

FINANCE & ADMINISTRATION COMMITTEE MEETING MINUTES

Monday, June 4, 2012

Attending:

Mayor Janet Hughes
Councilor Jean Lawlis
Councilor Tom Brann
Councilor Kristen Hornbrook
Councilor Andre Cushing

Town Manager Susan Lessard

1. Minutes –5/21/2012 – The minutes were approved with no changes or corrections.
2. Review & Signature of Warrants – Committee members reviewed and signed the payment warrants.
3. Old Business
 - A. (added to Agenda by Mayor Hughes) – Environmental Review – Phase II – Hampden Academy. Mayor Hughes and Councilor Brann explained that the Planning & Development Committee had recommended that the Council move forward with Phase II of the environmental due diligence process in regard to Hampden Academy. The second phase, as presented in the proposal from Credere, Assoc. had a proposed cost of \$35,000. After discussion of the elements included in the proposal, it was the consensus of the Committee that some of the elements could be removed and that the price could be reduced. Motion by Councilor Lawlis, seconded by Councilor Cushing to recommend to the Council an expenditure of up to \$22,000 for Phase II of the HA environmental due diligence process. Vote 4-0-1 (Hornbrook)
4. New Business
 - a. Begin Review of Town Charter – Committee members were asked to review the Town Council section of the Charter for discussion at the next Finance Committee meeting.
5. Public Comment - None
6. Committee Member Comments – None

The meeting was adjourned at 6:50 p.m.

Respectfully submitted,

Susan Lessard
Town Manager