

Town of Hampden

FINANCE & ADMINISTRATION COMMITTEE MEETING

Tuesday January 22, 2019

6:00 P.M.

Hampden Town Office

MINUTES

Attending:

Chairperson Wright

Mayor McPike

Councilor Ryder

Councilor Marble

Councilor Jarvi

Councilor McAvoy

Councilor Wilde (arrived at 6:45)*

Town Manager Jim Chandler

Town Clerk Paula Scott

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

1. Approval of Minutes

- a. **December 17, 2018** – *Councilor Marble made a motion, seconded by Councilor Ryder, to approve the December 17th, 2018 minutes. Unanimous, 6-0*

2. Review & Sign Warrants – *Committee members reviewed and signed the disbursement warrants.*

3. Unfinished Business

- a. **Council rules review – standing item** – *Consensus to take up at end of business portion.*

4. New Business

- a. **Recommendation regarding review and approval of FY19 Service Charges - Requested by Kelly Karter, Tax Assessor** – *Manager Chandler recapped the proposed billing of non-profit residential entities the Service Charge in lieu of taxes. Councilor Jarvi pointed out a typographical error on the summary; amount listed as \$7,133 for The Housing Foundation should have been \$7,113, thereby making the total amount to bill \$22,708.54. Mayor McPike made a motion, seconded by Councilor McAvoy to recommend the approval of Service Charges in the amount of \$22,708.54. Unanimous, 6-0.*

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- b. Recommend ratification of the affirmative vote on February 5, 2018 for the approval of a poverty abatement – Requested by Paula Scott, Town Clerk** – Councilor Marble made a motion, seconded by Councilor Ryder, to ratify the affirmative vote on February 5th, 2018 for the approval of a poverty abatement. Unanimous, 6-0
 - c. Recommend referral to public hearing the proposed Disbursement Warrant Ordinance** – Mayor McPike made a motion, seconded by Councilor Marble, to recommend referring the proposed Disbursement Warrant Ordinance to Public Hearing. Unanimous, 6-0.
 - d. Recommendation regarding a request for an application fee waiver for Colonial Heights final subdivision plan – Requested by The Cushing Family Corporation** – Councilor Marble made a motion, seconded by Councilor Wright, to recommend to Council the waiver request of the application fee. Mayor McPike made a motion, seconded by Councilor Marble to amend the motion to be a reduction to \$400 and not a waiver. The motion to amend passed, 7-0*. Mayor McPike made a motion, seconded by Councilor Marble, to recommend Council reduce the application fee to \$400. Unanimous, 7-0*.
- 5. Manager's Items** – Manager Chandler stated that he was asked by a Councilor to report on how many interactions he has had with individual Councilors and what the nature of the interactions were. He was also asked to report on those same types of interactions between Councilors and staff. He suggested that this be an agenda item at a future Committee or Council meeting. Consensus of the Committee is to add it to the next agenda.
- 6. Public Comment - None**
- 7. Committee Member Comments - None**
- 8. Adjournment** With no further business to conduct, the Chair adjourned the meeting at 6:55 p.m.

Respectfully Submitted,



Paula A. Scott, CCM
Town Clerk