

FINANCE & ADMINISTRATION COMMITTEE MEETING

Monday, July 16th, 2018

6:00 p.m.

Hampden Town Office

MINUTES

Attending:

Chair, Councilor McAvoy

Mayor McPike

Councilor Cormier

Councilor Wilde

Councilor Marble

Councilor Wright

Councilor Ryder

Manager Jim Chandler

DPW Director Sean Currier

Town Clerk Paula Scott

Eric Jarvi

1. Meeting Minutes

- a. **July 2nd, 2018** – *Mayor McPike made a motion, seconded by Councilor Marble to accept the minutes as presented. Unanimous vote in favor, 7-0*

2. Review & Sign Warrants – *Councilors signed the disbursement warrant.*

3. Unfinished Business - *None*

4. New Business

- a. **Recommend contract award for the 2018 Paving program** – *requested by DPW Director Sean Currier – Director Currier spoke to committee and recommended Wellman Paving. Mayor McPike made a motion, seconded by Councilor Marble, to refer to Council for award to Wellman Paving. Unanimous vote in favor, 7-0.*
- b. **Recommend annual authorization for the establishment of a Tax Club for 2019 taxes pursuant to Title 36 § 505-506** – *requested by Tax Collector Barbara Geaghan – The Tax Collector explained that a tax club must be approved annually and answered questions about the abatement process. Councilor Marble made a motion, seconded by Mayor McPike to refer to Council to authorize the establishment of a tax club for 2019 under the law cited. Unanimous vote in favor, 7-0.*

- c. Recommend authorization for the expenditure of \$ 3,628.00 from Reserve Account (3-719-00) for the restoration of vital records pursuant to Title 5 § 95-B –requested by Paula Scott, Town Clerk – Councilor McAvoy inquired about the number of records and the years encompassed. The Clerk explained that this was started in 2017 with the oldest and most at risk records being preserved first. The goal is to work forward to the modern records that exist in duplicate and are also held at the State. Mayor McPike made a motion, seconded by Councilor Wilde, to refer to Council and recommend the expenditure as cited. Unanimous vote in favor, 7-0.**
- d. Recommend authorization for the expenditure of \$ 4,868.35 from IT Computer Reserve Account (3-719-00) for the TRIO SQL conversion and maintenance fee increase – requested by Kyle Severance, IT Specialist – Specialist Severance explained the process of the migration from old to new technology. There is also a 20% increase for the TRIO software maintenance. Manager Chandler commented on the conversion process statewide. Councilor Wright, seconded by Councilor Ryder, to refer to Council and recommend the expenditure as cited. Unanimous vote in favor, 7-0.**
- e. Committee discussion and recommendation to engage the firm of Eaton Peabody as bond counsel for a bond referendum to finance the cost increase for the Route 1-A project - Councilor Wright asked about the restoration of the projected shortfall in the project. Manager Chandler spoke to the possibility of BACTS honoring a 6th year. Councilor Ryder inquired about the availability of funds and assurances to the DOT that the Town was committed. Manager Jennings stated that if a bond is approved in November that it would be ahead of the RFP. Discussion followed on the funding, project and upcoming meeting with BACTS. Director Currier stated that an additional consideration to include might be the Manning Mill and Sawyer Rd. Bridges that need repair. Councilor Ryder stated that if we put everything into one shot it would be better than to keep coming back with different bonds. Committee consensus is to move forward with bond counsel.**
- f. Committee discussion and recommendation to engage the firm of Eaton Peabody as bond counsel for a bond referendum to finance water line installation for fire suppression service in the Business Park – Chair McAvoy inquired of the Director if this was his initiative, to which Manager Chandler stated that it was he who added this for discussion. He explained that FW Webb is going**

to build a substantial building in the Business Park, and one issue that came up is the fire suppression flow requirements. In a nutshell, the pipes are too small for a suppression system in a building that size, according to the State Fire Marshall's office. The Town has a vested interest into the success of the Business Park, but Manager Chandler has some questions about the return to the Town in water infrastructure. He stated that this was put on the agenda to make Council aware of the issue.

- g. Council Rules review– requested by Councilor Wilde –**
Councilor Wilde stated that in previous meetings updating and reviewing the rules has been discussed. He wanted to know what Council wants to do, see if they are adequate, throw them out, work on them or not. The Clerk spoke to the history of this becoming an agenda item, going back to questions about committee structure, reducing the number of committee meetings, structure of the agenda and so on. She spoke to the fact that when Councilor Sirois was still empaneled he had requested that items be added to the rules; Councilor Wilde has requested review on more than one occasion. She reiterated that these rules are Council's rules and they are theirs to change, or not, that she had been tasked with helping to rewrite them at a previous F & A Committee meeting. Chairman McAvoy stated that this could be a standing item to which Council could make suggestions to be voted on at each subsequent meeting. Councilor Wilde stated that he feels there are a lot of areas that need to be looked at, such as committee structure because all Councilors attend all committee meetings, and he stated that maybe they could be scaled back. Councilor Wright stated that attendance is a choice unless you are on that committee. She stated that Councilors should trust other Councilors to look at topics, discuss them, and bring recommendations to the Council. It is there that she will either support something or not, but that she trusts her fellow Councilors to make sound decisions for the Town. Councilor Wright inquired as to which version is the adopted one. The Clerk stated that the red-lined version is the draft that is in essence the same but has a couple of suggested additions by Councilors. She stated that the adoption or revision of the rules, or not, is the vote of the Council, as the Charter states that Council shall determine its own rules. Councilor Wright stated that information can be found and divested in other ways besides going to every committee meeting. Councilor Cormier pointed to the section that allows non-committee Councilors to vote at committee meetings as an area to look at changing. Manager Chandler stated that in essence, there are about 6 Council meetings a month because of that rule, which allows it. It is highly unusual. Consensus was to add the topic of the Committee structure to the

next agenda.

5. Public Comment - *None*
6. Committee Member Comments - *None*
7. Adjournment – *With no further business, the meeting adjourned at 6:55 p.m.*

Respectfully Submitted,

Paula A. Scott

*Paula A. Scott, CCM
Town Clerk*