

FINANCE & ADMINISTRATION COMMITTEE MEETING

Tuesday, April 17th, 2018

6:00 p.m.**MINUTES**

Hampden Town Office

Attending:

*Chairman McAvoy
Mayor McPike
Councilor Cormier
Councilor Wilde
Councilor Marble
Councilor Ryder*

*Interim Town Manager Rogers
Town Clerk Paula Scott
DPW Director Sean Currier
Rec Director Shelley Abbott
CEO Myles Block*

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

1. Meeting Minutes

- a. April 2nd, 2018** – *There was a motion and a second to approve the April 2nd minutes. Unanimous vote in favor, 6-0.*

- 2. Review & Sign Warrants** – *Councilors reviewed and signed the disbursement warrants.*

3. Old Business**4. New Business**

- a. Licensing of Solid Waste Commercial Haulers pursuant to the Solid Waste Flow Control Ordinance** – *Councilor Ryder made a motion, seconded by Councilor Marble, to approve the licensing of Mayhew Rubbish, DM & J Waste, Waste Management, JT Trash Disposal Service and Sullivan's Waste Disposal as licensed solid waste commercial haulers within Hampden. Discussion followed regarding the temporary stipulation for haulers to transport to Juniper Ridge rather than PERC, the fees adjustment, and how to police those that are hauling within the Town. The Clerk stated that staff had reached out to all known haulers including some that do not do business in town. She stated that there is an enforcement*

provision within the ordinance for those that do not obtain a license. DPW Director Currier stated that all haulers are required to be licensed by April 1st and anyone coming on during the year will still be licensed upon receipt of the fee. The Clerk stated that some of the haulers are concerned about the extra expense to Juniper Ridge, but that it is believed that concessions will be made because of the extra distance haulers now must travel. Councilor McAvoy opined on whether this even needs to go before Committee/Council to approve the licenses, stating that he felt it could be handled like the way Victualer's licenses are handled. The Clerk stated we would look at the Ordinance to determine if Council approval is necessary. Discussion ceased and the motion was brought to vote. Unanimous vote, 6-0.

- b. **Status of real estate and personal property tax collections as of April 5th, 2018 – Barbara Geaghan, Tax Collector** – Committee members noted that the status of collections is at 93%.

- c. **Recommend award of the 2018 mowing bid – requested by DPW Director Currier** – Director Currier reported that the RFP was sent to 8 vendors, and only one responded with a bid in the amount of \$70,200. Another responded to say that they do not have the staff needed. Others came and looked at the areas but submitted no bid. One company would only bid if it included the school's athletic fields. Director Currier handed out calculation sheets to show that the Department can do those same (continued) services for \$39,965.80. Councilor McAvoy asked if we are putting things in the RFP to keep bidders from being able to compete. Director Currier stated that the RFP is not embellished one bit and that all the requirements are exactly what the Public Works Department is currently doing, and has been doing. In response to Councilor McAvoy's question about the high cost of the bid, Councilor Ryder reminded that the last time the outsourcing was discussed, it was only to mow cemeteries and this included the fields and more. Councilor Ryder made a motion, seconded by Councilor Marble, to recommend that Council make no award. Unanimous vote in favor, 6-0.

- d. **Recommend award of the 2018 cruiser bid – requested by Public Safety Director Rogers** – Director Rogers explained the bids received from all dealerships and stated that the vehicle that meets all the specifications is the Ford Interceptor in the amount of \$29,280. He stated that not all the equipment from the old vehicle will fit, so he will be returning with a reserve request in order to outfit the vehicle. Councilor McPike made a motion, seconded by Councilor Marble, to recommend that Council award the cruiser bid to Quirk Auto Group for the 2018 Ford Interceptor in the amount of ~~\$28,820.00.~~ ***\$29,280.** Unanimous vote in favor, 6-0. ***corrected 05/07/2018**

- e. **Recommend authorization to sell tax foreclosed property located at 114 Old County Road – requested by Barbara Geaghan, Tax Collector** – Tax Collector Barbara Geaghan explained the steps taken to locate the owner of this property and that all efforts were exhausted. Her recommendation is to put this property out to sealed bid with a minimum bid price of \$6,650. This cost is simply the amount of taxes owed and to recapture administrative costs associated with the foreclosure. Discussion followed regarding the property location, possible value, and contents. Councilor McPike made a motion, seconded by Councilor Marble, to recommend that Council authorize the sale of the tax acquired property. Unanimous vote in favor, 6-0.
- f. **Recommend authorization for the use of up to \$4,000 of Planning & Commissions reserve funds (3-725-00) for unbudgeted legal costs related to Town Attorney review of proposed Zoning Ordinance amendments** – CEO Myles Block reported that this request is so that legal counsel can review the proposed Zoning Ordinance amendments to make sure that no proposed changes are at odds with any state laws. Councilor Marble made a motion, seconded by Councilor Wilde, to recommend Council authorize the use of up to \$4,000 for unbudgeted legal expenses related to the proposed Zoning Ordinance amendment. Unanimous vote in favor, 6-0.
- g. **Recommend endorsement of a letter of support for the Hampden Historical Society for a capital campaign grant application – requested by The Hampden Historical Society** - Councilor Marble stated that he is a member of the Historical Society and there has been a lot of hard work going into raising money for the expansion of the building. He encouraged committee support. The Clerk reported that the Historical Society has been involved in the ‘quiet’ phase of the campaign and have raised \$325,000 thus far toward the \$500,000 goal. A letter of support from the elected officials can be used for grant and foundation applications. Councilor Marble made a motion, seconded by Councilor Wilde, to recommend Council endorsement of the letter of support for the Hampden Historical Society. Unanimous vote in favor, 6-0.
- h. **Town Council rules** – Unanimous consent to postpone until July after the budget work is complete.
- i. **Discussion of proposal to add new full-time staff position to Administration Department in FY19 budget, and to reorganize and reassign some staff responsibilities for remainder of FY18** – Chairman McAvoy stated that during agenda review, it was

mentioned that this would likely remain on the agenda as information only and not an action item. He further stated that he wasn't sure that it even needed to be the Council's purview.

5. Public Comment - None

6. Committee Member Comments - None

7. Adjournment – *With no other business to conduct, the meeting was adjourned at 6:30 p.m.*

Respectfully Submitted,

A handwritten signature in black ink that reads "Paula A. Scott". The signature is written in a cursive, flowing style.

Paula A. Scott, CCM
Town Clerk