McAvoy, to approve the liquor license. Unanimous vote in favor, 6-0.

Resolution 2018-46

3. NOMINATIONS – APPOINTMENTS – ELECTIONS

4. OLD BUSINESS

5. NEW BUSINESS

- a. **Presentation of Hampden FY2017 Audit – James W. Wadman, CPA** – Mayor McPike recognized Mr. Wadman who approached the podium. He reported that the audit for year ending June 30, 2017 is complete with an unmodified (clear) opinion. The Town ended with a total fund balance of \$4,223,649. Of that, \$2,002,205 is unassigned fund balance. That is broken down between \$1,498,682 General Fund and \$503,523 in Host Community Benefit account. Budget V Actual operating results show a favorable variance of \$483,600, added to the fund balance this year. There were recommendations for improving internal controls with reconciling cash accounts, and sub accounting work in the reserves. This fits with earlier discussion for the need for a finance person, or treasurer. Councilor McAvoy asked what percentage we are at in relation to the fund balance. Mr. Wadman stated we are at 10% of expenses; recommended at 10% – 12%. It was noted that this is the first time in fourteen years that the sewer fund posted a net income which came in at \$6,426.
- b. **Request for authorization to waive the performance guarantee required to accept West Carey Drive as a public way – referral from Finance & Administration Committee** – Manager Jennings explained that the requirement for a sub dividing developer building a road is to post security for 14 months to have a contingency in the event it is flawed. It is a performance guarantee so that it is constructed to plan. The Town is the developer, but there is not waiver for Town owned projects. Councilor McAvoy made a motion, seconded by

Councilor Marble, to waive the performance guarantee needed to accept West Carey Drive as a public way. Unanimous vote in favor, 6-0.

Resolution 2018-47

- c. **Council approval of the Edythe L. Dyer Library Card Policy – referral from Finance & Administration Committee** – Councilor McAvoy explained that this was discussed in committee and it is simply a ratification of the policy of the Board of Trustees. Councilor McAvoy made a motion, seconded by Councilor Marble, to approve the library card policy. Unanimous vote in favor, 6-0.

Resolution 2018-48

- d. **Request for authorization to re-allocate up to \$10,000 approved but unspent funds from the Planning & Community Development Reserve Account (3-725-00) for the purpose of retaining the contract planner through the remainder of FY18 – referral from Finance & Administration Committee** – Councilor McAvoy made a motion, seconded by Councilor Marble to authorize the re-allocation of up to \$10,000 from the Planning & Community Development Reserve to retain the contract planner for the remainder of FY18. Councilor McAvoy, Councilor Cormier, Councilor Marble, Councilor Ryder and Mayor McPike voted in favor. Councilor Wilde voted in opposition. Motion carries, 5-1.

Resolution 2018-49

- e. **Recommend Council authorization of up to \$18,625 from Host Community Benefit account (1-351-00) for purchase of 2nd flashing pedestrian beacon, and acceptance of bid price for installation of two crosswalks and two flashing pedestrian beacons on Main Road North at Cottage Street and at the Kiwanis Civic Center driveway – referral from Finance & Administration Committee** – Councilor McAvoy made a motion, seconded by Councilor Marble, to authorize up to \$18,625 from Host Community Benefit account for the purchase of a second flashing beacon and to accept the bid price for installation of crosswalks and beacons located at Main Road North & Cottage and MRN & the Kiwanis driveway. Unanimous vote in favor, 6-0.

Resolution 2018-50

E. COMMITTEE REPORTS

Planning & Development Committee – Councilor Ryder reported that at the meeting on

the 21st, they received update on the steel work on Fiberight. They discussed the Business Expo and spent a lot of time working on clearing up contradictions in zoning language. The Planning Board will have input on May 9th. There will be a working session on April 3rd and encouraged citizen involvement. The P & D meeting scheduled for this week has been cancelled.

Services Committee – Councilor Marble reported that there will not be a Committee meeting next Monday night.

Infrastructure Committee – Councilor Cormier reported that at the last meeting, they discussed the crosswalks that were acted on tonight. They discussed the traffic in that area and were assured that these crosswalks and beacons would not mess up traffic flow. Committee heard a petition and request for a new street light on Highland Ridge. Members opted to try a higher watt LED light first. Committee members were given options for the funding of the sewer projects and what is to be paid from sewer rate payers and what is to be from the general fund. Members were updated on the Capital plan work. Discussed our CSO report filed on September 28th and the DEP site visit on March 20th which went well. Information from the CCTV work has been added to GIS.

Finance & Administration Committee – Councilor McAvoy reported that all items discussed at the last F & A meeting were dispensed with tonight.

F. MANAGER'S REPORT – Manager Jennings reported that the office will be doing extensive outreach prior to the June 12th election, not just for the vacant Council seat, but also for the sewer referendum. He met with the vendor which helps with newsletter layout last week and a meeting is scheduled with GIS and the Clerk to help get the newsletter out on time. There will be inserts in the next sewer bill and we are currently discussing a postcard mailer. He reported that the Children's Day committee will be meeting tomorrow to begin planning this year's event. He reported that the Town office has begun the process to accept credit cards. Tax Collector Barbara Geaghan and Town Clerk Paula Scott have worked together to bring the information to staff. We expect to be signing paperwork next week, and hope to have it in place by May 1st. He also reported that the nomination period to take out papers for Councilor expires April 9th and that there are already four possible candidates who have taken out papers.

G. CLERK'S COMMENTS – The Clerk echoed the Manager's comments regarding credit card processing and the new level of customer service this will create.

H. COUNCILORS' COMMENTS

Councilor Ryder – No comment

Councilor Marble – No comment

Councilor Wilde – No comment

Councilor Cormier – No comment

Councilor McAvoy – Stated that he feels that Spring has finally sprung. He urged everyone to shop local and buy American and wished everyone a good night.

Mayor McPike – Reminded the public that the first meeting of the RSU's budget will be tomorrow night. He offered congratulations to the Hampden Academy boys and girls

MONDAY

APRIL 2ND, 2018
MINUTES

7:00 P.M.

basketball teams for winning in their divisions.

- I. **ADJOURNMENT** – *With no other business to conduct, the meeting adjourned at 7:45 p.m.*

Respectfully Submitted,



Paula A. Scott, CCM
Town Clerk