

## FINANCE & ADMINISTRATION COMMITTEE MEETING

Tuesday, February 20<sup>th</sup>, 2018

### MINUTES – DRAFT

Hampden Town Office

*Attending:*

*Councilor, Terry McAvoy Chair  
Mayor Ivan McPike  
Councilor Mark Cormier  
Councilor Stephen Wilde  
Councilor Dennis Marble*

*Town Manager Angus Jennings  
Town Clerk Paula Scott  
Code Enforcement Officer Myles Block  
Rec Director Shelley Abbott*

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

**1. Meeting Minutes**

- a. February 5<sup>th</sup>, 2018** – *Motion by Councilor Marble seconded by Mayor McPike to approve the minutes. Approved 5-0.*

**2. Review & Sign Warrants** – *Warrants were reviewed and signed.*

**3. Old Business** – *None.*

**4. New Business**

- a. Recommend to Council to refer to Public Hearing the proposed Ordinance authorizing the appropriation and borrowing of funds to finance the repair and replacement of portions of Hampden's sewer collection system** – *Manager Jennings presented a series of slides regarding the proposed ordinance to authorize borrowing for sewer capital projects. He explained that we are working with information received recently from the CCTV evaluation of the sewer system, and that the engineer's estimated cost of the Route 1A portion of the work had increased in recent days as they've advanced their work. He said the engineer would be present for the public hearing and available to answer any technical questions the Councilors or members of the public may have. Manager Jennings said that if borrowing authorization is provided to cover all proposed projects, this would not compel the Town to proceed with all projects at the same time; debt could be issued for one or two projects, with the third project proceeding a year or two later, if that is found to be preferred. There was discussion of whether it would make sense to divide the proposed borrowing authorization into two separate questions, but the Committee recommended keeping it as one question. There was a motion by Chairman McAvoy seconded by*

*Councilor Marble to refer to Council consideration of referring the proposed ordinance to public hearing. Motion passed 5-0.*

- b. Recommend to Council to rescind the vote of October 3, 2016 to authorize cutting, stumping and grinding and site preparation at the Lura Hoit Pool site but to retain authorization for permitting for additional parking, potential recreational facilities, and associated infrastructure – referral from Services Committee – Motion by Chairman McAvoy seconded by Councilor Marble to refer to Council a recommendation to rescind the vote of October 3, 2016 to authorize cutting, stumping and grinding and site preparation at the Lura Hoit Pool site but to retain authorization for permitting for additional parking, potential recreational facilities, and associated infrastructure. Mayor McPike said he assumed that if this passes it would mean that new authorization would be needed in the future if or when the Council favors moving forward with any of the activities in the October 2016 motion but rescinded here, and Manager Jennings said yes. The motion passed 4-1 with Councilor Cormier opposed.**
- c. Recommend to Council to proceed with the issuance of an RFP to seek pricing for engineering and permitting (DEP and local) for work on Lura Hoit Pool and Municipal Building Site – referral from Services Committee – Motion by Chairman McAvoy seconded by Councilor Marble to refer to Council a recommendation to proceed with the issuance of an RFP to seek pricing for engineering and permitting (DEP and local) for work on Lura Hoit Pool and Municipal Building Site. Mayor McPike asked couldn't the Town Manager issue an RFP anyway? Manager Jennings said yes, that Council authorization is not needed to issue an RFP, but due to the sensitivity of this issue he is seeking authorization to ensure that at least a majority of Councilors is open to awarding a contract, since he doesn't want to waste personnel time nor responding vendors' time on a purchasing effort if there isn't interest to proceed. The motion failed 2-3 with Councilors McAvoy, Cormier and Wilde opposed.**
- d. Recommend to Council to authorize the appropriation of \$7,500 from the Personnel Reserve (3-733-00) for costs associated with the town manager search – Motion by Chairman McAvoy to recommend to Council to authorize the appropriation of \$7,500 from the Personnel Reserve (3-733-00) for costs associated with the town manager search. Councilor Wilde asked if this was more money than the Town had paid to the prior search consultant when Manager Jennings was hired. Manager Jennings said that the amount paid to Eaton Peabody at that time was about \$6,520, and that he had understood from prior Committee direction that the Council favored**

*working with Rudman Winchell if the cost was comparable, given Rudman Winchell's familiarity with the Town and its present issues. There was an amended motion by Mayor McPike to recommend to Council to authorize the appropriation of up to \$10,000 from the Personnel Reserve for costs associated with the town manager search, in order to also support advertisement of the position in publications like the BDN and Portland Press Herald that would be more likely to be viewed by private sector managers, and to provide for out-of-pocket expenses for lodging in the event any of the finalists are traveling from a distance. Councilor Marble seconded Mayor McPike's amended motion and the motion passed 5-0.*

- e. Adherence to Town Council Rules** – *requested by Councilor Wilde – Councilor Wilde raised questions about whether the Council Rules are current, and whether the Councilors can be relied upon to adhere to the adopted rules. He noted that some discussion seems to be getting away from showing respect. He said that he would be fine with going through the issues in a future discussion. Chairman McAvoy said that it would be helpful to have guidelines for conflict resolution; he also said the notion of needing to tell people how to act is foreign to him. Manager Jennings said that the Town Clerk has been working on potential revisions to the Council Rules to clarify them in certain respects, and that this would be included on a future agenda.*
- f. Town Manager's report on priorities identified at the February 10th Goals & Objectives Session** – *Manager Jennings is still working on this so the item was tabled.*
- g. Discussion of Emera TIF terms** – *Manager Jennings presented the chart illustrating projected financial impact of the approved terms of the Emera TIF Credit Enhancement Agreement. Due to the increase in agreed reimbursement beginning in Year 6 (FY21), the Town would lose about \$71,000 in tax revenue; however, he said that estimate is based on current assessed values, and that under the terms of the agreement Emera is required to relocate its headquarters to Hampden by July 1, 2019, so assessed values (and tax revenues) would increase. He expressed concern about the Town potentially needing to address a sudden drop in revenues, and said that if the Committee shares this concern he would recommend starting a discussion with Emera sooner rather than later since it could take a while to modify the terms – even if both parties agree to do so – because of the requirement for a new local public hearing and new approvals from the State DECD.*

*It was suggested that the increased reimbursement percentage in Year 6 may have been a material part of the deal, and part of why Emera agreed to relocate its headquarters to Hampden, and it was acknowledged that today's staff and Councilors don't have direct knowledge of why this was negotiated at the time. Mayor McPike said he would not be in favor of proposing to change the terms of a deal the Town had agreed to, and that we'll see new revenue when the headquarters is moved here. Councilor Cormier said he sees no harm in asking, and that all Emera would have to say is no. Councilor Marble stated that perhaps the focus to open discussion should be as a bridge because the town is hiring a new manager. Manager Jennings agreed and said it would be good for the new manager to understand the rational of those terms.*

- h. Town Manager vacation schedule** – *Manager Jennings said he'll need to take some time off between now and the end of his tenure in June, and that he'll make efforts to minimize impact on Council and Committee meetings. The Councilors agreed this was acceptable, and did not see a reason to consider rescheduling or canceling future meetings at this time.*

**5. Public Comment** – *None.*

**6. Committee Member Comments** – *None.*

**7. Adjournment**

*There being no further business, the meeting was adjourned at 6:50 PM.*

Respectfully submitted –  
Angus Jennings, Town Manager