

## **FINANCE & ADMINISTRATION COMMITTEE MEETING**

Monday, October 19, 2015

6:00 p.m.

Hampden Town Office

1. Meeting Minutes
  - a. October 5, 2015
2. Review & Sign Warrants
3. Old Business
  - a. Service Fees 2015/2016
  - b. License Plate Issuance Policy
4. New Business
  - a. Catch Basin Cleaning – Proposal for Funding
  - b. Request to use Streets & Roads Reserve Funds for Replacement of School Sign on Route 202
  - c. Request to use Computer Reserve Funds for Replacement of Public Safety Server
  - d. Proposed Amendments to Fees Ordinance
5. Public Comment
6. Committee Member Comments

1a

**FINANCE & ADMINISTRATION COMMITTEE MEETING**

Monday, October 5, 2015

**MINUTES - DRAFT**

*Attending:*

*Councilor (Dep. Mayor) William Shakespeare*

*Councilor Stephen Wilde*

*Councilor Dennis Marble*

*Town Manager Angus Jennings*

*Public Safety Director Joe Rogers (through item 3.a.)*

*Lt. Jason Lundstrom (through item 3.a.)*

*Councilor Terry McAvoy*

*Councilor Greg Sirois*

*Deputy Mayor Shakespeare called the meeting to order at 6:01 p.m.*

**1. Meeting Minutes**

- a. *September 21, 2015 – Motion by Councilor McAvoy, seconded by Councilor Marble to approve the September 21, 2015 minutes. Unanimous (5-0) vote in favor.*

**2. Review & Sign Warrants – Warrants were reviewed and signed by Committee members.**

**3. Old Business**

- a. **Extrication Equipment Bid Results – Fire Department – Lt. Lundstrom** described to the Council the process that the Fire Department undertook to solicit bids from vendors to purchase life safety equipment, including jaws of life, with Federal grant funds and local matching funds awarded over the summer. The vendor with the lowest proposed price, Industrial Protection Services, was also the vendor that received the highest ratings for quality. Councilor Shakespeare expressed, on behalf of the Council, that he is proud of the work of the Fire Department to secure these competitive grant funds, and the other Councilors agreed. Motion by Councilor Sirois, seconded by Councilor Marble, to recommend award of the bid to Industrial Protection Services in the amount of \$47,130.00. Approved 5-0.
- b. **Electrical Work Associated with AV Equipment Upgrade – Manager Jennings** provided background regarding the Council's prior authorization of funding from the Host Community Benefits account to support upgrades to the Audio/Visual equipment in the Council Chambers. Because the initial bid did not include electrical work, a meeting was held between the A/V vendor

*and Hampden Electrical to scope out the work needed to accompany the new A/V equipment. Hampden Electrical had provided a proposed cost, and had updated that cost proposal (to a lower amount) earlier today to reflect scope clarifications provided by the A/V vendor Rodney Verrill. Manager Jennings recommended, based on his consultation with the Town IT staff Kyle Severance, that an item in the initial A/V bid – a high definition blu-ray recorder (at a cost of \$3,570.00) – could be removed from that bid in order to bring the entire project – A/V and electrical – under the budget previously approved for the A/V work. Motion by Councilor Marble, seconded by Councilor McAvoy, to recommend to the Council to accept the bid from Hampden Electrical in the amount of \$3,547.00, and to modify the A/V proposal to exclude the high-definition blu-ray recorder. Approved 5-0.*

#### **4. New Business**

- a. **1996 Ford E-350 Ambulance Sale Bid Results** – *Public Safety Director Joseph Rogers presented to the Council that, after conducting a publicly noticed auction of an old ambulance, the only bid received was for \$507.00. Director Rogers recommended, due to the low amount of the bid, that the bid be rejected. Motion by Councilor McAvoy, seconded by Councilor Marble, to recommend to the Council that the bid be rejected. Approved. 5-0.*
- b. **Service Fees 2015/2016** – *Manager Jennings described the process by which service fees are calculated and assessed annually pursuant to the Service Fee Ordinance, and introduced the materials in the meeting packet setting out the calculated fees for six properties. Councilor Sirois asked whether a property on Mayo Road owned by Acadia should also be subject to the Service Fee Ordinance. Councilor McAvoy asked whether the amounts were based on each organization's prior year revenues. Manager Jennings recommended that no harm would come from delaying this matter, and agreed to work with the Assessor to provide more information. Councilor Marble motioned, and it was seconded, to postpone this matter until the next meeting of the Finance Committee. Approved 5-0.*
- c. **Request to use Recreation Clearing Account Funds – Recreation Director Shelley Abbott – Referral from Infrastructure Committee** – *Manager Jennings reported that, following the direction of the Infrastructure Committee at a prior meeting, multiple vendors were contacted regarding the request for funding to replace the boiler room doors at the Skehan Center, and to purchase a new mower to be used on recreation fields. The low price bid for the boiler room doors, in the amount of \$2,980.00, was provided by Exactitude Hardware Consultants in Bangor. (This bid excludes painting and grouting, but DPW has offered to complete this work). Councilor Marble*

*motioned, and Councilor Wilde seconded, to recommend acceptance of the Exactitude Hardware Consultants bid to the Council. During discussion of the motion, Councilor McAvoy noted that the Skehan Center lease indicates that pictures were taken of the condition of the facility at the time that the Town took occupancy. The motion was approved 5-0.*

*The low price bid for the mower – a Z950M John Deere mower – in the amount of \$4,500.00, was provided by Hammond Tractor in Fairfield. Councilor Marble noted that, through this process, everyone's role worked. The Council scrutinized the initial prices, Town staff worked in coordination to secure more favorable pricing, DPW staff will contribute labor toward the project, and as a result of all of this the project costs are lower. Motion by Councilor Marble, seconded by Councilor Wilde, to recommend acceptance of the Hammond Tractor bid to the Council. Approved 5-0.*

**5. Public Comment – None.**

**6. Committee Member Comments – None.**

*There being no further business, the meeting was adjourned at 6:30 p.m.*

Respectfully submitted –

Angus Jennings, Town Manager

Town of Hampden  
106 Western Avenue  
Hampden, Maine 04444



Phone: (207)  
Fax: (207)  
Email:  
townmanage

3a

TO: Town Council  
Administration & Finance Committee

FROM: Angus Jennings, Town Manager

DATE: October 14, 2015

RE: Recommended approval of FY16 Service Charges

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As was discussed at the October 5 meeting of the Administration & Finance Committee, the attached service charge calculations are brought forward for Council review and approval. I have met with the Assessor to review and clarify two items resulting from the October 5 meeting:

- **Completeness of list of six properties subject to the Service Charge Ordinance:** A question was asked regarding a property on Mayo Road owned by Acadia Hospital. The Assessor was aware of the property, and it has been subject to a Service Charge in years past. However, because this facility is not currently occupied, and generating rental income, it is not subject to a Service Charge this year. (Rather, it is subject to property taxes.) If the property becomes occupied by an exempt use, it would submit documentation to the Assessor in order to be subject to a Service Charge rather than property taxes.
- **Method of calculation of service charge:** The Service Charge is calculated based on the formula set forward in Sec. 4 of the Service Charge Ordinance, a copy of which is attached. The question that arose at the previous meeting was whether the Assessor's determination of charges takes into account the organization's prior year's gross annual revenues. The answer is no, not at this stage of the process. An organization's gross annual revenues are not considered in calculating the Service Charge; rather, an organization may petition the Council to reduce its Service Charge to ensure that it does not exceed 2% of the organization's gross annual revenues. (See Sec. 6 of the Ordinance). In the event that one or more organizations seek a reduction in their Service Charge, the organization would be required to submit an audited financial statement of its prior year's operations, and the 2% limitation on Service Charge would be based on that amount.

Upon Council approval, Service Charges will be levied in the amounts indicated (attached).

cc: Kelly Karter, Assessor

TOWN OF HAMPDEN

SERVICE CHARGE ORDINANCE

Sec. 1. Authority. This Ordinance is enacted pursuant to 30-A M.R.S.A. § 3001 and 36 M.R.S.A. § 652(1)(L).

Sec. 2. Purpose. The purpose of this Ordinance is to establish an annual service charge to recover the cost of providing municipal services, other than education and general assistance, to owners and/or occupants of certain institutional and organizational real property which is otherwise exempt from state or municipal taxation.

Sec. 3. Creation of Service Charge. An annual service charge is hereby established, effective with the municipal fiscal year commencing on July 1, 1992. The service charge shall be levied by the municipal officers against all residential property owned by an organization or institution if the property is otherwise totally exempt from property taxation and is used to provide rental income. The service charge shall not apply to student housing or parsonages.

Sec. 4. Calculation of Service Charge. The service charge shall be calculated according to the actual cost of providing municipal services to the property in question and the persons who use that property. Municipal services shall include, without limitation, the following: fire protection, police protection, road maintenance and construction, traffic control, snow and ice removal, sewer service, sanitation services, and any other services. For the purpose of this Ordinance, municipal services shall not include education and general assistance. The service charge for each property shall be determined in accordance with the following formula:

$$\frac{B}{V} \times JV = SC$$

where:

B = Budget for the current fiscal year for municipal services, except education and general assistance

V = Total taxable valuation of municipality for the current fiscal year

JV = Just Value of property in question

SC = Service Charge of property in question.

The Assessor shall provide the municipal officers with the following information at the time of the annual tax commitment: (1) list of property to which a service charge is applicable under this ordinance, (2) total taxable valuation of the municipality for the current fiscal year, and (3) the just value of the properties in question. The Town Manager shall provide the municipal officers with the amount of the budget for municipal services for the current fiscal year, along with a proposed service charge for each property based on the foregoing formula.

Sec. 5. Levy of Service Charge. The municipal officers shall levy the annual service charge on the tax exempt property subject to a service charge under this Ordinance, and shall establish a due date for payment of the same. The Treasurer shall send a statement to every affected property owner setting forth the amount of the service charge levied on the subject property.

Sec. 6. Limitation on Service Charges. The total service charges levied by the municipal officers under this Ordinance against any institution or organization shall not exceed 2% of the gross annual revenues of that institution or organization. Provided, however, that in order to qualify for the foregoing limitation, the institution or organization shall file with the municipal officers an audit of the revenues of the institution or organization for its last fiscal year which ended immediately prior to the municipal fiscal year for which the service charge was levied. The municipal officers shall abate the service charge amount that is in excess of 2% of the gross annual revenues.

Sec. 7. Collection. Unpaid service charges shall be collected in any manner available to the municipality, including, without limitation, the procedure provided in 38 M.R.S.A. § 1208, as may be amended from time to time.

Sec. 8. Use of Revenues. Revenues accrued from service charges shall be used, as much as possible, to fund the cost of providing the municipal services which were considered in calculating the service charges.

Sec. 9. Appeals. Any institution or organization may challenge the decision of the municipal officers to levy a particular service charge or the amount of a particular service charge by filing an appeal with the Board of Assessment Review. Such appeals shall be filed in writing with the Town Clerk within 60 days of the date on which notice is provided to the institution or organization by the Treasurer under Sec. 5 above indicating the amount of the service charge levied by the municipal officers. The Board of Assessment Review shall conduct a public hearing on the appeal and shall issue a written decision thereon within 60 days of the date that the appeal was filed with the Town Clerk. Failure to issue a decision on an appeal within 60 days of the date the application was filed shall be deemed to

be a denial thereof. The appeal shall be processed in accordance with all applicable laws or ordinances, and such rules of procedure as may be established by or for the Board of Assessment Review. Any decision by the Board may be appealed to Superior Court by an aggrieved party pursuant to Rule 80B of the Maine Rules of Civil Procedure.

Sec. 10. Severability. Should any provisions of this Ordinance be declared invalid by the Courts, such decision shall not invalidate any other provision of this Ordinance.

Adopted By Hampden Town Council: 5/18/92

Town of Hampden  
106 Western Avenue  
Hampden, Maine 04444



Phone: (207) 862-3034  
Fax: (207) 862-5067  
email: hampden@midmaine.com

Town of Hampden  
RECEIVED

SEP 09 2015

Office of the  
Town Manager

To: Angus Jennings, Town Manager  
From: Kelly Karter, Assessor *Kelly*  
RE: Service Fee Calculations  
Date: September 21, 2015

Following is a listing of the calculated service fees that apply to residential property according to our Service Fee Ordinance. Currently there are six residential properties that have applied for and receive a total exemption from property tax. This ordinance addresses the cost of Town Services (such as ambulance, fire, road maintenance, etc.) utilized by these entities. The cost of education, county tax and general assistance are deducted from the municipal budget prior to developing the mil rate that is applied to valuation of the property.

The list is as follows:

Community Housing of Maine	\$ 1,949.84
Medical Care Development	\$ 4,896.02
OHI George Street	\$ 1,971.27
OHI Patterson Road	\$ 1,510.59
Penquis Mental Health Services	\$ 1,810.56
The Housing Foundation	\$20,451.88
Total Service Fees	\$32,590.16

These fees have been calculated according to the ordinance. Some may change once financials are submitted.

**MEMO**

To: Property Owner

From: Town of Hampden

Date: September 21, 2015

Subject: Community Housing of Maine

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In accordance with the Service Charge Ordinance approved by the Hampden Town Council on May 18, 1992, the council approved the following Service Charge fee for the fiscal year 2015/2016 on September 21, 2015.

When you have completed your financial information for the year ending June 30, 2015, please submit your gross income if you feel the fee exceeds 2% of your gross income. This information should be submitted to the Town Manager for review by the Hampden Town Council.

Property Owner: Community Housing of Maine

Property Location: 177 Canaan Road  
Hampden, Maine 04444

Legal Description: Map 5 Lot 27-A  
Book 10137 Page 137

2015/16 Municipal Budget \$6,813,432 (Original Budget Less Gen. Asst. of \$10,000)

Divided By Total Valuation \$ 635,971,299 (=0.0107134)

Times the Just Value \$ 182,000

Service Charge Due \$ 1,949.84

**MEMO**

To: Property Owner

From: Town of Hampden

Date: September 21, 2015

Subject: Medical Care Development; DBA Hampden Meadows

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In accordance with the Service Charge Ordinance approved by the Hampden Town Council on May 18, 1992, the council approved the following Service Charge fee for 2015/2016 fiscal year on September 21, 2015.

When you have completed your financial information for the year ending June 30, 2015, please submit your gross income if you feel the fee exceeds 2% of your gross income. This information should be submitted to the Town Manager for review by the Hampden Town Council.

Property Owner: Medical Care Development; DBA Hampden Meadows

Property Location: 1282 Kennebec Road  
Hampden, Maine 04444

Legal Description: Map 1 Lot 23-A  
Book 5818 Page 81

2013 Municipal Budget      \$6,813,432 (Original Budget Less Gen. Asst. of \$10,000)

Divided By Total Valuation    \$635,971,299 (= 0.0107134)

Times the Just Value          \$    457,000

Service Charge Due            \$    4,896.02

**MEMO**

To: Property Owner

From: Town of Hampden

Date: September 21, 2015

Subject: OHI

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In accordance with the Service Charge Ordinance approved by the Hampden Town Council on May 18, 1992, the Council approved the following Service Charge fee for the 2015/2016 fiscal year on September 21, 2015.

When you have completed your financial information for the year ending June 30, 2015, please submit your gross income if you feel the fee exceeds 2% of your gross income. This information should be submitted to the Town Manager for review by the Hampden Town Council.

Property Owner: OHI

Property Location: 35 George St  
Hampden, Maine 04444

Legal Description: Map 23 Lot 70-C  
Book 9404 Page 115

2015/2016 Municipal Budget \$6,813,432 (Original Budget Less Gen. Asst. of \$10,000)

Divided By Total Valuation \$635,971,299 (=0.0107134

Times the Just Value \$ 184,000

Service Charge Due \$ 1,971.27

**MEMO**

To: Property Owner

From: Town of Hampden

Date: September 21, 2015

Subject: OHI

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In accordance with the Service Charge Ordinance approved by the Hampden Town Council on May 18, 1992, the Council approved the following Service Charge fee for the 2015/2016 fiscal year on September 21, 2015.

When you have completed your financial information for the year ending June 30, 2015, please submit your gross income if you feel the fee exceeds 2% of your gross income. This information should be submitted to the Town Manager for review by the Hampden Town Council.

Property Owner: OHI

Property Location: 143 Patterson Road  
Hampden, Maine 04444

Legal Description: Map 5 Lot 39  
Book 9144 Page 102

2015/2016 Municipal Budget \$6,813,432 (Original Budget Less Gen. Asst. of \$10,000)

Divided By Total Valuation \$635,971,299 (=0.0107134)

Times the Just Value           \$    141,000

Service Charge Due           \$    1,510.59

**MEMO**

To: Property Owner

From: Town of Hampden

Date: September 21, 2015

Subject: Penquis Mental Health Service Charge

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In accordance with the Service Charge Ordinance approved by the Hampden Town Council on May 18, 1992, the Council approved the following Service Charge fee for the 2015/2016 fiscal year on September 21, 2015.

When you have completed your financial information for the year ending June 30, 2015, please submit your gross income if you feel the fee exceeds 2% of your gross income. This information should be submitted to the Town Manager for review by the Hampden Town Council.

Property Owner: Penquis Mental Health

Property Location: 1012 Carmel Road North  
Hampden, Maine 04444

Legal Description: Map 1 Lot 31-A  
Book 11872 Page 215

2015/2016 Municipal Budget \$6,813,432 (Original Budget Less Gen. Asst. of \$10,000)

Divided By Total Valuation \$635,971,299 (=0.0107134)

Times the Just Value	\$	169,000
Service Charge Due	\$	1,810.56

**MEMO**

To: Property Owner

From: Town of Hampden

Date: September 21, 2015

Subject: The Housing Foundation

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In accordance with the Service Charge Ordinance approved by the Hampden Town Council on May 18, 1992, the council approved the following Service Charge fee for the 2015/2016 fiscal year on September 21, 2015.

When you have completed your financial information for the year ending June 30, 2015, please submit your gross income if you feel the fee exceeds 2% of your gross income. This information should be submitted to the Town Manager for review by the Hampden Town Council.

Property Owner: The Housing Foundation

Property Location: 113 Western Avenue  
Hampden, Maine 04444

Legal Description: Map 31 Lot 8  
Book 4249 Page 321

2015/16 Municipal Budget \$6,813,432 (Original Budget Less Gen. Asst. of \$10,000)

Divided By Total Valuation \$635,971,299 (=0.0107134)

Times the Just Value \$ 1,909,000

Service Charge Due \$20,451.88

**TOWN OF HAMPDEN  
IN THE TOWN COUNCIL**

Order 2015-02

Adoption: \_\_\_\_\_, 2015

**ORDER ESTABLISHING ELIGIBILITY FOR TOWN ISSUED  
LICENSE PLATES, PROCEDURES AND HOURS OF OPERATION**

**ORDERED**, that, beginning on November 2, 2015, the Town of Hampden shall issue motor vehicle license plates according to guidelines and training by the Maine Bureau of Motor Vehicles.

The Town of Hampden shall only process applications for license plates for documented Hampden residents.

The Town of Hampden shall issue license plates in sequential order, and will not honor requests for plate numbers that are out of rotation.

To ensure access to technical assistance from the Bureau of Motor Vehicles as needed, the Town of Hampden will only process applications for license plates received between the hours of 8:00 AM and 4:30 PM Monday through Thursday.

This Order shall remain in effect until rescinded by the Town Council.

Town Clerk:

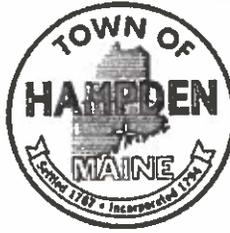
ORDERED by a majority of the Town Council:

\_\_\_\_\_  
Denise Hodsdon

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4a

Town of Hampden  
106 Western Avenue  
Hampden, Maine 04444



Phone: (207) 8  
Fax: (207) 8  
Email:  
townmanager

TO: Town Council  
FROM: Angus Jennings, Town Manager  
DATE: October 14, 2015  
RE: Proposal to fund cleaning of catch basins

As was discussed at the September 28 meeting of the Infrastructure Committee, compliance with the town's current year MS4 Stormwater Management Permit will require cleaning of approximately 74 municipally owned catch basins, each of which were found to have sediment accumulation greater than 50% of the sump depth, as well as repairs to 4 of the catch basins.

The DPW Director is currently soliciting cost proposals, but it is believed that the total cost will be approximately \$15,000. No funds were budgeted for this purpose in the FY16 budget.

In reviewing the FY16 budget for other line items where cost savings could be realized, it is apparent that the \$92,000 budgeted for The Connector Bus will exceed the year's expenses. Yesterday, we received the FY15 fourth quarter invoice for The Bus which, combined with the 3 quarterly payments that will be due before the end of June, totals \$61,039.70.<sup>1</sup> This results in a cost savings, within that line item, of \$30,960.29.

I recommend that the Council authorize the transfer of \$20,000 from The Bus line item (25-10-55-15) to a newly created DPW sub-account Stormwater Management (account number to be determined) for the purposes of catch basin cleaning and repair, and MS4 permit compliance. The amount of recommended transfer is intended to provide adequate cushion to proceed with the catch basin cleaning this fall if incurred costs exceed preliminary estimates.

The creation of a new sub-account is intended to segregate MS4 compliance expenses for accounting purposes, and would implement an objective that has been discussed among the town's stormwater working group. Tracking this expense, and other expenses in the future, as stormwater compliance costs is expected to be helpful to future budgeting processes.

cc: Sean Currier, DPW; Tammy Ewing, Finance

<sup>1</sup> Per 9/15/15 letter from Community Connector, 3 payments of \$19,940.00 will be due. FY15 4<sup>th</sup> quarter invoice received 10/13/15 in amount of \$1,219.71 is less than had been anticipated. The four payments total \$61,039.70.

Town of Hampden  
106 Western Avenue  
Hampden, Maine 04444



Phone: (207)  
Fax: (207)  
Email:  
townmanager

46

TO: Town Council

FROM: Angus Jennings, Town Manager

DATE: October 14, 2015

RE: Request for expenditure from Streets/Roads Reserve Account

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Earlier this month, DPW replaced an aging school speed limit sign on Route 1A and oversaw the replacement of a new control module for a 15mph "School Zone" flashing beacon. The work resulted from notification by school Safety Officer Dan Stewart that the beacon was not working properly, and from DPW's field inspection regarding the condition of the speed limit sign.

The non-labor cost of the work came to \$761.02.

The FY16 DPW budget includes \$3,000.00 for street signs town-wide, and does not account for the replacement beacon. I spoke with Asst. Superintendent Emil Genest about the expense and, because this is school-related infrastructure, he agreed to pay ½ the cost from the RSU#22 budget. However he indicated that the schools don't specifically budget for such expenses either, so this was agreed solely for the present expense.

I request that the Council authorize funding of the expense – \$761.02 – out of the Streets/Roads Reserve Account (03-761-00), which is funded at \$100,000 out of the FY16 budget. Of that amount, \$380.51 would be reimbursed to the Reserve Account upon receipt of funds in that amount from RSU#22. Therefore, the net expense to the Reserve Account would be \$380.51.

Looking ahead to the FY17 budgeting process, DPW will evaluate the amount of school-related transportation infrastructure in support of consideration of whether it is necessary to revisit how such costs are funded in the future.

cc: Sean Currier, DPW Director; Tammy Ewing, Finance

**MARLIN CONTROLS,**  
**980 Quaker Hwy**  
**Uxbridge, MA 01569**  
**(508) 278-0446 / (203) 743-6231**  
**Fax: (508) 278-0447**

**Invoice**

Page: 1

Invoice Number:  
1526-3650

Invoice Date:  
Sep 18, 2015

Sold To:

TOWN OF HAMPDEN  
DEPARTMENT OF PUBLIC WORKS  
355 CANNAN ROAD  
HAMPDEN, ME 04444  
U.S.A

Ship to:

TOWN OF HAMPDEN  
DEPARTMENT OF PUBLIC WORKS  
355 CANNAN ROAD  
HAMPDEN, ME 04444  
U.S.A

Customer ID	Customer PO	Payment Terms	
742	VERBAL S. CURRIER	Net 30 Days	
Confirm To:	Shipping Method	Ship Date	Sales Order #
SEAN CURRIER	UPS Ground	9/18/15	3650

Ordered	Shipped	Back Ord	Item	Description	Unit Price	Extension
1	1		RTC-502598FCE	FLASH CIRCUIT BOARD	210.00	210.00
1	1		RTC - 501615	MODEL AP21T SINGLE CIRCUIT TIME SWITCH	418.00	418.00

Acct. No. \_\_\_\_\_

\_\_\_\_\_  
DEPARTMENT HEAD SIGNATURE

DATE \_\_\_\_\_

**RECEIVED**  
SEP 21 2015

BY:.....

LATE FEES WILL ACCRUE AT THE LESSER OF 12% PER ANNUM (1%/MONTH) OR THE MAXIMUM RATE ALLOWED BY LAW ON ANY MARLIN CONTROLS, INC INVOICES FROM THE DATE SUCH INVOICE BECOMES DUE ACCORDING TO ITS TERMS. BY ACCEPTING OUR FURNISHINGS OF MATERIAL YOU ARE RESPONSIBLE FOR PAYMENT TERMS SET FORTH ON THIS INVOICE. MARLIN CONTROLS TERMS WILL SUPERCEED ANY NOTICE ON BUYER'S PURCHASE ORDER

Subtotal	628.00
Sales Tax	
Freight	23.00
<b>Invoice Total</b>	<b>651.00</b>



INVOICE: 5200000795 PAGE 1  
DATE: Oct 01, 2015 OF 1

SERVICE: PUBLIC WORKS  
CUSTOMER PO:  
CUSTOMER PH:  
TERMS: 30 DAYS

DUE DATE: Oct 31, 2015

CUSTOMER NO: 0000059109

SERVICE ADDRESS:

HAMPDEN, TOWN OF  
106 WESTERN AVENUE  
HAMPDEN, ME 04444

HAMPDEN, TOWN OF  
106 WESTERN AVENUE  
HAMPDEN, ME 04444

DESCRIPTION	QTY	UNIT PRICE	TOTAL PRICE	TAX
W/O#4592-REPAIR SCHOOL FLASHER ON ROUTE 202				
PUBLIC WORKS LABOR	1.00	87.690	87.690	87.69N
PUBLIC WORKS ADMIN COSTS	1.00	14.360	14.360	14.36N
CITY WIDE OVERHEAD	1.00	7.970	7.970	7.97N

RECEIVED  
OCT 05 2015

BY:.....

FOR QUESTIONS CONCERNING THIS INVOICE,  
PLEASE CONTACT THE PUBLIC WORKS  
DEPARTMENT AT (207) 992-4507.

TOTAL CHARGES:	110.02
TOTAL TAX:	0.00
TOTAL INVOICE:	110.02
PAYMENTS:	0.00
ADJUSTMENTS:	0.00
TOTAL DUE:	110.02

Make All Checks Payable to: City of Bangor, 73 Harlow Street, Bangor, Maine 04401



4c

# MEMO

**To:** Angus Jennings  
**From:** Kyle Severance  
**Date:** 10/14/2015  
**Re:** Request to use IT Computer Reserve Funds to Replace Public Safety Server  
03-711-00

**Message:**

A portion of the money that has been set aside for years in the Tech Reserve has been designated to replace the public safety server. The current server is over six years old and is budgeted to be replaced every five years. In the last year the server's performance has deteriorated to the point that it requires restarts and hours of attention each week to keep operational. We have been fortunate not to have any hardware failures which would result in significant downtime for the 17 workstations and 32 connected users it supports.

After gathering quotes and proposals from five different companies, the recommended server is a Dell PowerEdge from HCP Computer and Business Solutions out of Carmel, Maine. A full specification list is available upon request.

\$1800 per year has been reserved in the IT computer reserve fund towards this replacement with anticipated cost being \$9000 at the end of the five years. The total amount being requested for this expense is \$8885.

I would happy to answer any questions you may have. Thank you for your consideration,

Kyle Severance

## Proposal for The Town of Hampden



### Purpose

The Town of Hampden (the town) server is out of warranty and should be replaced. This proposal is to replace that server with a new one running Microsoft Windows Server 2012 R2 (Server).

### Hardware

The proposed server is a Dell Poweredge server with an Intel Xeon E5-2403 v2 1.80GHz, 10M Cache processor, and 32GB of RAM. It has 3 1TB hard drives and a controller to allow configuration as Raid 5 (2TB usable drive space). We also propose 2 external 2TB Hard Drives for backing up your data locally.

The server comes with Windows Server 2012 R2 included.

The server comes with a 3-year, next-business-day warranty from Dell. While the warranty is nominally parts and labor, our experience is that Dell considers almost all parts to be customer installable; the warranty does not cover labor to recover data or reload the operating system in any event. HCP will be happy to provide those services on a time-and-materials basis. These services are covered under our premium support package (described below).

We also propose a new UPS to protect the server against electrical mishaps.

### Labor

The labor quoted below includes the following tasks:

- 1) Load the new server
- 2) Configure the new server for the town
- ~~3) Configure UPS for new server~~
- ~~4) Install UPS on the town premises~~
- 5) Install the new server on the town premises
- 6) Copy all directories, shares, etc. to the new server
- 7) Configure user login scripts
- 8) Install external hard drive
- 9) Configure backup
- 10) Connect all workstations to new server
- 11) Reconfigure all printers to work with new server

## Client Access Licenses

Each user PC requires a Server Client Access License (CAL) to connect to the server.

## Support

HCP offers two server support packages, standard and premium. Our standard support package, which includes monthly, quarterly and semi-annual tasks designed to identify potential problems and do preventative maintenance. The Premium package includes everything in the standard package, plus all steps required to address any issues that arise with the server, either during support or at any other time (it is, in effect, a software warranty on the server). Also included in the Premium support is any labor needed for warranty tasks: if the hardware fails HCP will identify the failure, contact Dell, arrange for replacement parts, install the parts and do whatever is needed to get the machine back up and running.

## Cost

Server	4010.00		= 4010.00
UPS	500.00		REMOVED
External Hard Drives with backup software	500.00		= 500.00
CAL's (Per 5)	150.00	x4	= 600.00
Labor			
Server installation	2500.00		= 2500.00
Workstation setup (per profile)	75.00	x17	= 1275.00
			<b>TOTAL: 8885.00</b>

## Support options (annual)

Standard support	2000.00 per year
Premium support	3000.00 per year



Mark Holmes  
Subscribe to the HCP Blog <<http://www.hcp4biz.com/blog/>> for use and security tips.  
[www.hcp4biz.com](http://www.hcp4biz.com)  
[207-848-9888](tel:207-848-9888)

Town of Hampden  
106 Western Avenue  
Hampden, Maine 04444



Phone: (207)  
Fax: (207)  
Email:  
townmanage

4d

TO: Town Council  
FROM: Angus Jennings, Town Manager  
DATE: October 14, 2015  
RE: Annual Review of Fees Ordinance

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The enclosed materials are introduced for Town Council review pursuant to Article 9.1 of the Town of Hampden Fees Ordinance, which requires that “an itemized listing of fees for each town department will be submitted to the Town Council by the Town Manager on or before October of each year for the Council’s review, revision and approval.”

In preparation, I directed each staff member with administrative oversight of one or more sections of the Fees Ordinance to review the document and:

1. Indicate which section(s) your department administers in the course of your work (note: some sections, such as Articles 1 & 2, may be administered by multiple departments and personnel);
2. Confirm that your department presently administers the Fees Ordinance as written; and
3. Bring forward any recommendations for specific fees that you think ought to be reviewed for revision, or specific recommendations for revision including a written justification and reference documents, if any, that would support consideration of revisions.

Responses were provided by all Departments. I have also attached a draft redlined version of the current Fees Ordinance reflecting potential changes that were recommended by staff either to keep pace with costs, or in some instances to better reflect current practice (i.e. no charge for notary services for Hampden residents).

I have also attached to this memo some correspondences received – specifically, those of adequate complexity, or raising policy questions – in support of the Council’s consideration.

In several correspondences, recommendations were offered for specific adjustments to the existing fee structure (note esp. Pool, Code Enforcement). In others, information was submitted

that suggests to me the need to look closely at certain sections of the Fees Ordinance to determine, based on careful consideration, whether and what changes are warranted. One clear example is the current sewer hookup fee of \$200, which applies equally whether the applicant is building a new single family home, or a more water intensive use such as a restaurant, laundromat or major industrial operation.

Likewise, the fees analysis undertaken by the Recreation Director has a lot of valuable information that warrants consideration.

This item is included on the October 19 agenda in order to comply with the Ordinance. However, it is not yet ready for final Council action. I therefore recommend consideration of the following actions:

- Referral of sewer fee structure consideration to Infrastructure Committee
- Referral of Recreation fee financial structure consideration to Services Committee
- Continuation of the Council's consideration of the overall Fees Ordinance until a later Council meeting

If productive deliberation can take place at Monday's meeting regarding some number of the fees, that'll be helpful. However I also want to set out a process whereby this Ordinance can be carefully reviewed later this fall.

**TOWN OF HAMPDEN, MAINE  
FEES ORDINANCE**

**TABLE OF CONTENTS**

ARTICLE 1 - ADMINISTRATION	3
ARTICLE 2 - FEES FOR ACTIVITIES REGULATED BY TOWN ORDINANCE	4
ARTICLE 3 – FIRE DEPARTMENT	8
ARTICLE 4 – POLICE DEPARTMENT	9
ARTICLE 5 – PUBLIC WORKS DEPARTMENT	10
ARTICLE 6 – RECREATION	11
ARTICLE 7 – LIBRARY	12
ARTICLE 8 – POOL	13
ARTICLE 9 – ANNUAL REVIEW BY TOWN COUNCIL	15

ADOPTED: Hampden Town Council October 20, 1986  
Effective: November 19, 1986

AMENDED: Hampden Town Council December 7, 1987  
Effective: January 5, 1988

AMENDED: Hampden Town Council March 21, 1991  
Effective: April 21, 1991

AMENDED: Hampden Town Council July 6, 1993  
Effective: August 5, 1993

AMENDED: Hampden Town Council December 20, 1993  
Effective: January 19, 1994

AMENDED: Hampden Town Council May 6, 1996  
Effective: June 6, 1996

AMENDED: Hampden Town Council February 7, 1998  
Effective: March 18, 1998

AMENDED: Hampden Town Council November 17, 2003  
Effective: December 17, 2003

AMENDED: Hampden Town Council March 21, 2005  
Effective: April 20, 2005

AMENDED: Hampden Town Council April 4, 2005  
Effective: May 4, 2005

AMENDED: Hampden Town Council October 6, 2008  
Effective: November 5, 2008

- AMENDED: Hampden Town Council June 15, 2009  
Effective: July 15, 2009
- AMENDED: Hampden Town Council August 3, 2009  
Effective: September 2, 2009
- AMENDED: Hampden Town Council January 19, 2010  
Effective: February 18, 2010
- AMENDED: Hampden Town Council September 19, 2011  
Effective: October 19, 2011
- AMENDED: Hampden Town Council April 23, 2012  
Effective: May 23, 2012
- AMENDED: Hampden Town Staff, November 27, 2012  
Effective: December 27, 2012
- AMENDED: Hampden Town Council, April 22, 2014  
Effective: May 22, 2014
- AMENDED: Hampden Town Council, September 2, 2014  
Effective: October 2, 2014
- AMENDED: Hampden Town Council, December 1, 2014  
Effective: December 31, 2014
- 8.8.4, 8.9, 8.10, 8.11, 8.15, 8.16.1, 8.16.3,  
8.16.5 (new 8.11 added and remainder of  
Article 8 re-numbered)
- New 1.13 added and remainder of Article 1  
re-numbered, 3.5, 3.6, 3.7, 3.8, 7.2, 7.3,  
added 7.4 and 7.5
- Deleted Article 8.12 and 8.13
- Articles 6.2, 6.3 and 6.4
- Articles 8.1, 8.2, 8.3, 8.4, 8.5, 8.6, 8.7, 8.8,  
8.9, 8.10, and 8.16
- Articles 3.1, 3.3, 3.5, 3.7 and 3.8; 3.9 and  
corrected numbering of Article 3; and  
Articles 4.2, and 4.4

**TOWN OF HAMPDEN, MAINE  
FEES ORDINANCE**

The Town of Hampden hereby ordains:

In addition to those Town fees and charges, the authorization of which is provided for by Town Ordinances, the following schedule of fees for Town services is approved:

**ARTICLE 1  
ADMINISTRATION**

*Amended 11-17-03, 3-21-05, 6-15-09; 4-23-12*

<b>1.1.</b>	<b><i>Business or Corporation filing</i></b>	State Regulated
<b>1.2.</b>	<b><i>Copy of Certificate (marriage/birth/death)</i></b>	State Regulated
<b>1.3.</b>	<b><i>Copy of Subdivision Ordinance</i></b>	At Cost
<b>1.4.</b>	<b><i>Copy of Zoning Ordinance</i></b>	At Cost
<b>1.5.</b>	<b><i>Copy of other ordinances</i></b>	
	1.5.1. up to 20 pages	\$0.25/page
	1.5.2. and a page after that	\$0.15/page
<b>1.6.</b>	<b><i>Photocopies</i></b>	
	1.6.1. 8½ inch x 11 inch or smaller	\$0.25/page
	1.6.2. 8½ inch x 14 inch	\$0.50/page
	1.6.3. 11 inch x 17 inch	\$0.75/page
<b>1.7.</b>	<b><i>Marriage License</i></b>	State Regulated
<b>1.8.</b>	<b><i>Notary Fee</i></b>	<u>Free for Hampden residents</u> <u>\$3.00 for non-residents</u>
<b>1.9.</b>	<b><i>Record Search</i></b>	\$5.00/hour
<b>1.10.</b>	<b><i>Recording of Pole Permits</i></b>	
	1.10.1. 1 <sup>st</sup> page	\$2.00
	1.10.2. Additional pages	\$1.00/page
<b>1.11.</b>	<b><i>Tax Maps</i></b>	
	1.11.1. (11 inch x 17 inch)	\$50.00/complete set
	1.11.2. (24 inch x 36 inch)	\$4.00 map
<b>1.12.</b>	<b><i>Compact Disk copies of ordinances or documents</i></b>	\$5.00
<b>1.13.</b>	<b><i>DVD copies of recorded meetings (Added 4/23/12)</i></b>	\$3.00
<b>1.14.</b>	<b><i>Liquor License (Amended 6/15/09)</i></b>	
	(Public hearing not required)	\$-50.00
	(Public hearing is required)	\$125.00

**ARTICLE 2**  
**FEEES FOR ACTIVITIES REGULATED BY TOWN ORDINANCE**  
*Amended 11-17-03, 3-21-05, 6-15-09, 8-3-09*

<b>2.1.</b>	<b><i>Animal Control Ordinance</i></b>	
2.1.1.	Animal Impoundment Fee	\$30.00 for each offense.
<b>2.2.</b>	<b><i>Cable Television Ordinance</i></b>	
2.2.1.	Initial Franchise Application Filing Fee	\$500.00
2.2.2.	Renewal Franchise Application Filing Fee	\$500.00
2.2.3.	Modification of a Franchise Agreement	\$500.00
2.2.4.	Combined Filing Fee for participating towns	\$7,000.00
<b>2.3.</b>	<b><i>Cemetery Ordinance</i></b>	
2.3.1.	Lot Fees including perpetual care.	
2.3.1.1.	Resident	\$200.00
2.3.1.2.	Resident -Infant or Cremation	\$200.00
2.3.1.3.	Non-Resident	\$300.00
2.3.1.4.	Non-Resident Infant or Cremation	\$300.00
2.3.2.	Interment fees	
2.3.2.1.	Grave Openings Weekdays Adult	\$250.00
2.3.2.2.	Grave Openings Weekdays Infant or Cremation	\$125.00
2.3.2.3.	Grave Openings Weekends or Holidays Adult	\$350.00
2.3.2.4.	Grave Openings Weekends or Holidays Infant or Cremation	\$200.00
2.3.3.	Town Crypt Fees	
2.3.3.1.	Resident	Free
2.3.3.2.	Non-Resident	\$25.00
2.3.4.	Disinterment	\$800.00
2.3.5.	Vault Cremation	\$250.00
2.3.6.	Public Works Dept. Labor After 3:00 PM	\$25.00/hour
<b>2.4.</b>	<b><i>Concourse Gathering Ordinance</i></b>	
2.4.1.	Concourse Gathering Permit Fee	\$100.00
<b>2.5.</b>	<b><i>Floodplain Management Ordinance</i></b>	
2.5.1.	Application Fee	<del>\$75</del> 100.00
2.5.2.	Experts Fee	\$500.00 horizontal review \$1,000.00 vertical review and horizontal review. This is a draw account established for a professional to establish flood elevation data where possible. Any unspent funds are to be returned to the applicant
<b>2.6.</b>	<b><i>Harbor Ordinance</i></b>	
2.6.1.	Overnight tie up to public float	\$0.40 per ft. boat hull length.
2.6.2.	Private mooring	\$25.00 annual fee.

<b>2.7. Historic Preservation Ordinance</b>		
2.7.1.	Certificate of Appropriateness Application Fee	<del>\$75</del> 100.00
2.7.2.	Historic Site or Landmark Designation Ap, Fee	\$150.00
<b>2.8. Mobile Home Park Ordinance</b>		
2.8.1.	Annual Mobile Home Park License <i>(This includes application review, initial inspection of premises and a follow-up inspection).</i>	\$1 <del>75</del> 0.00
2.8.2.	Additional Inspection Fee <i>(If the town needs to perform additional inspections as a result of applicant deficiencies, each inspection will be charged prior to the inspection).</i>	\$100.00
<b>2.9. Sewer Ordinance</b>		
2.9.1.	Sewer Service Charge Rate <i>(Amended 8/3/09)</i>	\$4.28 per 100 cubic feet of water (c.f.w.) consumed as indicated by consumer's water meter.
2.9.1.1.	Sewer Charge Flat Rate Town Water No Meter	\$64.24
2.9.1.2.	Sewer Charge Flat Rate Well Water No Meter	\$105.44
2.9.2.	Sewer Service Capital Charge	
2.9.2.1.	Base Rate for 1 to 2,999 c.f.w. consumed	\$18.12
2.9.2.2.	3,000 to 5,999 c.f.w. consumed (double base)	\$36.24
2.9.2.3.	6,000 to 8,999 c.f.w. consumed (triple base)	\$54.36
2.9.2.4.	Other c.f.w. amount	Divide cubic feet of water consumed by 3,000 and round up to nearest whole number then multiply by \$18.12
2.9.3.	Sewer Service Minimum Charge Rate	\$18.12
2.9.4.	Sewer Service "Ready to Serve" Charge	\$18.12
2.9.5.	Special Sewer Service Charge	As determined by Town Council.
2.9.6.	Sewer Service Charge Rate Outside Town Limits	As determined by Town Council
<b>2.10. Solid Waste Flow Control Ordinance</b>		
2.10.1.	License Application Fee	\$10.00
2.10.2.	Annual License Fee Per Vehicle	\$25.00
<b>2.11. Special Amusement Ordinance</b>		
2.11.1.	Permit Application Fee	\$50.00
<b>2.12. Subdivision Ordinance</b>		
2.12.1.	Subdivision Sketch Plan	No Charge
2.12.2.	Minor Subdivision <i>(Less than 5 lots and no public improvements).</i>	\$35.00 plus \$20.00/acre
2.12.3.	Minor Subdivision Review/Inspection Draw	not required.
2.12.4.	Major Subdivision Preliminary Plan <i>(Five or more lots and /or public improvements).</i>	\$85.00 plus \$50.00/acre plus \$1,000.00 peer technical review draw account.

<p>2.12.5. Major Subdivision Final Plan <i>(Review/Inspection Draw Account)</i></p>	<p>Fee based on 10% of estimated cost of completing all on-site public improvements plus 10% of estimated cost of completing all off-site public improvements.</p>
<p>2.12.6. Major Subdivision Final Plan <i>(Mobile Home Park Construction Review/Inspection Draw Account)</i></p>	<p>Fee based on 10% estimated cost of completing all on-site improvements plus 10% of estimated cost of completing all off-site improvements.</p>
<p><b>2.13. Victualers Ordinance</b> <i>(Amended 6/15/09)</i></p>	
<p>2.13.1. Victualers License Application (Public hearing not required) (Public hearing is required) <i>(This includes public notice and initial inspection of premises. If the town needs to perform additional inspections as a result of applicant deficiencies, each inspection will be charged \$50.00 prior to the inspection).</i></p>	<p>\$ <del>50</del>75.00 \$ <del>125</del>150.00</p>
<p><b>2.14. Waste Disposal Facility Licensing Ordinance</b></p>	
<p>2.14.1. Application Fee <i>This is a draw account to be used by the Council to hire consultants as necessary to review the proposal. If at any time balance drops to \$10,000.00 the applicant shall deposit an additional \$10,000.00. Any unexpended balance shall be returned after a final decision on the application is rendered.</i></p>	<p>\$50,000.00</p>
<p><b>2.15. Yard Sale Ordinance</b></p>	
<p>2.15.1. Permit Fee</p>	<p>\$<del>5</del>10.00</p>
<p><b>2.16. Zoning Ordinance</b></p>	
<p>2.16.1. Building Permit Applications for all Construction  <i>(Plumbing Permit Application)</i></p>	<p>\$<del>25</del>50.00 plus \$0.<del>40</del><u>15</u> per sq. ft. of total building area including but not limited to finished areas, basements, attics, decks, pools, porches, sheds, garages, etc. <i>State Regulated</i></p>
<p>2.16.2. Demolition/Earth Moving Permit Application</p>	<p>\$<del>25</del>50.00</p>
<p>2.16.3. Sign Permit Application</p>	<p>\$<del>25</del>50.00 per sign</p>
<p>2.16.4. Certificate of Compliance Application <i>(Change of use, resumption of use, new use without building permit application)</i> <i>The above application fees include all inspections required by Section 109 of the Town of Hampden Building Code.</i></p>	<p>\$<del>50</del>75.00</p>
<p>2.16.5. Additional <del>Final</del> Inspections  <i>(If the town needs to perform additional inspections as</i></p>	<p>\$25.00 per hour up to 50% of cost of building permit</p>

*a result of applicant deficiencies, each inspection will be charged prior to the inspection).*

2.16..8.	Zoning Board of Appeals Variance Application	
2.16..8.1.	General Variance	<del>\$100</del> 325.00
2.16.8.2.	Dimensional Variance	<del>\$100</del> 325.00
2.16.8.3.	Disability Variance	Free
2.16.8.4.	Administrative Appeal Application	<del>\$100</del> 325.00
2.16.9.	Zoning Ordinance Map or Text Amendment Request	\$650.00
2.16.10.	Site Plan Review Applications	
2.16.10.1.	Minor Development <i>This includes reuse proposal or new structures with less than 3,000 sq. ft., and total site improvements of less than 5,000 sq. ft</i>	\$75.00
2.16.10.2.	Major Development <i>This includes new structures in excess of 20,000 sq. ft or developments with more than 50,000 sq. ft. of site improvements</i>	\$500.00
2.16.10.3.	All Others	\$150.00
2.16.11.	Commercial Secure Landfill Applications <i>(Application to expand or construct a Commercial Secure Landfill in addition to the above fees).</i>	\$0.005/cubic yard of capacity
2.16.12.	Peer Technical Review Draw Accounts <i>(In addition to the Planning Board application fees the Town shall assess a Peer Technical Review draw account accompanying a complete application as defined by ordinance and prior to review by the Board based on the following schedule. Applications which require subsequent re-review of additional information, or amended submittals shall be responsible to provide additional funds to cover these full peer review costs. Upon exhausting in excess of 75% of the funds in the original submittal, the applicant shall provide additional funding increments of 50% of the original fee. Any remaining fees held in the account upon completion of the review process shall be returned to the applicant).</i>	
2.16.12.1.	Engineering Analysis <i>(Where the staff or planning board requires an Engineering Analysis based on any on-site or off-site impacts).</i>	\$600.00.
2.16.12.2.	Stormwater Analysis <i>(Where the staff or planning board requires a pre-development and post-development storm-water impact study based on 2 acres of proposed impervious surface or other local stormwater drainage problems).</i>	\$500.00.
2.16.12.3.	Traffic Analysis <i>(Where the staff or planning board requires a Traffic Impact Study based on 100 peak hour trips generated on-site or other known local traffic congestion problems).</i>	\$1,000.00.

ARTICLE 3  
FIRE DEPARTMENT  
Amended 11-17-03, 4-4-05; 4-23-12; 12-1-14

3.1.	<b>DELETED</b> (Amended 12-1-14)	
3.2.	<b>Report Copies</b>	\$10.00
3.3.	<b>DELETED</b> (Amended 12-1-14)	
3.4.	<b>Fee for pumping: 1 time emergency</b>	Free
3.5.	<b>DELETED</b> (Amended 12-1-14)	
3.6.	<b>Advanced Life Support 1 Rates</b> (Amended 4-23-12)	
3.6.1.	ALS 1 Base Rate	\$685.00
3.6.2.	ALS 2 Base Rate	\$885.00
3.6.3.	ALS Non-Emergency Rate	\$475.00
3.6.4.	ALS Mileage	\$ 17.00
3.6.5.	ALS Backup Fee	\$100.00
3.7.	<b>Basic Life Support Rates</b> (Amended 4-23-12; 12-1-14)	
3.7.1.	BLS Base Rate	\$550.00
3.7.2.	BLS Non-Emergency Rate	\$450.00
3.7.3.	<b>DELETED</b> (Amended 12-1-14)	
3.7.4.	BLS Mileage	\$ 17.00
3.8.	<b>Ambulance Stand-by fee for special events</b> (Amended 4-23-12; 12-1-14)	\$143.06 per EMS staff member per 0 to 4 hour event. Each additional 0 to 4 hour event shall be billed at an additional \$143.06 per EMS staff member.
3.9.	<b>DELETED</b> (Amended 12-1-14)	

ARTICLE 4  
POLICE DEPARTMENT  
*Amended 11-17-03; 12-1-14*

- |      |  |  |
|------|--|--|
| 4.1. | <b>Report Copies</b> (accident or criminal)                                      | \$10.00 for the first page<br>plus .25 per page<br>thereafter  |
| 4.2. | <b>Special Detail</b> (Dances, games, guard duty, etc.) <i>(Amended 12-1-14)</i> | \$143.06 per officer for the first<br>two hours. Each additional hour<br>shall be billed at the current<br>average overtime rate plus<br>administrative fee. |
| 4.3. | <b>Concealed Weapons (Hand Gun) Permit</b>                                       |  |
|      | 4.3.1. First Permit - State Maximum  | \$35.00  |
|      | 4.3.2. Renewal   | \$20.00  |
| 4.4. | <b>DELETED</b> <i>(Amended 12-1-14)</i>  |  |

ARTICLE 5  
PUBLIC WORKS  
Amended 11-17-03

<b>5.1.</b>	<b>Additional Fees</b>	
5.1.1.	Public Works Dept. Labor After 3:00 PM	\$25.00/hour
5.1.2.	Opening Public Way (Deposit)	\$300.00
5.1.3.	Sewer Hookup – <u>Single Family Home</u>	\$200.00
<u>5.1.4.</u>	<u>Sewer Hookup -</u>	<u>TBD</u>
<b>5.2.</b>	<b>Solid Waste Fees</b>	
5.2.1.	Business Companies Hauling Trash	\$200.00/annually
5.2.2.	Business Hauling directly to Pine Tree Landfill or to the transfer station	\$25.00/annually
5.2.3.	Non-resident Business working on Hampden Project (temp permit)	\$25.00/annually
5.2.4.	Resident Transfer Station Sticker	<del>\$</del> 10.00

ARTICLE 6  
RECREATION  
Amended 11-17-03, 4-22-14

6.1. **Recreation Fee Waiver Policy:** Any person interested in any Hampden Recreation program that feels they do not have the financial means to afford the full fee shall receive a waiver at the sole discretion of the Recreation Director. Full or partial fee waivers may be given as determined by financial need and the recreation program for which the waiver is requested.

6.2. **Program Fees:**

6.2.1. Kids Kamp	\$140.00/full week
6.2.2. Kids Korner AM Program	\$8.00/day
6.2.3. Kids Korner PM Program	\$12.00/day
6.2.4. Kids Korner Half Day Program (12-6 PM)	\$25.00/day
6.2.5. Kids Korner Full Day Program (7 AM-6 PM)	\$40.00/day
6.2.6. Team Sport-Resident (depend on session length)	\$35.00-\$40.00
6.2.7. Team Sport-Non Resident (depend on session length)	\$40.00-\$45.00
6.2.8. Program Registration Late Fee (per person, per program)	\$10.00

6.3. **Skehan Recreation Center Fees:**

*(all requests are subject to availability and require advance written reservation contract and payment)*

6.3.1. Gymnasium Rental-1/2 Gym	\$25.00/hour
6.3.2. Gymnasium Rental-Full Gym	\$50.00/hour
6.3.3. Allen Fitness Room Rental	\$25.00/hour
6.3.4. Interior Classroom Rental	\$25.00/hour
6.3.5. Gymnasium Rental Full Day	negotiated at contract
6.3.6. Allen Fitness Room Rental Full Day	negotiated at contract
6.3.7. Interior Classroom Rental Full Day	negotiated at contract
6.3.8. Affiliated Program Rental 1/2 Gym	\$12.50/hour
6.3.9. Affiliated Program Rental Full Gym	\$25.00/hour
6.3.10. Gymnasium Rental-Multi Day/Multi Week	negotiated at contract
6.3.11. Private Party Rental	\$100.00

2 hours full gym includes classroom for any food consumed

6.4. **RESERVED Outdoor Play Field/Space Rental Fees:** Ball Field or Soccer Field

*(all requests are subject to availability and require advance written reservation contract and payment)*

6.4.1. Single Field/Single Game-Resident	\$25.00
6.4.2. Single Field/Full Day-Resident	\$50.00
6.4.3. Single Field-Multi Day/Multi Week-Resident	negotiated at contract
6.4.4. Affiliated Program Rental	Free/subject to availability
6.4.5. Single Field/Single Game-Non Resident	\$50.00
6.4.6. Single Field/Full Day- Non Resident	\$100.00
6.4.7. Single Field-Multi Day/Multi Week-Non Res.	negotiated at contract
6.4.8. Single Field-Light Use	\$15.00 per event

ARTICLE 7  
LIBRARY

Amended 11-17-03, 1-19-10; 4-23-12

<b>7.1. Library Fees</b>	
7.1.1. Resident Annual Fee	Free
7.1.2. Non-Resident Annual Fee	\$35.00/year
7.1.3. Overdue Fees	
7.1.3.1. Books and Periodicals	\$0.10/day
7.1.3.2. Audio or Video	\$0.10/day
7.1.3.3. Maximum Overdue Fee	\$3.00/item
<b>7.2 Self-service Photocopies</b> (Amended 4/23/12)	\$0.25/page
<b>7.3 Self-service Printer Pages</b> (Amended 4/23/12)	\$0.25/page
<b>7.4 Self-service Sending of Faxes</b> (Added 4/23/12)	
7.4.1. Within United States	\$1.00/page
7.4.2. International	\$2.00/page
<b>7.5 Receiving of Faxes</b> (Added 4/23/12)	Not Allowed

ARTICLE 8  
POOL

Amended 11-17-03, 4-4-05, 10-6-08, 9-19-11, 11-27-12, 9-2-14

- 8.1. Susan G. Abraham Memorial Endowed Scholarship** provides the opportunity to learn to swim (see 8.9 & 8.10) to those who could not otherwise afford it. The scholarship is based on individual assessment of financial need and must be resident of RSU #22 District. (Amended 9/19/2011; 9/2/2014)
- 8.2. Annual Resident Membership Fees:** (Amended 9/2/2014)
- |                     |          |
|---------------------|----------|
| 8.2.1. Family       | \$268.00 |
| 8.2.2. Single Adult | \$163.00 |
| 8.2.3. Youth/Teen   | \$126.00 |
| 8.2.4. Senior       | \$152.00 |
- 8.3. Six Month Resident Membership Fees:** (Amended 9/2/2014)
- |                     |          |
|---------------------|----------|
| 8.3.1. Family       | \$163.00 |
| 8.3.2. Single Adult | \$100.00 |
| 8.3.3. Youth/Teen   | \$ 79.00 |
| 8.3.4. Senior       | \$ 95.00 |
- 8.4. Three Month Resident Membership Fees:** (Amended 9/2/2014)
- |                     |          |
|---------------------|----------|
| 8.4.1. Family       | \$100.00 |
| 8.4.2. Single Adult | \$ 63.00 |
| 8.4.3. Youth/Teen   | \$ 53.00 |
| 8.4.4. Senior       | \$ 58.00 |
- 8.5. Annual Non-Resident Membership Fees:** (Amended 9/2/2014)
- |                     |          |
|---------------------|----------|
| 8.5.1. Family       | \$294.00 |
| 8.5.2. Single Adult | \$189.00 |
| 8.5.3. Youth/Teen   | \$152.00 |
| 8.5.4. Senior       | \$179.00 |
- 8.6. Six Month Non-Resident Membership Fees:** (Amended 9/2/2014)
- |                     |          |
|---------------------|----------|
| 8.6.1. Family       | \$179.00 |
| 8.6.2. Single Adult | \$116.00 |
| 8.6.3. Youth/Teen   | \$ 95.00 |
| 8.6.4. Senior       | \$110.00 |
- 8.7. Three Month Non-Resident Membership Fees:** (Amended 9/2/2014)
- |                     |          |
|---------------------|----------|
| 8.7.1. Family       | \$110.00 |
| 8.7.2. Single Adult | \$ 74.00 |
| 8.7.3. Youth/Teen   | \$ 63.00 |
| 8.7.4. Senior       | \$ 68.00 |
- 8.8. Daily Swim Fee for non-members** (Amended 9/19/2011; 9/2/2014)
- |                                       |          |
|---------------------------------------|----------|
| 8.8.1. Single Swim - Resident         | \$ 4.00  |
| 8.8.2. Single Swim - Non-Resident     | \$ 5.00  |
| 8.8.3. Resident 12 Use Punch Card     | \$ 36.00 |
| 8.8.4. Non-Resident 12 Use Punch Card | \$ 48.00 |

<b>8.9. Resident Swim Lessons</b> (Amended 9/19/2011; 9/2/2014)	
8.9.1. Members	\$4.50 per class
8.9.2. Non-Members	\$6.00 per class
<b>8.10. Non-Resident Swim Lessons</b> (Amended 9/19/2011; 9/2/2014)	
8.10.1. Members	\$6.00 per class
8.10.2. Non-Members	\$7.50 per class
<b>8.11. Private Swim Lessons</b> (Amended 9/19/2011)	
8.11.1 Resident Member	
1 Child	\$15.00 per class
2 Children	\$20.00 per class
8.11.2. Resident Non-member	
1 Child	\$20.00 per class
2 Children	\$25.00 per class
8.11.3 Non-resident Member	
1 Child	\$20.00 per class
2 Children	\$25.00 per class
8.11.4 Non-resident Non-member	
1 Child	\$25.00 per class
2 Children	\$30.00 per class
<b>8.12. Deleted</b> November 27, 2012	
<b>8.13. Deleted</b> November 27, 2012	
<b>8.14. Adult Aqua <del>Fitness</del> <del>Aerobics</del> Drop-Ins:</b>	
8.14.1. <del>Members</del> Residents	\$4.00/class
8.14.2. Non- <del>Members</del> Residents	\$5.00/class
<b>8.15. Gentle Aerobics</b> (deleted 9/19/2011)	
<b>8.16. Pool Facility Rental Fees</b> (Limited Availability): (Amended 9/19/2011; 9/2/2014)	
8.16.1. Resident Pool Rental (up to 30 total guests)	\$75.00/hour
8.16.2. Resident Lounge Rental	\$20.00/hour
8.16.3. Non-Resident Pool Rental (up to 30 total guests)	\$91.00/hour
8.16.4. Non-Resident Lounge Rental	\$25.00/hour
8.16.5. Every 10 Additional Guests (As Required by Rules)	\$15.00/hour
<b>8.17. Swim Diaper</b>	\$1.00

**ARTICLE 9  
ANNUAL REVIEW BY TOWN COUNCIL**

- 9.1** An itemized listing of fees for each town department will be submitted to the Town Council by the Town Manager on or before October of each year for the Council's review, revision, and approval.



**HAMPDEN PUBLIC SAFETY**  
**Police – Fire – EMS – Code Enforcement**  
106 Western Avenue  
Hampden, Maine 04444  
Phone 207-862-4500  
Fax: 207-862-4588



**Memorandum**

Town of Hampden  
RECEIVED

OCT 08 2015

Office of the  
Town Manager

To: Angus Jennings, Town Manager

From: Myles Block, Code Enforcement Officer 

CC: Joseph L. Rogers, Director of Public Safety  
Jared LeBarnes, Building Inspector  
Lt. Jason Lundstrom, Fire Inspector, Alt. Code Enforcement Officer  
Kyle Severance, GIS/IT Specialist

Date: October 8, 2015

Re: Fees Ordinance review and revision recommendation

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Per your request I have reviewed the portions of the Fees Ordinance that apply to the Code Enforcement Division.

Those sections include: 1.4, 1.5, 2.5, 2.7, 2.8, 2.9, 2.13, 2.14, 2.15, and 2.16.1-2.16.8.

The Fees charged by Code Enforcement are within the guidelines currently stated in the Fees Ordinance except a Sewer Hook on fee of \$200 is charged but I can't find that in the Fees Ordinance. I talking with Rosemary she states that the fee has been in place since before she was hired in 2000.

I propose the following revisions to the Fees Ordinance as it applies to the Code Enforcement Division:

1. 2.5.1 – Increase to \$100.00
2. 2.7.1 – Increase to \$100.00
3. 2.8.1 – Increase to \$175.00
4. 2.9 – Add a Commercial & Residential Sewer Hook-on Fee – to be determined by Public Works Director
5. 2.13.1 – Increase the Victualer's License Application Fee to \$75.00 and \$150.00
6. 2.15.1 – Increase to \$10.00
7. 2.16.1 – Increase to \$50.00 + \$0.15 per sq foot
8. 2.16.2 – Increase to \$50.00
9. 2.16.3 – Increase to \$50.00

- 10. 2.16.4 – Increase to \$75.00
- 11. 2.16.5 – Amend to say “*Additional Inspections*”
- 12. 2.16.8.1 – Increase to \$325.00
- 13. 2.16.8.2 – Increase to \$325.00
- 14. 2.16.8.4 – Increase to \$325.00

The rationale for the increases for numbers 1-3 & 5-10 are to help offset the administration and development of an online permitting and inspection process as recommended by myself and Kyle. (See attached memo on the web-based software) The increased fee of \$25.00 for those permits should be placed into an account to pay for the cost of maintaining and re-subscribing every year for the service. The increase in \$7 for the increase in the sqft fee is to help cover the increased cost because of the increased inspection requirements required by the Maine Uniform Building and Energy Code.

The Sewer hook on fee, #4, we currently charge is \$200.00. This fee has been charged since at least 2000 but is not in the ordinance. I recommend an increase as determined by the Public Works Director and that \$25.00 of that fee be used to offset the online permitting program.

I would like to see the charge for additional inspections be changed to cover any additional inspections not just a final inspection. (#11)

Items #12-14 are major increases from \$100.00 to \$325.00. This increase is two-fold: 1) The \$25.00 increase to cover the software and 2) to cover the average cost of running the required public notification ad in the newspaper. The original fee would continue be used to help cover staff time to prepare for the hearings.

I am willing, at your convenience, to speak to you in person about this and the web-based software.

# MEMO

**To:** Dean Bennett  
**From:** Kyle Severance  
**Date:** 08/31/2015  
**Re:** Permitting Software Purchase Request

**Message:**

For the last several months I have been researching web-based software solutions that would allow us to move to electronic / online permitting. We currently use over two dozen various paper permits to process applications for residents. This outdated method can be confusing for residents to know which permit they need and cumbersome for staff to process – especially having staff members functioning out of various offices. When multiple staff members, boards, and committees are responsible for processing an application, having a software solution they (and the applicant) can access to see the progress will dramatically improve efficiency and communication. Streamlining the processing with workflow management would greatly increase staff productivity time and reporting of departmental operations. Being able to pull permits electronically will allow residents to more conveniently submit applications, requests, even make online payments. The software has a wide variety of capabilities, all of which we can benefit from. I encourage you to watch the video in this link (please skip ahead to the 2<sup>nd</sup> minute to avoid the loud techno music):

<http://viewpointcloud.com/massachusetts-demo/>

For a Town that processes less than 1000 permits annually (we are around 300 in the code/assessing office) the starter plan of ViewPoint Cloud is \$6,000 per year. There may be an additional cost of \$1000 - \$2000 to integrate our existing data. This would give us the ability to expand the service to other departments such as public safety and the town office.

As a suggestion, the cost for the first year could come out of the IT reserve and subsequent years could be paid for by the permit fees being collected by the software.

All existing permits and inspection forms would be converted by myself, code, and the building inspector. Please let me know if you have any thoughts or questions.

Thank you,

Kyle

**OCT 07 2015**

Angus,

**Office of the  
Town Manager**

I have reviewed the highlighted sections pertaining to Planning fees and discussed past practices with Rosemary. It appears that the fees have been administered per the Fees Ordinance for those items identified, with the exception of Site Plan Review and Home Occupations. If those costs were to be passed on to the applicant it would require fees in excess of \$ 300.00 for those applications. I suspect the costs of publication and notification has not been applied to the applicant for that very reason.

**Note: Our Zoning Ordinance (4.1.4 Public Hearing) requires a public hearing for every site plan application with notification published in the newspaper at least 10 days prior to the public hearing and all abutters within 300 feet. In addition, Home Occupations, (4.10) require site sketch review and potentially site plan review thereby creating the necessity for publication and notification as well.**

The application fee for Site Plan and Home Occupations is \$ 75.00. The cost of public hearing notification as required by the Zoning Ordinance will often times exceed \$ 300.00. That fee may apply to one application or several.

As we discussed, the choice between raising fees for site plan and home occupations to \$ 300.00 + costs of abutter notifications seems extreme, when compared to simply removing the requirement for public hearing "on all applications" and requiring the notification to immediate abutters, rather than those within 300 feet.

Any questions, or anything else you need, please let me know.

Dean



Angus Jennings &lt;townmanager@hampdenmaine.gov&gt;

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## Sewer Connection Fees

1 message

Sean Currier &lt;publicworks@hampdenmaine.gov&gt;

Thu, Oct 8, 2015 at 2:21 PM

To: Angus Jennings &lt;townmanager@hampdenmaine.gov&gt;

Angus, Please find the attached documents in support of changing the fee structure for sewer connections and initiating a permit process for new sewer connections. This is modeled after current rules and operation in Bangor. The reason I am recommending the following be adopted in Hampden is that our collection system outlets at the Bangor WWTP facility therefore we should be as strict on inspection as they are so we comply with their policies. We will have to address staff requirements to administer these items such as issuing the permits, and conducting field inspections.

Thank you for your consideration.

Sean

---

Sean Currier  
Public Works Director  
Town of Hampden  
106 Western Avenue  
Hampden, ME 04444  
(207)862-3337

---

### 4 attachments

-  **Connection Fee template.pdf**  
185K
-  **Connection Fee Schedule.pdf**  
581K
-  **Street opening permit guide lines.pdf**  
91K
-  **Street Opening Permit.pdf**  
24K



## SEWER CONNECTION FEE SCHEDULE

AMUSEMENT PARK	DETERMINED BY SUPERINENDENT	
APARTMENT BUILDING	185	gpd/unit
AUTO BODY SHOP	0.05	gpd/ft <sup>2</sup>
AUTO SALES GARAGE	0.05	gpd/ft <sup>2</sup>
BAKERY	0.15	gpd/ft <sup>2</sup>
BANK	0.1	gpd/ft <sup>2</sup>
BARBER SHOP	0.35	gpd/ft <sup>2</sup>
BEAUTY SALON	0.75	gpd/ft <sup>2</sup>
BOARDING HOUSE	50	gpd/bed
BOWLING ALLEY	75	gpd/lane
CAR WASH	DETERMINED BY SUPERINENDENT	
CHURCH (SANCTURY)	185	gpd
DAY CARE	10	gpd/child
DRY CLEANERS	0.15	gpd/ft <sup>2</sup>
DUPLEX, ANY COMBINATION OF PLEXES	270	gpd/unit
FASTFOOD RESTAURANT (NO TABLE SERVICE )	20	gpd/seat
FUNERAL HOME	0.05	gpd/ft <sup>2</sup>
GOVERNMENT BUILDING	0.1	gpd/ft <sup>2</sup>
HEALTH CLUB	0.15	gpd/ft <sup>2</sup>
HOSPITALS	150	gpd/bed
HOTELS/MOTELS	100	gpd/unit
INDUSTRIAL (PROCESS FLOW)	DETERMINED BY SUPERINENDENT	
LAUNDRY	2.0	gpd/20lb machine
LODGE	0.25	gpd/ft <sup>2</sup>
MEDICAL/DENTAL	0.15	gpd/ft <sup>2</sup>
MOBILE HOME	270	gpd
NURSING	100	gpd/bed
OFFICES	0.06	gpd/ft <sup>2</sup>
RESTAURANT	35	gpd/seat
RETAIL	0.05	gpd/ft <sup>2</sup>
RETIREMENT	120	gpd/unit
SCHOOLS	10	gpd/student
SENIOR HOUSING FACILITIES	65	gpd/unit
SERVICE STATION W/RESTROOMS	500	gpd/island
SINGLE FAMILY HOMES	270	gpd
SUPERMARKET	0.05	gpd/ft <sup>2</sup>
TAVERNS, BARS, LOUNGES	0.09	gpd/ft <sup>2</sup>
THEATER	3	gpd/seat
TRAIN/BUS STATIONS	0.075	gpd/ft <sup>2</sup>
UTILITIES	0.01	gpd/ft <sup>2</sup>
VETERINARIANS	0.65	gpd.ft <sup>2</sup>
WAREHOUSE	0.05	gpd/ft <sup>2</sup>

PERMIT # \_\_\_\_\_

DATE \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

**STREET OPENING / UTILITY CONNECTION PERMIT**

DIG-SAFE NUMBER \_\_\_\_\_ PROOF OF INSURANCE 07/01/2015

**WORK INFORMATION**

STREET ADDRESS \_\_\_\_\_ REQUESTED ADDRESS \_\_\_\_\_  
LOT LOCATION \_\_\_\_\_ TYPE \_\_\_\_\_  
TYPE OF WORK \_\_\_\_\_  
WORK EXPLANATION \_\_\_\_\_  
DIG-SAFE START DATE \_\_\_\_\_ DIG-SAFE END DATE \_\_\_\_\_

**CONTRACTOR INFORMATION**

ID \_\_\_\_\_ COMPANY \_\_\_\_\_ PHONE \_\_\_\_\_  
CONTACT PERSON \_\_\_\_\_ EMERGENCY PHONE \_\_\_\_\_  
CONTRACTOR ADDRESS \_\_\_\_\_

**OWNER INFORMATION**

OWNER NAME \_\_\_\_\_ PHONE \_\_\_\_\_  
OWNER ADDRESS \_\_\_\_\_

SIGNATURE \_\_\_\_\_

*By signing above, I acknowledge that I have read and understand the 'instructions for contractor' form and reviewed the back fill requirements diagram.*

PERMIT ISSUED BY \_\_\_\_\_ FEE \$50.00

**SPECIAL REQUIREMENTS**

ENGINEER \_\_\_\_\_

COMMENTS \_\_\_\_\_

The standard permit fee is \$50.00. A weekend work permit fee is \$210.00. Any contractor who applies for a permit 'after the fact' will be charged a \$420.00 fee. The permit is granted subject to the provisions of Title 23, Chapter 307, Subchapter II of Maine Revised Statutes Annotated, Rate changes per Council Order 11-118, April 11, 2011.





Angus Jennings <townmanager@hampdenmaine.gov>

## Re: Review of Hampden Fees Ordinance

1 message

Hampden Recreation Dept. <recreation@hampdenmaine.gov>

Fri, Oct 9, 2015 at 2:19 PM

To: Angus Jennings <townmanager@hampdenmaine.gov>

Good Afternoon:

Attached is my conclusive report of fee comparisons. I find that we are in line what others in the area are charging for similar recreation services. My only thought may be to increase drop in fees but that is currently not in the fee ordinance. If you have any questions let me know.

Shelley Abbott  
Recreation Director

On Mon, Sep 28, 2015 at 9:25 AM, Angus Jennings <townmanager@hampdenmaine.gov> wrote:

Good morning,

By Ordinance, the Council reviews the Fees Ordinance every October, including considering any revisions for approval.

In preparation, I'd like each of you to review the section(s) of the Ordinance (attached) that relate to your work. Please:

1. Indicate which section(s) you administer in the course of your work (note: some sections, such as Articles 1 & 2, may be administered by multiple departments and personnel);
2. Confirm that your department presently administers the Fees Ordinance as written; and
3. If you have recommendations for specific fees that you think ought to be reviewed for revision, or specific recommendations for revision please let me know. If you are offering specific recommendations, please include a written justification (including reference documents, if any) that would support consideration of revisions.

For items 1 and 2, a handwritten markup of the Ordinance is adequate. I do not plan to forward your specific responses to the Council (unless you request that I do so), but rather to prepare my own report to the Council drawing from the information you provide.

This item will be considered at the Council's October 19 agenda. I would like to receive your responses **no later than Friday, October 9**. Please let me know if this timeline presents a problem for your schedule, or if you have any questions.

Thanks,  
Angus

Angus Jennings  
Town Manager

*Town of Hampden  
106 Western Avenue  
Hampden, ME 04444  
(207)-862-3034  
townmanager@hampdenmaine.gov*

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**ARTICLE 6**  
**RECREATION**  
*Amended 2014*

6.1. **Recreation Fee Waiver Policy:** Any person interested in any Hampden Recreation program that feels they do not have the financial means to afford the full fee shall receive a waiver at the sole discretion of the Recreation Director. Full or partial fee waivers may be given as determined by financial need and the recreation program for which the waiver is requested.

6.2. **Program Fees:**

6.2.1.	Kids Kamp	\$140.00/full week
6.2.2.	Kids Korner AM Program	\$8.00/day
6.2.3.	Kids Korner PM Program	\$12.00/day
6.2.4.	Kids Korner Half Day Program (12-6 PM)	\$25.00/day
6.2.5.	Kids Korner Full Day Program (7 AM-6 PM)	\$40.00/day
6.2.6.	Team Sport-Resident (depend on session length)	\$35.00-\$40.00
6.2.7.	Team Sport-Non Resident (depend on session length)	\$40.00-\$45.00
6.2.8.	Program Registration Late Fee (per person, per program)	\$10.00

6.3. **Skehan Recreation Center Fees:**

*(all requests are subject to availability and require advance written reservation contract and payment)*

6.3.1.	Gymnasium Rental-1/2 Gym	\$25.00/hour
6.3.2.	Gymnasium Rental-Full Gym	\$50.00/hour
6.3.3.	Allen Fitness Room Rental	\$25.00/hour
6.3.4.	Interior Classroom Rental	\$25.00/hour
6.3.5.	Gymnasium Rental Full Day	negotiated at contract
6.3.6.	Allen Fitness Room Rental Full Day	negotiated at contract
6.3.7.	Interior Classroom Rental Full Day	negotiated at contract
6.3.8.	Affiliated Program Rental 1/2 Gym	\$12.50/hour
6.3.9.	Affiliated Program Rental Full Gym	\$25.00/hour
6.3.10.	Gymnasium Rental-Multi Day/Multi Week	negotiated at contract
6.3.11.	Private Party Rental	\$100.00

2 hours full gym includes classroom for any food consumed

6.4. **RESERVED Outdoor Play Field/Space Rental Fees:** Ball Field or Soccer Field

*(all requests are subject to availability and require advance written reservation contract and payment)*

6.4.1.	Single Field/Single Game-Resident	\$25.00
6.4.2.	Single Field/Full Day-Resident	\$50.00
6.4.3.	Single Field-Multi Day/Multi Week-Resident	negotiated at contract
6.4.4.	Affiliated Program Rental	Free/subject to availability
6.4.5.	Single Field/Single Game-Non Resident	\$50.00
6.4.6.	Single Field/Full Day- Non Resident	\$100.00
6.4.7.	Single Field-Mult Day/Multi Week-Non Res.	negotiated at contract
6.4.8.	Single Field-Light Use	\$15.00 per event

Article 6 fees are administered as written by the fee ordinance amended in 4/2014. I have completed a review of the fees pertaining to the department and have researched fees for other service providers for recreation in the greater Bangor area and found them to be in line with other communities charges for similar services.

With that being said, there are still some notable differences in municipal funding and department cost sharing between the Hampden Recreation Department and other local municipal departments and private business that should be considered when thinking about current fee structure.

1. With exception of Old Town Recreation (who is no longer a city department but rather a stand-alone entity), all other municipal departments (Hermon, Bangor, Brewer, Orono) I reviewed in the greater Bangor area fully funded departments through taxation budgets.
2. The Recreation Department services are supported by other departments (Public Works for instance) and currently the majority of cost associated with these services such as maintenance items, mowing, trimming, plowing, sanding/salting, for both manpower and equipment use, maintenance, and replacement are budgeted in each separate department. To fully understand the costs of services and to properly evaluate fee structure a better understanding of the total cost of providing services needs to be realized.

Other thoughts pertaining to Current Fees to ponder:

1. The indoor gymnasium space at the Skehan Center is comparatively larger in size than municipal facilities in Bangor, Brewer, Old Town, and private gymnasium facilities at the Old Town-Orono YMCA. An increase in rental fees for this space could help with overhead costs of doing business in the Skehan Center, however may drive renters to seek out cheaper rental options during some portions of the year. I do believe that the Skehan Center would probably continue to have enough potential renters during the winter months (November-March) due to the demand for gym time being so large, (and available facility space low) to support an increase successfully, however it may price itself out of potential rent in slower months of demand.
2. There currently are no fee ordinance pertaining to drop in style pricing. Currently, we use \$2 per person as a standard for children and adult pricing, and \$1 for seniors for programs where instructors are donating their time and open gym style programs. An increase in drop in prices would help with overhead costs of doing business in the Skehan Center, however may come with some resistance especially from the senior population set, or from instructors donating their time. My suggestion would be to change pricing from \$2 to \$3 and from \$1 to \$2 perhaps at the New Year. There are still savings for folks to had if they pre purchase a punch card (cost \$12 value for \$10, cost \$25 value for \$20). This does give them some "free" dollar value to utilize, and we still find that multiple users purchase a card and may never use its entire face value due to discontinued use, moving, health, or even death.

## Before and After School Price Comparison

Brewer Recreation-open 3-6 pm only

After \$15 per day

Full Day Program (vacation/snow/in-service) 7:30 am-5:30 pm \$22 per day

Bangor Recreation-open 7-8:30am and 3:15-6 pm

Before \$30 per week

After \$60 per week or \$48 for part time 3 day

Before and After \$85 per week

Full Day Program (vacation/snow/in-service) 7:30 am-5:30 pm

\$25 per day/\$60 for 3 days/\$80 for 4 days/\$100 for 5 days

Old Town-Orono YMCA (Orono Rec uses-no municipal program)

After 3-5:30 pm \$65 per week Y members, \$70 per week Y non-members

Hermon Recreation-open 6:30-9 am and 3-6 pm

Before \$6 per day or \$30 per week

After \$8 per day or \$40 per week

Full Day Program (vacations/snow/in-service) 6:30 am-6 pm \$20 per day or

\$12 for morning or afternoon only

Bangor Y-open 6:30 am until 6 pm

(Transports to/from Hampden McGraw and Weatherbee Schools provided at no additional cost)

Before \$13 per day or \$55 per week

After \$19 per day or \$78 per week

Before and After \$32 per day or \$100 per week

Full Day Program (vacation/snow/in-service) 6:30 am to 6 pm

\$37 per day or \$126 for 4 days/\$142 for 5 days

Old Town Recreation (no longer a municipal department) open 2:15-5:30 pm

After \$14 per day or \$65 per week

Hampden Recreation-open 7-8:30 am and 3-6 pm-Hampden Residents Only

Before \$8 per day

After \$12 per day

Full Day Program \$40 per day (currently not offering due to location and staffing logistics)

## Summer Camp Pricing Comparison

Brewer Recreation-open 7:30 am-5:30 pm

\$105 per week Resident \$95 each additional child of \$22 per day per child

\$115 per week Non Resident or \$25 per day per child

Bangor Y-open 6:30 am-5:30 pm (Y facility) and 7 am to 4:15 pm (camp)

\$155 per week Members

\$165 per week Non Members

\$15 transportation fee per week per child transportation from Y to camp and back

Hampden Recreation-open 7:30 am-5:30 pm

\$140 per week RSU 22 Residents, each additional child \$130 per week

\$160 per week Non Resident, each additional child \$150 per week

\$120 per week Full Summer RSU 22 Resident, each additional child \$110 per week

\$130 per week Full Summer Non Resident, each additional child \$120 per week

Bangor Recreation-open 7:30 am to 5:30 pm

\$100 per week Resident, \$115 per week Non Resident

Old Town-Orono Y-open 7:30 am to 5:30 pm

\$120 per week Member, \$125 per week Non Member

\$90 3 day week Member, \$95 3 day week Non Member

Hermon Recreation-open 6:30 am to 6 pm

**Hermon Residents Full Time Packages:**

- 4 weeks of your choice \$425.00

- 6 weeks of your choice \$625.00

- 8 weeks \$800.00

**Hermon Residents Part Time Packages**

**(3 days a week of your choice):**

- 4 weeks of your choice \$285.00

- 6 weeks of your choice \$415.00

- 8 weeks \$520.00

**Non-Resident Full Time Packages:**

- 4 weeks of your choice \$525.00

- 6 weeks of your choice \$775.00

- 8 weeks \$1,000.00

**Non-Resident Part Time Packages**

**(3 days a week of your choice):**

- 4 weeks of your choice \$385.00

- 6 weeks of your choice \$565.00

- 8 weeks \$720.00

## Program Pricing Comparison

Sample: Youth Fall Soccer Program

Bangor Recreation-7 weeks \$35 Resident/\$45 Non Resident

Brewer Recreation- 6 weeks \$35 Resident/\$40 Non Resident

Old Town Recreation-8 weeks \$40 Resident/\$45 Non Resident

Orono Recreation-6 weeks \$30 Resident/\$35 Non Resident

Hermon Recreation- 6 weeks \$35 Resident

Old Town-Orono Y-7 weeks \$45 Y Member/\$60 Non Member

Bangor Y-no soccer program

Hampden Recreation-7 weeks \$35 Resident/\$40 Non Resident

## Rental Pricing Comparison

Old Town-Orono Y-complete recreation center with pool, climbing, indoor walking track, gym and classroom  
Gym \$50 per hour (1 full size basketball court no bleachers)  
\$25 per additional staff use 1:12 ration for staff

2 Climbing Wall Party includes Classroom for Food  
\$175 plus \$25 per each additional staff

No charge for gym equipment or tables/chairs  
\$50 deposit required (non refundable)

Old Town Recreation-old school building with small gym  
\$25 per hour per space Gymnasium, Tennis Court, Ball Field, Community Room, Classroom  
\$50 per hour Kitchen

Orono Recreation-Grange style hall  
\$30 per hour dance hall  
\$15 meeting room

Kitchen use included, Tables and Chairs included

Brewer Recreation-Auditorium with gym about  $\frac{3}{4}$  size of Skehan Center gym  
\$90 2 hour minimum Party Gym Rental + \$45 each additional hour  
\$50 per day conference room rental  
\$90 per day senior center rental  
\$360 full day rental gym

Additional charges for tables, sound system, concession stand, wireless internet, and staff after hours. Staff are billed after event depending on who works and their rate of pay.

Bangor Recreation-Armory building with gym about  $\frac{1}{2}$  size of Skehan Center gym  
\$30 per hour meeting room  
\$40 per hour gym  
\$300 per day  
\$100 weekday 2 hour party rental in gym and party room includes gym equipment  
\$150 weekend 2 hour party rental in gym and party room includes gym equipment

Do give discounts for regular renters. Includes building set up and clean up.

## Field Rental Pricing Comparison

Bangor Recreation- (do give price break with multi use)  
Union Street Field Complex-all lining, dragging, etc done by staff for rental fee  
Softball \$250 1 Field, \$450 2 Fields, \$600 3 Fields  
Lights \$100 per field  
Non Profit Use-charge for one field less  
High School Softball \$100

High School Soccer \$75  
Company Picnic/Fun Day Games \$75 (minimally readied)

Park Permit  
\$25 to reserve date/time for group use but not shut down to public (limit one group at time)

**Brewer Recreation-**

Brewer Youth Sports No Charge  
Doyle Field-\$500 Football Game + \$35 per hour lights + hourly staff rate  
Doyle Field-\$150 per day Softball Field + \$35 per hour lights  
Maple Street Field-\$50 per day Soccer or Football  
Capri Street Field-\$50 per day Soccer

## **Gym Rental Pricing Comparison**

(Information from current renters at the Skehan Center on pricing they pay at other facilities)

University College Bangor-\$50 per hour for practice  
Cross Insurance Center Bangor-\$1250 per day for games  
Penobscot Job Core-no fee, PJC team plays free in tournament  
EMCC Johnston Gym-\$25 per hour or gate and concessions  
Husson Newman Gym-gate and concessions  
Old Town-Orono YMCA-/\$25 per hour or gate and concessions