

FINANCE & ADMINISTRATION COMMITTEE MEETING

Tuesday, January 19, 2016

MINUTES – DRAFT

Attending:

<i>Mayor David Ryder (arr. 6:26 PM)</i>	<i>Councilor Terry McAvoy</i>
<i>Councilor Greg Sirois</i>	<i>Councilor Dennis Marble</i>
<i>Councilor Stephen Wilde</i>	<i>Councilor Ivan McPike</i>
<i>Councilor Mark Cormier</i>	<i>Town Manager Angus Jennings</i>
	<i>Citizens</i>

Deputy Mayor Sirois called the meeting to order at 6:04 p.m.

- 1. Meeting Minutes – December 21, 2015 Meeting** – *Motion by Councilor Cormier seconded by Councilor McAvoy to approve the December 21, 2015 minutes as written. Unanimous (6-0) vote in favor.*
- 2. Review & Sign Warrants** – *Warrants were reviewed and signed by Committee members. Councilor Cormier noted that, now that there are four members of the Finance Committee, a fourth signature line should be added to the warrants.*
- 3. Old Business**
 - a. FY15 Audit Update** – *Manager Jennings updated the Committee that the final FY15 Audit had been received. The Audit was not included in the meeting packet so was not discussed in detail. It will be included in the next Finance Committee meeting packet for discussion.*
- 4. New Business**
 - a. Use of Municipal Building Reserve Funds for HVAC System** – *Manager Jennings brought forward the recommendation of the Infrastructure Committee to accept three bids from Penobscot Temperature Controls to repair and improve the HVAC systems in the Municipal Building. Councilor Cormier asked whether bids from other vendors were solicited. Manager Jennings said they weren't. The amounts of the bids fall below the Bid Procedure Guidelines, and this vendor has installed the Town's HVAC equipment and has handled system maintenance. Councilor McPike asked a question about bid #458 for the redlink controller, and said he'd like a better breakdown of*

that bid from the vendor. He asked who would monitor the system, and Manager Jennings said that DPW Director Currier would be responsible for this as part of his buildings and grounds responsibilities. Motion by Councilor McPike, seconded by Councilor Wilde to postpone consideration of the first bid (including the redlink controller). Approved 6-0. [Mayor Ryder arrived at the meeting, prior to the 6:30 PM time included on the agenda.] Motion by Councilor McPike, seconded by Councilor Marble to accept the other two bids received from Penobscot Temperature Controls, #455 and #460 for \$1,239.85 and \$1,415.00, respectively, to be paid from the Municipal Building Reserve account. Motion passed 7-0.

- b. Budget Adjustment - Transfer of Personnel Reserve Funds for Transfer Station Compactor Repair** – *Manager Jennings provided background regarding the failure of the cylinder on the trash compactor on December 3, 2015. The cost of the work was \$6,220.00. Manager Jennings recommended a budget adjustment to transfer the funds from the Salary/Benefits Reserve account to the solid waste equipment maintenance budget. Motion by Councilor Marble, seconded by Councilor Wilde, to transfer the funds as recommended. Motion passed 7-0.*
- c. Review of Council Rules** – *Mayor Ryder explained to the new Councilors that, leading up to last summer, changes to the Council Rules had been considered but not voted upon. The redlined Rules in the meeting packet are under consideration. He noted that the requirement to take FOAA training within 120 days of being sworn in was difficult last year due to the location and infrequency of trainings. Councilor Marble and Councilor McAvoy confirmed that the FOAA training could be taken online. Manager Jennings reported on the scheduled dates and locations for New Councilor Trainings being held by the MMA. Mayor Ryder suggested adding language to Item 6 providing that a Councilor could take the training at a later date if the Council is notified and agrees. Motion by Councilor McPike seconded by Councilor Marble to recommend approval of the Council rules as presented. Motion approved 7-0.*

5. Public Comment – *None.*

6. Committee Member Comments – *None.*

There being no further business, the meeting was adjourned at 6:49 p.m.

Respectfully submitted –
Angus Jennings, Town Manager