

FINANCE & ADMINISTRATION COMMITTEE MEETING

Monday November 14th, 2016

MINUTES – DRAFT

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

DPW Admin Rosemary Bezanson

Public Safety Director Joe Rogers

Lt. Jason Lundstrom

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

1. **Meeting Minutes – October 17th, 2016** – *Motion by Councilor McPike seconded by Councilor Marble to approve the minutes as written. Motion passed 7-0.*
2. **Review & Sign Warrants** – *Warrants were reviewed and signed by Committee members.*
3. **Old Business** – *None.*
4. **New Business**
 - a. **Recommendation to Council regarding vote for MRC Board of Directors** – *There was a motion by Councilor McPike seconded by Councilor McAvoy to nominate Bar Harbor DPW Director Chip Reeves to serve on the MRC Board of Directors. Motion passed 7-0.*
 - b. **Re-execution of FY17 Tax Anticipation Note with Katahdin Trust Company in order to replace the spoiled original version** – *For informational purposes, Manager Jennings summarized his memo in the meeting packet. No formal action of the Committee was needed because their re-execution of the TAN simply replaced the instrument that had been spoiled due to bank error.*
 - c. **Request for up to \$11,000.00 (Option 1) or up to \$8,800.00 (Option 2) from Police Cruiser Reserve for vehicle equipment including Watchguard video camera/recording system** – *Public*

Safety Director Rogers summarized the proposed work to transfer equipment from the old vehicle (being transferred to DPW) into the new vehicle, and to add a new radio. A video camera was presented as an optional expense, in order to match equipment standards in the other three vehicles. Councilor Wilde expressed support for the camera, and made a motion to recommend Council authorization of \$4,410.94 for equipment and an additional \$4,900.00 for a camera. Councilor McAvoy seconded the motion, and it was approved 7-0.

- d. Requests from Municipal Building Reserve for \$129.00 for repair to security screen at Administration customer service desk; and \$158.00 for repair to the Fire Station garage door; and for \$288.00 for lock repairs** – *Motion by Councilor McPike seconded by Councilor Marble to recommend Council authorization of the three expenses from the Municipal Building Reserve. Motion passed 7-0.*
- e. Request for \$704.81 from Matching Grant Reserve funds for local match to MMA Safety Enhancement Grant for Portable LED Scene Lighting with chargers** – *Director Rogers summarized the grant and Lt. Lundstrom summarized the benefits of scene lighting. Motion by Councilor McPike seconded by Councilor Wilde to recommend Council authorization of \$704.81 from the Matching Grant Reserve. Councilor Marble asked about the balance in the reserve account and Manager Jennings reported that it was \$13,684. The motion passed 7-0.*
- f. Contract award: Sidney Boulevard culvert (to be paid from FY17 Stormwater Management, Contracted Services)** – *After the bid results and the DPW Director's recommendation were presented there was a motion by Councilor Marble seconded by Councilor McAvoy to recommend that Council award the Sidney Boulevard culvert contract to Gardiner Construction Enterprises. The motion passed 7-0.*
- g. Contract award and request for authorization of up to \$10,000 in funding from the Recreation Reserve fund for topographic survey of Lura Hoit Pool and Municipal Building site** – *Manager Jennings recommended that the Committee table this item until next week's meeting to allow for DPW Director Currier (who is on vacation this week) to provide input regarding contractor selection. The item was tabled until the November 21 meeting.*
- h. Contract award and request for authorization of up to \$15,000 in funding from the Emera TIF fund for electrical repairs to Town Center lights** – *Manager Jennings recommended that the Committee table this item until next week's meeting to allow for DPW Director Currier (who is on vacation this week) to provide input regarding*

contractor selection. The item was tabled until the November 21 meeting.

- i. Resolution endorsing updated Penobscot County multi-jurisdictional hazard mitigation plan** – *There was a motion by Councilor McPike seconded by Councilor McAvoy to recommend that the Council endorse the updated Penobscot County multi-jurisdictional hazard mitigation plan. Motion passed 7-0.*

- j. Review of meeting schedule, November to December 2016** – *Manager Jennings proposed that the first regularly scheduled Planning & Development Committee meeting in December be switched with the December Services Committee meeting in order to accommodate the availability of the consultant performing the market study. There being no objections, the Services Committee meeting will be held on Wednesday, December 7 and the Planning & Development Committee meeting will be held on Monday, December 12.*

5. Public Comment – *None.*

6. Committee Member Comments – *None.*

7. Adjournment

There being no further business, the meeting was adjourned at 6:33 p.m.

Respectfully submitted –
Angus Jennings, Town Manager