

FINANCE & ADMINISTRATION COMMITTEE MEETING

Monday, May 6, 2013

5:30 p.m.

Hampden Town Office

1. Meeting Minutes
 - a. April 1, 2013
 - b. March 25, 2013 Special Meeting
2. Review & Sign Warrants
3. Financial Statements – March 2013
4. Old Business
 - a. Proposed Charter Changes
5. New Business
 - a. Pool Corporate Discount Program
 - b. Salt Bid Results
 - c. Paving Bid Results
6. Public Comment
7. Committee Member comments

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FINANCE & ADMINISTRATION COMMITTEE MEETING MINUTES
Monday, April 1, 2013

Attending:

Councilor Tom Brann	Councilor David Ryder
Councilor Jean Lawlis	Public Works Director Chip Swan
Councilor Carol Duprey	Recreation Director Kurt Mathies
Councilor William Shakespeare	Susan Lessard, Town Manager
Councilor Shelby Wright	

The meeting was called to order at 5:34 p.m. by Councilor Brann.

1. Minutes of 3/18/2013 Meeting. There were no corrections to the minutes and they were adopted by unanimous consent.
2. Review & Sign Warrants – The Committee members reviewed the warrants and signed them. Questions related to the issuance, cost, and control of meal vouchers issued to Public Works Employees during storms were asked. The Town Manager explained that this practice had been going on for at least 20 years and that it was based on the employees working overtime during storms and not being able to go home for meals.
3. Old Business - None
4. New Business
 - a. Request for Letter of Support for LD 877, an Act to Establish the Geospatial Data Reserve Fund – Motion by Councilor Brann, seconded by Councilor Lawlis to recommend to the Council that a letter of support for LD 877 be issued for the establishment of a Geospatial Data Reserve Fund at the State level. Vote 5-1 (Ryder).
 - b. Public Works Request for use of Recreation Enterprise Reserve Account Funds for Mower Purchase – The Public Works Director and the Recreation Director attended the meeting to explain the proposal to use Recreation Enterprise funds for the purchase of a new zero turn mower that is used in large part for maintenance of the ballfields and recreation areas. There was considerable discussion surrounding whether or not this mower needed to be purchased at this time, whether the Town should change its equipment replacement policy, and whether recreation enterprise funds should be the source for an equipment purchase. It was the consensus of the Committee to postpone this item until more information is available to answer the questions raised.
 - c. 2013 Paving Bids – Motion by Councilor Lawlis, seconded by Councilor Wright to allow the Public Works Director to advertise for paving bids for the 2013 paving year. Unanimous vote in favor.
 - d. Personal Property Tax Abatements – Motion by Councilor Lawlis, seconded by Councilor Wright to recommend to the full Council that the personal property taxes listed below be abated. 5-0-1 (Shakespeare abstained).
 1. Blue Sky Enterprises, LLC 2012 \$ 71.61

- | | | | |
|----|--------------------------|------|----------|
| 2. | Robert & Linda Bryant | 2006 | \$ 93.52 |
| 3. | Robert & Linda Bryant | 2007 | \$ 94.20 |
| 4. | Robert & Linda Bryant | 2008 | \$ 97.34 |
| 5. | Dana's Grill at Dockside | 2011 | \$287.79 |
| 6. | Dana's Grill at Dockside | 2012 | \$305.28 |
| 7. | Qwik Stop Video | 2011 | \$325.95 |
5. Public Comment - None
 6. Committee Member Comments – None

The meeting was adjourned at 6:48 p.m.

Respectfully submitted,

Susan Lessard
Town Manager

1-b

SPECIAL FINANCE & ADMINISTRATION COMMITTEE MEETING MINUTES
March 25, 2013

Attending:

- | | |
|-------------------------------|----------------------------|
| Councilor Tom Brann | Councilor David Ryder |
| Councilor Shelby Wright | Councilor Jean Lawlis |
| Councilor William Shakespeare | Town Clerk Denise Hodsdon |
| Councilor Carol Duprey | Town Manager Susan Lessard |
| Resident Terry McAvoy | |

The meeting was chaired by Deputy Mayor Tom Brann in the absence of Mayor Hughes and was called to order at 5:30 p.m.

A special meeting of the Finance & Administration Committee was held on March 25, 2013 for the purpose of discussing the Town Charter and any changes that should be made to it. During the course of the meeting the following items were discussed:

1. Redistricting
2. Political Endorsements
3. Council Attendance
4. Charter Violations/penalties
5. District/At-Large Council seats
6. Term limits
7. Recall provision
8. Serving in other State/County government Elected offices

The attached list contains the proposed changes that were supported by a majority of the Councilors in attendance and for which they requested that language be developed.

The meeting adjourned at 7:45 p.m.

Respectfully submitted,

Susan Lessard
Town Manager

PROPOSED CHARTER CHANGES
New Language

Article II

Section 201 Composition and Term of Office

(b) Term of Office

The term of office for Councilors after the regular municipal election in 2013 shall serve the following terms:

2014 Election – 2 Districts for 3 years

1 District for 2 years

1 District for 1 year

(Districts for stated terms shall be determined by lottery no later than July 1, 2014)

2015 Election – 1 At-Large for 3 years

1 At-Large for 2 years

1 At-Large for 1 year

Regular staggered election for three year terms for all Council offices shall resume in 2016.

(The purpose of this change is to allow an annual staggered election of District and At-Large Council members, but retains terms for Councilors at 3 years).

Section 206 Prohibitions – Except where otherwise authorized by state statute no councilor shall hold any other elected State, County, or Town Office or town employment during the term for which that person was elected to the town council. Neither the council or any of its members shall, in any manner, dictate the appointment or removal of any administrative official or employees whom the Manager or any subordinates are empowered to appoint, but the Council may express its views and freely discuss with the manager anything pertaining to appointment and removal of such officials and employees.

(The purpose of this change is to no longer allow persons who serve in elected State or County offices to also serve concurrently as a Town Councilor)

Section 207(b) – Forfeiture of Office – A Councilor shall forfeit that person's office if that person (1) lacks at any time during that person's term of office any qualification for the office prescribed by this Charter or by law (2) violates any express prohibition of this charter (3) convicted of a crime or offense which is, during that person's term, reasonably related to that person's ability to serve as Councilor, or (4) fails to attend six (6) meetings (Regular or Special) of the Council in the prior twelve month period.

(The purpose of this change is to define the number of absences that a Councilor can have on a rolling year basis before losing eligibility to serve).

Article VIII Nominations & Elections

Section 801 Conduct of Elections – The regular municipal election shall be held the Tuesday following the first Monday of November in each year. All elections called for under this charter shall be conducted under the provisions of Title 21A.

(The purpose of this change is to clarify that elections for the Town of Hampden are governed by Title 21A – before the Charter identified Title 21, which has been repealed)

Section 802 Officials Nominated and Elected

(a) Councilors at Large. The full names and street address of all candidates nominated for Councilor at Large, except those who have withdrawn, died or become ineligible shall be printed on the official ballots under a heading reading “Nominees of Councilor at Large”.

(b) District Councilors. The full names and street addresses of all candidates nominated for membership as district councilor in the council, except for those who have withdrawn, died or become ineligible, shall be printed on the official ballots under the separate heading reading Nominees for “District Councilor”.

(The purpose of this change is to allow all residents to vote for all Town Councilors. District Council candidates must still reside in their respective districts. This means that candidates for all Council positions can be voted on by all residents.)

Section 805 Election Provisions – Provisions of Title 21A relating to the qualifications of voters, registration, the manner of voting, the duties of election officers and all other particulars respective to preparation for, conducting and management of elections, so far as they may be applicable, shall govern all municipal elections, except as otherwise provided in this charter.

(The purpose of this change is to clarify that Title 21A is the only State statute governing elections in Hampden).

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Memo

To: Susan Lessard & Town Council

From: Darcey Peakall

Re: Corporate discount program

Attached are the sample letters the pool board would like to send to corporations to initiate a new corporate discount program. The purpose of the program is to advertise through corporate wellness programs. Only businesses with 50 plus employees are eligible for this program. We feel businesses with less than 50 would defeat the advertising purpose and simply reduce pool income potential.

All other details are described in the attached letters. We will send the initial contact letter to a wellness coordinator and director with a 2 week follow-up phone call. If interested coordinator will need to sign the "Annual Corporate Membership Form" and provide employees with a copy flyer.

We are looking for Council input and support of our new corporate discount program.



Lura E. Hoit Memorial Pool
146 Western Ave.
Hampden, ME 04444
lurahoitpool@hampdenmaine.gov
(207) 862-4305

Dear Sir or Madame,

With today's focus on fitness and the high cost of health insurance, a healthy work force has become a priority for Maine companies. Lura E.Hoit Memorial Pool wishes to support your health and wellness efforts by offering a discounted corporate membership to your employees. This corporate membership is 15% less than a standard membership and includes:

- ❖ **fitness classes**
- ❖ **family swim times**
- ❖ **lap swims**
- ❖ **discount on swimming lessons**

There is no charge to your company for providing your employees with this important fitness opportunity. If your business elects to participate, you would simply be responsible for the following:

- **sign the annual corporate membership form**
- **inform new employees about membership benefits**
- **display flyer in work areas**
- **coordinate with your wellness program if applicable**

Interested employees of participating businesses will need only to show proof of employment and pay their membership in full when registering at the pool.

Rates:	Resident	With 15% discount
Family	255.00	216.75
Single Adult	155.00	131.75
Youth/Teen.	120.00	102.00
Senior 62 ↑	145.00	123.25
	Non Resident	With 15% discount
Family	280.00	238.00
Single Adult	180.00	153.00
Youth/Teen.	145.00	123.25
Senior 62 ↑	170.00	144.50

If you wish to participate or need more information, please contact Darcey Peakall at: 862-4305 or email her at lurahoitpool@hampdenmaine.gov.

At your request, it would be our pleasure to send a spokesperson to one of your staff meetings to explain the program and answer questions. We look forward to helping you and your employees enjoy a year of health, fun and fitness!



Lura E. Hoit Memorial Pool

146 Western Ave.

Hampden, ME 04444

lurahoitpool@hampdenmaine.gov

(207) 862-4305

Annual Corporate Membership Form

Name of Corporation: _____

Contact information:

Name of contact: _____

Position: _____

Phone: _____

Email: _____

Date of Enrollment: _____

Your business has elected to participate in the Lura E. Hoit Memorial Pool Corporate Membership Plan. In agreeing to enroll you will simply be responsible for the following:

- **sign the annual corporate membership form**
- **inform new employees about membership benefits**
- **display flyer in work areas**
- **coordinate with your wellness program if applicable**

Wellness Coordinator

Date

Lura E. Hoit Memorial Pool



**146 Western Ave.
Hampden, ME 04444
lurahoitpool@hampdenmaine.gov
(207) 862-4305**

Your employer is committed to your health and wellness. To support your fitness efforts, your employer participates in the Lura E. Hoit Memorial Pool Corporate Program which allows interested employees a 15% discount on a yearly pool membership.

The pool membership includes:

- ❖ fitness classes
- ❖ lap swims
- ❖ family swim times
- ❖ discount on swimming lessons

Come join us, get fit and have FUN!



To take advantage of this discount, simply provide proof of employment and payment in full with either cash or check at the Lura E. Hoit Pool



Join us for a year of health, fun and fitness!

Rates:	Resident	With 15% discount
Family	255.00	216.75
Single Adult	155.00	131.75
Youth/Teen.	120.00	102.00
Senior 62 ↑	145.00	123.25
	Non Resident	With 15% discount
Family	280.00	238.00
Single Adult	180.00	153.00
Youth/Teen.	145.00	123.25
Senior 62 ↑	170.00	144.50

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TOWN OF HAMPDEN
DEPARTMENT OF PUBLIC WORKS

106 WESTERN AVE.
HAMPDEN, ME 04444

TEL 862-3337

FAX 862-3910

April 17, 2013

To: Sue Lessard
From: Chip Swan
Subject: Annual Salt Purchase

On April 17th Municipalities were given a chance to renew salt bids with Maine DOT State wide

June 1st^h 2012 the results were announced as follows for Hampden:

<u>BIDDER</u>	<u>PRICE PER TON</u>
HARCROS	\$57.21
CARGILL	\$63.42
EASTERN SALT	NO BID

I recommend accepting HARCROS bid of \$57.21 price per ton /salt
For the winter of 2013-2014.

Yours Truly,

Chip Swan, PWD

EXHIBIT B

2012 Bid

Municipality	Sodium Chloride (tons)	PRICE PER TON	
	Tons	Harcros	Add to award
City of Augusta	3000	\$57.53	
City of Gardiner	1500	\$58.20	
Town of Atkinson	140	\$64.06	
Town of Alna	250	\$62.48	
Town of Beals	70	\$67.22	
Town of Boothbay	500	\$62.62	
Town of Belgrade	900	\$60.00	
Town of Breman	190	\$60.54	
Town of Chelsea	234	\$61.78	
Town of China	300	\$57.94	
Town of Columbia	210	\$64.23	
Town of Cooper	210	\$69.39	
Town of Crystal	33	\$75.11	
Town of Dover-Foxcroft	750	\$61.02	
Town of Dyer Brook	30	\$74.64	
Town of Greenville	180	\$66.33	
Town of Hampden	1200	\$57.21	
Town of Hartland	275	\$59.62	
Town of Hallowell	500	\$60.78	
Town of Kingfield	150	\$66.34	
Town of Machias	120	\$66.70	
Town of Mercer	158	\$62.66	
Town of Milford	300	\$58.98	
Town of Milo	300	\$62.64	
Town of Montville	225	\$57.21	
Town of Mount Desert	1500	\$57.31	
Town of Mount Vernon	300	\$63.33	
Town of Nobleboro	125	\$60.02	
Town of Northport	350	\$56.72	
Town of Oakfield	90	\$75.16	
Town of Orono	1500	\$56.14	
Town of Parkman	120	\$63.88	
Town of Sangerville	140	\$63.18	
Town of Sedgwick	250	\$59.38	
Town of St Albans	340	\$59.86	
Town of Stockton Springs	130	\$57.21	
Town of Swanville	500	\$56.23	
Town of Temple	130	\$65.46	
Town of Unity	120	\$57.62	
Town of Waterville	2700	\$56.80	

Town of Wayne	260	\$62.98
Town of Weston	90	\$75.84
Town of Whitefield	400	\$62.80
Town of Winslow	1000	\$56.80
Town of Winthrop	550	\$61.78
Town of Wiscasset	450	\$61.78
University of maine Orono	950	\$56.90

County of Somerset

Brighton Pt.	130	\$65.10
Dan MacDonald	30	\$66.34
Dennis Frigon - Rockwool	100	\$71.76
Highland Pt.	60	\$66.70
Kingsbury Pt.	150	\$67.40
Mayfield	200	\$67.04
Town of Embden	200	\$64.40
Woodpecker Logging - C	150	\$65.11
Woodpecker Logging - L	260	\$65.60

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TOWN OF HAMPDEN
DEPARTMENT OF PUBLIC WORKS

106 WESTERN AVE.
HAMPDEN, ME 04444

TEL 862-3337

FAX 862-3910

April 18, 2013

To: Sue Lessard
From: Chip Swan
Subject: Paving Award

Below are the results of the recent paving bid opened on April 18th, 2013.

	PRICE /TON / HAND PLACED / (4183/Tons)	(35/TONS)	TOTAL
VAUGHN THIBODEAU II	\$69.69	\$110.00	\$291513.27
WELLMAN PAVING	\$72.22	\$107.00	\$305844.26
B & B PAVING	\$73.95	\$135.00	\$314057.84
LANE CONSTRUCTION	\$78.00	\$235.00.00	\$334499.00
PIKE INDUSTRIES	\$95.25	\$165.00	\$404205.75

I was happy to receive 5 bids for the annual street paving.
The price per ton from Thibodeau is \$3.56 less per ton than last yr.

I would like to recommend awarding Vaughn Thibodeau 2013 paving contract with a price per ton of ~~\$67.37~~ ^{69.69} for main line paving and \$110.00 hand place mix.

Please let me know if you have any questions on these items.

Yours Truly,

Chip Swan

Yours truly,

Chip Swan, PWD

TOWN OF HAMPDEN

PAVING
 BID SHEET

April 18, 2013
 10:00 am

BIDDER	PRICE PER TON (Est. 4183 Tons)	HAND PLACE/TON (Est. 35 Tons)	TOTAL CONTRACT PRICE
Vaughn D. Thibodeau II	69.69	110.00	291,513.27
Wellman Paving	72.22	107.00	305,844.26
B & B Paving	73.95	135.00	314,057.84
Pike Industries	95.25	165.00	404,205.75
Lane Construction	78.00	235.00	334,499.00

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