

FINANCE & ADMINISTRATION COMMITTEE MEETING

Monday, October 5, 2015

6:00 p.m.

Hampden Town Office

1. Meeting Minutes
 - a. September 21, 2015
2. Review & Sign Warrants
3. Old Business
 - a. Extrication Equipment Bid Results – Fire Department
 - b. Electrical Work Associated with AV Equipment Upgrade
4. New Business
 - a. 1996 Ford E-350 Ambulance Sale Bid Results – Public Safety Director Joseph Rogers
 - b. Service Fees 2015/2016
 - c. Request to use Recreation Clearing Account Funds – Recreation Director Shelley Abbott – Referral from Infrastructure Committee
 1. \$2,980.00 for Boiler Rooms Door Replacement at Skehan Center
 2. \$4,500.00 for Purchase of Replacement Mower
5. Public Comment
6. Committee Member Comments

FINANCE & ADMINISTRATION COMMITTEE MEETING

Monday, September 21, 2015

MINUTES - DRAFT

Attending:

Mayor David Ryder

Councilor Terry McAvoy

Councilor Stephen Wilde

Councilor Greg Sirois

Councilor Dennis Marble

Councilor William Shakespeare

Town Manager Angus Jennings

Mayor Ryder called the meeting to order at 6:49 p.m.

1. Meeting Minutes

- a. *September 1, 2015 – Motion by Councilor Marble, seconded by Councilor McAvoy to approve the September 1, 2015 minutes. Unanimous vote in favor.*

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

3. Old Business – *None.*

4. New Business – *None.*

5. Public Comment – *None.*

6. Committee Member Comments – *Noting the later start time of tonight's Finance meeting than the normal 6 p.m. start, Councilor Sirois suggested that, when the earlier meeting has a light agenda (such as tonight), perhaps the earlier meeting could start at 6 p.m. with the Town Council meeting starting earlier than the normal 7 p.m. start time. Councilor Shakespeare said that the public is accustomed to the 7 p.m. start time for Council meetings. Councilor Marble agreed, and said that he'd be hesitant to move the start time of the Council meeting. Councilor Sirois rescinded his suggestion.*

There being no further business, Councilor McAvoy motioned and Councilor Marble seconded to adjourn, and the meeting was adjourned at 6:52 p.m.

Respectfully submitted –

Angus Jennings, Town Manager

4a

**TOWN OF HAMPDEN
FIRE DEPARTMENT
EXTRICATION EQUIPMENT**

BID SHEET

**September 30, 2015
12:00 PM**

BIDDER	TOTAL BID AMOUNT
Hamson Shrader Enterprise (HSE)	\$ 49,989.00
Industrial Protection Services (IPS)	\$ 47,130.00



HAMPDEN PUBLIC SAFETY
Police – Fire – EMS – Code Enforcement
106 Western Avenue
Hampden, Maine 04444
Phone 207-862-4500
Fax: 207-862-4586



Proposal for Bid Acceptance

On September 30, 2015 at noon, the bid process closed for vehicle extrication equipment. Two bids were received. After reviewing bids from both Harrison Shrader Enterprises and Industrial Protection Services LLC., it is the recommendation of the Hampden Fire Department to accept the bid from Industrial Protection Service LLC. in the amount of \$47,130.00. While both bids met the bid specifications, Industrial Protection Services LLC., in our opinion, provides a better product at a lower cost and will be the best option for our department.

Sincerely,

A handwritten signature in cursive script that reads "Jason Lundstrom".

Jason Lundstrom
Lieutenant- Hampden Fire Department
Fire & Building Inspector
Health Officer

Town of Hampden
106 Western Avenue
Hampden, Maine 04444



Phone:
Fax:
Email:
town@hampdenme.org

4b

TO: Town Council
FROM: Angus Jennings, Town Manager
DATE: October 1, 2015
RE: AV Upgrade to Town Council Chambers

Please find attached the quote received from Hampden Electric for work associated with the installation of new AV equipment, separately procured.

Our AV vendor, Rodney Verrill, and our IT personnel Kyle Severance have reviewed the quote in detail and it is likely that a reduced cost proposal can be obtained by clarifying elements included that are already within the AV scope. On the basis of their review, I will work with Hampden Electric to clarify their scope and secure an updated cost proposal for review at Monday's meeting.

Even with reduced electrical costs, any costs will exceed the amount of funding already approved by the Council for the AV work. This overage may be able to be offset by downgrading one element of the AV work (from a High Definition Blu-Ray recorder to a standard definition recorder – a cost savings of over \$3,000). Alternatively, additional funds could be appropriated from the FY16 IT Budget (line item 01-02-20-01, Equipment Replacement).

I will work to refine the information on both costs and payment options for your consideration on Monday.



337 Perry Rd. Suite #1. Bangor, ME 04401
Phone: (207) 942-6255 Fax: (207) 942-5498

September 30, 2015

Town of Hampden
Attn: Mr. Angus Jennings, Town Manager
106 Western Ave.
Hampden, ME 04444

RE: Install cabling & speakers in council chambers

Angus,

Please accept our proposal for the amount of **\$4,207.00** to perform the electrical scope of work for the above referenced project.

Our proposal Includes

- At 3 Camera locations furnish & install CAT5e cable from each camera to control room.
- At 3 Camera Locations furnish & install 2 conductor cable to provide 12 or 24V Power to Cameras.
- At 3 Camera Locations Install HDMI Cables furnished by others.
- Install cables furnished by others from mixer location through the floor, across the basement ceiling and back up in the control room through the floor.
- Install tentatively 6 Cone Speakers ceiling mounted furnished by others.
 - We will furnish our own scissor lift for this work.
- In control room, demo existing wall mounted rack and power, this will be relocated to free standing rack.
- We will drop existing circuit down to rack mounted power strip.

Our proposal Excludes:

- Night or weekend work.
- State of Maine Sales Tax.

Sincerely,

A handwritten signature in black ink, appearing to read "Christopher R Carson", with a long horizontal flourish extending to the right.

Christopher R Carson

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**TOWN OF HAMPDEN
DEPARTMENT OF PUBLIC SAFETY
BID OPENING**

1996 Ford E-350 Miller/McCoy Ambulance

September 24, 2015 at 12:00 pm

BIDDER	BID AMOUNT
Jerry Blackburn	507.00

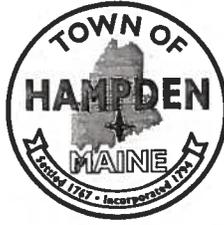
Sept 3-15

I Bid \$507⁰⁰ for Amulance
at is Where is Jerry Blackburn

Please send me the Bid Results Be it I
win or lose thank you Jerry B.
who Bid and there Bid price

56

Town of Hampden
106 Western Avenue
Hampden, Maine 04444



Phone: (207) 833-2222
Fax: (207) 833-2222
email: hampden@hampdenmaine.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

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

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

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

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

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

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

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Town of Hampden
RECEIVED

SEP 21 2015

Office of the
Town Manager

Recreation Department-Skehan Recreation Center

To: Town Manager Angus Jennings; Infrastructure Committee 9/28/15
From: Recreation Director Shelley Abbott
CC:
Date: 9/21/2015
Re: Additional Boiler Room Replacement Quotes-Skehan Recreation Center

Comments: I am requesting to use Recreation Clearing account number 1-199-01 for the purpose of the following items:

Boiler Rooms Door Replacement-Skehan Recreation Center

Set of metal double doors accessing the boiler room are currently rusted through. HHA LLC. is requesting replacement of this set of doors at our expense. per the triple net lease. Quotes Attached.

PDQ Door	\$4215.00
Overhead Door- Metal swing doors not part of product line	
Dependable Door-phone no longer in service	
Exactitude Hardware Consultants	\$2850.00*
*does not include lock, disposal, finish paint, or grouting of frame, see attached quote	
Carmel Door -no return phone call, message left 9/15/15	

Thank you for consideration of this request.

Shelley Abbott
Recreation Director



MAIN OFFICE:
 589 Main Road North
 Hampden, Maine 04444
 800-734-1401 pdqdoor.com

Estimate

Date Estimate #
 9/3/2015 H114915

West Bath Rockport Waterville Houlton

Submitted To:

Town of Hampden
 106 Western Avenue
 Hampden, ME 04444

Job Location:

Public works
 Skeeihan Center

Terms	Rep	Customer Phone	Fax # / Cell #	P.O. # / Job Name
NET 10	Steve	(207) 862-3337	Shawn/478-8396	
Qty	Description			Total
1	Hollow Metal Doors And Frame, 7072, Pair. Nrp Hinges, 12 " x 24 " Bottom Louvers, Lock Set Flush Bolts, Weather Strip, Threshold, And Door Sweeps. Change Out. And Hall Away And Install New.			4,215.00

Additional charges will apply if we determine there is a presence of lead paint on existing doors/openings. Testing will be done on any residential building built prior to 1978.

Total	\$4,215.00
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Trim boards must be installed prior to weatherstripping. Additional charge of \$79.00 to install at a later date.

Additional charges will apply if garage floor is not poured at the time of installation.

All warranties are void if installation is required prior to roof and wall sheathing installation.

CUSTOMER IS RESPONSIBLE FOR ANY WIRING (IE. OUTLETS, HARDWIRING).

Quotes are good for 30 days. All prices are contingent upon site inspection.

*Signature below indicates that you accept the terms of the agreement. All unpaid balances in excess of 30 days will be subject to 1.5% per month late charge plus reasonable collection costs including court fees, service fees, and attorney's fees.

Printed Name: _____ Signature: _____

Hampden Phone #	Hampden Fax #	Hampden Toll Free #	Representative's Email Address
207-947-1899	207-947-1839	1-800-734-1401	

Estimate Submitted By: _____



EXACTITUDE
HARDWARE CONSULTANTS

A DIVISION OF THE COOK & BOARDMAN GROUP, LLC

Town of Hampden
 Recreation Department
 106 Western Ave.
 Hampden, ME 04444
 Attn: Shelly

Date: 9-17-15
 Project: Boiler Room Doors
 Location: Hampden, ME

WE PROPOSE TO FURNISH AND INSTALL THE FOLLOWING MATERIALS:

- 1 Pair Galv. HM Doors RK 707S-18-4 7072 BL (24" x 12")
 Active Leaf – Prepped For Existing Mortise Lock
 Inactive Leaf – Prepped For Z-Astragal x ASA Strike x Flushbolts
- 1 KD Galv. HM Frame 16ga. 8 ¼" 7072 EWA
- 6 Heavy Weight Hinges MPB68 4 ½" x 4 ½" NRP 26D
- 2 Flushbolts 555 26D
- 1 Threshold 276A 84"
- 1 Weatherstrip 45041CNB 84" x 86"
- 2 Door Bottom EPDM 42"
 Removal of Existing Masonry Filled Frame
 Installation of New Doors & Hardware

Lump Sum \$2,850.00

Alternate:

New Cylindrical Lockset in Lieu of Reusing Existing Mortise Lock Add + \$130.00

Excludes:

- Disposal
- Finish Paint
- Grouting of Frame

SALES AND OTHER TAXES NOT INCLUDED IN THIS QUOTATION
 TERMS ARE NET 30 DAYS, NO RETAINAGE

ACCEPTED _____

BY _____

DATE: _____

HARDWARE CONSULTANTS

 Jason Cyr

Bangor Tractor and Equipment

-visited store on Hammond Street. Requested price. No response

**Town of Hampden
RECEIVED**

SEP 24 2015

**Office of the
Town Manager**

Freedom Power Equipment

-visited store in Freedom Industrial Park. Requested price for Exmark zero turn. Called twice with no response.

Greenway Equipment

-visited store on Hammond Street. Met sales person to see what we needed for a machine. Our needs would be met with a zero turn Z950M John Deere mower. Parts are usually in stock and they provide fast and reputable service. Original price of mower is \$10,889.00.

Price with trade: **\$7,455.82**

Dorr's Equipment

-visited store on Hammond Street. Met sales person to see what we needed for a machine. Our needs would be met with a zero turn Kubota ZG327. The specs are as close to the previously quoted John Deere as possible. Parts are usually not in stock to keep overhead low. Service is questionable by reputation. Original price of mower is \$11,349.00.

Price with trade: **\$7,149.00**

Hammond Tractor

-called store located in Fairfield, Me. Sales person quoted new zero turn Z950M John Deere mower as requested. Parts will be in stock at Greenway Equipment. Original price of mower is \$11,039.00.

Price with trade: **\$4,500.00**

The difference in price from Dorr's Equipment to Hammond Tractor for a similarly equipped mower is \$2,649.00. The difference from Hammond Tractor to Greenway Equipment for the same exact tractor is \$2,955.82. For savings of approximately \$2,650.00, the dealer in Fairfield is worth the distance to the dealership. Parts will be available locally at Greenway Equipment. I am recommending the purchase of the Z950M John Deere Zero Turn mower from Hammond Tractor for the amount of \$4,500.00 (accepting that the trade value is acceptable once they have had a chance to inspect it).