FINANCE COMMITTEE
A G E N D A

Monday, June 15, 2009
5:45 p.m.
Hampden Town Office

1. Minutes of June 1, 2009
2. Review of Financial Reports
3. Review of Warrants
4. Old Business
    a. Maine Public Retirement System Plan Change Documents needed for 7/1/09
    b. Bid Results – Route 1A Sewer
5. New Business
    a. Bid Amount – Review of Policy
    b. Lawn Tractor Bid Review – Public Works
    c. Garage Door Bid Review – Public Works

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Monday, June 15, 2009
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1. Minutes of June 1, 2009 – **copy included**
2. Review of Financial Reports – **copies included**
3. Review of Warrants – **copies provided via delivery**
4. Old Business
   a. Maine Public Retirement System Plan Change Documents needed for 7/1/09

   According to the Maine Public Employees Retirement System (PERS), the Town Council must formally adopt the changes that were discussed at the time we asked the Unions to reopen the contract in regard to the new retirement option. The language presented follows what was proscribed by PERS.

   b. Bid Results – Route 1A Sewer

   Our Public Works Director will be present to discuss the bids received. The low bidder was Sargent Corp as shown on the included sheet.
5. New Business
   a. Bid Amount – Review of Policy

   Several Councilors had asked for a review of our Bid Procurement Guidelines. At the present time, we have to either go out to formal bid for anything over $4,000 or have the Council waive the procedure. I have provided a copy of the current guidelines. Given the cost of advertising – perhaps a more reasonable number for bids would be $6,000 or $7,500.

   In addition, there is a requirement that we put out to bid anything that we sell over the amount of $1,000. Again – given the cost of advertising – that eats up a lot of what the town would get. Perhaps a more reasonable consideration for that is either to match the out-to-bid number or set it at $5,000.

   b. Lawn Tractor Bid Review – Public Works

   Depending on the actions of the Committee relative to the bid amount – this item would either go out for formal bid or the Public Works Director would solicit bids. It is part of the 2009/2010 budget.

c. Garage Door Bid Review – Public Works

Depending on the actions of the Finance Committee relative to the bid amount – this item would either go out for formal bid or the Public Works Director would solicit bids. It is included in the 2009/2010 budget.

FINANCE COMMITTEE MEETING MINUTES
Monday June 1, 2009

Attending:

Mayor Matthew Arnett
Councilor Shannon Cox
Councilor William Shakespeare
Councilor Jean Lawlis
Councilor Janet Hughes
Councilor Tom Brann
Sue Lessard, Town Manager

The meeting was opened at 5:55 p.m. by Mayor Arnett

1. Minutes of 5/18/09 Meeting
   The minutes of the 5/18/09 meeting were reviewed. No items of concern were raised and the Mayor declared them accepted as written.
2. Acceptance of Financial Reports
   No financial reports were presented.
3. Review and Sign Warrants
   Warrants were reviewed and circulated for signature.
4. Old Business
   a. Review of Outside Agency & School Group Requests Policy (2nd draft)
      The Town Manager presented the updated draft. The only changes made were to change the term "Eligible Groups" to "School Groups" in describing those eligible for consideration of funding outside the regular municipal budget process. In addition, a line was added to the Outside Agencies portion to clearly identify that requests could only be made from such entities within the regular budget process of the Town of Hampden. Motion by Jean Lawlis, seconded by Shannon Cox to recommend passage of the policy to the full Council at the next regular meeting. Vote 4-0.
5. New Business
   a. Review of Hampden Community Room Rental/Use Policy
      The Committee reviewed the draft policy presented by the Town Manager. The need for the policy is being created by a growing number of groups that wish to use the room for a variety of purposes. The policy is also being reviewed by the Services Committee at its meeting on June 8th. Motion by William Shakespeare, seconded by Jean Lawlis to recommend adoption of the policy to the full Council. Vote 5-0.
   b. Police Cruiser Bids

Although the Committee initially discussed the submitted bids and agreed to support the low bid presented for a 2009 Chevrolet Impala cruiser, they reconsidered this decision after being presented with information from the Public Safety Director. He indicated that the Chevrolet was considered too small in terms of size for many of the officers, and had a very cramped passenger compartment for 'guests' of the department. In addition, the majority of the Town's fleet is Ford Crown Victorias which allows for uniformity when ordering maintenance supplies to be installed/changed by the in-house person doing that work on the vehicles. It was the consensus of the Committee to recommend to that full Council that the department be allowed to purchase the 2009 Ford from Darlings at a price of $22,406.

c. Review of Revenue and Reserve portions of the proposed 2010 budget
The Town Manager explained the budget numbers for estimated revenues and proposed contributions to reserves. Committee members asked a number of questions regarding revenues and expenditures from the existing budget and how we should end up at fiscal year end. It was the consensus of the Committee to recommend to the full Council that the reserves and estimated revenues should be included as presented.

6. Public Comments
None
7. Committee Member Comments
Councilor Cox asked if the Town had been contacted by Etna, Dixmont, or Newburgh in regard to ambulance coverage due to the fact that Community Ambulance which serves those communities was going out of business effective June 30, 2009. The Town Manager notified the Committee that the Town had been contacted on June 1st regarding that subject and that she had asked the Public Safety Director to prepare staffing and cost information. In addition, it will be placed on the next agenda for the Infrastructure Committee on Monday, June 22, 2009.

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

Respectfully submitted,

Susan Lessard
Town Manager

4-A

TOWN OF HAMPDEN
MAINE PUBLIC EMPLOYEES RETIREMENT SYSTEM (PERS) PLAN CHANGES

1. Special Plan for Public Safety Employees
   As a result of discussions held relative to the 2009/2010 municipal budget, the Hampden Town Council, at the request of the Public Safety employees, agrees to provide a new Plan through the Maine Public Employees Retirement System for Firefighters and Police Officers. The new Plan would be Special Plan 3. The new plan would apply to service rendered after June 30, 2009 and the effective date of the plan change is July 1, 2009. Service rendered prior to July 1, 2009 will remain under Regular Plan AN.

2. Cost of Living Provision.
   The Town of Hampden also agrees to approve the cost of living provision, for future service only. The new plan would apply to service after June 20, 3009 and the effective date of the plan change is July 1, 2009. Service rendered prior to July 1, 2009 will remain under regular Plan AN.

3. Employer Contributions
   For Public Safety Employees, the Town agrees to contribute 8.4% on behalf of employees, Employees must contribute 4.9%. Any future increases in the cost of this program shall be borne by an increase in the employee contribution.
   For non-Public Safety Employees the Town agrees to contribute 8.4% on behalf of the employee. Employees must contribute .9%. Any future increases in the cost of this program shall be borne by an increase in the required employee contribution.

4. The Town Council authorizes the Town Manager to sign the agreement between the Town of Hampden and the Maine Public Employees Retirement System.

Adopted by the Hampden Town Council on Monday, June 15, 2009.

4-B

TOWN OF HAMPDEN

SEWER REPLACEMENT PROJECT

BID SHEET

June 4, 2009
1:00 PM

BIDDER	BID BOND	TOTAL BID PRICE
Maine Earth	X	1,686,975.00
Sargent Corp.	X	1,575,900.00
Lou Silver	X	1,631,520.00
T Buck Construction	X	1,994,000.00
Thibodeau, Inc.	X	2,227,422.00

REVISED PROJECT COST ESTIMATE SUMMARY FOR PROJECTS FUNDED UNDER THE STATE OF MAINE REVOLVING LOAN FUND

1. LOANEE — PROJECT NUMBER

Town of Hampden — 213302.03

2. SUMMARY OF MAJOR CHANGES (if any) IN THE PROJECT SINCE LOAN WAS ACCEPTED.

None

3. PROJECT COST ESTIMATE SUMMARY	TOTAL PROJECTS	FOR LOAN PARTICIPATION
A. CONSTRUCTION (Specify numbers where requested)		
(1) Contract No.	$ 1,505,665.00	$ 1,505,665.00
(2) Contract No.		
(3) Contract No.		
(4) Later Contracts		
(5) Equipment and Materials		
SUB-TOTAL	$ 1,505,665.00	$ 1,505,665.00
B. TECHNICAL SERVICES	139,000.00	139,000.00
C. LEGAL AND FISCAL	15,000.00	15,000.00
D. ADMINISTRATIVE		
E. CONTINGENCY	75,300.00	75,300.00
F. OTHER (Specify)		
G. SITE Inspection	79,000.00	79,000.00
TOTAL	$ 1,813,965.00	$ 1,813,965.00

4. ATTACH THE FOLLOWING INFORMATION:
   A. A detailed breakdown supporting the Project Cost Estimate Summary (Line 3).
   B. Tabulations of all bids received.
   C. Copies of the bid or bids the Loanee wishes to accept.
   D. Evidence of advertising.

5. FUNDS AVAILABLE FOR CONSTRUCTION OF THE PROJECT	AMOUNT
A. CASH (Including net receipts from bonds sold)	$
B. FEDERAL GRANT	
C. OTHER (Specify)	
D. STATE GRANT	
E. SRF LOAN	1,850,000.00
TOTAL	$ 1,850,000.00

The undersigned representative of the Loanee certifies that the information contained above and in any attached statements and materials in support thereof is true and correct to his/her best knowledge.

Susan M Lessard — 6-09-09

SIGNATURE OF AUTHORIZED REPRESENTATIVE — DATE

Susan Lessard, Town Manager

NAME AND TITLE OF REPRESENTATIVE (Type or Print)

SRF_proj_cost.dot

HAMPDEN TOWN COUNCIL BID PROCEDURE GUIDELINES

1. Department heads may purchase items, at their discretion. Any item in the excess of seven hundred fifty dollars ($750) must be purchased with a purchase order. This purchase order is to be made out by the department head with a copy sent to the town manager within twenty-four (24) hours.

2. Purchases less than four thousand dollars ($4,000) may be handled by the town manager. The town manager shall handle purchases under a quotation system. Under this system prices are solicited by the town manager and the item or service is purchased from the supplier that the town manager recommends. There is no formal bid advertisement however, and no official sealed bid opening when a quotation is requested.

3. Purchase or construction in excess of four thousand dollars ($4,000) will be put out for bids with advertisement and an official bid opening by the town clerk at the town office. The advertisement will specify the date and the hour of the public opening. After opening of all bids, they will be turned over to the appropriate council committee for review and said committee will report their recommendation to the full town council at the next regularly scheduled council meeting. A majority vote of the councilors present is required to accept a bid. The town council reserves the right to accept or reject any or all bids.

4. When unusual circumstances exist, purchases exceeding four thousand dollars ($4,000) may be negotiated by use of the quotation system as provided in the above article # 2 subject to the approval of the town council. "Unusual circumstances" include but are not confined to limited availability of the product or service within the area such as blacktop, tar, asphalt, salt, calcium chloride and short term rental of equipment.

5. In the event the town or department wishes to dispose of town-owned equipment with a value exceeding one thousand dollars ($1,000), the town council will advertise for bids. Said advertisement shall state an official bid opening by the town clerk at the town office, specifying the date and hour of the public opening of same. After opening of all bids, they will be turned over to the appropriate council committee for review and said committee will report their recommendation to the full council at the next regularly scheduled council meeting. A majority vote of the councilors present is required to accept a bid. The town council reserves the right to accept or reject any or all bids. For town-owned equipment with a value of less than one thousand dollars ($1,000), the town manager shall handle such sales under a quotation system. Under this system, values are solicited by the town manager and the item is sold to the buyer that the town manager recommends. There is no final bid advertisement however, and no official sealed bid opening when a quotation is requested.

revised 05/21/79 revised 12/17/90
revised 09/18/00 revised 05/07/84