

FINANCE & ADMINISTRATION COMMITTEE MEETING

Monday October 17th, 2016

MINUTES

Hampden Town Office

Attending:

Councilor Greg Sirois, Chair

Mayor David Ryder

Councilor Mark Cormier

Councilor Terry McAvoy

Councilor Ivan McPike

Councilor Stephen Wilde

Councilor Dennis Marble

Town Manager Angus Jennings

Assessor Kelly Karter

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

1. Meeting Minutes – October 3rd, 2016 – *There was a motion by Councilor Marble seconded by Councilor McAvoy to approve the minutes as written. Approved 7-0.*

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

3. Old Business

- a. Update on the status of initiative to pursue site survey, engineering and DEP permitting for potential additional parking and athletic fields at the Lura Hoit Pool site – Angus Jennings, Town Manager** – *Manager Jennings read a statement into the record setting out the steps that will be followed regarding additional due diligence and permitting relative to potential expanded parking and potential additional field space at the Lura Hoit Pool site. Councilor McAvoy asked whether this update would be included in the Town Manager newsletter and Manager Jennings said it would, and that he was working to get this finalized and mailed as soon as possible.*

4. New Business

- a. Council review and approval of proposed FY17 Service Charges – recommended by Kelly Karter, Tax Assessor** – *Manager Jennings presented the information in the meeting packet. Councilor Marble*

asked about the status of FY16 collections, recalling that one of the property owners had not paid. Manager Jennings said that he would pursue collections this year for the one account that didn't pay in FY16. Motion by Councilor Marble seconded by Councilor McAvoy to refer the Service Fees to Council as written. Motion carried 7-0.

- b. Consideration of proposed Council Order 2016-03 establishing Confined Space Entry Policy – recommended by DPW Director Currier** – *Manager Jennings summarized the proposed policy and said this would not change practice, but would document current practice. Councilor Marble asked whether staff could enter confined spaces in an emergency but Mayor Ryder, who has taken the training, said that that's not allowed and can lead to a dangerous situation. Motion by Councilor McPike seconded by Councilor Marble to recommend the policy to the Council for approval. During discussion, Councilor McPike suggested that a list or some other information ought to be provided to public works and public safety staff so they know where they're not allowed to go. Manager Jennings said he thinks this is part of the training that Director Currier and Public Safety Director Rogers provide their staff but that he would confirm this. The motion carried 7-0.*
- c. Consideration of the proposed Business Park TIF professional fee reimbursement agreement – referral from Planning & Development Committee** – *Manager Jennings said that the agreement provides for Sargent Corp. to fund the consultant work necessary to create a TIF District through an escrow account, and that public dollars wouldn't be spent for this purpose. Motion by Councilor McPike, seconded by Councilor Marble, to refer the agreement to Council with a recommendation for approval. Motion carried 7-0.*
- d. Consideration of the proposed Business Park TIF professional scope of services – referral from Planning & Development Committee** – *Manager Jennings said this is the work scope accompanying the fee reimbursement agreement for TIF work. Motion by Councilor McPike, seconded by Councilor Marble, to refer the agreement to Council with a recommendation for approval. During discussion Councilor Marble suggested that this item didn't need Council authorization and that Manager Jennings should proceed. Councilor McPike withdrew his prior motion, and Councilor McAvoy expressed agreement with this approach. The Committee accepted the withdrawal of the motion.*
- e. Consideration of proposed allocation of up to \$15,000 in Emera TIF funds to support an economic market study – referral from Planning & Development Committee** – *Councilor McPike, Chair of the Planning & Development Committee, summarized the Committee's*

discussion and said there was broad support to move forward with this work. Motion by Councilor McPike seconded by Councilor McAvoy to recommend Council authorization of up to \$15,000 in Emera TIF funds to support a market study. During discussion, Councilor Marble suggested that Manager Jennings keep Bangor and Brewer apprised regarding progress, and Manager Jennings said that he would, and noted that there may be future opportunity for collaboration with Bangor and/or Brewer on a subsequent phase of study. Councilor McAvoy asked whether this work could dovetail with the work on the Broadband Grant that was recently received, and Manager Jennings said he thought these two efforts could benefit from coordination, especially regarding outreach to businesses and residents. The original motion passed 7-0.

- f. Consideration of proposed amendments to Driveway/Entrance Culvert Policy – referral from Infrastructure Committee – Councilor Marble summarized the Infrastructure Committee’s discussion on this matter, noting that the Committee was trying to address citizen complaints while establishing standards for when an underdrain warranted repair. Mayor Ryder emphasized that the policy change relates to underdrains, not culverts. Motion by Councilor Marble, seconded by Councilor McAvoy, to refer the proposed policy to the Council. Motion passed 7-0.**
- g. Request for referral to public hearing a proposed amendment to the Outdoor Facilities Ordinance to prohibit “vaping” – referral from Services Committee – Councilor McAvoy made a motion to refer the proposed ordinance amendment to the Council for the Council to refer to public hearing. Councilor Marble seconded. During discussion, a question was raised regarding Question 1 on the November ballot, and the potential impacts to Hampden if recreational marijuana is legalized. Manager Jennings said that this issue would be included on Wednesday’s Planning & Development Committee meeting for discussion, and that he is working with the Public Safety Director and the Town Planner. The motion carried 6-1 with Councilor Cormier opposed. Councilor Cormier expressed concern about amending an ordinance on the basis of a single citizen complaint.**
- h. Request for authorization to use up to \$5,000 in funding from the Emera TIF for the purpose of providing matching funds for the broadband grant – Councilor Marble commended the work of staff, especially GIS/IT Coordinator Severance, in securing the broadband feasibility grant. Motion by Councilor McPike, seconded by Councilor Wilde, to recommend that Council authorize up to \$5,000 in funding from the Emera TIF for the purpose of providing matching funds for the broadband grant. Motion carried 7-0.**

Manager Jennings brought to the Committee's attention a request he received earlier today from Public Safety Director Rogers, seeking \$5,000 in funds from the Fire Truck Refurbishment reserve account for the purpose of refurbishing the Compressed Air Foam System (CAFS) on Unit 271. Manager Jennings said that he would normally hold this for the next agenda but that, due to the Election and the rescheduled November meeting, the next Finance and Council meetings were nearly a month away. There was a motion by Councilor Marble, seconded by Councilor McAvoy, to add the request for \$5,000 in reserve funding to the agenda. The motion carried 7-0 and the item was added to the agenda.

- i. Request for authorization to use up to \$5,000 in funding from the Fire Truck Refurbishment Reserve Account for the purpose of refurbishing the Compressed Air Foam System (CAFS) on Unit 271 –** *Manager Jennings summarized the request and presented information showing a balance of nearly \$21,000 in the account. Motion by Councilor Marble, seconded by Councilor McAvoy, to recommend that Council authorize up to \$5,000 in funding from the Fire Truck Refurbishment Reserve Account for the purpose of refurbishing the Compressed Air Foam System (CAFS) on Unit 271. Motion carried 7-0.*

5. Public Comment – None.

6. Committee Member Comments – None.

7. Adjournment

There being no further business, the meeting was adjourned at 6:41 p.m.

Respectfully submitted –
Angus Jennings, Town Manager