

FINANCE & ADMINISTRATION COMMITTEE MEETING

Tuesday, January 17, 2017

MINUTES

Hampden Town Office

Attending:

Councilor Stephen Wilde, Chair

Councilor Mark Cormier

Councilor Dennis Marble

Councilor Terry McAvoy

Mayor David Ryder

Councilor Greg Sirois (arrived late)

Councilor Ivan McPike

Town Manager Angus Jennings

Kyle Severance, GIS/IT Specialist

Chairman Wilde called the meeting to order at 6:00 p.m.

1. **Meeting Minutes** – *The Committee voted to add the draft meeting minutes from the meeting on December 17, 2016 to the agenda. Motion by Councilor Marble seconded by Councilor McPike to approve the December 17, 2016 meeting minutes. Motion passed 6-0.*
2. **Review & Sign Warrants** – *Warrants were reviewed and signed.*
3. **Old Business**
 - a. **Review and endorsement of 2017 bond documents regarding borrowing of \$258,810 for overdue sewer treatment and pump station maintenance costs** – *The document was signed.*
4. **New Business**
 - a. **Notification of an un-anticipated invoice for the annual video streaming service in the amount of \$2,370 and review of recommended budget adjustment out of overlay for the purpose of funding Leightronix costs** – *requested by Kyle Severance, GIS/IT Specialist – Motion by Councilor Marble seconded by Councilor McPike to recommend a budget adjustment from Overlay to the Communications – Internet Costs expense account (#01-03-15-01) in the amount of \$2,370 for the purposes of paying the invoice for this annual cost to allow for broadcast of Town videos to the web and mobile devices. This recurring expense was overlooked and left out of*

the FY17 budget because the expense had been provided free of charge in FY16 as a reward from the vendor for a multi-year service plan. It was agreed to pay the expense out of the appropriate expense account to provide transparency regarding actual costs, and to offset the overspent amount through the budget adjustment.

- b. Request for authorization for the expenditure of \$1,462.50 out of Library Reserve funds for the purpose of squirrel trapping and exclusion** – *referral from Services Committee – Services Chairman Marble summarized the Committee’s recommendation. Motion by Councilor Marble seconded by Councilor McPike to recommend Council authorization of \$1,462.50 from the Library Reserve fund for the purpose of squirrel trapping and exclusion. Motion carried 4-2 with Councilor Cormier and Mayor Ryder opposed.*
- c. Request for Council ratification for the September 30, 2015 expenditure of \$3,345.46 from the Police Cruiser Reserve account** – *to retro-actively approve payment from reserve account – Manager Jennings summarized the materials in the meeting packet. Motion by Councilor McPike seconded by Mayor Ryder to recommend Council authorization of \$3,345.46 from the Police Cruiser Reserve account. Motion carried 6-0.*
- d. Request for authorization to for the expenditure of \$7,388 out of IT Reserve for the purpose of upgrading the surveillance system for the Municipal Building** – *requested by Kyle Severance, GIS/IT Specialist – Mr. Severance summarized the need for new and replacement equipment including cameras, a computer and software. Motion by Councilor Marble seconded by Mayor Ryder to recommend Council authorization of \$7,388.00 out of IT Reserve for the purpose of upgrading the surveillance system for the Municipal Building. Motion carried 6-0.*
- e. Discussion on the State of Maine FY18-19 Biennial General Fund Budget and its possible effect on the Town** – *request of Councilor Marble – Councilor Marble suggested initiating a meeting with the Town’s Senator and Representative in order to talk about State budgeting and policies, and suggested that it may make sense to pursue a joint meeting including the RSU-22 Board. Several Councilors agreed, and Mayor Ryder recommended that this be an informal group discussion (rather than a presentation). Manager Jennings said he would discuss this when he meets with the Superintendent this week and would proceed to schedule something. As a related item, Councilor McPike suggested that the Town Council consider requesting that the RSU-22 Board create an ex officio Board position to facilitate continuing attendance by a Town Council*

representative in order to keep the lines of communication open between the Town and School.

- f. Discussion of anticipated FY18 budget process including setting date(s) for Annual Council/Manager Goals Session(s) –** *The Council scheduled the date for the FY18 Budget Goal Setting session for Saturday, February 18, 2017 at 8 AM at the Town Offices.*

5. Public Comment – *None.*

6. Committee Member Comments – *None.*

7. Adjournment

There being no further business, the meeting was adjourned at 6:55 p.m.

Respectfully submitted –
Angus Jennings, Town Manager