

## FINANCE & ADMINISTRATION COMMITTEE MEETING

Tuesday, January 16th, 2018

### MINUTES

Hampden Town Office

*Attending:*

*Councilor, Terry McAvoy Chair  
Mayor Ivan McPike  
Councilor Mark Cormier  
Councilor David Ryder  
Councilor Dennis Marble  
Councilor Stephen Wilde  
Councilor Greg Sirois*

*Town Manager Angus Jennings  
GIS/IT Specialist Kyle Severance  
Town Attorney John Hamer  
Town Clerk Paula Scott  
Faye Anderson  
Lester French  
Joseph Pickering*

*Chairman McAvoy called the meeting to order at 6 p.m.*

**1. Meeting Minutes**

- a. December 18<sup>th</sup>, 2017** – *Motion by Mayor McPike seconded by Councilor Ryder to approve the minutes. Approved 6-0.*

- 2. Review & Sign Warrants** – *Warrants were reviewed and signed. Chairman McAvoy asked for more detail regarding expenses related to DPW vehicle engines in the amounts of approx. \$7,000 and \$3,000 and whether these amounts were for engine repairs or replacements. Manager Jennings said he would provide additional information this week.*

- 3. Old Business** – *None.*

**4. New Business**

- a. Interviews for referral to Council the appointment of two Interim RSU 22 Directors** – *Chairman McAvoy introduced the topic and said the Committee would be asking questions of each person interested in serving the interim appointment.*

**1. Faye Anderson** – *Faye Anderson introduced herself and discussed her background in education, as a teacher and administrator, and expressed her interest in serving on the Board now that she is retired. Chairman McAvoy asked her, if appointed, would she run for the full Board seat in November. Ms. Anderson said she wasn't sure yet. Councilor Marble asked about the overlap or differences between being a teacher, administrator, Board member. Ms. Anderson said the focus is the same: put children first. Councilor Marble asked about funding and Ms. Anderson said we*

*make do with what we get, and must use funds wisely. Chairman McAvoy thanked her for her interest.*

**2. James Baines** – *Mr. Baines was not present due to a prior commitment but Chairman McAvoy noted that he and Mayor McPike met with Mr. Baines earlier in the day.*

**3. Lester French** – *Mr. French said he teaches at UMaine and has taught at all levels. He has 2 kids in the schools and has seen some turnaround in terms of the School Board's public communications and believes he could help in this regard. Chairman McAvoy thanked him for his interest.*

**4. Joseph Pickering** – *Mr. Pickering said he is an attorney and does not work in education, but is interested in bringing openness and transparency to the budget process. He noted improvements in recent years, and would like to go further.*

*The Committee discussed the applicants. Councilor Sirois asked if any applicants had been asked by the RSU-22 Administration to serve. Mr. Pickering and Mr. French said they had been asked by the Asst. Superintendent and by a Board member, respectively. Councilor Marble asked how the Committee should consider Mr. Baines based on his earlier meeting with Councilors. Chairman McAvoy said he favors candidates with no prior experience in the school, noting that Mr. Baines has none and that Chairman McAvoy had a favorable impression of his sincerity. Mayor McPike said that Mr. Baines brings the perspective of having 2 children in the system including a special needs student.*

*Motion by Chairman McAvoy to recommend Council appointment of James Baines as an interim RSU-22 Board member, seconded by Mayor McPike. Motion carried 4-3 with Councilors Wilde, Sirois and Ryder opposed.*

*Motion by Chairman McAvoy to recommend Council appointment of Joseph Pickering as an interim RSU-22 Board member, seconded by Councilor Marble. Motion carried 7-0.*

*Motion by Councilor Sirois to recommend Council appointment of Faye Anderson as an interim RSU-22 Board member, seconded by Councilor Ryder. Motion failed 2-5 with Chairman McAvoy, Mayor McPike, Councilor Wilde, Councilor Marble and Councilor Cormier opposed.*

- b. Recommend Council authorization for the expenditure in the amount of \$1,270.00 from the Marina Reserve (3-773-00) for the purpose of paying the remaining amount of Hampden's contribution to complete the floating dock** – *requested by DPW Director, Sean Currier – Motion by Chairman McAvoy seconded by Councilor Marble to recommend Council authorization of the requested reserve funds. Manager Jennings noted that the Council previously authorized \$12,700 in reserve funds for this item and that the amount requested tonight would complete the local match required for the grant. Motion passed 7-0.*
- c. Recommend Council authorization for the expenditure in the amount of \$1,460.00 from the IT Computer Reserve (3-711-00) for the purpose of replacing the LCD projector** – *requested by IT Specialist, Kyle Severance – Motion by Chairman McAvoy seconded by Mayor McPike to recommend Council authorization of the requested reserve funds. Mr. Severance said the current projector was 7 years old and showing its age with a speckled screen. He proposes to purchase 2 projectors with one dedicated to the Council chambers. He said he sets aside \$400 per year for replacement every 4 years so getting 7 years is good. Motion passed 7-0.*
- d. Renewal of Acceptable iPad Use Agreements for Town Councilor use of publicly funded iPads** – *requested by IT Specialist, Kyle Severance – Mr. Severance circulated the forms for each Councilor to complete and return.*
- e. Set date for review/rewrite of the Hampden Town Council Rules, or appoint subcommittee to prepare recommendations** – *Chairman McAvoy said he doesn't see necessary changes in the Rules, and Councilor Ryder asked didn't we just revise them? Manager Jennings said they had been revised. Town Clerk Paula Scott said there had been Councilor comments about potential revisions and she offered to work up a draft that would clarify existing language and the Council could consider amendments. Chairman McAvoy invited the Town Clerk to bring a redlined draft to the next meeting.*
- f. Set date for FY19 Goals & Objectives Session** – *It was agreed that the Goals Setting session would take place on Saturday, Feb. 10<sup>th</sup>. The start time was tentatively set for 10 AM but may be earlier.*
- g. Discussion of potential FY19 funding for supplemental resources to Town Council** – *requested by Councilor McAvoy – Chairman McAvoy said that this would be proposed in the event the Council has need for outside legal or consulting services, noting that*

*the Council has no resources of its own. He said there may be a need or a desire to have information that doesn't flow through the Administration. Councilor Sirois asked for an example, and Chairman McAvoy noted that the reorganization of DPW may not be as high on the Manager's priorities as on the Council's. Councilor Sirois asked why would information not flow through the Manager and Chairman McAvoy said we may have other interests. Councilor Sirois said the Town Manager should be 100% involved. Chairman McAvoy said that information received could be used to formulate policy. Councilor Sirois said the Council shouldn't make decisions without involvement of staff. Mayor McPike said that Committee is the right place for consideration of ideas. Chairman McAvoy said that, at the Committee level, there may be information gathered to help decide whether to bring something to Council, and that he doesn't want to waste personnel resources. The Town Clerk noted that the Council has access to MMA as an outside resource, noting that each Councilor was recently provided an updated copy of the MMA Manual. She said a Councilor can call MMA at any time. Chairman McAvoy said he introduced this idea for consideration.*

- h. Executive Session – pursuant to 1 MRSA § 405(6)(A) - Personnel matters** – *By unanimous roll call vote, the Committee entered Executive Session at 6:40 PM. The Committee returned to open session at 6:59 PM.*

**5. Public Comment** – *None.*

**6. Committee Member Comments** – *Councilor Sirois said he had observed a Councilor's vehicle bearing the official Town Seal, and asked whether permission was given, noting it appears as an official vehicle and could suggest the Town would insure the vehicle. Chairman McAvoy said he would remove the Town Seal from his vehicle.*

**7. Adjournment**

*There being no further business, the meeting was adjourned at 7:00 PM.*

Respectfully submitted –  
Angus Jennings, Town Manager