

FINANCE & ADMINISTRATION COMMITTEE MEETING

Monday, December 18th, 2017

MINUTES

Hampden Town Office

Attending:

<i>Councilor Dennis Marble, Acting Chair</i>	<i>Town Manager Angus Jennings</i>
<i>Councilor Mark Cormier</i>	<i>Town Clerk Paula Scott</i>
<i>Mayor Ivan McPike</i>	<i>Public Safety Director Joe Rogers</i>
<i>Councilor Stephen Wilde</i>	<i>CEO Myles Block</i>
<i>Councilor Terry McAvoy</i>	<i>Firefighter Matt St. Pierre</i>
<i>Councilor David Ryder</i>	<i>Firefighter Chris Leopold</i>

Councilor Marble called the meeting to order at 6:00 p.m.

1. Meeting Minutes

- a. **December 4, 2017** – *Motion by Councilor Ryder seconded by Councilor McAvoy to approve the minutes. Approved 6-0.*

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

3. Old Business

- a. **Recommend approval of the proposed amendments to the Transfer Station Decal Issuance Policy – referral from Services Committee** – *Councilor Marble summarized the proposed changes. Motion by Councilor McAvoy seconded by Councilor Wilde to recommend approval. Motion passed 6-0.*
- b. **Recommend approval of the proposed amendments to the Transfer Station Rules and Regulations – referral from Services Committee** – *Motion by Councilor McPike seconded by Councilor McAvoy to recommend approval. Motion passed 6-0.*

4. New Business

- a. **Recommend Council authorization for a budget adjustment of the FY18 budget, to transfer the amount of \$100,000 from Overlay into the Municipal Building Reserve (3-702-00) –** *Manager Jennings summarized the packet materials, including the two options set out in his memo: to engage an industrial hygienist to conduct their own evaluation and recommend a scope of work for remediation, which would then be used to invite pricing from vendors; or providing prospective vendors access to the building and invite*

them to propose scope and budget. Mayor McPike said he'd be in favor of finding a third party to lay out a scope for others to bid on, and he emphasized that the scope should include recommendations to ensure that we would prevent future reoccurrence. Councilors McAvoy, Marble and Ryder agreed. Councilor Ryder asked if we were going to proceed with the second phase of the public safety flooring. Manager Jennings said yes, it was budgeted, and we may be able to coordinate the timing of that work to follow any remediation. He also said that he's working with the DPW Director on preventive measures, referring to work that's recently been commissioned including adding timers to the ventilation in the downstairs shower, adding dehumidification, and improved O&M practices. Motion by Mayor McPike seconded by Councilor McAvoy to recommend a budget adjustment to transfer \$100,000 from Overlay into the Municipal Building Reserve. Motion passed 6-0.

- b. Recommend Council authorization for the expenditure of an amount up to \$100,000 from the Municipal Building Reserve (3-702-00) for the purpose of paying for mold remediation and related expenses** – *Motion by Mayor McPike seconded by Councilor McAvoy to recommend authorization of up to \$100,000 from the Municipal Building Reserve. Councilor Marble asked Manager Jennings whether, if more funds are transferred than end up being necessary, could those be transferred back to Overlay by a vote of the Council. Manager Jennings said yes. Manager Jennings said that, with the direction we're now heading to engage an industrial hygienist, this can be accomplished with well less than the requested authorization, but that authorizing the funds now would allow any subsequent invitation for prices for remediation. The Councilors agreed to leave the amount as is, and Manager Jennings clarified that any services costing more than \$10,000 would be brought to the Council for authorization before the Manager signs a contract. The motion passed 6-0.*
- c. Recommend Council authorization for waiver, pursuant to Sec. 4(a) of the Bid Procedure for Public Purchasing, to allow for the procurement of mold remediation and related expenses using a quotation system instead of an Invitation for Bids, to reduce the bidding cost and the amount of time needed for completion** – *Based on the approach set out above, it was agreed that the work scope prepared by the industrial hygienist will help us decide how to go. Because the Council will convene again before the Town is in a position to award a remediation contract, it was agreed that this item would be tabled and revisited in the future.*

- d. Recommend Council authorization for the expenditure of \$1,000 from the Matching Grant Reserve (3-780-00) for the purpose of paying Hampden's portion of a Safety Enhancement Grant for two SCBA masks** – requested by Lieutenant Lundstrom – Fire fighter Matt St. Pierre represented that the equipment would include heat sensing within the masks. Manager Jennings reported a current balance in the reserve account of \$20,188. Councilor Marble said we'd be paying 1/3 of the cost with the MMA grant picking up 2/3. Motion by Councilor Wilde seconded by Councilor McAvoy to recommend Council authorization of the requested reserve funds. Motion passed 6-0.
- e. Recommend Council authorization for the expenditure of \$4,036 from the Environmental Trust, Principal for the purpose of reimbursement of eligible landfill post-closure monitoring expenses** – referral from Environmental Trust Committee – Mayor McPike summarized last week's meeting of the Trust Committee, noting that the expense proposed for reimbursement was for Drumlin LLC's work, which is an eligible use of Principal funds. Motion by Mayor McPike seconded by Councilor Wilde to recommend Council authorization for the expenditure in the amount requested. Councilor McAvoy asked if this is paid from accrued income but Mayor McPike said no it's principal, and discussed the eligible uses of both Principal and Income under the terms of the Trust. Manager Jennings noted that the backup invoices and the Trust's financial statements were not included in the Finance packet, but had been included in last week's Environmental Trust Committee packet and are viewable online. The motion passed 6-0.
- f. Recommend Council authorization for the expenditure of \$1,275.95 from the Environmental Trust, Income for the purpose of reimbursement of eligible stormwater management expenses** – referral from Environmental Trust Committee – Motion by Mayor McPike seconded by Councilor McAvoy to recommend Council authorization to reimburse stormwater management expenses in the requested amount. Councilor Ryder asked why Patterson Road expenses were included since this is outside the MS4 regulated area, but Manager Jennings said that all stormwater management costs – not just for MS4 compliance – have been run through this budget category, and that the approved budget projects Trust reimbursement of the full costs in that budget category. The motion passed 6-0.
- g. Recommend Council authorization for waiver, pursuant to Sec. 4(a) of the Bid Procedure for Public Purchasing, to allow for the procurement of a replacement dock at the Marina using a quotation system instead of an Invitation for Bids, due to a**

limited number of qualified vendors – *Manager Jennings summarized the goal of contracting with Custom Floats, which had been determined to be the most qualified and most advantageous vendor last spring, when the Town was working closely with Hamlin’s Marine and with Harbor Master Peter Neal to prepare the grant application. He noted that, because the cost is expected to be greater than \$10,000, this would be brought back to the Council once a formal price quote is received. The Committee members were comfortable with this approach, and expressed gratitude for the volunteer and pro bono efforts on the part of the Harbor Master and Hamlin’s Marine, as well as the work of town staff. Motion by Mayor McPike seconded by Councilor McAvoy to recommend Council authorization to waive the Bid Procedures for Public Purchasing. Motion passed 6-0.*

h. Recommendation to Town Council regarding re-appointment of Lowell Sherwood to the Board of Assessment Review – *Motion by Mayor McPike seconded by Councilor McAvoy to recommend Council re-appointment of Lowell Sherwood. Motion passed 6-0.*

i. Recommend an abatement of a portion of third quarter sewer charges for resident Seren Bruce at 29 Sunrise Lane – *Manager Jennings summarized the packet materials. Councilor Ryder suggested including an insert regarding summer meters in an upcoming sewer bill and Manager Jennings agreed this makes sense. Motion by Councilor Wilde seconded by Councilor McAvoy to recommend Council authorization of a sewer abatement in the amount recommended in the Manager’s memo. Motion passed 6-0.*

5. Public Comment – *None.*

6. Committee Member Comments – *Manager Jennings noted that he had conferred with Chairman McPike and, due to the holidays and there being no items that require Committee action at this time, there would be no meeting of the Infrastructure Committee in December.*

7. Adjournment

There being no further business, the meeting was adjourned at 6:45 PM.

Respectfully submitted –
Angus Jennings, Town Manager