

FINANCE & ADMINISTRATION COMMITTEE MEETING MINUTES

Monday, March 19, 2012

Attending:

Mayor Janet Hughes	Councilor Shelby Wright
Councilor Tom Brann	Councilor Andre Cushing (6:30)
Councilor Jean Lawlis	Councilor Jeremy Williams
Councilor Kristen Hornbrook	Town Manager Susan Lessard
Eleanor Willey	

The meeting was opened by Mayor Hughes at 5:40 p.m.

Item 5b – Exemptions was moved to the front of the agenda to accommodate the attendance of a member of the public for that one topic. Councilor Williams explained his concern over a letter he and Mrs. Willey had received from the Assessor requesting documentation of their airstrips for exemption purposes. He indicated that he had gone through the process with the prior assessor 10 years ago and that nothing had changed. Both Councilor Williams and Mrs. Willey stated that their airstrips were used by the public and therefore qualify for the exemption. Of particular concern was the request for documentation of DOT approval for the airstrips as a condition of the exemption. Both indicated that their airstrips did not require DOT approval. The manager explained that the Assessor was updating records to insure that we had all appropriate documentation for exemptions granted. She also stated that she would have the Assessor contact Councilor Williams and Mrs. Willey about the airfield exemptions.

1. Minutes of 3/5/2012 Meeting – Motion by Councilor Wright, seconded by Councilor Lawlis to approve the minutes of 3/5/12 as presented. Vote 6-0.
2. Financial Statements – February 2012 – The Town Manager explained the February Financial statements. Questions related to an overage on the outside agency expenditures were explained by the Manager as the result of repairs to the Kiwanis Hall necessitated by the collapse of the roof section over the handicap ramp. The costs, with the exception of the \$1000 deductible, are being reimbursed by insurance. The expenditures were listed under the Kiwanis item on the Outside Agencies list.
3. Review & Signature of Warrants – Warrants were reviewed and signed by Committee members.
4. Old Business
 - a. Lura Hoit Pool Heating Coil Replacement Cost Estimates – Councilor Lawlis explained that this part was necessary in order

to keep the pool in an operating condition. Its condition has deteriorated to the point where it is leaking the equivalent of a five gallon bucket of water a day. The part will be necessary no matter what final solution for an air handler upgrade is selected. The Services Committee recommended that the pool be allowed to have the part replaced for a cost not to exceed \$10,000. Mayor Hughes expressed concern that the Committee had no written cost estimate in front of it on which to base the decision. Councilor Lawlis indicated that the Pool director was obtaining that estimate from Mechanical Services. Motion by Councilor Brann, seconded by Councilor Lawlis to recommend to the full Council that the town spend up to \$10,000 from pool reserve for replacement of the heating coil. Vote 4-2 (Hornbrook, Hughes)

- b. Code of Ethics – Review – Tom Russell draft should be reviewed by Committee members for discussion at next meeting
- c. Council Rules – Review – Not discussed
- d. FOAA Request Policy – The Committee reviewed a draft FOAA policy and made suggestions for changes. The Town Manager will provide an updated draft at the next meeting

5. New Business

- a. Police Vehicle Bid Results – The Public Safety Director discussed the police vehicle bid results with the Committee. It is the preference of the department to purchase another SUV, and specifically a Chevrolet Tahoe because they are more versatile for use by the department, more comfortable for the police officers with all their gear, have four wheel drive capability, and have longer use for the Town after they are retired as a police vehicle. Councilor Williams asked whether the department had looked at the Ford 'crossover' vehicle that was listed as a purchase option. The Public Safety Director indicated that they had not done so. This is a first year for that type of vehicle and the Town has generally waited a year or so after new models come out to see how they perform over time. The Public Safety Director said that although the Tahoe was the preference, the department would be happy with whatever choice the Council made. Motion by Councilor Brann, seconded by Councilor Lawlis to recommend to the full council the purchase of a 2012 Chevrolet Tahoe from Dutch Chevrolet at a cost of \$30,529 to be funded from the operating account appropriation with the balance from Police Cruiser reserve. Vote 4-3 (Hornbrook, Hughes, Williams)
- b. Exemptions – Homestead & Airfield – see above.

6. Public Comment - None

7. Committee Member Comments – None

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

Respectfully submitted,

Susan Lessard
Town Manager