

FINANCE & ADMINISTRATION COMMITTEE MEETING MINUTES

Monday, April 23, 2012

Attending:

Mayor Janet Hughes	Town Manager Sue Lessard
Councilor Jean Lawlis	Councilor Jeremy Williams
Councilor Shelby Wright	Councilor Tom Brann
Councilor Andre Cushing	

1. Minutes of 4/2/2012 Meeting – No changes or corrections were made to the minutes.
2. Review & Signature of Warrants – Warrants were reviewed and signed by Committee members.
3. Old Business
 - a. Pool Air Handler – Financing – Services Committee had recommended the award of the air handler replacement go to Mechanical Services for a not-to-exceed expenditure of \$200,000. The Pool Director presented a funding proposal to the Committee that included the use of Capital Campaign funds (\$16,100), pool endowment funds (\$8,900), pool reserve funds (\$50,000), Garage Modification Reserve funds (\$20,000) and a loan from the Host Community Benefit Account in an amount not to exceed \$100,000 to be repaid over 8 years. After considerable discussion over the future of the pool, funding, and long term maintenance a motion was made by Councilor Lawlis, seconded by Councilor Wright to recommend to the full council the award of the air handler replacement to Mechanical services for an amount not to exceed \$200,000 and to fund it as presented. Vote 6-0.
 - b. Town Insurance (Auto, Property & Casualty, and Liability) to bid. Motion by Councilor Lawlis, seconded by Councilor Brann to authorize the Town Manager to put the Town's property and casualty insurance out to bid for the 2012/2013 year. Unanimous vote.
 - c. Outside Agency Requests – Development of Process – The Town Manager presented a draft Non-Municipal Entity Funding Request Policy to the Committee and asked them to review it in preparation for a discussion at the next Finance Committee meeting. Resident Lisa Kelley expressed concern over the funding of non-municipal entities with tax dollars. She indicated that her research had shown that there are over 500 entities regionally that may qualify for such funding.

4. New Business

- a. Playground Equipment Bid Results – Services Committee Recommendation – Recreation Director Kurt Mathies presented bids received for the expansion of the playground at the Lura Hoit Pool. Services Committee had recommended that Design Option II be awarded to M.E. O'Brien at cost of \$20,922. The Director explained that funding of the playground would come from the Recreation Clearing Account which are the funds generated by the payment of program fees to the department. Motion by Councilor Wright, seconded by Councilor Brann to recommend to the full Council the approval of Design Option II to M.E. O'Brien at a cost of \$20,922. Unanimous vote.

5. Public Comment - None

6. Committee Member Comments – None

The meeting was adjourned at 6:55 p.m.

Respectfully submitted,

Susan Lessard
Town Manager