

FINANCE & ADMINISTRATION COMMITTEE MEETING

Monday, October 7th, 2019

6:00 p.m.

Hampden Town Office

1. Meeting Minutes – 09-03-2019, 09-16-2019
2. Review & Sign Warrants
3. Old Business – *Council rules discussion*
4. New Business
 - a. Discussion with Don Gerrish to determine timeline and details for the Town Manager search
5. Public Comment
6. Committee Member Comments
7. Manager's Comments
8. Adjourn

FINANCE & ADMINISTRATION COMMITTEE MEETING

Tuesday, September 3rd, 2019

6:00 p.m.

Hampden Town Office

Minutes - Draft

Attending:

Chair Wright

Mayor McPike

Councilor Ryder

Councilor Wilde

Councilor Marble

Councilor Jarvi

Councilor McAvoy

Interim Town Manager Paula Scott

Deputy Clerk Jenn Mahon

Matt Thomas, FF/Paramedic

Chief Bailey, Director of Public Safety

Sean Currier, DPW Director

Scott Braley, Plymouth Engineering

Chair Wright called the meeting to order at 6:00 p.m.

1. **Meeting Minutes – August 19th, 2019 Meeting** – *Councilor Marble made a motion, seconded by Councilor Wright, to approve the minutes from August 19th. Motion carried, 6 – 1.*
2. **Review & Sign Warrants** – *Committee members reviewed and signed the disbursement warrants*
3. **Old Business - None**
4. **New Business**
 - a. **Executive Session to include Interim Manager Paula Scott and Matt Thomas, FF/Paramedic– Pursuant to 1 MRSA § 405(6)(F)- Confidential Records – Requested by Paula Scott, Interim Manager** – *Mayor McPike made a motion, seconded by Councilor Marble, to enter executive session to include Interim Manager Paula Scott, Matt Thomas, and Chief Bailey. By a role call vote, motion was approved unanimously, 7-0.*
 - b. **Recommend engaging Plymouth Engineering for final engineering for the permitted portion of the Western Avenue Stormwater & Parking project – requested by Services Committee** – *Scott Braley explained the pricing estimate. Committee members*

offered ideas on where to begin and how to fund it. Interim Manager Scott outlined where she would like to start and how to fund it.

Councilor Wright made a motion to recommend Council approve the engagement of Plymouth Engineering for final engineering of the permitted portion of the Western Ave parking and stormwater project. Seconded by Councilor Jarvis. By a roll call vote, motion was approved unanimously, 7-0.

- c. Recommend award of the salt bid to New England Salt for \$46.24 per ton – referral from Infrastructure Committee – Councilor Ryder made a motion, seconded by Councilor Wilde, to recommend award of the salt bid to New England Salt for \$46.24 per ton. Unanimous, 7-0.**
- d. Recommend modification of the paving contract to award to Wellman Paving the 12.5mm surface mix – referral from Infrastructure Committee – Councilor Ryder made a motion, seconded by Councilor Wilde, to recommend modification to the paving award to Wellman paving. Unanimous, 7-0.**
- e. Recommend Fees Ordinance amendment to increase Sewer rates to \$12.00 per cu. ft. – pursuant to Sewer rate public hearing held May 20th, 2019 – Councilor Marble made a motion to amend the Fees ordinance to increase sewer rate fees, seconded by Councilor Wilde. Unanimous, 7-0.**
- f. Recommend Fees Ordinance amendment to increase Sewer minimum fee to \$36.00 – pursuant to Sewer rate public hearing held May 20th, 2019 - Councilor Marble made a motion to amend the Fees ordinance to increase sewer rate minimum charge, seconded by Councilor Wilde. Unanimous, 7-0.**
- g. Setting the mil rate for 2020 real estate taxes – recommended by Kelly Karter, Tax Assessor – Kelly explained the mil rate calculation. An error was discovered after first calculation, so this mil rate is lower, it only increased .80. No action.**

5. Public Comment - None

6. Committee Member Comments - None

7. Manager's Comments – Interim Manager Scott reported to the Committee that the focus of the new hire for DPW would be more in line with an Assistant or a Deputy rather than an engineer. After going over pros and cons and reviewing current duties, Sean is already handling the high-level functions

except for engineering. The need is at the public works garage and in running crews and checking for inefficiencies.

8. Adjourn – *The meeting adjourned at 6:58 p.m.*

Respectfully Submitted,

Jenn Mahon, Deputy Clerk

Town of Hampden

FINANCE & ADMINISTRATION COMMITTEE MEETING

Monday, September 16th, 2019

6:00 P.M.

Hampden Town Office

Minutes

Attending:

Mayor McPike

Councilor Wright

Councilor Ryder

Councilor Marble

Councilor Jarvi

Councilor McAvoy

Councilor Wilde

Christian Bailey, Public Safety Dir.

Paula Scott, Interim Town Manager/Clerk

Jessica Albee, Recording Clerk

Mayor McPike called the meeting to order at 6:03 p.m.

1. Meeting Minutes – None
2. Review & Sign Warrants
3. Old Business – *Council rules discussion*
4. New Business
 - a. Recommend Council award of the Police utility cruiser bid to Quirk Auto Group of Augusta for the 2020 Ford Interceptor-
requested by DPS Director Bailey

Motion made by Mayor McPike, seconded by Councilor Marble.
Unanimous 7-0-0.
 - b. Recommend Council authorization for the expenditure of \$33,254 from Police Cruiser Reserve (3-753-00) to purchase a 2020 Ford Interceptor – *requested by DPS Director Bailey*

Motion made by Councilor Marble, seconded by Councilor Wilde.
Unanimous 7-0-0.
 - c. Recommend Council authorization for the expenditure of \$7,500 from Rec Area Reserve (3-767-00) to pay Plymouth Engineering for final engineering services for the permitted portion of the Western Avenue Stormwater & Parking Project – *referral from Services Committee*

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Motion made by Councilor Marble, seconded by Councilor Jarvi.
Unanimous 7-0-0.

- d. Recommend Council authorization for the expenditure of an amount up to \$1,300 from Library Reserve (3-763-00) to replace the fire escape at the Edythe Dyer Library – *referral from Services Committee*

Motion made by Councilor Marble, seconded by Councilor Jarvi.
Unanimous 7-0-0.

- e. Request for authorization for the expenditure of an amount up to \$1,299 from DPW Equipment Reserve (3-717-00) for the replacement of the existing salt applicator for the small 2520 John Deere tractor – *requested by DPW Director Currier*

Motion made by Councilor Ryder, seconded by Councilor Jarvi.
Unanimous 7-0-0.

- f. Recommend Council referral to public hearing proposed amendments to the Town of Hampden General Assistance Ordinance – *as prepared by the Office for Family Independence, State of Maine DHHS*

Motion made by Councilor Marble, seconded by Councilor Jarvi.
Unanimous 7-0-0.

5. Public Comment- No comment
6. Committee Member Comments- No comment
7. Manager's Comments- No comment
8. Adjournment- With no further business the meeting adjourned at 7:57 p.m.

Respectfully Submitted

Jessica Albee
Recording Clerk