

# Town of Hampden

## FINANCE & ADMINISTRATION COMMITTEE MEETING

Monday, February 4th, 2019

6:00 P.M.

Hampden Town Office

### MINUTES

*Attending:*

*Councilor Wright, Chair*

*Mayor McPike*

*Councilor Ryder*

*Councilor Wilde*

*Councilor Jarvi*

*Councilor McAvoy*

*Town Manager Jim Chandler*

*Town Clerk Paula Scott*

*Shelley Abbot, Rec Director*

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

1. Approval of Minutes
  - a. January 22, 2019 – *Councilor McAvoy made a motion, seconded by Councilor Marble, to approve the minutes of January 22, 2019 – Unanimous, 7-0.*
2. Review & Sign Warrants – *Committee members reviewed and approved the disbursement warrants.*
3. Unfinished Business
  - a. *Council rules review – standing item – passed over*
  - b. *Designation of signatories for payroll and state fees warrants – Councilor Wright made a motion, seconded by Councilor McAvoy, to recommend to Council to designate Councilor Wright as the signer of the payroll and State fees warrants on the off-weeks, and to designate Councilor Wilde as the alternate and Councilor Jarvi as the next alternate. Unanimous, 7-0.*
4. New Business
  - a. *Recommendation regarding a request for a street light on the entry pole at the intersection of 1A and Highland Ridge - Requested by Chief Joe Rogers – Councilor Marble made a motion, seconded by Councilor Wilde, to recommend Council approve the request for a street light on the pole at the entrance of Highland Ridge. Unanimous, 7-0.*
  - b. *Recommendation regarding a request for a street light on Carey Drive Extension and Webb Drive - Requested by Chief Joe Rogers – Councilor*

## Town of Hampden

*Wright made a motion, seconded by Councilor Jarvi, to table this request until the next Finance & Administration meeting. Unanimous, 7-0.*

c. Recommend Council authorization for the expenditure of \$ 10,323 from Recreation Area Reserve (3-767-00) for the fee associated with filing a Site Location of Development Act permit for Western Avenue municipal parking – *Councilor Wright made a motion, seconded by Councilor Marble to recommend Council authorization for the expenditure of \$10,323 from Rec Area Reserve for the filing fee for the permit for the Western Avenue municipal parking project. Unanimous, 7-0.*

d. Confirmation of date and time of the Council's annual Goals & Objectives session – Initial Proposal is Saturday, March 23<sup>rd</sup> from 8:30 – Noon – *Councilor Wilde made a motion, seconded by Councilor McPike, to set the Council's Goals & Objectives session for March 30<sup>th</sup> from 8:30 – Noon.*

### 5. Manager's Items

a. Informational Item, Executive Job Description for Assistant Town Manager – *Requested by Councilor Wright – Manager Chandler provided the job description for the Assistant Town Manager/Town Clerk position in hard copy to all members.*

6. Public Comment - *None*

7. Committee Member Comments - *None*

8. Adjournment – *With no other business, Councilor Marble made a motion, seconded by Councilor McAvoy, to adjourn at 6:59 p.m.*

*Respectfully Submitted,*



*Paula A. Scott, CCM*