

FINANCE & ADMINISTRATION COMMITTEE MEETING

Hampden Town Office

Monday, June 1, 2015

5:30 p.m. – Med-A-Vision Presentation

6:00 p.m. – Regular Meeting

1. 5:30 – 6:00 pm – Med-A-Vision Presentation
2. Meeting Minutes
 - a. May 18, 2015
3. Review & Sign Warrants
4. Old Business
 - a. Saturday Bus Service
 - b. License Plates Issuance Information
 - c. Town Attorney Retirement
 - d. Council Rules
5. New Business
6. Public Comment
7. Committee Member Comments

FINANCE & ADMINISTRATION COMMITTEE MEETING MINUTES

Monday, May 18, 2015

Attending:

Mayor David Ryder	Councilor William Shakespeare
Councilor Greg Sirois	Councilor Stephen Wilde
Councilor Terry McAvoy	Councilor Dennis Wilde
Town Manager Sue Lessard	Town Clerk Denise Hodsdon
Resident Lisa Carter	Resident Cindy Philbrick
Laurie Linscott, BAT Director	Greg Winningham, videographer

The meeting was opened at 6 p.m. by Mayor Ryder.

1. Meeting Minutes
 - a. May 4, 2015 – Motion by Councilor Marble, seconded by Councilor McAvoy to approve the minutes as presented. Unanimous vote in favor.
2. Review & Sign Warrants – The payment warrants were reviewed and signed by Committee members.
3. Old Business
 - a. Saturday Bus Service – Councilor Marble asked BAT Director Laurie Linscott to provide information on the Bus service for the Council including Saturday ridership, cost information, and the actual savings that the Town of Hampden might see if they eliminated Saturday service. Ms. Linscott distributed ridership numbers for the Town of Hampden from the start of Saturday bus service on September 3, 2011 through 2015. Although there were some peaks and valleys, Saturday ridership runs at approximately 50% of weekday ridership. She indicated that the Town would save \$16,000 if Saturday service were eliminated. The Town Manager questioned how that number was arrived at because of correspondence from 2014 that had indicated that the amount that the Town would save would be \$28,000. Ms. Linscott indicated that was the number prior to the application of fees and federal state subsidy. The Town Manager also questioned the subsidy use based on information received in 2011 that cited that no federal or state subsidy would be available for the service. Ms. Linscott stated that the manner in which they receive federal funding has changed since 2011 and they are now a direct recipient and the funding match is based on Hampden's entire operation – not just the Monday through Friday routes. Committee members asked questions related to ridership and how they could know how many Hampden residents utilized the service. Ms. Linscott state that she had started keeping track on Saturdays of where ridership on the route was originating. The Town Manager stated that based on current ridership and taxation expense, the Town of Hampden subsidizes each 'ride' at the rate of a little over \$2.00. Ms. Linscott suggested that increasing

bus ridership could improve that by increasing fares. Joyce Rankin of Main Road North spoke in favor of retaining the service and indicated that she used the bus nearly every day that it was available and that she estimated that 15 people from Hampden used the bus on an average Saturday. She stated that she had sold her car and that she saved \$2,000 a year by riding the bus instead. Councilors Wilde and Shakespeare expressed concern over the cost of the service and the fact that the Council does not know how many people from Hampden are being served. Councilor Marble read a statement into the record in support of Saturday bus service (copy attached). The Committee was running short on time and it was the consensus of the Committee to continue this discussion at another Finance & Administration Committee meeting before making a recommendation to the Council about whether or not to hold a public hearing on the topic

- b. License Plates Issuance Information - Tabled until next Finance & Administration Committee meeting.
 - c. Council Rules – Video/Audio recording by Councilors at Council bench – Councilor Shakespeare – Tabled until next Finance & Administration Committee meeting.
4. New Business
- a. Safety Grant Application – Cones – This item was listed as a notification to the Committee that the Police Department has applied for a Safety Grant through Maine Municipal Association for traffic cones to be used during driving school instruction.
 - b. Request to Use Computer Reserve for Plotter Replacement – GIS/IT Specialist presented a request to replace the broken plotter with a multi-function plotter that would also allow the scanning of large format documents as part of the record digitizing project that the Town has had underway for the past three years. The funds for the purchase would come from Computer Reserve and have been set aside annually since the purchase of the last plotter. Motion by Councilor Marble, seconded by Councilor Sirois to recommend to the Council that \$6,095 from Computer Reserve be used to replace the broken plotter. Unanimous vote in favor
 - c. Fire Department Contract – Executive Session pursuant to 1 MRSA §405(6)(D) – Motion by Councilor Marble, seconded by Councilor Shakespeare to enter executive session at 6:50 p.m. pursuant to 1 MRSA §405 (6)(D) to discuss the Fire Union Contract. Unanimous vote in favor. Motion by Councilor Marble, seconded by Councilor McAvoy to re-enter regular session at 7:03 p.m. Motion by Councilor Wilde, seconded by Councilor McAvoy to recommend to the Council that the Fire Department contract for 7/1/2015 -6/30/2018 be approved. Unanimous vote in favor.
5. Public Comment - None
6. Committee Member Comments – None

Motion by Councilor Sirois, seconded by Councilor Marble to table the remainder of the agenda until the next Finance Committee meeting due to lack of time. Unanimous vote in favor.

The meeting was adjourned at 7:05 p.m.

Respectfully submitted,

Susan Lessard
Town Manager

4a



Susan Lessard <manager@hampdenmaine.gov>

Confused

1 message

Susan Lessard <manager@hampdenmaine.gov>

Thu, May 28, 2015 at 10:33 AM

To: "Linscott, Laurie" <laurie.linscott@bangormaine.gov>, Don Cooper <donc@bactsmo.org>

Good Morning-

I am more than confused. I have copies of bills annually from the BAT system that we pay quarterly for our share of the BAT system. According to Laurie, the 15/16 number for us is \$96,000, the 14/15 budget is just over \$92,000. Neither of these numbers are anywhere near the number of \$37,375 that Don says is our share of the BAT system.

This item is on the finance committee agenda for Monday night. I really need some answers to the differential in numbers that makes sense.

Thank you

Sue Lessard

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Sue Lessard

Town Manager

Town of Hampden

106 Western Avenue

Hampden, ME 04444

(207)-862-3034

manager@hampdenmaine.gov



Susan Lessard <manager@hampdenmaine.gov>

Confused

3 messages

Susan Lessard <manager@hampdenmaine.gov>

Thu, May 28, 2015 at 10:33 AM

To: "Linscott, Laurie" <laurie.linscott@bangormaine.gov>, Don Cooper <donc@bactsmo.org>

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Thank you

Sue Lessard

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Sue Lessard

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

Linscott, Laurie <laurie.linscott@bangormaine.gov>

Thu, May 28, 2015 at 3:11 PM

To: Susan Lessard <manager@hampdenmaine.gov>

Sue, I am working with Deb, the Finance Director to get you the information. I have not forgot about you at all I am working hard to get you the information you need. I am sorry Don's figures confused you and I am not sure where he got the 37,375 number from. He is checking his formulas in the spreadsheet to see if they are bad. We are all working hard to get you the correct figures.

Thanks, Laurie

Laurie Linscott, CCTM

Bus Superintendent

Community Connector

481 Maine Ave

Bangor, Maine 04401

207.992.4672

207.945-4992 fax

From: Susan Lessard [mailto:manager@hampdenmaine.gov]
Sent: Thursday, May 28, 2015 10:34 AM
To: Linscott, Laurie; Don Cooper
Subject: Confused

[Quoted text hidden]

Susan Lessard <manager@hampdenmaine.gov>
To: "Linscott, Laurie" <laurie.linscott@bangormaine.gov>
Cc: "Farrar, Bob" <robert.farrar@bangormaine.gov>

Thu, May 28, 2015 at 3:25 PM

Laurie-

I hardly know what to say. This should not be this difficult. You sent us a bill last year - under your signature - for \$92,516 as our 'share' of the Community Connector. When I divide that number by our ridership - 44,000 - I get \$2.10 per ride. I have attached a copy of the bill.

I looked up what Orono pays for their share of the Community Connector - it is \$41,705 for the coming year according to their budget. How can it cost Orono less than half of what it costs Hampden?

I received an email from you with a worksheet that says we would save 8300 if we ended Saturday service. At the meeting last week you indicated that the savings would be \$16,000. Last year the number given was \$28,000. At this point to be honest I have no confidence in any numbers that have been provided since no one seems to know where they came from or how they were calculated.

I am sorry if that sounds harsh but this has been going on for weeks.

Without some sort of definitive answers - numbers - that can be quantified before Monday night I am not sure what the Council will decide to do in regard to the Community Connector.

Susan

[Quoted text hidden]

 **DOC001.pdf**
42K



Susan Lessard <manager@hampdenmaine.gov>

Hampden Estimated Costs---FY16.xlsx

4 messages

Linscott, Laurie <laurie.linscott@bangormaine.gov>
To: Susan Lessard <manager@hampdenmaine.gov>
Cc: Don Cooper <donc@bactsmo.org>

Tue, May 26, 2015 at 11:01 AM

Sue,

Good Morning, I have attached this spreadsheet that outlines the local cost per ride per community. I hope this helps to explain the situation. As to the email from last year the \$28,964 amount did include the federal / state subsidy. I apologized for not mistake I found my sheet and I used \$50 per hour and that is the per hour cost including all revenue.

Would it be helpful to have a meeting so Don Copper and I can explain this better? Let me know, Laurie

Laurie Linscott, CCTM

Bus Superintendent

Community Connector

481 Maine Ave

Bangor, Maine 04401

207.992.4672

207.945-4992 fax

**Hampden Estimated Costs---FY16.xlsx**

23K

Susan Lessard <manager@hampdenmaine.gov>
To: "Linscott, Laurie" <laurie.linscott@bangormaine.gov>

Tue, May 26, 2015 at 4:58 PM

Hi Laurie -

The cost per ride for Hampden taxpayers is 44,000 rides divided into the \$96,000 that we will be charged for the BAT service for 2015/16. That is \$2.18 per ride. That is what I am talking about as a subsidy per ride from local tax dollars and that is what I was looking for for the other communities as well. Just the simple division of what we pay annually for the BAT service by the number of rides. That is what our property taxpayers 'see' as their cost - not the combination of Federal or State or fares.

At some point I would love to sit down with you and better understand this spreadsheet that you sent.

Thank you -

Susan

[Quoted text hidden]

--

Sue Lessard

Town Manager

Town of Hampden

106 Western Avenue

Hampden, ME 04444

(207)-862-3034

manager@hampdenmaine.gov

Don Cooper <donc@bactsmo.org>

To: "Linscott, Laurie" <laurie.linscott@bangormaine.gov>

Cc: "manager@hampdenmaine.gov" <manager@hampdenmaine.gov>

Wed, May 27, 2015 at 4:34 PM

Laurie; What is this \$96,000 that Sue Lessard is quoting? It must have been a total cost from some old communication, not the local cost that the town puts in. Hampden does not pay that much. In fact, they will be paying approximately \$33,000. The rest of the revenue is supplied from other sources.

Don

Donald Cooper

Senior Transportation Planner

BACTS

donc@bactsmo.org

T: (207) 974 3111

12 Acme Road

Suite 102

Brewer, Maine 04412

From: Linscott, Laurie [mailto:laurie.linscott@bangormaine.gov]

Sent: Wednesday, May 27, 2015 5:44 AM

To: Don Cooper
Subject: FW: Hampden Estimated Costs---FY16.xlsx

Help?

Laurie Linscott, CCTM
Bus Superintendent
Community Connector
481 Maine Ave
Bangor, Maine 04401
207.992.4672
207.945-4992 fax

From: Susan Lessard [mailto:manager@hampdenmaine.gov]
Sent: Tuesday, May 26, 2015 4:59 PM
To: Linscott, Laurie
Subject: Re: Hampden Estimated Costs---FY16.xlsx

[Quoted text hidden]

Susan Lessard <manager@hampdenmaine.gov>
To: Don Cooper <donc@bactsmo.org>

Wed, May 27, 2015 at 6:00 PM

Laurie told me that Hampden's share of the BAT system this year would be \$96,000. Our cost this past year was mid \$80,000's. That is the number that I am talking about - it is what we are billed in quarterly installments.
Susan

[Quoted text hidden]

*Information from
BAT Manager*

Budget based on estimates

Hampden

Based on FY16 Budget

	6days per week	5days/week
Annual Estimated Rides	44000	42509
Operating Revenue		
Fares	36500	35264
Federal /State	33000	24660
Local	33000	24660
Advertising	5000	5000
Total	107500	84584
Total Operating Cost/ride	2.44318182	1.989758168
Local Cost/ride	0.75	0.580106357
Maintenance		
Federal	7500	7500
Local	1875	1875
Total	9375	9375
ADA		
Federal	10000	10000
Local	2500	2500
Fares		
Total	12500	12500
Total Costs		
Federal / State	50500	42160
Local	37375	29035
Fares	36500	35263.51792
Total	124375	106458.5179
Overall Total Cost/ride	2.82670455	2.504349675
Overall Local Cost/ride	0.84943182	0.683024658
Total Local Savings		8340



25-10-55-15 10099
Community Connector

Laurie Linscott
Superintendent
laurie.linscott@bangormaine.gov

Sherri Clark
Operations Officer
sherri.clark@bangormaine.gov

September 8, 2014

Jeremy Clay
Compliance Assistant
jeremy.clay@bangormaine.gov

Ms. Susan Lessard, Town Manager
106 Western Ave.
Hampden, ME 04444

Dear Susan,

Hampden's share of the anticipated deficit for Community Connector in FISCAL YEAR 2015 is \$92,516 calculated as follows:

Estimated operating expenditures	\$183,518
Minus the sum of estimated:	
Farebox Revenues	36,415
Advertising	4,500
Federal and State Subsidies	43,087
ADA	7,000
Hampden's share of deficit	\$92,516

^{1st} This results in four quarterly payments of \$23,129 each, due on or before ~~October 15, 2014~~, and ~~January 15~~, April 15, and July 15, 2015. For your convenience quarterly invoices will be mailed prior to the above due dates.

Hampden's local share reflects existing service levels, which includes Saturday service. Thank you for your continued support in the bus service.

*Do not pay final quarter

Sincerely,

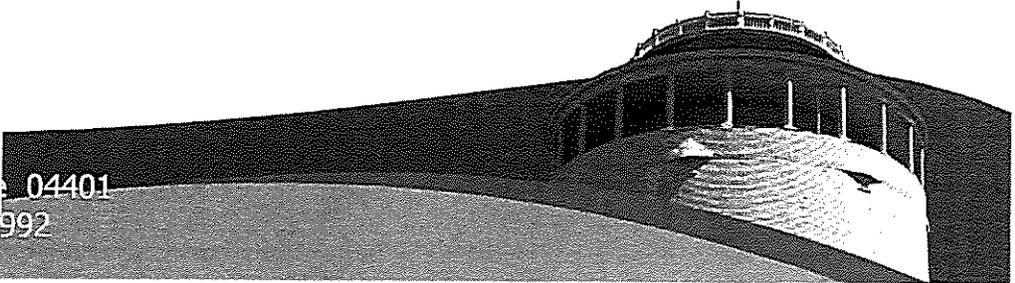
Laurie Linscott
Bus Superintendent

RECEIVED
OCT 27 2014

BY: _____

Bangor will send us a final bill (usually Nov.)

04401



May 26, 2011

Ms. Susan Lessard

106 Western Ave.

Hampden, ME 04444

Dear Susan,

Per your request for Saturday service for the Town of Hampden; BAT Community Connector has developed the following:

1. The Saturday service would run on the same schedule as the current weekday service (1 bus per hour leaving downtown Bangor at 15 minutes past the hour.)
2. The time that the first Hampden bus is scheduled to leave downtown Bangor bound for Hampden can be set to match the Saturday schedules of connecting routes.
3. The bus will run on every Saturday of the year.
4. Based on other BAT routes that have both weekday and Saturday service, and the average weekday ridership of the Hampden route; the average daily Saturday ridership that could be expected is 120. Other BAT routes, for example Brewer, typically have Saturday riderships of between 80% and 90% of usual weekday riderships. However, new service is notoriously difficult to forecast accurately.
5. The additional fare revenue that would be generated by this level of Saturday ridership is estimated to be \$2,500 annually.
6. Currently, all Federal and State subsidy is already allocated to services throughout the BAT service area, including Hampden. Unless levels of those non-local sources of subsidy increase, Hampden cannot expect additional Federal and State subsidy.

If the Saturday service were to mirror weekday service the annual cost would be \$30,888, resulting in a net operating cost of \$28,388 once fare revenue is accounted for. An option that the Town might consider is reduction of the service day by 2 hours, blending in with existing Saturday service. This would result in a net operating cost of \$23,230.

These numbers reflect our best estimate based on the 2011 budget. As the current agreement applies, the Town of Hampden would be responsible for the actual unfunded deficit. As the Saturday service becomes established, and riders habits accommodate the new options, the actual revenues will grow, reducing the net cost to the Town of Hampden. Should you need any additional information, please do not hesitate to call.



Susan Lessard <manager@hampdenmaine.gov>

Hampden Bus

2 messages

Susan Lessard <manager@hampdenmaine.gov>

Thu, May 22, 2014 at 9:35 AM

To: "Linscott, Laurie" <laurie.linscott@bangormaine.gov>

Good Morning-

The Council is reviewing our current bus operation and asked for some additional information. First, could I get the ridership breakdown from March of 2013 forward, not by day but by month for types of ridership (transfers, passes, etc.)? Also - could I get the cost of providing Saturday service? Do not include a federal subsidy offset please, just the cost of the Saturday service minus any estimated fees.

Thank you so much for your help and congratulations on your appointment!

Sue Lessard

Hampden

Linscott, Laurie <laurie.linscott@bangormaine.gov>

Tue, May 27, 2014 at 2:06 PM

To: Susan Lessard <manager@hampdenmaine.gov>

Good Afternoon, Your savings would be \$28,964. Thank you so much. If you need any more information please let me know.

Thanks again, Laurie

Laurie Linscott, CCTM

Bus Superintendent

Community Connector

481 Maine Ave

Bangor, Maine 04401

207.992.4672

207.945-4992 fax

From: Susan Lessard [mailto:manager@hampdenmaine.gov]**Sent:** Thursday, May 22, 2014 9:36 AM**To:** Linscott, Laurie**Subject:** Hampden Bus

Good Morning-

The Council is reviewing our current bus operation and asked for some additional information. First, could I get the ridership breakdown from March of 2013 forward, not by day but by month for types of ridership (transfers, passes, etc.)? Also - could I get the cost of providing Saturday service? Do not include a federal subsidy offset please, just the cost of the Saturday service minus any estimated fees.

Thank you so much for your help and congratulations on your appointment!

Sue Lessard

Hampden

TO: Finance & Administration Committee
FROM: Sue Lessard, Town Manager
DATE: May 13, 2015
RE: Information related to issuing plates

The purpose of this memo is to provide information to the Committee related to the requirements that the Town would have to meet in order to issue license plates at this office as well as the volume of work that would be involved based on historical information of how many of these transactions we would likely see in a year.

The information is broken down into process, plates, sales tax and title applications, reporting and revenue categories and there is also an analysis of the volume of transactions of the last three years to understand how many of these transactions we could expect to process on an annual basis.

Process

1. A letter requesting authorization is sent from the Town Council.
2. All staff need to attend training if registering with any kind of plate – Attached is the training schedule for the Bureau of Motor Vehicles for 2015
3. Trio software will update the authorizations through the software system

Plates

1. Plates must be stored in location where there is restricted access by the public in a location such as a locked fireproof filing cabinet or the vault.
2. Towns issuing plates must have on hand plates of every class code that they are authorized to issue. There are 50 class codes.
3. Persons wishing to have vanity plates would still have to go to the Motor Vehicle Office in Bangor.
4. PC plates come in boxes of 25 sets, trailer plates come in boxes of 50 plates and Motorcycle plates come in boxes of 50 plates. Specialty plates come in a minimum of 5 sets.

Sales Tax & Title Applications

1. Persons who purchase a vehicle via a casual sale will have title and sales tax forms completed at this office. They have to either be printed on a dot matrix printer such as the regular registrations are printed on or they can be hand written as long as the writing on the forms is completely legible. If the Town were to move forward with this process I would recommend that we start out with handwriting the forms. The legibility issue that I would be most concerned about would be the ability to read all copies of the multipart forms. If this was a problem, dot matrix printers are approximately \$400 for this application and the Town could acquire one for Sales Tax and one for Titles. They would have to be located on the middle counter which would consume valuable work space.
2. Residents who purchased a vehicle from a dealer would have already completed sales tax and title applications which would reduce the staff time necessary to process the transaction.

Reporting

1. Weekly reporting by the Motor Vehicle Agent for the Town is mandatory with no exceptions due to the title aspect of the process. Our Motor Vehicle Agent currently does weekly reporting with the exception on occasion of weeks in which property taxes are due – and then two weeks are submitted. Since the counter traffic during those periods keeps all front office staff waiting on customers full time.
2. At the present time the Town files weekly reports to the Bureau of Motor Vehicles for all registrations done at the Town Office and submits a check for the Registration Fee amounts that were collected for each registration. The Town retains the excise tax portion of vehicle registrations and receives \$3 per transaction for re-registering vehicles and \$4 for new vehicle registrations from a dealer sale that transfer plates from one vehicle to another.

Revenue

1. The Town would receive \$4 per transaction for issuing plates per registration. Based on the numbers below, it would generate approximately \$3,696 per year since the Town does not receive an Agent fee for vehicles which it processes as Excise only – which is how registrations that are sent to Motor Vehicle for plates are processed currently.

Volume of transactions:

The following is a breakdown of the vehicle registrations that were processed at the Town Office for the past three full years as well as thus far in 2015. These numbers do not include persons who utilized the online Rapid Renewal system to re-register their vehicles. Those that were sent to Motor Vehicle are classified as New Registrations and those are further broken down into whether it was a Dealer or a Casual sale. The Town currently does plate transfers for all sales that are done through a dealer and those numbers are not included in the New Registrations for Dealer sales listed below.

Year	Total # Registrations	# New Reg.	# Dealer	# Casual	% of Total
2012	7,254	905	154	751	12.4%
2013	7,751	945	199	746	11.8%
2014	7,689	924	181	743	11.0%
2015	2,492	279	47	232	11.2%

Bureau of Motor Vehicles
Dealer and Agent Services

To: All Municipalities
From: Garry Hinkley, Director of Vehicle Services
Date: Monday, December 8, 2014
Subject: Municipal Agent Registration Training for the Period of February 2015 to December 2015

We are pleased to announce our updated training schedules through December 2015. Please review the attached schedule which has been provided to assist your training needs. Please complete the sign-up form below and fax or e-mail to this office prior to the class. All of the class sizes are limited. In consideration of others, please sign up for the class that you are certain you will be able to attend. If circumstances change and you are unable to attend, please notify this office as soon as possible in order that a substitute may attend in your place. You may call this office to verify availability of seats for classes in emergency situations.

The following Motor Vehicle registration training classes will be held on the following dates:

Limited New	February 24, 2015	9:00AM-4:00PM	BMV Main Office, 101 Hospital Street, Augusta
New	February 25, 2015	9:00AM-4:00PM	BMV Main Office, 101 Hospital Street, Augusta
Truck	February 26, 2015	9:00AM-1:00PM	BMV Main Office, 101 Hospital Street, Augusta
Limited New	March 18, 2015	9:00AM-4:00PM	Lisbon Town Office, 300 Lisbon St, Lisbon
New	March 19, 2015	9:00AM-4:00PM	Lisbon Town Office, 300 Lisbon St, Lisbon
Truck	March 20, 2015	9:00AM-1:00PM	Lisbon Town Office, 300 Lisbon St, Lisbon
Limited New	April 13, 2015	9:00AM-4:00PM	Gray City Hall, 24 Main St, Gray
New	April 14, 2015	9:00AM-4:00PM	Gray City Hall, 24 Main St, Gray
Truck	April 15, 2015	9:00AM-1:00PM	Gray City Hall, 24 Main St, Gray
Limited New	May 12, 2015	9:00AM-4:00PM	Houlton City Hall, 21 Water St, Houlton
New	May 13, 2015	9:00AM-4:00PM	Houlton City Hall, 21 Water St, Houlton
Truck	May 14, 2015	9:00AM-1:00PM	Houlton City Hall, 21 Water St, Houlton
Limited New	June 16, 2015	9:00AM-4:00PM	Scarborough City Hall, 259 US Rt.1, Scarborough
New	June 17, 2015	9:00AM-4:00PM	Scarborough City Hall, 259 US Rt. 1, Scarborough
Truck	June 18, 2015	9:00AM-1:00PM	Scarborough City Hall, 259 US Rt. 1, Scarborough
Limited New	July 14, 2015	9:00AM-4:00PM	BMV Main Office, 101 Hospital St, Augusta
New	July 15, 2015	9:00AM-4:00PM	BMV Main Office, 101 Hospital St, Augusta
Truck	July 16, 2015	9:00AM-1:00PM	BMV Main Office, 101 Hospital St, Augusta
Limited New	August 18, 2015	9:00AM-4:00PM	Jay Town Office, 340 Main St, Jay
New	August 19, 2015	9:00AM-4:00PM	Jay Town Office, 340 Main St, Jay
Truck	August 20, 2015	9:00AM-1:00PM	Jay Town Office, 340 Main St, Jay
Limited New	September 15, 2015	9:00AM-4:00PM	East Millinocket Town Office, 53 Main St, East Millinocket
New	September 16, 2015	9:00AM-4:00PM	East Millinocket Town Office, 53 Main St, East Millinocket
Truck	September 17, 2015	9:00AM-1:00PM	East Millinocket Town Office, 53 Main St, East Millinocket
Limited New	October 20, 2015	9:00AM-4:00PM	Boothbay Harbor Town Office, 11 Howard St, Boothbay Harbor
New	October 21, 2015	9:00AM-4:00PM	Boothbay Harbor Town Office, 11 Howard St, Boothbay Harbor
Truck	October 22, 2015	9:00AM-1:00PM	Boothbay Harbor Town Office, 11 Howard St, Boothbay Harbor

Limited New	November 17, 2015	9:00AM-4:00PM	BMV Main Office, 101 Hospital St, Augusta
New	November 18, 2015	9:00AM-4:00PM	BMV Main Office, 101 Hospital St, Augusta
Truck	November 19, 2015	9:00AM-1:00PM	BMV Main Office, 101 Hospital St, Augusta
Limited New	December 08, 2015	9:00AM-4:00PM	BMV Main Office, 101 Hospital St, Augusta
New	December 09, 2015	9:00AM-4:00PM	BMV Main Office, 101 Hospital St, Augusta
Truck	December 10, 2015	9:00AM-1:00PM	BMV Main Office, 101 Hospital St, Augusta

Materials to bring to class: A workbook is provided for each class.

The Bureau of Motor Vehicles Procedures Training Manual is available on the M.M.A. (Maine Municipal Association) website to view and print. Please use the link provided below to access the most up-to-date manual.
<http://www.memun.org/members/clerk/MotorVehicle/index.htm>

To have access to all of our posted training dates and enrollment forms, we have now provided a link directly on the State of Maine website <http://www.maine.gov/sos/bmv/DealerAgent/>

A one hour lunch break is provided; however, lunch is not provided so please plan accordingly.

The BMV Main Office has a full service cafeteria on-site for VISITORS AND STAFF!

Notice: Staff persons who have not attended Motor Vehicle training may not be left alone in the office to process registrations at any level.

Reminder: This office must be notified immediately of any changes in Municipal Agent and/or Tax Collector.

Your Municipality: _____ **Phone #** _____

Your E-Mail Address: _____

Training Class (please circle each class you want to attend): Limited New New Truck

Date(s) of Class: _____

Name of person(s) attending: _____

Telephone number: 624-9000, ext. 52163
FAX number: 624-9037

4c

FARRELL, ROSENBLATT & RUSSELL

ATTORNEYS AT LAW
61 MAIN STREET
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May 11, 2015

VIA EMAIL/ORIGINAL BY MAIL

Susan Lessard, Town Manager
Town of Hampden
106 Western Avenue
Hampden, Maine 04444

Re: Notice of Retirement

Dear Susan:

It is with mixed feelings of satisfaction and sadness that I write this letter to inform you that I will be retiring from the practice of law this summer. My plan is to work fulltime until July 10th, and to work part-time through the fall to attend to pending matters and to wind up my practice. I plan to continue to represent the Town until July 10th, and I am willing to continue to represent the Town until the new Town Manager and the Town Council can retain replacement counsel. I will be reviewing the firm's "Hampden" files, and will make recommendations on the proposed disposition of those files (destruction or delivery to the Town). I am also in the process of cataloging any outstanding matters that need attention before my retirement. I suggest that you do the same, so that nothing falls through the cracks.

I truly appreciate the opportunity to represent the Town of Hampden over the years, and I wish its residents and officials the very best.

Very truly yours,

FARRELL, ROSENBLATT & RUSSELL



Thomas A. Russell

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TAR/hs

HAMPDEN TOWN COUNCIL RULES

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

(Amended 1/21/2014; 4/7/2014; 5/19/14)

 - A. Pledge of Allegiance
 - B. Consent Agenda
 1. Signatures – Treasurer's Warrants, etc
 2. Secretary's Report
 3. Communications
 4. Reports
 - C. Public Comments
 - D. Policy Agenda
 1. News, Presentations & Awards
 2. Public Hearings
 3. Nominations-Appointments – Elections
 4. Unfinished Business
 5. New Business

- E. Committee Reports
- F. Manager's Report
- G. Councilor Comments
- H. Adjournment

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

that section of the agenda referred to as "Public Comments". There shall be a five minute limit on such comments per person per subject raised. Items heard during Public Comment may be agendaed for a subsequent meeting or referred to a Committee or staff member for discussion/action. No votes may be taken by the Council on a subject raised during Public Comment without a vote by the Council to set aside the rules and add it to the regular agenda for consideration.

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

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

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

18. Committee procedure shall be governed as follows:

- a. All Committees will be required to post an agenda at least 48 hours prior to the meeting and no issue may be voted on unless it is agendaed.

- b. It shall be the responsibility of the Committee Chair to discuss the development of the meeting agenda with the assigned staff person at least 24 hours before the meeting is required to be posted.
 - c. The assigned staff member shall prepare and post the agenda.
 - d. Draft minutes of each meeting will be prepared by the staff member supporting the committee within three business days.
 - e. Committee meeting minutes shall be posted on the Town website following their voted approval by the Committee.
 - f. Non-committee Council members attending a Committee meeting will have voting rights if they have been present for the entire discussion of an issue, providing that at least two of the three appointed members of the committee are present.
 - g. Two appointed members of the Committee shall constitute a quorum
 - h. The Mayor shall serve as an ex-officio member of all committees with the exception of Finance & Administration, and shall serve as a member and Chairperson of that Committee. The Mayor, when serving as an ex-officio member, shall not count as an appointed member for the purpose of establishing a quorum at all other Committee meetings.
19. The Mayor of the Council may appoint members of the Council and/or citizens of the Town to special committees as authorized by the Council. No Committee shall have the power of executive action unless specifically authorized and shall report back to the Council for action on its recommendations or proposals.
20. In all cases where the parliamentary proceedings are not determined by the foregoing rules and orders, "Roberts Rules of Order" shall be taken as authority to decide the course of proceedings.
21. The first and third Mondays of each month are designated as 'regular' council meetings with the provision that a unanimous vote of the council would cancel a meeting. Whenever a regular meeting falls on a legal holiday, such meeting will take place the following day.
22. Special meetings of the Town Council may be scheduled for other dates for special purposes. The agendas for such meetings shall be posted at the Post Office, Town Office, Town Bulletin Board, on the Town website, no less than 72 hours in advance of the meeting (unless an emergency meeting is needed for the purpose of dealing with an unanticipated Town emergency, in which case posting shall be to all normal posting locations and via email to local print media as soon as it is identified that a meeting will be held). The agenda for a Special Meeting shall be prepared as follows;
- A. Call to order
 - B. Subject(s) for meeting
 - C. Adjourn

The general public shall be allowed to comment on subjects at Special meetings in the same manner as for Regular Council meetings. There

shall be no general Public Comment section for items not contained on the agenda for Special Council meetings.

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

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

Adopted by Town Council: May 21, 2012

Amended: January 21, 2014
 April 17, 2014
 May 19, 2014