

FINANCE & ADMINISTRATION COMMITTEE MEETING

Monday, September 18th, 2017

MINUTES

Hampden Town Office

Attending:

Councilor Greg Sirois, Chair

Mayor David Ryder

Councilor Stephen Wilde

Councilor Terry McAvoy

Councilor Mark Cormier

Councilor Dennis Marble

Councilor Ivan McPike

Town Manager Angus Jennings

Town Attorney Ed Bearor

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

1. Meeting Minutes

- a. **September 5th, 2017** – *Motion by Councilor Marble seconded by Councilor McAvoy to approve the minutes as written. Passed 7-0.*

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

3. Old Business

- a. *Acceptance of Conservation Easement Holder designation for Constitution Avenue – Continued from September 5th, 2017 – Manager Jennings summarized the changes since the prior draft Conservation Easement, noting that public access would be provided to the trail and any future trails on the property. Mayor Ryder noted that, in his discussion with the developer's representative, he was made aware of the insurance implications if public access were to be provided across the whole property and, in light of this information, he supports the Town holding the easement. There was a motion by Councilor Marble seconded by Councilor Wilde to recommend Council acceptance of the request to hold the Conservation Easement for Constitution Ave., upon receipt of a \$250.00 contribution from the developer to offset the Town's responsibilities. Motion passed 7-0.*

4. New Business

- a. **Executive Session – Pursuant to 1 M.R.S.A. § 405(6) A – Personnel Matters** – *There was a motion and a second, and unanimous approval by roll call vote, to enter into Executive Session with the Town Manager and the Town Attorney to discuss personnel*

matters pursuant to 1 M.R.S.A. § 405(6) A. The Committee adjourned from Executive Session and returned to open session at 6:30 PM.

- b. Request authorization for the expenditure of an amount not to exceed \$2,213 from Municipal Building Reserve (3-702-00) for the purpose of paying Penobscot Temperature Controls to install a replacement propane monitor heater in the town office storage garage – recommended by Sean Currier, DPW Director – Motion by Councilor Marble seconded by Councilor Wilde to recommend Council authorization for the expenditure of an amount not to exceed \$2,213 from Municipal Building Reserve for the purpose of paying Penobscot Temperature Controls to install a replacement propane monitor heater in the town office storage garage. Motion passed 7-0.**
- c. Request authorization for the expenditure of \$751.52, plus accrued but unposted interest, up to the remaining balance of the Planning Board Reserve account (3-723-00) for the purpose of interim contract planning services – Motion by Councilor Marble seconded by Councilor Wilde to recommend Council authorization for the expenditure of \$751.52, plus accrued but unposted interest, up to the remaining balance of the Planning Board Reserve account for the purpose of interim contract planning services. Motion passed 7-0.**
- d. Request authorization for the expenditure of \$120.02, plus accrued but unposted interest, up to the remaining balance of the Planning & Development Reserve account (3-721-00) for the purpose of interim contract planning services – Motion by Councilor Marble seconded by Councilor Wilde to recommend Council authorization for the expenditure of \$120.02, plus accrued but unposted interest, up to the remaining balance of the Planning Board Reserve account for the purpose of interim contract planning services. Motion passed 7-0.**
- e. Request authorization for the expenditure of \$13,140.97 out of the Environmental Trust, Income for the purpose of reimbursement of eligible storm water management expenses – referral from the Environmental Trust Committee – Motion by Councilor Wilde seconded by Councilor Marble to recommend Council authorization for the expenditure of \$13,140.97 out of the Environmental Trust, Income for the purpose of reimbursement of eligible stormwater management expenses. Motion passed 7-0.**

- f. **Contract award for the Snowplowing, Salting & Removal services at the Skehan Center** – *Manager Jennings summarized the bid results received to plow the Skehan Center for the upcoming winter. He recommended acceptance of the low bid of \$14,000 from Wellman Paving for Option A, noting that this was the amount budgeted for this expense. He said that Option B included plowing of the rear unpaved parking lot, but that this is not expected to be needed and, if it is, could be done by DPW since it would not be as time sensitive as the remainder of the property so could be done after the initial time crunch with each storm. There was a motion by Councilor Marble seconded by Councilor McPike to accept the bid from Wellman Paving for up to \$16,500 for Option B, but understanding that the anticipated cost would be \$14,000 for Option A, with clearing of the unpaved lot by Wellman only if needed. The motion failed 3-4 with Mayor Ryder and Councilors McAvoy, Wilde and Cormier opposed.*

Councilor McPike noted that clearing the unpaved lot could be more costly if it's not done consistently due to buildup of snow and ice through the winter. There was discussion among the Committee regarding whether the cost for DPW to plow the site had been calculated. Manager Jennings said this had been looked at during the FY18 budget process when the decision was made to budget to contract this service out, but that he didn't have those numbers tonight. He said that part of the issue is cost, but it is also an operational issue since the crew clearing the snow at Skehan Center is diverted from plowing public facilities and roads, which results in a decreased level of service for Hampden residents.

There was a motion by Councilor McPike seconded by Councilor Marble to accept the bid from Wellman Paving for \$14,000 for Option A. The motion failed 3-4 with Mayor Ryder and Councilors McAvoy, Wilde and Cormier opposed.

There was brief discussion about how to proceed, and Manager Jennings said this may be placed on next Monday's Infrastructure Committee agenda if there is time this week to assemble additional backup information for that meeting packet.

- g. **Invitation for the Town of Hampden to participate in the 2020 Census Local Update of Census Addresses (LUCA) Operation** – *Due to time constraints this item was tabled.*
- h. **Review of the status of the service charge appeal by Acadia Hospital and discussion regarding FY2018 service charge billing** – *Due to time constraints this item was tabled.*

- i. **Review of October and November Council and Committee meetings** – *The Committee agreed that it would hold the October 2 Finance and Council meetings with Councilor Sirois serving as Acting Chair of Council in Mayor Ryder’s absence. The Committee agreed that it would hold the October 4 Planning & Development Committee meeting with Councilor McAvoy serving as Acting Chair of Council in Chairman McPike’s absence. Due to time constraints the Committee tabled the question regarding the November 6 Finance and Council meetings.*

5. Public Comment – *None.*

6. Committee Member Comments – *None.*

7. Adjournment

There being no further business, the meeting was adjourned at 7:02 PM.

Respectfully submitted –
Angus Jennings, Town Manager