

FINANCE & ADMINISTRATION COMMITTEE MEETING

Monday, November 16, 2015

6:00 p.m.

Hampden Town Office

1. Meeting Minutes
 - a. October 19, 2015
2. Review & Sign Warrants
3. Old Business
 - a. Sale of Surplus Vehicles
 1. 1996 Ford E-350 Miller/McCoy Ambulance – Public Safety
 2. 2007 Ford Crown Victoria – Public Works (formerly Public Safety)
4. New Business
 - a. Interview – Avery Caldwell – Applicant for Board of Assessment Review
 - b. Public Safety Grant Acceptance & Approval of Matching Funds
 - c. Update regarding Sanitary Sewer System Mapping – Stillwater Environmental Engineering
 - d. Review of MRC Draft Agreement for Municipal Solid Waste Management Starting in 2018
5. Public Comment
6. Committee Member Comments

FINANCE & ADMINISTRATION COMMITTEE MEETING

Monday, October 19, 2015

MINUTES - DRAFT*Attending:**Mayor David Ryder**Councilor William Shakespeare**Councilor Stephen Wilde**Councilor Dennis Marble**Councilor Greg Sirois**Councilor Terry McAvoy**Town Manager Angus Jennings**Town Clerk Denise Hodsdon**Tax Collector Cheryl Johnson**GIS/IT Personnel Kyle Severance**Resident Alex King**Mayor Ryder called the meeting to order at 6:02 p.m.***1. Meeting Minutes**

- a. *October 5, 2015 – Motion by Councilor McAvoy, seconded by Councilor Shakespeare to approve the October 5, 2015 minutes. Unanimous vote in favor.*

2. Review & Sign Warrants – Warrants were reviewed and signed by Committee members.**3. Old Business**

- a. **Service Fees 2015/2016** – *Town Manager Jennings provide background regarding the Service Fees Ordinance, and reviewed the formula by which charges are assessed to qualifying properties. Motion by Councilor McAvoy, seconded by Councilor Shakespeare, to recommend Council approval of the service fee charges for 2015-2016. Unanimous (6-0) vote in favor.*
- b. **License Plate Issuance Policy** – *Town Manager Jennings presented a draft policy regarding issuance of license plates (to begin 11/2/15). The draft policy would limit license plate issuances to residents or businesses housed in the Town of Hampden; specify that the license plate issued would be the “next available” (i.e. license plate numbers would not be issued out of order from the order in which they're received from the state); and would limit hours of service to Monday through Thursday from 8 AM to 4:30 PM. Town Manager Jennings*

presented the goals for the proposed policy including reducing complexity of reporting requirements to the State BMV regarding the specific plates issued; and ensuring that Town staff have phone access to State BMV, automobile dealers, and auto insurers during hours of service in order to provide a high level of customer service. Additional documentation is often needed, especially to issue plates for vehicles purchased by private sale, and it will be necessary in these instances for Town staff to be able to correspond with outside entities.

Councilor Shakespeare expressed concern about limiting the hours of service to less than normal office hours. Councilor Marble suggested that because this is a new service the Town is providing it is bound to cause some amount of unanticipated concerns as it's implemented, and favored reduced hours. Councilor Sirois stated that, if reduced hours are approved, this message needs to get out to the public.

Mayor Ryder said that he understood the concerns about administration of the policy, and the importance of having access to outside resources as needed, but stated that if reduced hours are approved he felt that we need to set a timeline to get to where we can get to full hours. Time restrictions, if approved, should be communicated to the public as temporary.

Councilor McAvoy agreed with not issuing license plates right up until 6PM, but felt that once the license plate issuance begins a record should be kept of any recurring issues or challenges so the Council can be advised. Councilor Marble asked whether this policy could be put in effect for a period of three months.

Mayor Ryder opened the discussion for public comment. Town Clerk Denise Hodsdon expressed that the process of issuing license plates is far more complicated than anyone thought it would be. She recommended that, if the policy is approved for a limited time, the Council's review should be to revisit the policy, not to rescind it. She expressed that Town staff would like to be involved with the decision.

Tax Collector Cheryl Johnson stated that the State BMV closes at 4:30 PM and that the Town of Hermon, which has issued license plates for years, stops issuing plates at 4:30 PM.

Motion by Councilor Marble, seconded by Councilor Sirois, to recommend Council approval of the policy with a review after ninety days. Approved by unanimous (6-0) vote.

4. New Business

- a. Catch Basin Cleaning – Proposal for Funding –** *Town Manager Jennings presented his memo in the meeting packet regarding the need for catch basin cleaning to ensure compliance with the Town's stormwater management (MS4) permit, and the estimated cost of up to \$5,000 for this work. He provided background regarding the FY16 budget for The Connector Bus, and explained that, based on invoices recently received for this service, costs for the current fiscal year would be less than what was budgeted. Due to the mandate to move forward with the catch basin cleaning, he recommended a budget adjustment to transfer excess Bus funds into a newly created account number for stormwater expenses including catch basin cleaning. The purpose of establishing a new account (rather than paying these costs out of a public works account) would be to provide more transparency regarding the cost of compliance with stormwater management mandates.*

Motion by Councilor Sirois, seconded by Councilor Wilde, to recommend a budget adjustment to transfer funds from The Bus to a stormwater account for payment of costs related to stormwater management catch basin cleaning. Unanimous (6-0) vote to approve.

- b. Request to use Streets & Roads Reserve Funds for Replacement of School Sign on Route 202 –** *Town Manager Jennings presented his memo in the meeting packet describing costs incurred for the repair of a flashing "school zone" beacon and replacement of related signage.*

Councilor Marble asked whether the town or the school should bear these costs? Town Manager Jennings stated that the Town doesn't budget any funds for flashing beacons. Because the costs represent roughly a quarter of the Town's budget for street signs town-wide for the entire year, he requested that RSU22 offset these expenses and through the Assistant Superintendent they agreed to pay half of the costs. The request before the Committee (and the Council) is to pay the remaining costs - \$380.51 – out of the Streets and Roads reserve account.

Town Manager Jennings has asked the DPW Director to review and report on the amount of such school-related signage and related elements town-wide so they can better understand the whether other such expenses may arise in the future. Mayor Ryder recommended

that the results of such review should come to the Infrastructure Committee.

Motion by Councilor Wilde, seconded, to recommend Council approval of payment of \$380.51 out of the Streets and Roads reserve account. Motion approved 5-1, with Councilor Sirois opposed.

- c. Request to use Computer Reserve Funds for Replacement of Public Safety Server – GIS and IT personnel Kyle Severance** presented his memo in the meeting packet regarding the need to replace the public safety server, which supports 17 work stations and 32 users. The server has been needing increased maintenance, causing downtime in public safety's IT infrastructure. The Town has set aside \$1,800 a year for five years, and the best quote received for \$8,885 is supported by the available budget of \$9,000.

Councilor McAvoy asked for more details about the personnel and work stations relying on the server, and Mr. Severance provided detail. Councilor Wilde asked about the capacity the new server would provide and Mr. Severance stated that it would provide more storage to accommodate, for example, the fact that the police are now recording much more video which is data-intensive.

Councilor Marble asked for a breakdown of equipment and labor costs and Mr. Severance referred to the quote which included \$4,010 for the server, \$2,500 for labor and 17 user licenses at \$75 per license. Councilor Marble asked if the labor cost seemed high, and Mr. Severance responded that the costs were in line with what he would expect given the substantial complexity of replacing a server. The recommended vendor has experience with comparable projects including in Brewer.

Motion by Councilor Marble, seconded by Councilor Wilde, to recommend Council approval of the proposed expenditure. Approved by vote of 5-0 (Councilor McAvoy not present).

- d. Proposed Amendments to Fees Ordinance – Town Manager Jennings** presented his memo in the meeting packet regarding the requirement in the Fees Ordinance that the fee structure be introduced for review in October of every year. He stated that he had circulated the Ordinance to Department Heads and staff responsible for administration of different fees with a request to confirm that the fees are currently administered consistent with the Ordinance; and to recommend any changes to the fees. Correspondences received from staff were included in the Council packet, and/or included in a draft markup of the current Ordinance.

Due to the complexity of the issue of sewer fees and sewer connection fees, Town Manager Jennings recommended that this item be referred to the Infrastructure Committee for further consideration.

Due to the amount of research that Recreation Director Abbott provided regarding recreation fees, Town Manager Jennings recommended that this item be referred to the Services Committee for further consideration.

Resident Alex King stated that he would like to understand where any proposed fee increases are coming from. He spoke about the importance of facilitating commercial growth in order to increase the tax base, and expressed concern about the impact of fee increases. He offered the example of victualer's licenses and their effect on small businesses.

Town Manager Jennings agreed that any proposed fee changes would need to be based on clear rationale that is transparent to the public.

5. Public Comment – None.

6. Committee Member Comments – None.

There being no further business, the meeting was adjourned at 6:56 p.m.

Respectfully submitted –

Angus Jennings, Town Manager

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Town of Hampden
106 Western Avenue
Hampden, Maine 04444



Phone: (20
Fax: (20
Email:
townmana

TO: Town Council
FROM: Angus Jennings, Town Manager
DATE: November 12, 2015
RE: Recommended sale of town-owned equipment

Under the Hampden Town Council Bid Procedure Guidelines #5, town-owned equipment with a value of less than five thousand dollars (\$5,000) may be sold under a quotation system, through which my office would solicit quotations and sold to a buyer based on my recommendation.

An auction of a surplus Ambulance held earlier this fall yielded a single bid of \$507.00, and at a prior meeting of the Council this bid was rejected.

Subsequent to the auction, Chief Rogers solicited additional quotations for sale of the Ambulance, and has received one offer for \$1,500 with another tentative offer for an amount greater than \$1,500 but less than \$4,000. Before Monday's meeting, we expect to receive confirmation of whether the second offer is solid.

It is my opinion that the information received to date supports a finding that the Ambulance is worth less than \$5,000. The Town Attorney has advised that its sale does not require a vote of the Council (memo enclosed). However because this matter has appeared before you recently, and as advised by Mayor Ryder, I will bring forward a recommendation to the Council on Monday for a sale of the Ambulance to the highest bid received at that time.

In addition to the Ambulance, there is a surplus police cruiser which was transferred to the possession of DPW some time ago. DPW Director Currier has received an offer of \$500 and, based on the condition of the cruiser (photos and description attached), I will recommend that, unless we receive a higher offer before Monday (which is not expected), we accept the offer of \$500 and sell the cruiser to Wayne Bouchard.

cc: Chief Rogers; DPW Director Currier

----- Forwarded message -----

From: Sean Currier <publicworks@hampdenmaine.gov>
Date: Wed, Nov 4, 2015 at 3:02 PM
Subject: Police Cruiser adopted by public works
To: Angus Jennings <townmanager@hampdenmaine.gov>

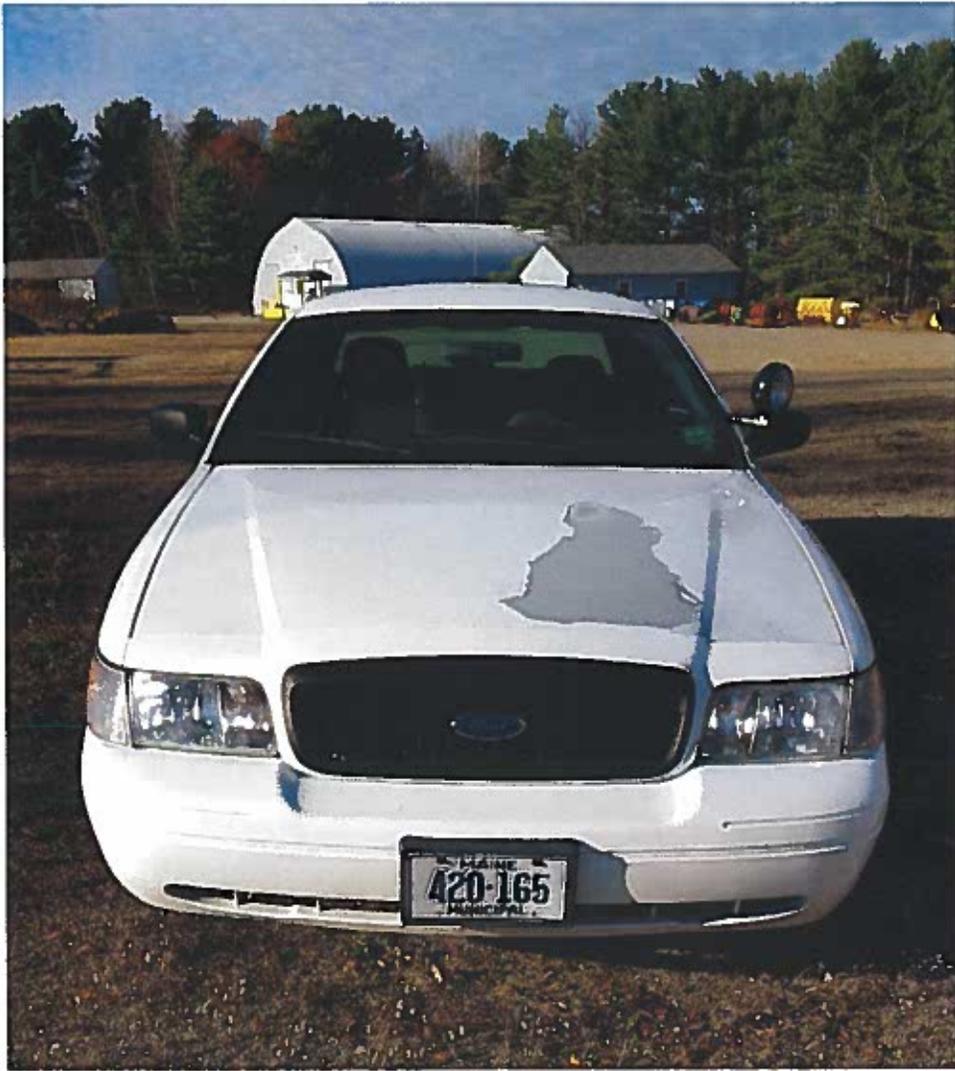
Angus, im not sure when we got this vehicle but its useful life here in Hampden has run its course. I would like to sell (or bring to auction) before winter. The vehicle does not run and is in the way of the back lot in the public works yard. We called a company (bouchard towing) to give us a price to bring the car to auction and he offered us \$500 sight unseen. Wayne Bouchard. Let me know how you would like to proceed. I don't think you will get close to that at auction.

Thanks,

Sean

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









Angus Jennings <townmanager@hampdenmaine.gov>

RE: Disposition of public property

1 message

Edmond J. Bearor <ebearor@rudmanwinchell.com>
To: Angus Jennings <townmanager@hampdenmaine.gov>
Cc: "Lynn E. Brochu" <lbrochu@rudmanwinchell.com>

Sun, Nov 8, 2015 at 6:39 PM

Angus, I have reviewed the question you posed below regarding procedures for the sale or disposition of town owned equipment with a value of less than \$5,000.

SHORT ANSWER: I think Section 5 of the Policy is clear in establishing that the Town Manager is authorized to dispose of such property without Council approval.

Two questions that arise are:

- 1) Despite what appears to be clear language authorizing the Town Manager to dispose of property worth less than \$5,000, what has been the past practice, and, if different from the path which seems clear to me, what is the rationale for the past practice? If the answer is that the town has followed a practice whereby the town manager has exercised the authority inherent in that office by virtue of the Section 5 of the policy, then continuing that practice seems prudent. If, on the other hand, the Town Manager has not acted in the manner authorized by the Policy, why has that practice been followed and should it continue to be followed despite the plain language in the Policy? That is more a political question than a legal one, but probably worth looking into.
- 2) What steps should the Town Manager take in order to determine the fair market value of the item to be disposed? In this instance, it is certainly arguable that offering the ambulance for sale by sealed bid and receiving no bids in excess of \$5,000, establishes that the FMV is less than \$5,000. I don't know, however, whether the Policy contemplates that the sealed bid process be employed in order to determine the FMV. That would seem to be a bit cumbersome and time consuming. It would be consistent with the Policy to have either the opinion of an outside expert, if need be, or the opinion of a municipal department head with knowledge of the value of items considered for disposition, to provide an estimate of value to the Town Manager in order to determine which path should be followed.

Edmond J. Bearor, Esq.

The Graham Building | 84 Harlow Street

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tel: 207.947.4501 | fax: 207.941.9715

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ebearor@rudmanwinchell.com

RUDMAN • WINCHELL

COUNSELORS AT LAW

From: Angus Jennings [mailto:townmanager@hampdenmaine.gov]
Sent: Wednesday, October 28, 2015 7:48 AM
To: Edmond J. Bearor
Subject: Disposition of public property

Billing category: Administration

Ed,

On our phone conversation last week, I asked you about the Town's options to sell a surplus ambulance to a private party after having advertised the sale at auction; receiving only one bid (for \$507.00); and rejecting that bid. Soon after, the Town received an offer to purchase the old ambulance for \$1500.

You advised that State law does not restrict the Town's ability to sell the ambulance, due to its low value, outside of the auction process, but advised review of any local ordinance or regulation that may apply. The Town's Bid Procedure Guidelines, attached, are excerpted below:

"For town-owned equipment with a value of less than five thousand dollars (\$5,000), the Town Manager shall handle such sales under a quotation system. Under this system, values are solicited by the Town Manager and the item is sold to the buyer that the Town Manager recommends. There is no formal bid advertisement however, and no official sealed bid opening when a quotation is requested."

Because the ambulance was put out to bid and, in so doing, this established the value at less than \$5,000, it appears that this sale can go forward without further bidding.

You also advised reviewing whether the equipment was initially purchased by the Town with State or Federal funds, which could in some instances create additional restrictions. I'll review this question with Chief Rogers.

My question now: I would like to clarify whether the sale of the ambulance requires a vote of the Council. As I read the attached policy it's not clear to me whether I could approve the sale or simply recommend this action to the Council. If you find the policy unclear, this could be brought to the Council for clarification through amendment.

Please advise, or call to talk it over.

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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MAINE MUNICIPAL ASSOCIATION

Risk Management Services

60 Community Drive
PO Box 9109
Augusta, Maine 04332-9109

4b
Telephone No.
(207) 626-5583
(800) 590-5583 Maine Only
RMS Fax (207) 626-0513
Fax (207) 624-0127

October 27, 2015

Jason Lundstrom
Town of Hampden
106 Western Ave
Hampden, ME 04444

RE: Safety Enhancement Grant Application for October 2015

Dear Lieutenant Lundstrom:

The selection committee has reviewed your application and is pleased to approve your request. This grant is to be used exclusively for purchasing the Cold Water and Swift Water Rescue PPE, as stated in your application.

The grant is intended to cover two-thirds of your cost up to, but not exceeding \$2,000. When your project is complete, please send us proof of payment (cancelled check, treasurer's warrant, "paid" stamped invoice, etc.) so that reimbursement can be made. The grant must be used within one year from the date of this letter or it will be withdrawn.

We have enclosed a press release that may be used to announce your Safety Enhancement Grant to your community. If you have any questions, please call Jennette Holt at 624-0140 or contact me directly at 624-0138. Congratulations on your grant! We appreciate your interest in workplace safety.

Sincerely,

Edward MacDonald
Loss Control Manager

Enclosed: Draft Press Release

cc: Angus Jennings

Hampden Public Safety

Emergency Services Working Together

106 Western Avenue
Hampden, ME 04444

Phone: 207-862-4000

Email: publicsafety@hampdenmaine.gov

<http://www.hampdenmaine.gov/>

<https://www.facebook.com/hampdenpublicsafety>

Police • Fire • EMS
Code Enforcement
Building Inspection
Fire Inspection
Local Health Office

Joseph L. Rogers
Director of Public Safety
Kandy A. McCullough
Administrative Assistant

Police

T. Daniel Stewart
Sergeant/SRO

Scott A. Webber
Sergeant

Christian D. Bailey
Sergeant

Joel Small
Police Officer

Joseph D. Burke
Police Officer/MDEA

Benson G. Eyles
Police Officer

Shawn F. Devine
Police Officer

Marc Egan
Police Officer

William Miller
Police Officer

Jeffrey L. Rice
Police Officer

Fire

Jason Lundstrom
Lieutenant/Fire Inspector

Daniel Pugsley, Jr.
Lieutenant/Paramedic

Matthew St. Pierre
Lieutenant/Paramedic

Myles Block
CEO/Paramedic

Jared LeBarnes
Building Inspector/Paramedic

Joseph Dunton
Paramedic/Chaplain

Matthew Thomas
FF/Paramedic

Shaun McNally
FF/Paramedic

Aaron Jellison
FF/Paramedic

Matthew Roope
FF/Paramedic

Maine Municipal Safety Enhancement Grant 2015

The Hampden Fire Department has been awarded \$2,000.00 to purchase cold water/swift water rescue equipment. The following equipment will be purchased upon the council's approval of the awarded grant.

- (2) First Watch Ice Rescue Suits
- (4) Mustang Swift water PFD
- (2) Rescue Helmets
- (2) Pair Tactical Gloves
- (1) Rescue Sling victim retrieval device
- (2) 100' Orange Rescue Rope (Sterling)
- (2) 100' Rapid Intervention Response Rope (Sterling)

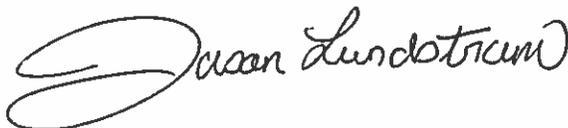
The total cost of the project is \$3052.00. This is a matching grant, so the financial breakdown is noted below.

Maine Municipals Share = \$2,000.00

Town of Hampden Share = \$1052.00

The Hampden Fire Department asks the Hampden Town Council for their approval of the grant, and the approval of utilizing \$1052.00 from the grant matching account.

Sincerely,



Jason Lundstrom
Lieutenant Hampden Fire Department
Town of Hampden Public Safety
Fire Inspector
Health Officer



4c

**Town of Hampden
RECEIVED**

OCT 26 2015

October 26, 2015

**Office of the
Town Manager**

Dear Sean,

Per your request, Stillwater Environmental Engineering has created a scope and budget for assisting the Town of Hampden with mapping the locations of its' sanitary sewer system.

Based on our experience with infrastructure mapping, including mapping and inspecting stormwater infrastructure for the Town of Hampden, we have created a most probable cost estimate based on the following assumptions:

- SEE environmental engineering interns will be working with one Hampden Public Works staff member who will assist in the mapping efforts (e.g. lifting sewer manholes, field measurements, etc.);
- A Hampden Public Works vehicle will be used for transportation throughout the Town during the infrastructure mapping;
- From discussion with you, our estimate is based on approximately 500 sewer manholes;
- All basemaps necessary for the completion of this project will be provided by the Town;
- Our environmental engineering intern rate is \$35 per hour; and
- We are estimating that 6-10 sewer manholes can be mapped and inventoried per hour.

Given the above assumptions, we expect a most probable cost range of \$2500 to \$3500. This estimate includes mileage to and from the Town as well as travel time.

We can begin work immediately upon authorization to proceed. Thank you for choosing SEE for this project and we look forward to continued opportunities to work with you. Please feel free to contact me with any questions.

Sincerely,
SEE, Inc.

Philip Ruck, P.E.

Philip L. Ruck P.E., *President*

TELEPHONE: (207) 949 0074

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WEBSITE: www.stillwaterenv.com