

FINANCE & ADMINISTRATION COMMITTEE MEETING

Monday, June 27, 2016

MINUTES

Hampden Town Office

Attending:

Mayor David Ryder

Councilor Greg Sirois, Chair

Councilor Ivan McPike

Councilor Mark Cormier

Councilor Terry McAvoy

Councilor Dennis Marble

Councilor Stephen Wilde

Town Manager Angus Jennings

Public Safety Director Joe Rogers

Assessor Kelley Karter

DPW Director Sean Currier

Janet Hughes, Children's Day Committee

Tom Brann, Children's Day Committee

Bill Shakespeare, Children's Day Committee

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

1. Meeting Minutes – June 13th, 2016 – *There was a motion and a second to approve the June 13, 2016 minutes as written. Approved 7-0.*

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

3. Old Business

a. Update on DEP/Chevron consent decree – *Manager Jennings summarized the letter in the packet that the Town sent to the U.S. Department of Justice expressing its interest in being a part of the planning process for the use of any funds made available as part of the consent decree. There were no questions.*

4. New Business

a. Notice of 2015 Assistance to Firefighters Grant and request authorization to use \$818.00 from the Matching Grant Reserve account for turn out gear extractor and dryer – *Motion by Councilor McPike seconded by Councilor Marble to recommend Council approval to use \$818.00 from Matching Grant Reserve account. Approved 7-0.*

b. Request authorization to use up to \$9,051.00 from the Municipal Building Reserve for fuel bid under buy – *Manager Jennings*

recommended that no action be taken on this matter, stating that, due to the DPW fuel/gas expense line item being underspent in FY16, that this invoice could be paid out of the operating budget without affecting reserve funds. The Committee agreed that this resolution made sense and the matter was tabled. Councilor McAvoy suggested that we should look into whether we're getting the best pricing for heating oil and diesel. Manager Jennings noted that the prices now locked in are substantially lower than the prior contract, but said that if there is a way to save more money he would be happy to do so.

- c. Request authorization to use up to \$17,000.00 from the Personnel Reserve fund for unbudgeted personnel expenses** – *Manager Jennings summarized the personnel expenses proposed including payout of vacation/comp/sick time to a departing employee pursuant to the Personnel Ordinance, severance compensation under a separation agreement, and funding to support limited part-time hours from the former Town Clerk to fill in as needed during periods of particular short staffing during fiscal year-end and closeout. Motion by Councilor Marble seconded by Councilor McAvoy to recommend Council approval to use up to \$17,000.00 from the Personnel account. Approved 7-0.*
- d. Authorization to engage the firm of Eaton Peabody as bond counsel and to initiate process to authorize FY17 borrowing of up to \$2,000,000 in Tax Anticipation Note** – *Motion by Councilor Marble seconded by Councilor Wilde to recommend that the Council engage Eaton Peabody as bond counsel to proceed with work necessary to issue a Tax Anticipation Note in FY17. Approved 6-1 with Councilor Cormier opposed.*
- e. Authorization to engage the firm James W. Wadman, CPA for FY16 year-end audit and FY17 audit services** – *Motion by Councilor McPike seconded by Councilor Marble to recommend that the Council engage James Wadman CPA to complete the Town's FY16 Audit and to provide audit support during FY17. During discussion, Councilor Marble recommended that this service should be bid out every three to five years. Motion approved 7-0.*
- f. Request to authorize up to \$2,500.00 from Host Community Benefit account or to otherwise fund insurance coverage for 2016 Children's Day activities** – *Janet Hughes presented to the Committee on behalf of the Children's Day Committee, stating that the Council had previously voted to provide insurance coverage to Children's Day but that, since learning three weeks ago that the Town's insurer has advised that it will not cover the event as currently organized (and has not covered it the past two years, despite all parties' understanding that it had been covered), the Committee has found that it's difficult to get an insurance quote for a 1-day event. Tom Brann, a member of the Children's Day Committee, said he had received an estimate of \$2,500. Councilor McAvoy said that he was not supportive of the Town*

paying the cost of insurance, although other members of the Council did not agree. Councilor Marble said we need to know what the cost would be. There was discussion regarding the Town's role as a partner in Children's Day. Manager Jennings said that it was his understanding based on representations made by the Children's Day Committee at the June 6 Services Committee meeting that the Committee did not wish for this to become a Town event. Mr. Brann said he had no problem with it becoming a Town event. Manager Jennings said that it's his understanding that in order for MMA to consider covering the event it would have to be a Town sponsored event, meaning that the Committee must be appointed by the Town, the Town must be signatory to vendor contracts, and that the funds must go through the Town's accounts (rather than the non-profit). Town Clerk Paula Scott, who is the Town's liaison with its insurer MMA, joined the meeting and confirmed that these changes would need to be made, but that it wasn't clear from her conversation with MMA that this could be done at this late stage. The Committee asked that this item be included for further discussion on the July 5 Finance Committee meeting.

- g. Discuss Council goals for the 'Rain Garden' at 106 Western Avenue – Sean Currier, DPW Director** – *Director Currier summarized his memo and asked for the Council's will regarding the rain garden in front of the Municipal Building. Mayor Ryder said he would like to see the rocks removed and the area restored to lawn and mowed, saying it has become an eyesore. Councilor Marble said the rain garden was well intentioned but hasn't been well maintained. Motion by Councilor Marble seconded by Councilor McAvoy to restore the area to lawn. During discussion, resident Tom Brann said the rain garden was completed at a time that there was consideration of requiring rain gardens in all new subdivisions. He said it was an experiment and that the experiment is over. Director Currier said that if the area remains the same contours, with removal of the rocks and with mowing, it will still serve a stormwater function and facilitate recharge and infiltration. Motion approved 7-0.*

5. Public Comment – *None.*

6. Committee Member Comments – *None.*

There being no further business, the meeting was adjourned at 6:40 p.m.

Respectfully submitted –
Angus Jennings, Town Manager