

FINANCE & ADMINISTRATION COMMITTEE MEETING

Monday, August 1st, 2016

6:00 p.m.

Hampden Town Office

1. Meeting Minutes – July 18th, 2016

Review & Sign Warrants

2. Old Business

- a. Request authorization to use public works equipment reserve funds (03-717-00) in the amount of \$36,500.00 for the purpose of purchasing a public works plow truck.
- b. Work plan and priorities for FY17

3. New Business –

- a. Recommendation of Chief Joe Rogers for the turnout gear cleaning/drying system as bid by Industrial Protection Services, LLC on July 28th, 2016 and request authorization to use Matching Grant reserve account funds in the amount of \$818.00 for its purchase.
- b. Discussion of the timeline and process for the anticipated local referendum during the November 8th, 2016 election.

4. Public Comment

5. Committee Member Comments

6. Adjournment

FINANCE & ADMINISTRATION COMMITTEE MEETING

Monday, July 18, 2016

MINUTES – DRAFT

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

GIS/IT Specialist Kyle Severance

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

1. Meeting Minutes – July 5th, 2016 – *Motion by Councilor McAvoy seconded by Councilor McPike 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. Preliminary Summary of FY16 Close-out – *Manager Jennings presented the report of year-end FY16 Expense accounts noting that overall operations had come in under budget and that, because no use of the overlay was needed, those funds would revert to Fund Balance. He noted that the numbers are not yet audited and will change, but that preliminary results indicate a positive close-out to the fiscal year.*

b. Discussion of work plan and priorities for FY17 – *The Committee agreed to postpone this discussion item to the end of the agenda.*

4. New Business

- a. **Recommendation of the Director of Public Works for the Ferri flail mower as bid by Greenway Equipment on July 11th, 2016 and request authorization to use reserve account funds in the amount of \$12,858.30 for its purchase.** *Motion by Councilor McPike seconded by Councilor Marble to recommend Council authorization of reserve funding in the requested amount. Councilor Marble asked about the rationale for purchasing items such as this out of reserve funds and Manager Jennings said that reserve funds are generally used for items that will be paid for over multiple years or, such as in this case, when the item being purchased has a useful life of many years. If it were paid out of expense accounts, but is not a recurring cost item, it would inflate that year's expense account rather than keeping it stable. Motion carried 6-1 (Wilde opposed).*
- b. **Recommendation of the GIS/IT Director for the purchase of a computer, software and peripherals for use by the Town Planner and request authorization to use IT Reserve funds in the amount of \$2,095.00 and Emera TIF funds in the amount of \$1,500.00 for the purchase.** *Motion by Councilor McPike seconded by Councilor Wilde to recommend Council authorization of reserve funding in the requested amount. Mayor Ryder asked about the rationale for allocating costs to the TIF fund and Manager Jennings said that because the software would be used for economic development purposes it would be eligible for spending out of TIF, and that the intent is to reduce the budget impact to the IT Reserve Fund. Motion carried 6-1 (Wilde opposed).*
- c. **Recommendation of the Director of Public Works to award the 2016 Paving program proposal as bid by Eaton Paving & Excavation on July 12th, 2016 and request authorization to use amounts carried forward from the FY16 operating account, the Streets and Roads Reserve account and the Conservation/Recreation Reserve account for paving projects.** *Manager Jennings summarized the materials received in response to the paving bid and noted that, because all sources of funding for the work have already been approved and voted, the action before the Council is simply contractor selection. Motion by Councilor McPike seconded by Councilor Marble to recommend that we contract with Eaton Paving & Excavation based on theirs being the low bid and positive reference checks. Motion approved 7-0.*

- d. Request authorization under #4 “Unusual Circumstances” of the Hampden Town Council Bid Procedure Guidelines to purchase a public works plow truck using the quotation system and not by bid procedure** – *Manager Jennings summarized the memo from DPW Director Currier including his recommendation that the plow truck be purchased through a quotation process rather than a full bid because there are multiple trucks currently available that meet the Town’s specifications, and proceeding in this way will allow us to get the vehicle sooner and will save significant staff time associated with the bidding process. Several Councilors requested more information regarding the age and condition of the current plow truck, and whether the new truck was really needed. Manager Jennings said that Director Currier had identified the need for the truck a while ago but that this detail is not included in his memo and, in his absence, Manager Jennings does not have all of those details. Resident Bill Shakespeare raised a question about the condition of the current plow truck and whether this truck was needed. It was agreed that Director Currier would attend next week’s Infrastructure Committee meeting to answer further questions. Tonight’s action is regarding proceeding with a quotation system, and would not actually allocate the funding which would be in a separate vote later. Motion by Councilor McPike seconded by Councilor Marble to waive the Bid Procedure Guidelines to allow for use of a quotation system in this instance. Motion passed 4-3 (Councilors Wilde, McAvoy and Cormier opposed).*
- e. Request authorization to use GIS Reserve funds in the amount of \$5,000.00 for the purpose of funding stormwater mapping by Stillwater Environmental Engineering** – *Motion by Councilor McPike seconded by Councilor Marble to recommend Council authorization of reserve funding in the requested amount. Councilor McPike noted that, once the Environmental Trust is up and running, this item may be reimburseable from that fund. Motion carried 7-0.*

Old Business Item 3B – Discussion of work plan and priorities for FY17 – *The Committee discussed its priorities for work items for the new fiscal year, and several individual Committee members offered their priorities. Chairman Sirois said that he thinks an evaluation of staffing levels would be appropriate, as he notes that several staff get caught up in day-to-day responsibilities so don’t have as much time to advance policy items. He also recommended a process by which the*

Council can exercise some oversight of budgeting and spending by RSU-22. He said that we have to pay the bill so we need to ask questions.

Councilor McAvoy said he would like to look at contracting out the assessing function and either reducing or eliminating the current assessing position. He would also like to look at normalizing the Town Office hours to normal business hours.

Councilor McPike said it is a priority to get the FY16 audit complete and closed out so we know where we stand financially.

Councilor Marble said that getting the Environmental Trust up and running is a priority, and he also said we need closure regarding the budgeting process for TIF funds.

Resident Bill Shakespeare said that the Town Manager had shown up at several RSU-22 Board meetings and asked questions, and he thinks that if the Council also shows up it may have some effect.

Chairman Sirois said that the Town Charter provides the Council with authority to look into matters. Councilor Wilde said that his concern is a total lack of transparency.

5. Public Comment – None.

6. Committee Member Comments – None.

7. Adjournment

There being no further business, the meeting was adjourned at 6:35 p.m.

Respectfully submitted –
Angus Jennings, Town Manager



TOWN OF HAMPDEN
DEPARTMENT OF PUBLIC WORKS

106 WESTERN AVE.
HAMPDEN, ME 04444

TEL 862-3337

FAX 862-3910

July 28, 2016

To: Angus Jennings
From: Sean Currier
Subject: New Plow Truck Budgeted for in FY17

The Public Works department has recommended the purchase of a new plow truck to be included in the FY17 budget process. The budget was approved by the Town Council on June 27, 2016. The initial payment has been budgeted in the Public Works Equipment Reserve account (03-717-00) with the remainder to be financed over 5 years. This purchase follows the Capital Improvement Plan established as part of the FY17 budget process.

There are currently (2) two built trucks in our surrounding area that have the correct specification, equipment installed and are ready to work. The first truck is a 2016 Freightliner (\$170,518) and the other is a 2016 International (\$173,950), both with the same HP Fairfield rigging that we currently use. A standard Freightliner Level II warranty and a 5 year (100,000 mile) extended warranty for the engine, after treatment system, transmission and electrical system on the Freightliner is offered inclusive to the price above. A 5 year extended warranty for the International would be priced above previously stated cost.

Per the capital improvement plan, I would like to recommend the purchase of the 2016 Freightliner in the amount of \$170,518.

Thank you for your consideration and commitment to improving the capabilities of the Public Works department.

Sean Currier

Finance 2-10

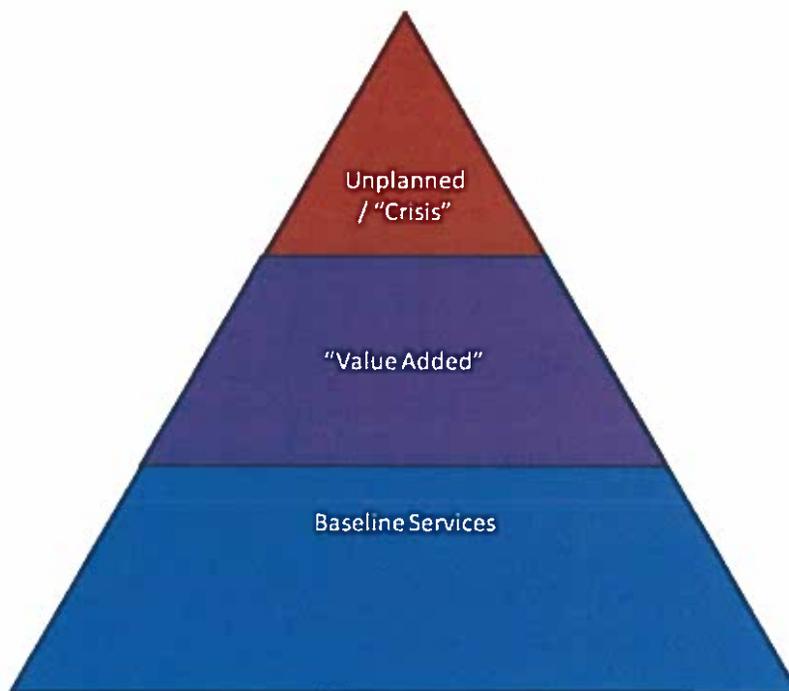
Town of Hampden
106 Western Avenue
Hampden, Maine 04444



Phone: (207) 862-3034
Fax: (207) 862-5067
Email: townmanager@hampdenmaine.gov

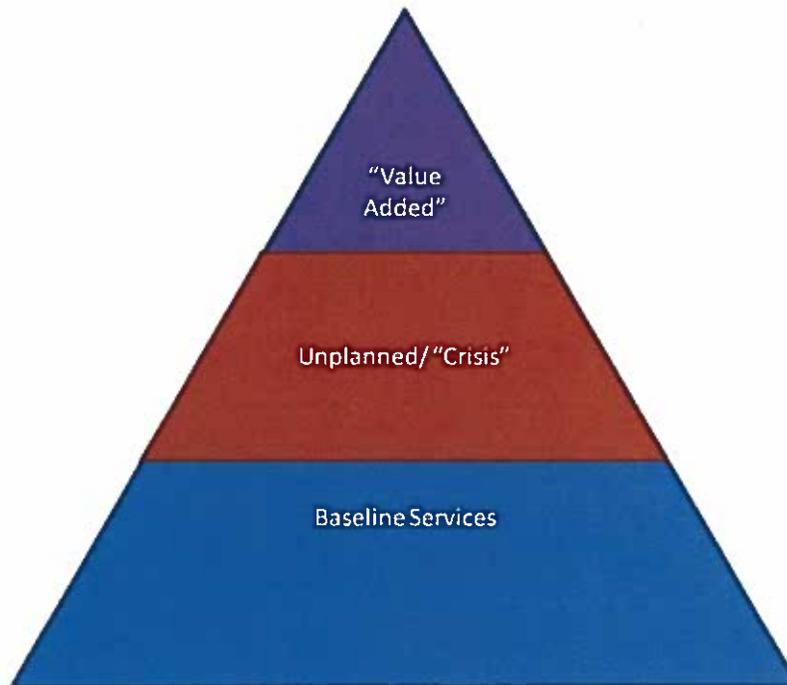
TO: Town Council Committees
FROM: Angus Jennings, Town Manager
DATE: July 2, 2016
RE: Work plan and priorities for FY17

Now that FY16 is over, Mayor Ryder and I have agreed that it will be important in July and August to review, within each of the Council's four Committees, anticipated work plan and Council and Manager priorities for FY17. The FY17 Budget has been adopted, giving us baseline information regarding financial and personnel resources for the year ahead. Over the course of my municipal career I've come to think of the services towns provide in three categories, illustrated as follows:



Baseline services include functions that are mandated by local, State or Federal statute, regulation or administrative agency. "Value added" services include, for example, proactive planning and zoning efforts, grant applications, and non-mandated services that are nonetheless provided on a regular basis. Unplanned services represent issues that are not part of a specific work plan but, when they arise, must be addressed. In some departments more than others, this category can represent "crises" in a true sense of the word. The pyramid is intended to illustrate relative time impact (in personnel hours) of the various types of services (i.e. on a week to week basis, Baseline Services occupy the greatest share of staff time, etc.).

As a practical matter, when Unplanned/Crisis situations arise, these have the effect – for whatever the duration of the event – of displacing time toward Value Added services, while in every circumstance the Baseline Services must continue to be provided. So, during periods where Unplanned/Crisis work arises, the pyramid looks more like this:



For this reason, it is important to re-evaluate work plan and priorities on a regular basis in order to make adjustments to the timing of Value Added services if/as needed to accommodate Unplanned/Crisis work while also maintaining Baseline Services.

As we discussed during the Town Manager interview process last summer, it is my opinion that true prioritization requires a statement of both what is to be done, and of what will not be done (either at all, or on a particular timeframe, i.e. extending the time horizon for certain Value Added services that may be important, but that – in light of overall work planning – are not near-term priorities).

As we also discussed during the interview process, it is my opinion that government is notoriously bad at leveling with the public (and, sometimes, itself) regarding what will not be achieved within a defined period of time. In my experience this has two inevitable and unfortunate consequences: the first is that the public can become frustrated by statements of what will be achieved, but a failure to achieve the goals on the established timeline; and, because the system of government is trying to achieve more than it has the capacity to achieve, the quality of work suffers because tasks are done with an emphasis on speed rather than diligent attention, and balls can be dropped because the system is over capacity. Personnel fatigue and burnout can also result.

During the selection process, I made a commitment to the Council that I would not proceed in this manner, but rather would work with the Council based on clear information regarding priorities, capacity/bandwidth, and the time it takes to accomplish

particular tasks, in order to establish meaningful priorities that can actually inform the work planning for municipal personnel and private sector and institutional partners. While it is not easy to state on the public record that certain public goals – which are understood to be important – will not get done (on a certain timeframe), it is absolutely imperative to do so. If the municipal government is unable (or unwilling) to establish and maintain priorities, every new commitment of resources (whether mandated, “value added” or “crisis”) simply competes against those commitments already underway, and can threaten the system’s ability to meet the commitments it has already made. Over time, in addition to doing actual harm (i.e. balls dropped), this affects municipal government’s credibility, and can undermine public confidence.

We are at a point where this exercise of prioritization is essential. We have been short-staffed in the planning and economic development arena for seven (to become eleven) weeks, during which time I (along with Myles and Rosemary) have taken on significant additional responsibilities. We are at a period of staff transition as we’ll be working to integrate a new Town Planner into our operations, modify several staff job descriptions and responsibilities (regarding payroll, finance, administration and DPW administration), and add a new administrative staff person with direct involvement in daily cash and financial transactions. We are also entering the most time-intensive and critical phase of the year from a financial management standpoint as we prepare for the FY16 Audit and for the issuance of a Tax Anticipation Note for FY17. And, the work to be ready for a November 2016 bond authorization referendum must also begin in earnest.

A review of the past year’s meeting agendas and identified work items of each of the Council’s Committees (many which fall into the “Value Added” category) illustrates a mismatch between policy “priorities” and actual personnel resources to get this work done (concurrently, anyway). This is not an issue of capability; we have excellent personnel in every area of the organization. It is an issue of capacity i.e. bandwidth.

So, Mayor Ryder and I would like to work with each of the four Committees and their Chairmen during the summer months to advance from “priorities” to **priorities**. In so doing, we will need to identify important work items that can be deferred. However, we will also agree to work items that are of greater importance in FY17 and, in so doing, we can more effectively partner with private sector and institutional partners to actually deliver on the commitments we make (and have made). This exercise will also be critical to my ability to effectively manage personnel resources so that each of our municipal departments can actually “plan their work and work their plan.”

Building on the February Goal Setting sessions and the intensive FY17 budget process in May and June, I look forward to beginning this process in earnest at Tuesday’s Administration and Finance meeting, Wednesday’s Planning & Development Committee meeting, and at the July meetings of the Services and Infrastructure Committees.

To inform your consideration, I have attached a tasks matrix that I began working on last August and have periodically updated since then. This has not been updated since May 1, and is not exhaustive, but can provide a foundation for this work. I have also attached a prioritization matrix that we reviewed at the February Goal Setting sessions. I have found this matrix useful and offer it as a resource; of course you may prefer your own approach if you have a different method that is effective for you.

Present

Future

A
Vital

B
Important

C
Optional

D
Worthless

Finance
3-a

**Hampden Public Safety
Fire Department**

To: Hampden Town Council
From: Lieutenant Jason Lundstrom- Hampden Fire Department
Date: July 28, 2016
Re: Bid Award Recommendation- 2015 Assistance to Firefighters Grant Award

Bid Award Recommendation- 2015 Assistance to Firefighters Grant Award

The Hampden Fire Department has reviewed the two bids that have been submitted. After careful consideration, we ask the Hampden Town Council to accept the bid submitted by Industrial Protection Services LLC in the amount of \$17,196.

It is important to note that the bid submitted by Industrial Protection Services LLC, was the only bid to stay within the budget for the project.

TOWN OF HAMPDEN
FIRE DEPARTMENT
TURN OUT GEAR CLEANER & EXTRACTOR
TURN OUT GEAR DRYING SYSTEM
BID SHEET
July 28th, 2016
12:00 PM

BIDDER	TOTAL BID AMOUNT
45# Bergeron Inc.	\$11,628.75
60#	\$15,556.50
Industrial Protection Services, LLC	\$17,196.00

Current Account Status

G 3-780-00 RESERVE ACCT / MATCHING GR

-15,073.87 = Beg Bal
0.00 = Adjust

818.00 = YTD Net
0.00 = YTD Enc

-14,255.87 = Balance

Per	Jrnl	Check	Date	Vendor-----	Description-----	RCB / Type	Debits	Credits
07	0037	1811	07/13/16	00481 TOWN OF HAMP	MATCHING FUNDS EXTRACTOR	R AP	818.00	0.00
Totals-							818.00	0.00

Monthly Summary

Month	--Regular Entries--		--Balance Entries--	
	Debits	Credits	Debits	Credits
July	818.00	0.00	0.00	0.00
Totals	818.00	0.00	0.00	0.00

Current Account Status

G 1-426-00 GENERAL FUND / EXTRACTOR

0.00 = Beg Bal
0.00 = Adjust

-818.00 = YTD Net
0.00 = YTD Enc

-818.00 = Balance

Per	Jrnl	Check	Date	Vendor-----	Description-----	RCB / Type		Debits	Credits
07	0039		07/14/16		07/14/2016 C/R	R	CR	0.00	818.00
Totals-								0.00	818.00

Monthly Summary

Month	--Regular Entries--		--Balance Entries--	
	Debits	Credits	Debits	Credits
July	0.00	818.00	0.00	0.00
Totals	0.00	818.00	0.00	0.00

**Memorandum**

TO: Town Council, Town Manager
FROM: Paula Scott, Town Clerk
DATE: July 28, 2016
RE: Local Bond Referendum

In anticipation of the local bond referendum and in order to meet tabulator coding and ballot layout timelines, I would recommend asking Dan Pittman of Eaton Peabody to begin constructing the wording for the ballot as soon as possible after the council has had time to discuss this further. The wording will be key in how much ballot "real estate" is used. (Which drives the cost.) As a suggestion, the Secretary of State stopped putting the Treasurer's statements on their bond ballots because it is so expensive. Now instead, the Treasurer's statement is posted ahead of time, and given out with every ballot issued so that the actual ballot is a summarized question with a simple yes/no.

If we do a brochure like the one done in 1999 for the business park acquisition & development and get the word out through the website, social media, traditional postings and other means, it would not only save money, but save time at the polls. I have heard about the long lines out the door and to the post office during the gubernatorial election when Hampden residents voted on a charter change. There was so much content to read on the local ballot, people were taking an inordinate amount of time in the actual voting booth which backed up the lines. I am in hopes that during this Presidential and Referendum election we do all we can to keep our ballot streamlined without losing content or meaning, but with the intent of keeping the flow of voters moving steadily.



Angus Jennings <townmanager@hampdenmaine.gov>

Charter review

1 message

Pittman, Dan <dpittman@eatonpeabody.com>
To: Angus Jennings <townmanager@hampdenmaine.gov>
Cc: "Dow, Kim" <KDow@eatonpeabody.com>

Thu, Apr 14, 2016 at 5:57 PM

Angus

Good speaking with you the other day, though I'm sorry the water situation has you in such a jam. As discussed, I've looked into referendum procedures under your charter. There is a possibility of a narrow exception from the requirement of a referendum, if the amount you intend to borrow is relatively modest. I don't think it will be terribly helpful, but it might help tide you over until November. Even if you do not qualify for that exception, however, I think it should be possible to get the question to the voters before November, if the Council is willing to call a special election.

1) Referendum requirement

Per section 212 of your charter, all matters authorizing the borrowing of money other than tax anticipation notes must be done by ordinance passed by the city council. You could not use a tax anticipation note for the matters we've discussed, so an ordinance will be required.

Section 902 provides that "all ordinances...authorizing general obligation of [sic] bond issues of 10% or more of the previous year's town operating budget for capital improvements shall be submitted to referendum."

It is worth considering whether it would be possible to avoid referendum by relying on this language. I took the liberty of pulling a summary of Hampden's 2015 budget from your website. The summary does not have a breakdown of "operating budget for capital improvements," but looking through it I saw a total of about \$2,000,000 that could have been some combination of capital improvements or ordinary operating expenses—for instance, \$92,020 was spent on "Municipal building;" if you own the building and those expenses related primarily to upgrades, some of that would qualify; on the other hand, to the extent it was allocable to groundskeeping, or rent, it would not be. The big potentially helpful items I see in the budget are public works (\$1.277m), Dyer Library and Lura Hoit Pool. If the capital improvements figure is available in your financial statements, it would be interesting to know what level of borrowing it would support. My guess is it would not be enough to get you current on your obligations to Bangor, but it might be enough to tide you over until November.

Note, however, that if you do think it makes sense to authorize borrowing by ordinance without referendum, you may still be forced to hold a referendum if the citizens commence referendum proceedings. That would require signature of 10% of the registered voters in town, so I assume is a long shot, but we should bear it in mind.

2) Referendum procedures

Assuming the capital improvement budget for last year was too small to support substantial borrowing, you will be required to seek referendum approval of the ordinance authorizing borrowing. Per section 904, the council may submit on its own initiative a referendum to enact the borrowing ordinance without the need to gather signatures.

Section 905 says that if citizens want to enact ordinances by initiative, once they get the appropriate signatures the question will be placed on the ballot for the next scheduled election or, if there is no election within six months, the council may call a special election. That provision gave me some heartburn for a while, because I initially read it to mean that if the council submitted a question, their choices were the June ballot (which we're probably too late for) or the November ballot (which will likely be too late for your needs). However, upon close reading of section 904 and 905, it is clear that while citizen initiatives generally have to wait up to six months, the council can call for a referendum "to be voted on at any municipal election," sec. 904. So if it's impossible to get on the June ballot, the council can call for a special referendum election to get authorization sometime this summer.

The procedure would be as follows:

- 1) The Council adopts the ordinance authorizing borrowing and submits it to the clerk, and consults with the clerk regarding timing of a special election
- 2) Within 30 days, the council holds a public hearing on the ordinance.
- 3) The ordinance would be submitted to the clerk for processing subject to the general timing rules for special elections
- 4) Upon voter approval, the ordinance would go into effect and borrowing would be authorized.

As I say, my guess is it's too late to get this on the June ballot, but I imagine you could aim for referendum approval in July, which would probably permit you to close a loan by mid August.

I'm going to be out of the office until Tuesday, but I'll try to look at my e-mails over the weekend, or we can discuss next week at your convenience.

Best regards

Dan

Dan S. Pittman
Eaton Peabody
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Bangor, ME 04402-1210
Tele: 207.992.4342
Fax: 207.942.3040
Professional Profile | Website

Eaton
Peabody

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