

Town of Hampden

FINANCE & ADMINISTRATION COMMITTEE MEETING

Monday December 17, 2018

6:00 P.M.

Hampden Town Office

MINUTES

Attending:

Chairman McAvoy

Mayor McPike

Councilor Cormier

Councilor Wilde

Councilor Marble

Councilor Wright

Councilor Ryder

Town Manager Jim Chandler

Town Clerk Paula Scott

Attorney Ed Bearor

DPW Director Sean Currier

CEO Myles Block

Eric Jarvi

Frank Pergolizzi

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

1. Approval of Minutes
 - a. December 3, 2018 -*Councilor Marble made a motion, seconded by Mayor McPike, to approve the Dec. 3rd minutes.*
2. Review & Sign Warrants – *Committee members reviewed and signed the disbursement warrants.*
3. Unfinished Business
 - a. Recommend authorization for the Town Manager to sign the MDOT/BACTS tri-party agreement regarding Rte. 1-A funding – *Mayor McPike made a motion, seconded by Councilor Ryder, to recommend Council authorize Manager Chandler to sign the tri-party agreement with MDOT/BACTS. Unanimous, 7-0.*
 - b. Council rules review – *standing item – item was passed over*
4. New Business
 - a. FOAA Discussion – *requested by Councilor McAvoy – Councilor McAvoy inquired of Manager Chandler about the security of our email system and to whom FOAA requests are given. He inquired of Attorney Bearor about processes of retention of municipal records and personnel matters.*

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- b. Recommendation to Council regarding re-appointment of Walter Cupples to the Board of Appeals – *Councilor Ryder made a motion, seconded by Councilor Wright, to recommend re-appointment of Water Cupples to the Board of Appeals. Unanimous, 7-0.*
- c. Recommendation to Council regarding re-appointment of Eugene Weldon to the Planning Board – *Councilor Wright made a motion, seconded by Councilor Marble to recommend re-appointment of Eugene Weldon to the Planning Board. Unanimous, 7-0.*
- d. Recommendation to Council regarding re-appointment of Peter Weatherbee to the Planning Board – *Councilor Marble made a motion, seconded by Councilor Ryder, to recommend re-appointment of Peter Weatherbee to the Planning Board. Unanimous, 7-0.*
- e. Recommendation to Council regarding re-appointment of Francis Pergolizzi to the Recreation Committee – *Councilor Wilde made a motion, seconded by Mayor McPike to recommend re-appointment of Francis Pergolizzi to the Recreation Committee. Unanimous, 7-0.*
- f. Recommendation to Council regarding re-appointment of Joshua Sargent to the Lura Hoit Pool Board of Directors – *Councilor Cormier made a motion, seconded by Councilor Wilde, to recommend re-appointment of Joshua Sargent to the Lura Hoit Pool Board of Directors. Unanimous, 7-0.*
- g. Recommendation to Council regarding the reclassification and appointment of Paula Scott from Town Clerk to Assistant Town Manager/Clerk – *Mayor McPike made a motion, seconded by Councilor Marble, to recommend reclassification and appointment of Paula Scott from Town Clerk to Assistant Town Manager/Clerk. Unanimous, 7-0.*
- h. Recommend Council authorization for the transfer of \$8,160.57 from the Personnel Reserve account (3-733-00) for the reclassification of the Town Clerk to Assistant Town Manager/Clerk – *Councilor Wright made a motion, seconded by Councilor Marble to recommend authorization for the transfer of \$8,160.57 from the Personnel Reserve Account for the reclassification of the Town Clerk to Assistant Town Manager/Clerk. Unanimous, 7-0.*
- i. Recommend Council authorization for the expenditure of \$1,818.20 from Library Reserve account (3-763-00) for installation of new LED lights – *Requested by Library Director Lozito – Mayor McPike made a motion, seconded by Councilor Wilde to recommend authorization for the expenditure of \$1,818.20 from Library Reserve account for installation of new LED lights. Unanimous, 7-0.*

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- j. Recommend Council approval for the expenditure of \$3,717.30 from the Environmental Trust, Income for the purpose of reimbursement of eligible stormwater management expenses – *referral from Environmental Trust Committee – Councilor Marble made a motion, seconded by Councilor Wilde, to recommend approval of \$3,717.30 for the reimbursement of eligible stormwater expenses from the Environmental Trust. Unanimous, 7-0. Unanimous, 7-0.*
 - k. Recommend Council approval for the expenditure of \$6,778.20 from the Environmental Trust, Income for the purpose of reimbursement of eligible stormwater management expenses – *referral from Environmental Trust Committee- Councilor Marble made a motion, seconded by Councilor Wilde, to recommend approval of \$6,778.20 for the reimbursement of eligible stormwater expenses from the Environmental Trust. Unanimous, 7-0. Unanimous, 7-0.*
 - l. MRC Board of Directors Ballot – *Mayor McPike made a motion, seconded by Councilor Marble, to elect Karen Frazelle of Brewer for the MRC Board of Directors. Motion carried, 6-0-1, with Councilor Wright abstaining.*
5. Manager's Items – *Manager Chandler spoke in appreciation of the Council's support for the reclassification that was discussed earlier.*
 6. Public Comment - *None*
 7. Committee Member Comments - *None*
 8. Adjournment – *With no other business to conduct, the meeting adjourned at 6:45 p.m.*

Respectfully Submitted,



Paula A. Scott, CCM
Town Clerk