

## **FINANCE & ADMINISTRATION COMMITTEE MEETING**

Monday, July 20, 2015

**6:00 p.m.**

Hampden Town Office

1. Meeting Minutes
  - a. July 6, 2015
2. Review & Sign Warrants
3. Old Business
  - a. Discussion of Recreation Fields – Mayor Ryder
  - b. Review of Council Rules
4. New Business
  - a. Local Road Assistance Program – Acceptance of Funds
5. Public Comment
6. Committee Member Comments

## FINANCE & ADMINISTRATION COMMITTEE MINUTES

Monday, July 6, 2015

### Attending:

Mayor David Ryder	Councilor William Shakespeare
Councilor Terry McAvoy	Councilor Carol Duprey
Councilor Stephen Wilde	Councilor Dennis Marble
Town Manager Susan Lessard	Resident Alex King
Public Safety Director Joseph Rogers	CEO/FF/ Paramedic Myles Block
Fire Lieutenant Dan Pugsley	Fire Lieutenant/Insp. Jason Lundstrom

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

1. Meeting Minutes
  - a. June 1, 2015 – Motion by Councilor McAvoy seconded by Councilor Marble to approve the minutes of the June 1, 2015 meeting. Unanimous vote in favor.
2. Review & Sign Warrants – The warrants were reviewed and signed by Committee members.
3. Old Business
  - a. Town Attorney Replacement – The Committee reviewed the list of duties that had been prepared by current Town Attorney Tom Russell and agreed that the list was a good representation of the Council's expectations. Motion by Councilor McAvoy, seconded by Councilor Shakespeare to send out a Request for Qualifications for a new Town Attorney based on the list of duties provided. Unanimous vote in favor.
  - b. Ambulance Bid Results – Public Safety Director Rogers, Lieutenant Jason Lundstrom, Lieutenant Dan Pugsley and CEO/FF/Paramedic Myles Block attended the meeting to explain the process that the fire department had gone through to evaluate the bids received for a new ambulance. It was a five week process due to the many pieces of the bid. The final recommendation based on projected life span, delivery date, reliability, flexibility, and its ability to meet the needs of the department was to purchase the 2015 PL Custom demo Ford E450 from Sugarloaf Rescue Vehicles, including 2 monitors and a stretcher for \$227,159 from Ambulance Reserve. Motion by Councilor Marble, seconded by Councilor Shakespeare to recommend to the Council that the department be allowed to purchase the 2015 PL Custom Demo Ford E450 along with 2 monitors and a stretcher from Sugarloaf Rescue Vehicles for \$227,159 to come from Ambulance Reserve. Unanimous vote in favor.
4. New Business
  - a. Wheeldon Heights Block Party Road Closure Permission – Mary Beckett of Wheeldon Heights requested permission for the 2<sup>nd</sup> year to close Wheeldon Heights to all but local traffic on Sunday, July 19<sup>th</sup> from 3 p.m. to 9 p.m. for a block party. This was done in 2014 and

there were no complaints. Motion by Councilor Shakespeare, seconded by Councilor McAvoy to recommend to the Council to approve the block party road closure from 3 p.m. – 9 p.m. on Wheeldon Heights on July 19<sup>th</sup>. Unanimous vote in favor.

- b. Police Department Contract – Executive Session pursuant to 1 MRSA §405(6)(D) – Motion by Councilor Wilde, seconded by Councilor Shakespeare to enter Executive Session at 6:50 p.m. for discussions of the Police Department Contract pursuant to 1 MRSA §405(6)(D) to include the Interim Town Manager. Unanimous vote in favor. Motion by Councilor Marble, seconded by Councilor McAvoy to return to regular session at 6:55 p.m. Motion by Councilor Wilde, seconded by Councilor Duprey to recommend to the Council to approve the proposed Police Department Union contract. Unanimous vote in favor.

5. Public Comment - None

6. Committee Member Comments – None

The meeting was adjourned at 6:58 p.m.

Respectfully submitted,

Susan Lessard  
Interim Town Manager

## 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

TO: Hampden Finance & Administration Committee  
FROM: Sue Lessard, Interim Town Manager  
DATE: July 16, 2015  
RE: Council Rules

Attached are copies of minutes of the meetings where suggested changes to the rules were made. At this point the entire set of rules has been reviewed. The purpose of this item is for the Committee to review the rules for any additional changes so that a 'clean' document with the changes included can be on the next agenda for referral to the Council for action.

Items with stars next to them in the minutes are those that were recommended as changes. There were other items discussed but not recommended.

**FINANCE & ADMINISTRATION COMMITTEE MEETING MINUTES**  
Monday, February 9, 2015

Attending:

Mayor David Ryder	Susan Lessard, Town Manager
Councilor William Shakespeare	Susan Taylor, Library employee
Councilor Greg Sirois	Residents
Councilor Dennis Marble	
Councilor Terry McAvoy	
Councilor Carol Duprey	
Councilor Steve Wilde (6:10p.m.)	

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

1. Meeting Minutes
  - a. January 20, 2015 – Motion by Councilor Shakespeare, seconded by Councilor Marble to approve the minutes of the January 20, 2015 meeting as presented. Unanimous vote in favor.
2. Review & Sign Warrants – The Committee members reviewed, approved, and signed the payment and payroll warrants.
3. Old Business
  - a. Review of Council Rules – Councilor Duprey had requested that the Committee review the rules to see if any Councilors wished to make changes to them. It was the consensus of the Committee to go through the list in order and anyone with questions or concerns could discuss what they thought should be changed.
    - Item 6 - Councilor Duprey suggested that attendance at the Maine Municipal Association Elected Officials Training should be recommended but should not be mandatory. It was the consensus of the Committee to leave that item as written because the course provides a baseline of knowledge for all councilors of their legal responsibilities as an elected official.
    - ★ Item 8 needs to be eliminated due to charter changes. It was the consensus of the committee to recommend elimination of Item 8 of Council Rules to the Council.
    - Item 15 – Councilor Duprey discussed the fact that this item added a longer time line for Council Rules changes than for other items that the council considers. It was the consensus of the Committee that the length of time was appropriate given the fact that it allows a good amount of transparency when the Council is considering changes to rules which govern the conduct of the Council.
    - Item 16 b – Councilor Duprey asked if 5 minutes per subject raised might not allow for someone with five or six issues to monopolize the podium and whether changing it to a total of five minutes per person would be a better option. While Committee members understood the

concern, it was the consensus to leave it at 5 minutes per item to insure that the Council was open to listening to the residents.

★ Item 16 b – It was the consensus of the Committee that the rules be amended to require only that people give their name and the road name on which they live- not their street number as well.

★ Item 17 – In order to accommodate appointments that give each Councilor two committees on which to serve, the Committee recommends changing the language from 3 per committee to 3 or 4 per committee.

★ Item 18h – The Committee recommends changing the language from what exists which requires the Mayor to Chair the Finance Committee and be an ex-officio member of all committees but not count toward a quorum to “The Mayor shall serve as a member of all committees for quorum purposes”.

★ Item 19 - The Committee recommends changing item 19 to remove the following language “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.

The Committee will review the remainder of Council Rules at its next meeting.

#### 4. New Business

a. Hiring Freeze – Councilor Wilde – Councilor Wilde explained that the point of this item was to insure that the Town Council was made aware of all hiring. Given the difficult budget environment and fiscal challenges that the Town is facing, he does not want additional hiring done in advance of the budget. The Town Manager agreed to notify the Council of any position vacancy that occurs and get approval from the Council prior to filling that vacancy. No new positions are contemplated in the current year budget. It was noted that the Council had approved advertising for a Public Works Director at its Goals and Objectives session on February 7<sup>th</sup>.

5. Public Comment – James Patterson – Baker Road offered comments related to the fact that the Town should be hiring to replace the public works director and that the Mayor should be a member of all committees but should just vote in the event of a tie.

6. Committee Member Comments – None

Motion by Councilor Shakespeare, seconded by Councilor McAvoy to adjourn at 6:50 p.m.

Respectfully submitted,

Sue Lessard  
Town Manager

## FINANCE & ADMINISTRATION COMMITTEE MEETING MINUTES

Monday, April 6, 2015

### Attending:

Mayor David Ryder	Town Manager Susan Lessard
Councilor William Shakespeare	Councilor Stephen Wilde
Councilor Terry McAvoy	Councilor Greg Sirois
Councilor Carol Duprey	Councilor Dennis Marble
Resident Tom Brann	

The meeting was opened at 6:01 p.m. by Mayor Ryder.

1. Meeting Minutes
  - a. March 16, 2015 – Motion by Councilor McAvoy, seconded by Councilor Marble to approve the 3/16/15 minutes as presented. Unanimous vote in favor.
2. Review & Sign Warrants – Committee members reviewed the warrants. Councilor Shakespeare asked questions related to employer and employee paid benefits including health insurance, dental insurance, life insurance and income protections which were answered by the Town Manager. Former Councilor Tom Brann asked if all full time employees had a \$30,000 life insurance provided by the Town and the Manager responded that they do and it is part of the Town's personnel policy. Motion by Councilor Wilde, seconded by Councilor Marble to approve the warrants. Unanimous vote in favor.
3. Old Business
  - a. Draft Letter to School Board re 2015/16 Budget – The Town Manager presented a draft of a letter to the RSU #22 School Board that the Council had asked be written in regard to concerns over the upcoming budget and its impact on the mil rate. It was the consensus of the Committee that the letter was fine to send, although several Councilors indicated that they might have worded it in stronger language.
  - b. Continued Review of Council Rules – Following all other items of business, the Committee reviewed the following sections of the Rules:  
Section 20. No change recommended  
Section 21. Councilor Duprey suggested that this item be changed so that canceling a Council meeting did not take a unanimous vote of the Council to do so – that instead an affirmative vote would be sufficient. Some Councilors indicated concerns over changing this in case it allowed meetings to be cancelled to avoid contentious items or could allow meetings to be manipulated by groups of the Council. Others cited that Council meetings were part of the job of being a councilor and should only be cancelled if absolutely necessary. Former Councilor Brann indicated that meetings should always be held unless a cancellation is absolutely necessary because they should be held for the convenience of the public and not at the convenience of the

Council. It was the consensus of the Committee to leave this item as it is.

Section 22. No change recommended.

Section 23. Councilor Duprey indicated that meetings rarely ran until 10 p.m. and it might be better to set an earlier time for the Council to make a decision on whether or not to continue a meeting later. Other Councilors indicated that they were willing to stay as long as necessary to get the work done. Former Councilor Brann indicated that in the event a meeting was going to run late – any items which were related to resident concerns or for which staff was needed should be done early in the meeting for the convenience of those attending. It was the consensus of the Committee to leave this item as it is.

Section 24. No change recommended.

Concerns were expressed that the Council Rules had no real enforcement mechanism and that without that there were no consequences for not following them. The Committee will continue review of the rules at the next Finance Committee meeting including discussion of enforcement mechanisms and whether or not the items suggested for inclusion by Councilor Marble that had been adopted in Brewer were covered in the current Code of Ethics or Council Rules.

#### 4. New Business

- a. Proposed Amendments to Sale of Town Owned Real Estate Ordinance – The Town Manager presented language that would allow the Town to utilize the ordinance for sewer lien foreclosures in addition to tax lien foreclosures and also would require the payment of all tax and sewer costs at the time a property was redeemed through this ordinance. Former Councilor Brann asked if this change would still allow the Council/Manager to work out payment arrangements to avoid loss of property and the Manager indicated that the Council had discretion in regard to any property acquired through the foreclosure process. Motion by Councilor Marble, seconded by Councilor Duprey to forward the proposed language to the Council for a public hearing. Unanimous vote in favor.
- b. Consideration of Adoption of "Ethical Principles for Excellence in Government" – Councilor Marble – Councilor Marble introduced these two items for consideration by the Committee as a means of articulating what the Council's expectations were of their own behavior. Other Committee members discussed the fact that the Town has an Ethics Ordinance and that it should be reviewed to see if the items are already addressed as part of that or as part of the Council Rules. After considerable discussion related to how Councilors viewed the need for such items, Councilor Marble said that he would review them compared to the Council Rules and Ethics Ordinance and come back to the committee with recommendations if he feels any are needed after the review.

- c. Consideration of Adoption of "10 Habits of Highly Effective Town Councils" – Councilor Marble
5. Public Comment – None
6. Committee Member Comments – None

Motion by Councilor Sirois, seconded by Councilor Shakespeare to adjourn at 6:50 p.m.

Respectfully submitted,

Susan Lessard  
Town Manager

1a

## FINANCE & ADMINISTRATION COMMITTEE MINUTES

Tuesday, April 21, 2015

### Attending:

Mayor David Ryder	Councilor William Shakespeare
Councilor Greg Sirois	Councilor Stephen Wilde
Councilor Carol Duprey	Councilor Dennis Marble
Councilor Terry McAvoy	Town Manager Susan Lessard
Public Safety Dir. Joe Rogers	Lieutenant Dan Pugsley
Resident Alex King	

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

1. Meeting Minutes
  - a. April 6, 2015 – Motion by Councilor Marble seconded by Councilor Shakespeare to approve the minutes of the April 6, 2015 meeting. Unanimous vote in favor.
2. Review & Sign Warrants – Warrants were reviewed and signed by Committee members.
3. Old Business
  - a. Council Rules/Code of Ethics/Council Ethics and Professionalism – The Committee continued review of the Council Rules. Councilor Marble presented a one-page memo that he suggested could be inserted as an introduction to the Council Rules. (copy attached). It was the consensus of the Committee that it should be incorporated at the beginning of Council Rules to 'set the tone' for what the rules hoped to accomplish. The Town Manager will include that as part of the revised rule draft when the Committee completes their review. At the last meeting, the Committee left off with item 24 of the rules. Councilor Duprey suggested that item 25 be expanded to include language that prohibited Councilors from slandering or making negative remarks toward a citizen or group of citizens as part of Councilor Comments. A number of Councilors objected to language that could limit their ability to defend themselves in the event that citizens or groups of citizens were accusing them of things that they did not do or say. Councilor Duprey agreed that Councilors should have the right to defend themselves but not that they should have the right to make statements about citizens or groups that suggested that they were providing false information. She believed that the Council dais was not the appropriate forum for that and that Councilors could send out mailings to correct the record if they believed what was being said was not true. Councilors Sirois and Shakespeare believe that the appropriate place for correcting the record is at the council meetings and Councilor Marble expressed concern that activities by citizens or a group of citizens whose purpose appeared to be to create division and negativity should be discussed at the Council level since it impacts

municipal services. Councilor Wilde indicated that he had not served on the Council long enough to form an opinion on this matter. The consensus of the committee was not to add this language to the rules at this time.

The next item suggested by Councilor Duprey was a rule which prohibited incumbent councilors from 'politicking' in the 90 days prior to an election. Examples given were if Councilors discussed their accomplishments, or if they responded from the Council dais to mailings sent out about their actions or voting record by another candidate. Councilors generally agreed that giving speeches about their candidacy was not appropriate for sitting councilors or for anyone running for office who chose to speak during public comments. However, there was disagreement over whether a Councilor should have the right to respond to mailings sent out by another candidate. The consensus of the committee was not to include such an item at this time. Council Rules will continue to be discussed at the next Finance & Administration Committee meeting.

4. New Business

- a. Public Safety Request to go out to Bid for New Ambulance – Public Safety Director Joe Rogers and Fire Lieutenant Dan Pugsley requested permission for the Fire Department to put out a bid request for a new ambulance. The newest ambulance is 7 years old and having issues with injector pumps. The second ambulance is 19 years old. At the time a new ambulance was put into service, the 19 year old one would be sold and the one that is 7 years old would be the backup ambulance. They also requested that the bid specification include a power stretcher, a stair chair, and a cardiac monitor. It takes approximately 9 months for an ambulance to be built and the town has sufficient monies in its Ambulance reserve to make the purchase. Motion by Councilor Shakespeare, seconded by Councilor Sirois to allow the Fire Department to go out to bid for a new Ambulance with a power stretcher, stair chair, and cardiac monitor. Unanimous vote in favor.

5. Public Comment - None

6. Committee Member Comments – None

Motion by Councilor Sirois, seconded by Councilor Shakespeare to adjourn at 6:45 p.m. Unanimous vote in favor.

Respectfully submitted,

Susan Lessard  
Town Manager

## Council Ethics and Professionalism

After having reviewed the existing Code of Ethics and the material adopted by the Brewer City Council, I offer the following as a suggested one-page introduction to the existing document. If adopted it might be referred to as the "Ethics Summary" or something like that:

Public service, even at the local level, can be challenging. As elected officials' sphere of influence and relationships with citizens ebbs and flows according to issues and policy topics, it is sometimes challenging for said officials to be even handed and broad minded in the sense of the whole community. This is why government service at all levels is guided by core values and ethical standards.

The Town of Hampden has been guided by a 10 page Code of Ethics that was most recently adopted and made effective (June 6, 2012). Nevertheless, the subject should be revisited frequently. The following is offered as an introduction purposefully brief and simple:

### A Simple Three Way Test<sup>1</sup>

Is it the truth?

Is it fair to all concerned?

Will it be beneficial for the town?

And, from principles and "habits" as adopted by the Brewer City Council and many others,

### The Hampden Councilor

Will not act out of spite, bias or favoritism

Will contribute to a climate of mutual trust and respect

Has the courage of her or his convictions

Never forgets that s/he is working for the people—*all* the people

Will understand and demonstrate the elements of teams and teamwork

Will clearly define roles and relationships

Will establish and abide by a Council-staff partnership

And will allocate Council time and energy appropriately

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<sup>1</sup> The complete Rotary Four Way Test is: Is it the truth? Is it fair to all concerned? Will it build goodwill and better friendships? Will it be beneficial to all concerned?

4a

**MAINE DEPARTMENT OF TRANSPORTATION**  
**LOCAL ROAD ASSISTANCE PROGRAM (LRAP)**  
**CERTIFICATION 2015-2016 (FY16)**  
**MUNICIPALITY of Hampden 19280**

To be eligible to receive FY-16 LRAP funds, each Municipality must **certify that the funds will be used in a manner consistent with Chapter 19 of Title 23.** Effective July 1, 2013, as defined by Title 23, §1803-B.1.A, *“funds must be used for capital improvements ... or for capital improvements to state aid minor collector highways and state aid major collector highways as described in section 1803-C.”* **Effective July 1, 2008 municipalities must provide information on what capital improvements were done with the FY-15 (July 1, 2014 to June 30, 2015) LRAP funds received by the municipality.** See back side of form.

It is estimated that the municipality of, **Hampden** will receive **one (1) payment of \$ 65,616** for the fiscal year beginning July 1, 2015 by December 1, 2015.

Notification will be made in the event of any change.

Beginning in 2014, municipalities receive 9% of MaineDOT’s portion of the Highway Fund. This means that the disbursements to municipalities rise and fall with MaineDOT’s budget.

We, the undersigned municipal officers or designee (i.e. Town Manager) of the municipality of **Hampden** do hereby certify that funds received from the Local Roads Assistance Program for the fiscal year 2015-2016 will be used only for uses as stated above. *We also certify that the previous year’s funds were spent on the projects listed on the back of this form.*

Signed \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_ Signed \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_  
Signed \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_ Signed \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_

**Municipality E-mail Address** \_\_\_\_\_

Please print below the name, title, and phone of the person to contact for the information on this form.

Name: \_\_\_\_\_ Title: \_\_\_\_\_ Tel: \_\_\_\_\_

**If your address has changed in the last 3 months (and you have NOT signed up for electronic fund transfer (EFT), we must have the new address for you to receive your funds.**

Address: \_\_\_\_\_

Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**Prior to August 1, 2015, (see cover letter) please return this completed form (BOTH SIDES) by US mail or scanned PDF/email to:**

Sandra J. Noonan  
MaineDOT- Community Services Division  
16 State House Station  
Augusta, Maine 04333-0016  
Tel. (207) 624-3265, or [sandra.noonan@maine.gov](mailto:sandra.noonan@maine.gov)

**NO LRAP payment can be made until a completed form (BOTH SIDES) is received by MaineDOT- Community Services Division.**

Please make a copy for your records.

Over please

**Hampden 19280**  
**Last year's (FY-15) LRAP Funds of \$ 64,916**

As a result of 2007 Legislative inquiries and discussions centered around LRAP, MaineDOT needs to collect additional information on the uses of LRAP funding by 500 Maine municipalities, counties, and Indian reservations. This is intended to be simple and provide an easy method to collect information on the use of over \$20 million per year by local agencies.

As noted on the front side, LRAP funding can only be spent on capital improvements in non-compact towns.

A **capital improvement** is defined as "any work on a road or bridge which has a life expectancy of at least ten years and restores the load-carrying capacity". Examples of eligible "capital" activities are defined as follows:

1. Medium to heavy overlays which improve the strength and ride quality (minimum 1 inch lift on a shimmed surface), pavement and/or base recycling, pavement cold planing and resurfacing
2. Road reconstruction or rehabilitation
3. Gravel road grade-raising or paving
4. Single culvert replacements or a series of drainage improvements
5. \* Traffic signal or sign installation and/or replacements
6. \* Sidewalk construction or reconstruction
7. \* Heavy ditching, under drain and catch basin installation or total system replacement, permanent erosion control
8. \* Wetland mitigation
9. \* Guardrail installation
10. Bridge or minor span replacement and rehabilitation
11. Any bridge repair activities with a ten year life
12. Local share of a Municipal Partnership Initiative (MPI) project on a state road
13. Debt financing/bond repayment for past capital improvements to public roads
14. The urban match component of any federal-aid project
15. "Banking it" to save up for a future project
16. Other (explain) \_\_\_\_\_

\* Some of the categories of work (# 5, 6, 7, 8 & 9) qualify as capital improvements, but must be done in conjunction with roadway reconstruction/rehabilitation.

The "funds spent" below must add up to at least the amount of your FY-15 LRAP payments (shown above) from 7/1/14 to 6/30/15.

1. Road Name: \_\_\_\_\_ Funds spent on Capital Improvements: \$ \_\_\_\_\_

Type of Capital Improvement: see above, list all numbers that apply: \_\_\_\_\_

Length of Capital improvement (miles or feet): \_\_\_\_\_ miles or \_\_\_\_\_ feet

2. Road Name: \_\_\_\_\_ Funds spent on Capital Improvements: \$ \_\_\_\_\_

Type of Capital Improvement: see above, list all numbers that apply: \_\_\_\_\_

Length of Capital improvement (miles or feet): \_\_\_\_\_ miles or \_\_\_\_\_ feet

3. Road Name: \_\_\_\_\_ Funds spent on Capital Improvements: \$ \_\_\_\_\_

Type of Capital Improvement: see above, list all numbers that apply: \_\_\_\_\_

Length of Capital improvement (miles or feet): \_\_\_\_\_ miles or \_\_\_\_\_ feet

**OPTIONAL:** In addition to the information above, what was your municipality's **TOTAL SUMMER CAPITAL IMPROVEMENT EXPENSES** (including FY-15 LRAP payments) \$ \_\_\_\_\_

**We need the original, please make a copy for your records.**



Paul R. LePage  
GOVERNOR

STATE OF MAINE  
DEPARTMENT OF TRANSPORTATION  
16 STATE HOUSE STATION  
AUGUSTA, MAINE 04333-0016

David Bernhardt  
COMMISSIONER

## COMMUNITY SERVICES DIVISION

1-800-498-9133

<http://www.maine.gov/mdot/csd/lrap/index.htm>

July 10, 2015

### LOCAL ROAD ASSISTANCE PROGRAM (LRAP)

When the Legislature passed the Highway budget last week, it slightly increased the LRAP allocation for the new Fiscal Year. Therefore most LRAP payments may see a small increase this year.

Please remember that:

- LRAP payments are now made ONCE a year...not in quarterly payments. The full year's allocation will be sent to your municipality/county by December 1 of each year, **if we receive an accurate, completed certification form.**
- ALL Maine towns/cities are uniformly receiving the statutory lane-mile rates.

As in previous years, all LRAP recipients must provide information on how LRAP funds were expended from the previous fiscal year. The information collected on the back side of the Certification Form is used to chart the progress of improving public roads by the 500 Maine municipalities, counties, and Indian reservations that receive funding from this program. *If this information is not provided when we receive the certification form, we will return it to you for completion.*

Please submit the completed Certification Form for Fiscal Year 2016 (July 1, 2015 to June 30, 2016) either by US mail or by scanning and emailing it to us. **We no longer accept faxes.** The law says it must be received by August 1 or earlier. Please get this done within the next few weeks if possible.

Once we receive your completed form, your funds will be ready for the November payment.

**If your town has not done so already, we are also encouraging municipalities to sign up for electronic transfer (Direct Deposit) of LRAP funds from the State to their financial institution to reduce costs, and provide a speedy and secure service.** If you are interested in Electronic Fund Transfer, see our website at <http://www.maine.gov/mdot/csd/lrap/index.htm>. There is no cost for this option.

If you have any questions, please feel free to contact me.

Sincerely,

Peter M. Coughlan, Director  
207/ 624-3266 or [peter.coughlan@maine.gov](mailto:peter.coughlan@maine.gov)



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