

FINANCE & ADMINISTRATION COMMITTEE MEETING

Tuesday, January 21, 2014

6:00 p.m.

Hampden Town Office

1. Review & Sign Warrants
2. Financial Statements – December 2013
3. Old Business
 - a. Town Council Rules – Review
 - b. Real Heroes Breakfast
4. New Business
 - a. Kids Korner Fees - Employees
5. Public Comment
6. Committee Member comments

Tax Collection
12/31/2013

| | | To Be Collected 7/1/2013 | Collected as of 12/31/2013 | % Collected |
|-----------------------------|----|-----------------------------|-------------------------------|--------------|
| 2013-2014 Property Taxes | \$ | 9,475,264.82 | \$ 5,022,590.42 | 53.01% |
| 2012-2013 Tax Liens | \$ | 152,939.54 | \$ 59,964.39 | 39.21% |
| 2011-2012 Tax Liens | \$ | 77,813.73 | \$ 52,828.66 | 67.89% |
| Sub-total | | \$9,706,018.09 | \$5,135,383.47 | 52.91 |
| 13-14 Personal Property Tax | | \$458,472.54 | \$241,722.78 | 52.72% |
| 12-13 Personal Property Tax | | \$44,625.72 | \$41,539.54 | 93.08% |
| 11-12 Personal Property Tax | | \$2,432.61 | \$20.58 | 0.85% |
| 10-11 Personal Property Tax | | \$1,392.84 | \$1.42 | 0.10% |
| 09-10 Personal Property Tax | | \$1,312.07 | \$71.87 | 5.48% |
| 08-09 Personal Property | | \$1,073.25 | \$0.00 | 0.00% |
| 07-08 Personal Property | | \$1,285.83 | \$0.00 | 0.00% |
| 06-07 Personal Property | | \$1,200.93 | \$0.00 | 0.00% |
| Sub-total | | \$511,795.79 | \$283,356.19 | 55.37 |
| TOTAL ALL TAXES | | \$10,217,813.88 | \$5,418,739.66 | 53.03 |

Sewer Collections
12/31/2013

| | To be Collected Total | Amount Collected 12/31/2013 | % Collected |
|-------------|-----------------------|--------------------------------|----------------|
| Sewer Bills | \$293,466.49 | \$272,457.11 | 92.84 |
| Sewer Liens | \$26,441.25 | \$11,756.48 | 44.46 |
| TOTALS | \$319,907.74 | \$284,213.59 | 88.84 |

Revenue Detail Report

ALL Accounts
July to December

| Account----- | Current | | | Uncollected |
|-------------------------------------|----------------------|------------------|----------------------|---------------------|
| Date Jrnl Desc--- | Budget | Debits | Credits | Balance |
| 01 - GENERAL GOVT | | | | |
| 01 - PROPERTY TAX REVENUE | 9,986,374.00 | 0.00 | 9,920,203.37 | 66,170.63 |
| 03 - INT ON TAXES | 9,000.00 | 1,277.32 | 6,837.61 | 3,439.71 |
| 05 - INTEREST/COSTS ON TAX LIENS | 23,000.00 | 1,078.17 | 15,781.72 | 8,296.45 |
| 08 - ABATEMENTS | 98,728.00 | 50,276.35 | 0.00 | 149,004.35 |
| 15 - MV EXCISE TX | 1,500,000.00 | 171.34 | 871,060.72 | 629,110.62 |
| 17 - BOAT EXCISE | 9,000.00 | 29.00 | 1,977.90 | 7,051.10 |
| 18 - AGENT FEES | 21,000.00 | 0.00 | 9,792.00 | 11,208.00 |
| 19 - CLERK FEES | 12,500.00 | 0.00 | 5,555.60 | 6,944.40 |
| 23 - INTEREST EARNED ON ACCOUNTS | 30,000.00 | 10.00 | 7,551.59 | 22,458.41 |
| 25 - RENTAL INCOME | 2,000.00 | 0.00 | 1,100.00 | 900.00 |
| 27 - PLUMBING FEE | 6,500.00 | 160.00 | 5,283.75 | 1,376.25 |
| 29 - CODE ENFORCEMENT FEES | 15,000.00 | 0.00 | 27,786.90 | -12,786.90 |
| 31 - PLANNING BOARD FEES | 2,500.00 | 0.00 | 525.00 | 1,975.00 |
| 33 - Carried Balances | 150,000.00 | 0.00 | 0.00 | 150,000.00 |
| 35 - CABLE TV FEE | 40,000.00 | 0.00 | 20,370.33 | 19,629.67 |
| 37 - FEE/PERMITS | 1,000.00 | 200.00 | 6,800.00 | -5,600.00 |
| 41 - HCB REVENUE | 60,000.00 | 0.00 | 60,000.00 | 0.00 |
| 45 - SERVICE FEE- PAYMENT IN LIEU | 18,000.00 | 0.00 | 7,840.81 | 10,159.19 |
| 47 - BUSINESS PARK REVENUE | 50,000.00 | 0.00 | 0.00 | 50,000.00 |
| 78 - SEWER INCOME | 60,000.00 | 0.00 | 0.00 | 60,000.00 |
| 79 - MISC INCOME | 2,000.00 | 0.00 | 422.22 | 1,577.78 |
| 80 - HOMESTEAD EX | 0.00 | 0.00 | 153,156.00 | -153,156.00 |
| 81 - TREE GROWTH | 2,000.00 | 0.00 | 2,286.36 | -286.36 |
| 82 - VETERAN'S REMBURSEMENT | 6,500.00 | 0.00 | 6,368.00 | 132.00 |
| 85 - Business Equip Tax Reimburse | 0.00 | 0.00 | 62,379.00 | -62,379.00 |
| 86 - GENERAL ASSISTANCE REIMBURSEMT | 3,750.00 | 0.00 | 1,151.00 | 2,599.00 |
| 88 - REVENUE SHARING | 300,000.00 | 0.00 | 186,382.03 | 113,617.97 |
| 93 - Reserve Use for Budget | 32,000.00 | 0.00 | 22,000.00 | 10,000.00 |
| 99 - APPROPRIATION FROM FUND BALANC | 400,000.00 | 0.00 | 0.00 | 400,000.00 |
| Department.. | 12,808,852.00 | 53,202.18 | 11,402,611.91 | 1,491,442.27 |
| 05 - PUBLIC SAFETY | | | | |
| 01 - ANIMAL CONTROL FEES | 1,000.00 | 0.00 | 0.00 | 1,000.00 |
| 05 - AMBULANCE FEES | 200,000.00 | 2,500.00 | 96,360.45 | 106,139.55 |
| 15 - POLICE RECEIPTS | 2,500.00 | 0.00 | 715.25 | 1,784.75 |
| 20 - POLICE WAGE REIMBURSEMENT | 120,000.00 | 0.00 | 48,304.73 | 71,695.27 |
| Department.. | 323,500.00 | 2,500.00 | 145,380.43 | 180,619.57 |
| 10 - PUBLIC WORKS | | | | |
| 01 - CEMETERY FEES | 5,000.00 | 200.00 | 3,475.00 | 1,725.00 |
| 05 - SALE OF CEMETERY LOTS | 4,000.00 | 0.00 | 1,200.00 | 2,800.00 |
| 07 - CEMETERY RES. USE | 10,000.00 | 0.00 | 10,000.00 | 0.00 |
| Department.. | 19,000.00 | 200.00 | 14,675.00 | 4,525.00 |
| 15 - SOLID WASTE | | | | |
| 01 - TRANSFER STATION PERMITS | 15,500.00 | 0.00 | 4,265.00 | 11,235.00 |
| 05 - SOLID WASTE RECYCLING | 23,000.00 | 0.00 | 9,733.00 | 13,267.00 |
| 10 - PERC REVENUE | 95,000.00 | 997.34 | 43,590.85 | 52,406.49 |
| Department.. | 133,500.00 | 997.34 | 57,588.85 | 76,908.49 |
| 20 - RECREATION/CULTURE | | | | |
| 01 - LIBRARY FEES | 7,000.00 | 0.00 | 3,277.00 | 3,723.00 |
| Department.. | 7,000.00 | 605.00 | 3,277.00 | 3,723.00 |
| 25 - THE BUS | | | | |
| 02 - Transit Bonus | 10,000.00 | 0.00 | 0.00 | 10,000.00 |
| Department.. | 10,000.00 | 0.00 | 0.00 | 10,000.00 |
| Final Totals | 13,333,852.00 | 59,197.48 | 11,969,122.70 | 1,423,926.78 |

Expense Detail Report

ALL Accounts
July to December

| Account----- Date | Jrnl | Desc--- | Current Budget | Debits | Credits | Unexpended Balance |
|--------------------------------------|------|--------------|-------------------|--------------|----------|-----------------------|
| 01 - GENERAL GOVT | | | | | | |
| 01 - ADMIN | | | 576,311.00 | 309,738.09 | 4,133.16 | 270,706.07 |
| 02 - GIS/IT | | | 115,751.00 | 56,047.60 | 925.65 | 60,629.05 |
| 03 - COMMUNICATIONS | | | 21,479.00 | 4,508.92 | 108.10 | 17,078.18 |
| 05 - TOWN COUNCIL | | | 35,090.00 | 10,705.62 | 3.65 | 24,388.03 |
| 10 - MUNICIPAL BUILDING | | | 85,890.00 | 37,797.65 | 25.73 | 48,118.08 |
| 15 - TAX COLLECTR | | | 6,000.00 | 4,804.24 | 0.51 | 1,196.27 |
| 20 - ELECTIONS | | | 7,039.00 | 3,272.85 | 0.00 | 3,766.15 |
| 25 - ASSESSOR/PLANNING/CEO | | | 254,197.00 | 133,303.75 | 1,165.24 | 122,058.49 |
| 30 - ECONOMIC DEV | | | 114,412.00 | 64,405.21 | 1,761.31 | 51,768.10 |
| | | Department.. | 1,216,169.00 | 624,583.93 | 8,123.35 | 599,708.42 |
| 05 - PUBLIC SAFETY | | | | | | |
| 01 - POLICE | | | 993,279.00 | 483,628.37 | 3,195.13 | 512,845.76 |
| 05 - FIRE DEPT. | | | 960,735.00 | 451,653.05 | 2,978.62 | 512,060.57 |
| 10 - PUBLIC SAFETY | | | 186,943.00 | 91,774.74 | 1,600.18 | 96,768.44 |
| | | Department.. | 2,140,957.00 | 1,027,056.16 | 7,773.93 | 1,121,674.77 |
| 06 - Non-Department Utilities | | | | | | |
| 06 - Utilities | | | 468,400.00 | 227,708.46 | 0.00 | 240,691.54 |
| | | Department.. | 468,400.00 | 227,708.46 | 0.00 | 240,691.54 |
| 10 - PUBLIC WORKS | | | | | | |
| 01 - HIGHWAY | | | 1,289,461.00 | 575,641.67 | 8,849.15 | 722,668.48 |
| 05 - GARAGE | | | 29,080.00 | 14,499.05 | 0.00 | 14,580.95 |
| | | Department.. | 1,318,541.00 | 590,140.72 | 8,849.15 | 737,249.43 |
| 15 - SOLID WASTE | | | | | | |
| 10 - SOLID WASTE | | | 389,141.00 | 187,904.73 | 314.39 | 201,550.66 |
| | | Department.. | 389,141.00 | 187,904.73 | 314.39 | 201,550.66 |
| 20 - RECREATION/CULTURE | | | | | | |
| 01 - PARKS/REC | | | 137,644.00 | 76,646.42 | 2,938.38 | 63,935.96 |
| 10 - DYER LIBRARY | | | 239,627.00 | 122,371.36 | 5,240.96 | 122,496.60 |
| 20 - L HOIT MEMORIAL POOL | | | 225,706.00 | 109,638.43 | 422.23 | 116,489.80 |
| | | Department.. | 602,977.00 | 308,656.21 | 8,601.57 | 302,922.36 |
| 25 - THE BUS | | | | | | |
| 10 - THE BUS | | | 89,380.00 | 40,663.00 | 0.00 | 48,717.00 |
| | | Department.. | 89,380.00 | 40,663.00 | 0.00 | 48,717.00 |
| 30 - BUILDINGS/GROUNDS | | | | | | |
| 10 - BLDG/GROUNDS | | | 92,094.00 | 44,487.68 | 206.92 | 47,813.24 |
| | | Department.. | 92,094.00 | 44,487.68 | 206.92 | 47,813.24 |
| 40 - GENERAL ASSISTANCE | | | | | | |
| 10 - GEN'L ASSIST | | | 7,500.00 | 4,324.86 | 467.00 | 3,642.14 |
| | | Department.. | 7,500.00 | 4,324.86 | 467.00 | 3,642.14 |
| 45 - COUNTY TAX | | | | | | |
| 10 - COUNTY TAX | | | 731,537.00 | 731,537.40 | 0.00 | -0.40 |

| | | | | | |
|---------------------|-------------------------------------|---------------|--------------|-----------|--------------|
| | Department.. | 731,537.00 | 731,537.40 | 0.00 | -0.40 |
| 50 - DEBT SERVICE | | | | | |
| | 10 - GENERAL | 370,671.00 | 334,724.23 | 0.00 | 35,946.77 |
| | Department.. | 370,671.00 | 334,724.23 | 0.00 | 35,946.77 |
| 55 - RESERVE ACCT | | | | | |
| | 11 - COMPUTER | 10,000.00 | 10,000.00 | 0.00 | 0.00 |
| | 17 - PUBLIC WORKS EQUIP REPLACEMENT | 80,000.00 | 80,000.00 | 0.00 | 0.00 |
| | 61 - STREETS AND ROADS | 50,000.00 | 50,000.00 | 0.00 | 0.00 |
| | Department.. | 140,000.00 | 140,000.00 | 0.00 | 0.00 |
| 65 - ED GEN'L SVS | | | | | |
| | 10 - EDUCATION GENERAL SERVICES | 5,650,341.00 | 2,825,170.55 | 0.00 | 2,825,170.45 |
| | Department.. | 5,650,341.00 | 2,825,170.55 | 0.00 | 2,825,170.45 |
| 66 - OVERLAY | | | | | |
| | 01 - OVERLAY | 98,728.00 | 0.00 | 0.00 | 98,728.00 |
| | Department.. | 98,728.00 | 0.00 | 0.00 | 98,728.00 |
| 67 - TIF | | | | | |
| | 01 - TIF REIMBURSEMENT | 17,416.00 | 4,595.90 | 0.00 | 12,820.10 |
| | Department.. | 17,416.00 | 4,595.90 | 0.00 | 12,820.10 |
| Final Totals | | | | | |
| | | 13,333,852.00 | 7,091,553.83 | 34,336.31 | 6,276,634.48 |

| Account # | Description | GL Balance | % of Total | Checking Inter | FMV Change | Invest Interest | Total FMV/Inv | Revenue | Expense | Balance |
|----------------------|------------------------------|------------|------------|----------------|-------------|-----------------|---------------|---------------|-----------------|----------------|
| Reserves 2012 - 2013 | | | | | | | | | | |
| 7/1/2013-06/30/2014 | | | | | | | | | | |
| Dec-13 | | | | | | | | | | |
| 702 | Municipal Building | 11,325.37 | 1.7903% | \$ 7.37 | \$ (6.48) | \$ 50.08 | \$ 43.60 | \$ - | \$ - | \$ 11,376.34 |
| 706 | Contingency | 605.02 | 0.0956% | \$ 0.39 | \$ (0.35) | \$ 2.68 | \$ 2.33 | \$ - | \$ - | \$ 607.74 |
| 708 | Cemetery | 24,070.89 | 3.8052% | \$ 13.18 | \$ 19.73 | \$ 104.13 | \$ 123.86 | \$ 1,100.00 | \$ (10,050.22) | \$ 15,257.71 |
| 710 | City Bus Purchase Reserve | 1,127.91 | 0.1783% | \$ 0.73 | \$ (0.65) | \$ 4.99 | \$ 4.34 | \$ - | \$ - | \$ 1,132.99 |
| 711 | Computer | 87,515.87 | 13.8346% | \$ 57.68 | \$ (21.07) | \$ 383.22 | \$ 362.15 | \$ 10,447.16 | \$ (15,870.23) | \$ 82,512.64 |
| 715 | Copier Reserve | 237.37 | 0.0375% | \$ 0.15 | \$ (0.14) | \$ 1.05 | \$ 0.91 | \$ - | \$ - | \$ 238.44 |
| 717 | Publ.Wrks Equip Replace. | 23,513.92 | 3.7171% | \$ (2.47) | \$ 146.11 | \$ 77.21 | \$ 223.32 | \$ 80,000.00 | \$ (135,016.15) | \$ (31,281.38) |
| 719 | Town Records Restoration | 5,145.34 | 0.8134% | \$ 3.35 | \$ (2.94) | \$ 22.75 | \$ 19.81 | \$ - | \$ - | \$ 5,168.50 |
| 721 | Planning Board Development | 3,130.36 | 0.4949% | \$ 2.04 | \$ (1.79) | \$ 13.84 | \$ 12.05 | \$ - | \$ - | \$ 3,144.45 |
| 723 | Planning Board reserve | 2,441.88 | 0.3860% | \$ 1.59 | \$ (1.40) | \$ 10.80 | \$ 9.40 | \$ - | \$ - | \$ 2,452.87 |
| 725 | Planning and Commissions | 5,149.74 | 0.8141% | \$ 3.35 | \$ (2.95) | \$ 22.77 | \$ 19.83 | \$ - | \$ - | \$ 5,172.92 |
| 727 | Economic Development Reserve | 1,525.44 | 0.2411% | \$ 0.99 | \$ (0.87) | \$ 6.75 | \$ 5.87 | \$ - | \$ - | \$ 1,532.31 |
| 729 | Town Properties Reserve | 12,174.51 | 1.9246% | \$ 7.93 | \$ (6.97) | \$ 53.84 | \$ 46.87 | \$ - | \$ - | \$ 12,229.30 |
| 731 | GIS Mapping Reserve | 34,796.35 | 5.5007% | \$ 20.93 | \$ 34.98 | \$ 150.94 | \$ 185.92 | \$ - | \$ (13,000.00) | \$ 22,003.20 |
| 733 | Wage Study | 21,006.11 | 3.3207% | \$ 7.53 | \$ 68.92 | \$ 84.94 | \$ 153.86 | \$ - | \$ (22,000.00) | \$ (832.50) |
| 737 | Ambulance | 105,338.80 | 16.6521% | \$ 97.13 | \$ (137.84) | \$ 517.89 | \$ 380.05 | \$ 67,727.00 | \$ - | \$ 173,542.98 |
| 739 | Vaccine/Radio (EMS) | 1,015.87 | 0.1606% | \$ 0.66 | \$ (0.58) | \$ 4.49 | \$ 3.91 | \$ - | \$ - | \$ 1,020.44 |
| 741 | Fire Truck | 40,280.76 | 6.3676% | \$ 45.31 | \$ (74.90) | \$ 212.94 | \$ 138.04 | \$ 45,277.00 | \$ - | \$ 85,741.11 |
| 743 | Fire Truck Refurbishing | 20,512.74 | 3.2427% | \$ 13.35 | \$ (11.74) | \$ 90.71 | \$ 78.97 | \$ - | \$ - | \$ 20,605.06 |
| 745 | Fire Dept. Building Reserve | 7,005.69 | 1.1075% | \$ 4.56 | \$ (4.01) | \$ 30.98 | \$ 26.97 | \$ - | \$ - | \$ 7,037.22 |
| 747 | Visual Aid-Fire Dept | 56.21 | 0.0089% | \$ 0.04 | \$ (0.03) | \$ 0.25 | \$ 0.22 | \$ - | \$ - | \$ 56.46 |
| 749 | Fire Dept. Training Reserve | 2,300.49 | 0.3637% | \$ 1.50 | \$ (1.32) | \$ 10.17 | \$ 8.86 | \$ - | \$ - | \$ 2,310.84 |
| 751 | Boat Reserve | 1,445.92 | 0.2286% | \$ 0.94 | \$ (0.83) | \$ 6.39 | \$ 5.57 | \$ - | \$ - | \$ 1,452.43 |
| 753 | Police Cruiser/Comm. | 8,293.41 | 1.3110% | \$ 5.40 | \$ (4.75) | \$ 36.67 | \$ 31.93 | \$ - | \$ - | \$ 8,330.74 |
| 759 | Communications Reserve | 788.32 | 0.1246% | \$ 0.51 | \$ (0.45) | \$ 3.49 | \$ 3.03 | \$ - | \$ - | \$ 791.87 |
| 761 | Streets and Roads | 26,597.58 | 4.2046% | \$ 48.49 | \$ (424.43) | \$ 166.44 | \$ (257.98) | \$ 134,736.00 | \$ (1,980.00) | \$ 159,144.09 |
| 763 | Library | 15,797.17 | 2.4972% | \$ 10.28 | \$ (9.04) | \$ 69.86 | \$ 60.82 | \$ - | \$ - | \$ 15,868.27 |
| 765 | Library Grant | 253.01 | 0.0400% | \$ 0.16 | \$ (0.14) | \$ 1.12 | \$ 0.97 | \$ - | \$ - | \$ 254.15 |
| 767 | Recreation Area Reserve | 0.00 | 0.0000% | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| 768 | Playground | 0.00 | 0.0000% | \$ 0.00 | \$ (0.00) | \$ 0.00 | \$ 0.00 | \$ - | \$ - | \$ 0.00 |
| 769 | Recreation/Conservation | 68,126.69 | 10.7696% | \$ 44.35 | \$ (38.99) | \$ 301.26 | \$ 262.27 | \$ - | \$ - | \$ 68,433.31 |
| 771 | Pool Facility Reserve | 10,402.86 | 1.6445% | \$ 6.77 | \$ (5.96) | \$ 46.00 | \$ 40.05 | \$ 2.11 | \$ - | \$ 10,451.79 |
| 773 | Marina Improvements | 15,661.71 | 2.4758% | \$ 9.54 | \$ (7.18) | \$ 68.06 | \$ 60.88 | \$ - | \$ (1,560.99) | \$ 14,171.14 |
| 775 | Buildings/Grounds Reserve | 3,725.14 | 0.5889% | \$ 2.42 | \$ (2.13) | \$ 16.47 | \$ 14.34 | \$ - | \$ - | \$ 3,741.91 |
| 777 | Solid Waste/Municipal Garage | 17,718.65 | 2.8010% | \$ 11.53 | \$ (10.14) | \$ 78.35 | \$ 68.21 | \$ - | \$ - | \$ 17,798.40 |
| 778 | Garage Modifications | 29,077.80 | 4.5967% | \$ 18.93 | \$ (16.64) | \$ 128.58 | \$ 111.94 | \$ - | \$ - | \$ 29,208.67 |
| 780 | Matching Grants | 24,420.35 | 3.8604% | \$ 15.96 | \$ (14.15) | \$ 108.11 | \$ 93.95 | \$ 155.01 | \$ - | \$ 24,685.28 |
| | | 632,585.25 | 100.0000% | \$ 462.61 | \$ (541.10) | \$ 2,888.23 | \$ 2,347.13 | \$ 339,444.28 | \$ (199,477.59) | \$ 775,361.68 |

3a

TO: Hampden Town Council
FROM: Sue Lessard, Town Manager
DATE: January 15, 2014
RE: Council Rules

Mayor Duprey asked that this item be put on the Finance & Administration Committee agenda so that any Councilor who wished to have anything considered for addition to or deletion from the rules would have a chance to discuss it in the Committee. I have included a copy of the rules with this item.

HAMPDEN TOWN COUNCIL RULES

1. The Town Council shall only act by ordinance, order, or resolve. All ordinances, orders, and resolves shall be confined to one subject, which shall be clearly expressed in the title. All orders and resolves shall be dated, numbered, and signed by the Town Clerk and the Town Councilors will receive a copy.
2. In all motions of command, the form of expression shall be 'ordered' and in all motions concerning principles, facts, or purposes, the form shall be 'resolved'.
3. The name of the Council member or other person, persons, or group requesting an item on the agenda will be indicated on the agenda with the said item.
4. As a matter of courtesy, conduct for all Council and Committee meetings shall be as follows:
 - a. Cell phones shall be silenced during Council & Committee meetings by Town Councilors, staff, and the general public.
 - b. Councilors and staff shall refrain from texting or emailing during all Council or Committee meetings.
 - c. Cell phone use, texting, and email may be done during breaks in regular or special Council meetings or committee meetings.
5. Town Councilors shall participate in Freedom of Information Act training within 120 days of being sworn in as a Town Councilor and documentation of that training shall be filed with the Town Clerk.
6. Town Councilors shall participate in Elected Officials training offered by the Maine Municipal Association within the first year of office.
7. A New Councilor orientation packet shall be provided to all Councilors at the time they are sworn in.
8. Excused absences for Councilors for Council meetings may be granted as the result of illness, vacation, work commitments, or family illness.
9. The Mayor shall take the chair at the appointed time for the meeting, call the members to order, and proceed to the following order of business:
 - A. Consent Agenda
 1. Signatures – Treasurer's Warrants, etc
 2. Secretary's Report
 3. Communications
 4. Reports
 - B. Public Comments
 - C. Policy Agenda
 1. Public Hearings
 2. Nominations-Appointments – Elections
 3. Unfinished Business
 4. New Business
 - D. Committee Reports
 - E. Manager's Report

F. Councilor Comments

G. Adjournment

10. In the absence of the Mayor, the Deputy Mayor shall preside over the Town Council meeting. In the absence of the Deputy Mayor, the Mayor shall appoint, in advance, another Council to chair the meeting.
11. When a question is under debate, the Mayor shall receive no motion but to adjourn, or for the previous question, to lay on the table, or to postpone to a day certain, or to refer to a committee or some administrative official or to amend, or to postpone indefinitely; which several motions shall have precedence in order in which they stand arranged.
12. When a vote is passed, it shall be in order for any member who voted in the majority, or in the negative on a tie vote, to move a reconsideration thereof at the same, or the next stated meeting, but not afterwards; and when a motion or reconsideration is decided, that vote shall not be reconsidered.
13. When any member is about to speak, they shall respectfully address the Mayor, confine themselves to the question under debate, and avoid personalities. No member speaking shall be interrupted by another but by a call to order, or to correct a mistake.
14. Every member present, when a question is put, shall give their vote, unless the Council, for special reasons, shall excuse them. Application to be so excused must be made before debate on the issue and the decision on the application shall be made by a majority vote of the council without debate.
15. The rules cannot be dispensed with or suspended if one or more members of the council shall object. No rule or order shall be amended or repealed without notice, in writing, being given at the preceding meeting.
16. Any person wishing to address the Town Council will be given the opportunity to do so in accordance with the following procedure:
 - a. Persons wishing to address the Council on an item which appears on the agenda shall wait until the Mayor announces the consideration of such item, at which time they may address the Council on that particular item. There shall be a five minute limit on such comments per person, per item. In the event that a large number of persons wish to speak on an issue, this limit may be changed to insure that all who wish to speak have the opportunity to do so. Once public comment on an item has closed and a motion and second has been made by members of the Town Council, further public comment is only allowed if approved by a unanimous vote of the Town Council.
 - b. Any person wishing to address the Council on an item not appearing on the agenda shall be allowed to do so only in that section of the agenda referred to as "Public Comments". There shall be a five minute limit on such

comments per person per subject raised. Items heard during Public Comment may be agendaed for a subsequent meeting or referred to a Committee or staff member for discussion/action. No votes may be taken by the Council on a subject raised during Public Comment without a vote by the Council to set aside the rules and add it to the regular agenda for consideration.

- c. Any person wishing to address the Council shall signify their desire by raising their hand and, when recognized by the Mayor, such person shall thereupon request permission to address the Council, giving their name and address and then designating the subject matter on which they desire to address the Council.

17. At the commencement of the Calendar year, or as soon thereafter as possible, there shall be chosen the following Committees, each Committee to consist of three (3) members of the Council as the Mayor may designate, or, upon a motion, the Council may ballot.

- a. Finance & Administration – The purpose of this committee shall be to review all items related to their fiscal impact on the Town as well as all matters that pertain to items of administrative procedures. This committee will also have the responsibility for the review and signature of all payment warrants.
- b. Services Committee – The purpose of this committee shall be to review all matters related to services provided by the Town related to recreation, parks, trails, the library, the pool, and other items related to non-emergency or public works services provided in the community
- c. Infrastructure – The purpose of this Committee shall be to review all matters pertaining to public infrastructure including buildings, roads, and all town capital equipment.
- d. Planning & Development – The purpose of this Committee shall be to review all matters related to all ordinances of the Town and all proposals for economic & community development.
- e. Communications – The purpose of this Committee shall be to review all matters related to the Town Website, Town Newsletter, Town Cable Channel 7, and other town sponsored communication activities.

18. Committee procedure shall be governed as follows:

- a. All Committees will be required to post an agenda at least 48 hours prior to the meeting and no issue may be voted on unless it is agendaed.
- b. It shall be the responsibility of the Committee Chair to discuss the development of the meeting agenda with the assigned staff person at least 24 hours before the meeting is required to be posted.

- c. The assigned staff member shall prepare and post the agenda.
 - d. Draft minutes of each meeting will be prepared by the staff member supporting the committee within three business days.
 - e. Committee meeting minutes shall be posted on the Town website following their voted approval by the Committee.
 - f. Non-committee Council members attending a Committee meeting will have voting rights if they have been present for the entire discussion of an issue, providing that at least two of the three appointed members of the committee are present.
 - g. Two appointed members of the Committee shall constitute a quorum
 - h. The Mayor shall serve as an ex-officio member of all committees with the exception of Finance & Administration, and shall serve as a member and Chairperson of that Committee. The Mayor, when serving as an ex-officio member, shall not count as an appointed member for the purpose of establishing a quorum at all other Committee meetings.
19. The Mayor of the Council may appoint members of the Council and/or citizens of the Town to special committees as authorized by the Council. No Committee shall have the power of executive action unless specifically authorized and shall report back to the Council for action on its recommendations or proposals.
20. In all cases where the parliamentary proceedings are not determined by the foregoing rules and orders, "Roberts Rules of Order" shall be taken as authority to decide the course of proceedings.
21. The first and third Mondays of each month are designated as 'regular' council meetings with the provision that a unanimous vote of the council would cancel a meeting. Whenever a regular meeting falls on a legal holiday, such meeting will take place the following day.
22. Special meetings of the Town Council may be scheduled for other dates for special purposes. The agendas for such meetings shall be posted at the Post Office, Town Office, Town Bulletin Board, on the Town website, no less than 72 hours in advance of the meeting (unless an emergency meeting is needed for the purpose of dealing with an unanticipated Town emergency, in which case posting shall be to all normal posting locations and via email to local print media as soon as it is identified that a meeting will be held). The agenda for a Special Meeting shall be prepared as follows;
- A. Call to order
 - B. Subject(s) for meeting
 - C. Adjourn

The general public shall be allowed to comment on subjects at Special meetings in the same manner as for Regular Council meetings. There shall be no general Public Comment section for items not contained on the agenda for Special Council meetings.

23. Any item on the consent agenda can be set aside for discussion at the request of any Councilor, prior to a motion on the remainder of the consent agenda.
24. Council Meetings shall not extend beyond 10 p.m. without an affirmative vote of the Town Council.
25. The Councilor Comment section of the agenda is reserved for the purpose of enabling any Council member to discuss matters not previously mentioned on the agenda. No official Council action can be taken at this time.

This policy replaces the Council Rules last updated February 19, 2008

Adopted by Town Council: May 21, 2012

Real
HEROES
Awards

ordinary people | extraordinary acts

December 16, 2013

Ms. Susan Lessard
Town of Hampden
106 Western Ave
Hampden, ME 04444-1436

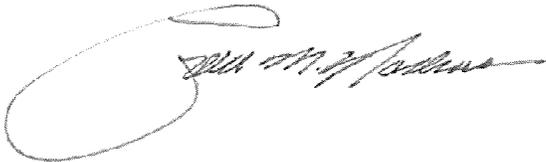
Dear Susan,

Once again, the American Red Cross - Pine Tree Chapter and WABI-TV5, will host the **17th Annual Real Heroes Awards Breakfast** to recognize individuals and groups from our communities who have demonstrated acts of heroism and shown courage, kindness, and unselfish character in their service to others. As always, the proceeds from the Breakfast will be dedicated to our *Local Disaster Relief Fund* which supports over 300 disasters that happen every 32 hours in Maine!

This year's event will again take place on **March 20, 2014 at Jeff's Catering & Event Center in Brewer at 7:30a.m.** Please find details enclosed on how your company can make a difference by providing relief assistance to the more than 600 victims of disasters that we help each year in Maine, while enjoying a truly heartwarming experience by paying tribute to our local Heroes.

Please use the forms enclosed to let us know how you are able to help. We very much hope to see you for our **17th Annual Real Heroes Awards Breakfast** on March 20, 2014 at Jeff's Catering & Event Center in Brewer.

Sincerely,



Todd M. Nadeau, MSB, CFRE
Executive Director

Enclosures

Statewide Corporate Sponsorship Levels

State Sponsor

Investment: **\$25,000**

Red Cross Mission Impact: Provides a full day of emergency shelter for 1,000 people.

- CEO or Senior Executive invited to introduce a Real Heroes Honoree at all four Breakfasts in the State of Maine
- Complimentary foursome in American Red Cross Annual Golf Tournament held at Highland Green, Topsham, Maine, in August of 2014
- Exclusive, top-tier sponsor acknowledgements printed in the program book, on event signage, on social media and radio channels, and on chapter website with live links to your company's website
- Your company's name and logo to be featured on invitations for all four Heroes Breakfasts events (pending timing of commitment)
- One table for 8 at each Heroes Breakfast in Maine (Portland, Lewiston, Bangor and Caribou), or a total of 4 tables at Breakfast(s) of your choice and a table for eight at the Mid Coast Chapter Gala
- Premium placement full-page, ad in program book at all American Red Cross Maine events (Choose from inside front cover or back cover)
- A full page message in program books at all five events
- Corporate profile and contact information in program books at all four Heroes events
- One slide in sponsor Power Point loop that runs on video screen(s) at all five events
- Your company's name and logo featured on sponsor signage to be displayed at several locations at all five events
- Sponsor recognition in annual report
- Opportunity to become part of the Ready 365 Program
- Sponsor appreciation ad in the Bangor Daily News in April 2014

Event Sponsor

Investment: **\$15,000**

Red Cross Mission Impact: Provides one hot meal to 2,500 disaster victims.

- CEO or Senior Executive invited to introduce Real Heroes Honoree at four of the Breakfasts in the State of Maine
- Second-tier sponsor acknowledgements in the program book, on event signage, on social media and radio channels, and on chapter website with live links to your company's website
- Your company's name and logo to be featured on invitations for three Heroes Breakfast events (pending timing of commitment)
- One table of 8 at four of the Heroes Breakfasts in Maine (Portland, Lewiston, Bangor and Presque Isle), or a total of 3 tables at Breakfast(s) of your choice
- Premium placement full-page ad in program book at four American Red Cross Heroes events
- A full-page message in program book at three events
- Corporate profile and contact information in program book at four events
- One slide in sponsor Power Point loop that runs on video screen(s) at all events
- Your company name and logo featured on sponsor signage to be displayed in several locations at the four events
- Sponsor recognition in annual report
- Opportunity to become part of the Ready 365 Program
- Sponsor appreciation ad in the Bangor Daily News in April 2014

Breakfast Sponsor

Investment: **\$5,000**

Red Cross Mission Impact: Provides cribs and other critical infant supplies for 85 babies in an emergency shelter.

- Complimentary invitations to local event for two guests
- Sponsor acknowledgements in the program book, on event signage, on social media and radio channels, and on chapter website
- Your company's name and logo to be featured on invitations for four Heroes Breakfasts events (pending timing of commitment)
- Two reserved tables for 8 guests at each table
- Centerfold ad in program book
- Corporate profile and contact information in event program book
- One slide in sponsor Power Point loop that runs on video screen(s) at the event
- Your company name and logo displayed on large signage during the event
- Sponsor appreciation ad in the Bangor Daily News in April 2014

Hero Award Sponsor

Investment: **\$3,000**

Red Cross Mission Impact: Provides Infant CPR and Babysitter training to 200 underprivileged youths.

- Complimentary invitations for two guests to local event
- Sponsor acknowledgements in the program book, on event signage, on social media and radio channels, and on chapter website
- Name to be featured on event invitation (pending timing of commitment)
- One reserved table for 8 guests
- Full-page, black & white ad in program book
- Corporate profile and contact information in program book
- Logo included on sponsor slide in sponsor Power Point loop that runs on a large video screen at the event
- Your company name and logo displayed on sponsor signage during the event
- Sponsor appreciation ad in the Bangor Daily News in April 2014

Color Guard Sponsor

Investment: **\$2,000**

Red Cross Mission Impact: Provides travel, meals and shelter for 15 health care workers.

- Sponsor acknowledgements in the program book, on social media and radio channels, and on chapter website
- Half-page, black & white ad in program book
- Corporate profile and contact information in program book
- Logo included on sponsor slide in sponsor Power Point loop that runs on a large video screen at the event
- Your company name displayed on sponsor signage during the event
- Table of 8-Guests
- Sponsor appreciation ad in the Bangor Daily News in April 2014

Patriotic Vocalist Sponsor

Investment: **\$2,000**

Red Cross Mission Impact: Provides communication to 25 military personnel and their families when family emergency strikes.

- Sponsor acknowledgements in the program book, on social media and radio channels, and on chapter website
- Half-page, black & white ad in program book
- Corporate profile and contact information in program book
- Logo included on sponsor slide in sponsor Power Point loop that runs on a large video screen at the event
- Your company name displayed on sponsor signage during the event
- Table of 8-Guests

- Sponsor appreciation ad in the Bangor Daily News in April 2014

Bag Pipe and Drum Corps Sponsor

Investment: **\$2,000**

Red Cross Mission Impact: Provides swimming lessons for 200 underprivileged youths.

- Sponsor acknowledgements in the program book, on social media and radio channels, and on chapter website
- Half-page, black & white ad in program book
- Corporate profile and contact information in program book
- Logo included on sponsor slide in sponsor Power Point loop that runs on a large video screen at the event
- Your company name displayed on sponsor signage during the event
- Table of 8-Guests
- Sponsor appreciation ad in the Bangor Daily News in April 2014

Patron Sponsor

Investment: **\$1,800**

Red Cross Mission Impact: Provides 15 first responders with a hot meal, water, and snacks for one day.

- Sponsor acknowledgements in the program book, on event signage, on social media and radio channels, and on chapter website
- Half-page, black & white ad in program book
- Corporate profile and contact information in program book
- Logo included on sponsor slide in sponsor Power Point loop that runs on a large video screen at the event
- Your company name displayed on sponsor signage during the event
- Table of 8-Guests
- Sponsor appreciation ad in the Bangor Daily News in April 2014

Partner Sponsor

Investment: **\$1,500**

Red Cross Mission Impact: Provides 30 military comfort kits filled with most-needed items such as a robe, shower shoes, toiletries, and music gift card.

- Table of 8-Guests
- Name in program book
- Table Sign
- Half-Page Program Ad
- Sponsor appreciation ad in the Bangor Daily News in April 2014

Table Sponsor

Investment: **\$750**

Red Cross Mission Impact: Provides 150 blankets to victims of disaster.

- Table of 8-Guests
- Name in program book
- Table Sign
- Quarter-page ad in program book

Additional Opportunities

There are other ways to lend your support to help make the Heroes Breakfast a huge success:

Underwrite/Donate: Associate your name/brand with the buffet, Teddy Bears, or one of the other elements of the Breakfast, such as the signage or decorations.

Host a Hero Table: \$750 – Can't attend the event? Host a table of 8 for a Hero Award recipient and their guests! Your company's name and logo will be displayed on the table and your name will be listed in the program book as a "Host a Hero" sponsor.

Be a contributor: Contribute between \$1 and \$749 and your name will be displayed in the program book in our Contributor Honor Roll section.

Purchase Tickets: \$25/Individual or \$45/Couple. A limited number of individual seats will be available for purchase at the event, so please reserve your seat(s) early!

Donate In-Kind Products: We're looking for products to support the cost of the Breakfast such as: table linens, signage, balloons, helium, teddy bears, and other event necessities.

Media Sponsors: Print and radio; lend your brand to help promote this important event.

Program Book Ads

Show your support for one or more of our honorees by placing an ad in the program book:

Full-Page: \$500 (black & white ad)

Half-Page: \$350 (black & white ad)

Quarter-Page: \$200 (black & white ad)

Please send questions to:

Stacy Caler
American Red Cross - Pine Tree Chapter
145 Exchange Street, Suite 1
Bangor, ME 04401
207-941-2903 X404
stacy.caler@redcross.org

PLEASE NOTE OUR NEW MAILING ADDRESS

**AMERICAN RED CROSS-PINE TREE CHAPTER & WABI-TV5
17th Annual Real Heroes Breakfast**

Thursday, March 20, 2014 from 7:30-9:00a.m.
Jeff's Catering & Event Center in Brewer

SPONSOR & CONTRIBUTOR REPLY FORM

YES! I would like to celebrate local Real Heroes by supporting the Pine Tree Chapter's 17th Annual Real Heroes Breakfast in the following way:

- \$25,000 State Sponsor
- \$15,000 Event Sponsor
- \$5,000 Breakfast Sponsor
- \$3,000 Hero Award Sponsor
- \$500 Event Table Sponsor
- \$2,000 Color Guard Sponsor
- \$2,000 Patriotic Vocalist Sponsor
- \$2,000 Bag Pipe and Drum Corps Sponsor
- \$1,800 Patron Sponsor
- \$1,500 Partner Sponsor
- \$750 Table Sponsor
- \$750 Hero Table Sponsor (sponsor a Hero Table with your company logo at the table for a Hero and their guests)
- \$ _____ Contributor (\$1-\$749)
- \$25/Single Ticket - \$45/Couple
- Payment Option-1: Invoice entire amount by _____ (no later than 6/30/2014)
- Payment Option-2: Invoice in (2) installments on: ____/____/2013 & ____/____/2013
(No later than 6/30/2014)
- I/We cannot attend, but wish to donate \$ _____ to the *Local Disaster Relief Fund*

Name (as you wish it to appear in the event program)

Contact Person

Contact Person Title

Contact Telephone Number

Contact Fax Number

Contact Email

Please Reply by February 20, 2014

Todd Nadeau, Executive Director
145 Exchange Street, Suite 1
Bangor, ME 04401

You may also reply by phone: (207) 941-2903 Ext 402 or fax: (207) 941-2906
or email: todd.nadeau@redcross.org

4a

TO: Hampden Town Council
FROM: Sue Lessard, Town Manager
DATE: January 15, 2014
RE: Kid's Korner Fees – Employees

I have included this subject on the Finance & Administration Committee agenda because although it has been a long-time (before me) practice that the children of town employees have attended Kid's Korner at no cost, with the addition of the Skehan Center to the financial responsibilities of the Recreation Department, I wanted an opportunity to discuss with the Council whether this was a practice you wished to continue. At the present time there are two children who attend in this manner.

I have attached a memo from Jill McLaughlin who manages the Kid's Korner program as well.

Kid's Korner Information

1 full time child (AM & PM): \$100.00 a wk /\$3500.00 a school year (does not include extra fees for early dismissal days of \$20.00)

1 Child (AM only): \$40.00 a wk/\$1424.00 a school year (does not include extra fees for early dismissal days of \$20.00)

1 Child (PM only): \$60.00 a wk/\$2076 a school year (does not include extra fees for early dismissal days of \$20.00)

Waiting list: currently with 1-7 children on certain days.

Considerable Options

1. Have full-time employees register for the program as everyone else has to and pay full rate.
2. Allow Full-time employees the right to sign up before registration day to secure slots but they are required to pay the full rate of the program.
3. Allow Full-time employees the right to sign up before registration day to secure slots but have a discounted rate.
4. Have the full-time employees register for the program as everyone else has to but get it for free.