

Town of Hampden

FINANCE & ADMINISTRATION COMMITTEE MEETING

Monday, June 17th, 2019

6:30 P.M.

Hampden Town Office

MINUTES

Attending:

*Councilor Wright, Chair
Councilor McAvoy
Councilor Jarvi
Councilor Marble
Councilor Wilde
Councilor Ryder
Mayor McPike*

*Town Manager Jim Chandler
Town Clerk Paula Scott
DPW Director Sean Currier
Foreman Dudley Carter
Rec Director Shelley Abbot
Library Director Debbie Lozito
Scott Alley
Jim Dyer*

Chair Wright called the meeting to order at 6:30 p.m.

1. Approval of Minutes
 - a. May 20, 2019 – *Councilor Marble made a motion, seconded by Mayor McPike, to approve the May 20th, 2019 minutes. Unanimous, 7-0.*
 - b. June 3, 2019 - *Councilor Marble made a motion, seconded by Councilor Jarvi, to approve the June 3rd, 2019 minutes. Unanimous, 7-0.*
2. Review & Sign Warrants – *Committee members reviewed and signed the disbursement warrants.*
3. Unfinished Business - *None*
4. New Business
 - a. Recommend authorization for the expenditure of \$ 389.95 from Recreation Conservation Reserve account (3-769-00) for purchase of new Outdoor Facility Ordinance signs at six park and recreation locations – *referral from Services Committee – Councilor Marble made a motion to recommend authorization for up to \$400 from Recreation Conservation Reserve to purchase signs at six park and rec locations. Unanimous, 7-0.*
 - b. Recommend authorization for the expenditure of up to \$ 2,800 from Recreation Conservation Reserve account (3-769-00) for reimbursement to the Hampden Children's Day Committee for purchase 2019 event insurance coverage and a contribution toward the 40th Anniversary/225th Town Anniversary fireworks display – *referral from Services Committee –*

TOWN OF HAMPDEN
Finance & Administration Committee Meeting
06-03-2019
Minutes

Councilor Marble made a motion, seconded by Councilor Jarvi, to recommend authorization for the expenditure of up to \$2,800 from Recreation Conservation Reserve for reimbursement to the Hampden Children's Day Committee for insurance coverage and a contribution toward the fireworks display. Unanimous, 7-0.

- c. Review of Town Job Descriptions, including the Town Manager and outlines for proposed Community & Economic Development Director and Capital Projects Manager positions – *requested by Councilor Wright – Committee members reviewed job descriptions and discussed various aspects of qualifications and responsibilities.*

5. Manager's Items – *Manager Chandler stated that he has requested resources of Rhobe Moulton of DOT to share with the public for the Route 1A project and recommends holding that informational meeting during Infrastructure Committee. Consensus of Committee members was to proceed with that idea after discussing it further with Mr. Moulton.*

6. Public Comment - *None*

7. Committee Member Comments - *None*

8. Adjournment – *With no further business, the meeting adjourned at 6:55 p.m.*

Respectfully Submitted,



Paula A. Scott, CCM
Town Clerk