

FINANCE & ADMINISTRATION COMMITTEE MEETING

Monday March 4th, 2019

6:00 P.M.

Hampden Town Office

MINUTES

Attending:

Councilor Wright, Committee Chair

Councilor Ryder

Councilor Wilde

Councilor Marble

Councilor Jarvi

Councilor McAvoy

Town Manager Jim Chandler

Town Clerk Paula Scott

Rec Director Shelley Abbot

Absent: Mayor McPike

1. **Approval of Minutes** – *Councilor Marble made a motion, seconded by Councilor McAvoy, to approve the Feb. 19th minutes. Unanimous, 6-0.*

- a. **February 19, 2019**

2. **Review & Sign Warrants**

3. **Unfinished Business**

- a. **Council rules review – standing item – *Passed over***

- b. **Request for Input from Council for the Agenda and Structure of the “Council Goals Setting Session” scheduled for Saturday, March 30, 2019 – *Continued from February 22, 2019*** – *Manager Chandler informed members that he has received suggestions from some Councilors. The draft agenda will be in the packet for the 18th.*

4. **New Business**

- a. **Recommend Council authorization for the expenditure of \$1,384.50 from Matching Grant Reserve account (3-731-00) for the Town’s share of a Department of Agriculture grant for the purchase of portable radios and portable GPS unit – *Requested by Lt. Jason Lundstrom*** – *Councilor Marble made a motion, seconded by Councilor Ryder to recommend authorization for the expenditure from Matching Grant Reserve. Councilor McAvoy noted the incorrect account number in*

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the agenda item. Councilor Marble amended his motion to reflect the correct account number, seconded by Councilor Wright. Motion on the amendment was approved. Motion to recommend authorization, unanimous, 6-0.

- b. Recommend Council authorization for the expenditure of \$8,000 from GIS Reserve account (3-731-00) for the purpose of updating the Town's aerial photos – Requested by Kyle Severance, GIS Specialist – Councilor Ryder made a motion, seconded by Councilor Wilde, to recommend authorization for the expenditure of \$8,000 to update the aerial maps. Unanimous, 6-0.**
- c. Recommend Council authorization for the expenditure of \$8,710.50 from the Environmental Trust, Income for the purpose of reimbursement of eligible stormwater - Recommended by Environmental Trust Committee – Councilor Jarvi made a motion, seconded by Councilor Wilde to recommend authorization for the expenditure of \$8,710.50 from the Environmental Trust, Income to pay for eligible stormwater expenses. Unanimous, 6-0.**
- d. Recommend award of contract to Nature's Way for seasonal portable toilet rental services – Requested by Shelley Abbot, Rec Director – Councilor Wilde made a motion, seconded by Councilor Wilde, to recommend award of the contract for seasonal portable toilets to Nature's Way. Unanimous, 6-0.**
- e. Recommend Council pre-authorization to spend FY20 budget funds to pay for the Nature's Way contract – Requested by Shelley Abbot, Rec Director – Passed over**
- f. Recommend Council adopt the Council Order 2019-02 regarding funding an escrow account in the amount of \$10,000 for emergency pump station service for the Mayo Road pump station – Referral from Infrastructure Committee – Councilor Wright made a motion, seconded by Councilor Marble, to recommend adoption of Council order 2019-02 to fund an escrow account in the amount of \$10,000 for emergency service for the Mayo Rd pump station. Unanimous, 6-0.**
- g. Recommendation to Council regarding disposition of tax foreclosed property located at 69 Laskey Lane and further identified as Map 22 Lot 10 – Councilor Marble made a motion, seconded by Councilor McAvoy, to recommend Council offer this property back to the immediate prior owner for two years back taxes, including 5% administration fee,**

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- h. *which totals \$2,082.40. Motion carries, 5-1 with Councilor Jarvi in opposition.*

 - i. **Recommendation to Council regarding disposition of tax foreclosed property located at Hampden Mobile Home Park, lot 47 and further identified as Map 20 Lot 51-47 – Councilor Marble made a motion, seconded by Councilor Wilde to recommend Council sell this property to the owners of the mobile home park for all years owed, an estimated 2020 tax amount, including 5% administration fee, which totals \$442.60. Unanimous, 6-0.**

 - j. **Recommendation to Council regarding disposition of tax foreclosed property located at 185 Kennebec Road and further identified as Map 38 Lot 1 - Tabled**
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- 5. **Manager's Items - none**

 - 6. **Public Comment - none**

 - 7. **Committee Member Comments - none**

 - 8. **Adjournment – With no other business to conduct, the meeting was adjourned at 6:55 p.m.**

Respectfully Submitted,



Paula A. Scott, CCM
Town Clerk