

FINANCE & ADMINISTRATION COMMITTEE MEETING

Tuesday, July 5, 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

Recreation Director Shelley Abbott

Janet Hughes, Hampden Children's Day

Tom Brann, Hampden Children's Day

Bill Shakespeare, Hampden Children's Day

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

1. **Meeting Minutes – June 27th, 2016** – *Motion by Councilor Marble seconded by Councilor Wilde 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. **Consideration of proposed options to facilitate insurance coverage for the Hampden Children's Day** – *Manager Jennings summarized the previous discussions when the Committee had requested that two options be explored to provide insurance coverage for the Children's Day event. He referred to the memo in the meeting packet summarizing what would be involved with reorganizing the event organization to make it eligible for coverage under the Town's policy with MMA. He said that it's his understanding that the Children's Day Committee has been pursuing one or more quotes for a separate insurance policy, which was the other option.*

Janet Hughes spoke on behalf of the Children's Day Committee, saying that they've been working with two potential insurance providers. She said it is difficult to get coverage for a one-day event such as this, and that they had been denied by one company. She provided estimates of the cost of insurance ranging from \$1,350 to \$5,000. The lower-end quote would require eliminating some activities such as the petting zoo, bounce house, fireworks and touch a truck. She said that the Committee has also reached out to the RSU-22 Board to see if their insurance could cover some portion of the event since it takes place on school property.

She said that the Children's Day Committee, a separate not-for-profit organization, does not want to be entirely a part of the town, but that they could donate funds raised to the Town for use toward Children's Day. She also said she doesn't want the Town to bear the full responsibility for the event.

Councilor Cormier asked where the proceeds from advertising in the program booklet go, and Ms. Hughes said they are used to pay vendors. Bill Shakespeare said the food costs are significant.

Mayor Ryder made a motion to authorize up to \$2,500 from the Host Community Benefit account to offset costs of insurance. Councilor Marble seconded the motion, then said he'd like to better understand what parts of the event are covered and what are not. Mayor Ryder noted that the Town's MMA insurance will cover the parade.

Councilor Sirois asked how last year's event turned out financially, and Tom Brann said that it raised between \$3-5,000 above costs. Councilor Wilde said \$2,500 for insurance for a one-day event seems costly.

The motion was passed 6-0-1 with Councilor Wilde abstaining because insurance is his livelihood.

4. New Business

- a. Proposed amendment to the approved FY17 Budget in the amount of \$10,000 from overlay to restore funding in the Fire and Public Safety Departments** – *Manager Jennings summarized Chief Rogers' memo included in the meeting packet. Motion by Councilor McPike seconded by Councilor Marble to recommend Council approval of an amendment to the FY17 Budget to transfer \$10,000 of funding*

from Overlay to the Fire and Public Safety line items requested by Chief Rogers and recommended by the Town Manager. Motion approved 7-0.

- b. Notification of the appointment of Trustees to the Hampden Environmental Trust Committee** – *Manager Jennings reported that Casella would like to appoint Kerry Woodbury to serve on the Environmental Trust Committee. Mayor Ryder would like to appoint Ivan McPike to serve on the Environmental Trust Committee based on his work to date regarding the Trust and stormwater issues. Motion by Councilor Wilde to recommend Council approval of the appointment of Ivan McPike and Kerry Woodbury to serve on the Environmental Trust Committee. Motion approved 6-0-1 with Councilor McPike abstaining.*

- c. Discussion of workplan and priorities for FY17** – *Manager Jennings presented his memo included in the meeting packet. Councilor McPike, Chair of the Planning and Development Committee, noted that that Committee's process of prioritizing work items for FY17 would begin at tomorrow night's meeting. Councilor Marble, Chair of the Infrastructure Committee, said that he had spoken with DPW Director Currier about priorities and would be bringing this to that Committee's next meeting. Mayor Ryder said that, once each of the Committees have established priorities, that the Council as a whole needs to help establish overall priorities. Councilor McPike noted that if too many priorities are adopted that it's a recipe to not get anything done. Councilor Sirois agreed, saying it will be important to include those items that absolutely have to happen.*

5. Public Comment – *Director Abbott presented invitations to members of the Council to attend the Kids Kamp luncheon to take place tomorrow.*

6. Committee Member Comments – *None.*

There being no further business, the meeting was adjourned at 6:48 p.m.

Respectfully submitted –
Angus Jennings, Town Manager