

FINANCE & ADMINISTRATION COMMITTEE MEETING

Monday, July 18, 2016

MINUTES – DRAFT

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

GIS/IT Specialist Kyle Severance

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

1. Meeting Minutes – July 5th, 2016 – *Motion by Councilor McAvoy seconded by Councilor McPike to approve the June 27, 2016 minutes as written. Approved 7-0.*

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

3. Old Business

a. Preliminary Summary of FY16 Close-out – *Manager Jennings presented the report of year-end FY16 Expense accounts noting that overall operations had come in under budget and that, because no use of the overlay was needed, those funds would revert to Fund Balance. He noted that the numbers are not yet audited and will change, but that preliminary results indicate a positive close-out to the fiscal year.*

b. Discussion of work plan and priorities for FY17 – *The Committee agreed to postpone this discussion item to the end of the agenda.*

4. New Business

- a. **Recommendation of the Director of Public Works for the Ferri flail mower as bid by Greenway Equipment on July 11th, 2016 and request authorization to use reserve account funds in the amount of \$12,858.30 for its purchase.** *Motion by Councilor McPike seconded by Councilor Marble to recommend Council authorization of reserve funding in the requested amount. Councilor Marble asked about the rationale for purchasing items such as this out of reserve funds and Manager Jennings said that reserve funds are generally used for items that will be paid for over multiple years or, such as in this case, when the item being purchased has a useful life of many years. If it were paid out of expense accounts, but is not a recurring cost item, it would inflate that year's expense account rather than keeping it stable. Motion carried 6-1 (Wilde opposed).*
- b. **Recommendation of the GIS/IT Director for the purchase of a computer, software and peripherals for use by the Town Planner and request authorization to use IT Reserve funds in the amount of \$2,095.00 and Emera TIF funds in the amount of \$1,500.00 for the purchase.** *Motion by Councilor McPike seconded by Councilor Wilde to recommend Council authorization of reserve funding in the requested amount. Mayor Ryder asked about the rationale for allocating costs to the TIF fund and Manager Jennings said that because the software would be used for economic development purposes it would be eligible for spending out of TIF, and that the intent is to reduce the budget impact to the IT Reserve Fund. Motion carried 6-1 (Wilde opposed).*
- c. **Recommendation of the Director of Public Works to award the 2016 Paving program proposal as bid by Eaton Paving & Excavation on July 12th, 2016 and request authorization to use amounts carried forward from the FY16 operating account, the Streets and Roads Reserve account and the Conservation/Recreation Reserve account for paving projects.** *Manager Jennings summarized the materials received in response to the paving bid and noted that, because all sources of funding for the work have already been approved and voted, the action before the Council is simply contractor selection. Motion by Councilor McPike seconded by Councilor Marble to recommend that we contract with Eaton Paving & Excavation based on theirs being the low bid and positive reference checks. Motion approved 7-0.*

- d. Request authorization under #4 “Unusual Circumstances” of the Hampden Town Council Bid Procedure Guidelines to purchase a public works plow truck using the quotation system and not by bid procedure** – *Manager Jennings summarized the memo from DPW Director Currier including his recommendation that the plow truck be purchased through a quotation process rather than a full bid because there are multiple trucks currently available that meet the Town’s specifications, and proceeding in this way will allow us to get the vehicle sooner and will save significant staff time associated with the bidding process. Several Councilors requested more information regarding the age and condition of the current plow truck, and whether the new truck was really needed. Manager Jennings said that Director Currier had identified the need for the truck a while ago but that this detail is not included in his memo and, in his absence, Manager Jennings does not have all of those details. Resident Bill Shakespeare raised a question about the condition of the current plow truck and whether this truck was needed. It was agreed that Director Currier would attend next week’s Infrastructure Committee meeting to answer further questions. Tonight’s action is regarding proceeding with a quotation system, and would not actually allocate the funding which would be in a separate vote later. Motion by Councilor McPike seconded by Councilor Marble to waive the Bid Procedure Guidelines to allow for use of a quotation system in this instance. Motion passed 4-3 (Councilors Wilde, McAvoy and Cormier opposed).*
- e. Request authorization to use GIS Reserve funds in the amount of \$5,000.00 for the purpose of funding stormwater mapping by Stillwater Environmental Engineering** – *Motion by Councilor McPike seconded by Councilor Marble to recommend Council authorization of reserve funding in the requested amount. Councilor McPike noted that, once the Environmental Trust is up and running, this item may be reimburseable from that fund. Motion carried 7-0.*

Old Business Item 3B – Discussion of work plan and priorities for FY17 – *The Committee discussed its priorities for work items for the new fiscal year, and several individual Committee members offered their priorities. Chairman Sirois said that he thinks an evaluation of staffing levels would be appropriate, as he notes that several staff get caught up in day-to-day responsibilities so don’t have as much time to advance policy items. He also recommended a process by which the*

Council can exercise some oversight of budgeting and spending by RSU-22. He said that we have to pay the bill so we need to ask questions.

Councilor McAvoy said he would like to look at contracting out the assessing function and either reducing or eliminating the current assessing position. He would also like to look at normalizing the Town Office hours to normal business hours.

Councilor McPike said it is a priority to get the FY16 audit complete and closed out so we know where we stand financially.

Councilor Marble said that getting the Environmental Trust up and running is a priority, and he also said we need closure regarding the budgeting process for TIF funds.

Resident Bill Shakespeare said that the Town Manager had shown up at several RSU-22 Board meetings and asked questions, and he thinks that if the Council also shows up it may have some effect.

Chairman Sirois said that the Town Charter provides the Council with authority to look into matters. Councilor Wilde said that his concern is a total lack of transparency.

5. Public Comment – None.

6. Committee Member Comments – None.

7. Adjournment

There being no further business, the meeting was adjourned at 6:35 p.m.

Respectfully submitted –
Angus Jennings, Town Manager