

# FINANCE & ADMINISTRATION COMMITTEE MEETING

Monday, August 19, 2013

**6:00 p.m.**

Hampden Town Office

1. Meeting Minutes
  - a. August 5, 2013
2. Review & Sign Warrants
3. Old Business
4. New Business
  - a. Tax Commitment
5. Public Comment
6. Committee Member comments

FINANCE & ADMINISTRATION COMMITTEE MINUTES  
Monday, August 5, 2013

Attending:

Councilor William Shakespeare	Resident Cindy Philbrick
Mayor Janet Hughes	Resident Bernie Philbrick
Councilor Carol Duprey	Resident Lisa Carter
Councilor Jean Lawlis	Resident Terry McAvoy
Councilor David Ryder	
Town Manager Sue Lessard	

The meeting was opened at 5:41 p.m. by Mayor Hughes.

1. Meeting Minutes
  - a. July 15, 2013 - No objections to the minutes were noted and they were accepted by unanimous consent.
2. Review & Sign Warrants – Warrants were reviewed and signed by Committee members.
3. Old Business
  - a. Proposed Charter Amendments –

Section 201 relating to changing the election of councilors was discussed and appears to be more complicated than the current method of electing 4 district councilors and 3 at-large councilors at a time every three years. Motion by Mayor Hughes, seconded by Councilor Ryder to recommend to the full Council that Section 201 or the proposed Charter Amendments Ordinance NOT be adopted. Vote 5-1 (Brann), motion passed.

Section 206 – Prohibitions of holding state/county elected office as a Town Councilor. Motion by Councilor Lawlis, seconded by Councilor Brann to recommend to the full Council the adoption of a prohibition on Town Councilors also serving State or County elected office. Vote 3-3. Motion failed.

Section 207 related to Vacancies; Forfeitures of Office; Filling of Vacancies – Motion by Councilor Lawlis, Seconded by Councilor Ryder to recommend to the full Council that Section 207 of the proposed ordinance be adopted. Vote 6-0. Motion passed.

Sections 801, 802, and 805 were considered administrative in nature and were forwarded without recommendation to the Council as part of the proposed ordinance.

4. New Business

- a. Aimee Smith – Board of Assessment Review – New Applicant – Motion by Councilor Lawlis, seconded by Councilor Shakespeare to recommend to the full Council the Appointment of Aimee Smith to the Board of Assessment Review, barring conflict with her current position on the Appeals Board. Vote 6 – 0. Motion Passed.
- b. Request to use Tech Reserve Funds for Replacement of Ambulance Laptops – Motion by Councilor Lawlis, seconded by Councilor Shakespeare to recommend to the full Council the use of Computer Reserve Funds for the match to a grant to purchase 2 replacement ambulance laptops. Vote 6 – 0. Motion passed.
- c. Request to use Tech Reserve Funds to Continue Document Scanning Project – Motion by Councilor Lawlis seconded by Councilor Duprey to recommend to the full Council use of the Computer Reserve fund for the continuation for another year of the Document Scanning Program. Vote 6-0. Motion passed.
- d. MDOT Local Road Assistance Program – Acceptance of Funds – Motion by Councilor Brann, seconded by Councilor Shakespeare to recommend to the full Council the acceptance of Local Road Assistance and Transit Bonus Funds from the MDOT for the 2013/2014 year. Vote 6 – 0. Motion passed. Councilor Brann also requested that the calculation for the bus passenger subsidy be re-done to include the transit bonus funds received as an offset to property taxes for the Bus.

5. Public Comment - None

6. Committee Member comments – Mayor Hughes stated that she had heard from former Councilor Jeremy Williams who suggested that review of the Town Charter should be done by a citizen group rather than by the Town Council itself. It was also discussed that the Council should review all additional sections of the Charter after the next election in case there were other changes that should be made at the 2014 election.

The meeting was adjourned at 6:55 p.m.

Respectfully submitted,

Susan Lessard  
Town Manager

**2013 MUNICIPAL TAX RATE CALCULATION FORM**

*Municipality:* Hampden

**BE SURE TO COMPLETE THIS FORM BEFORE FILLING IN THE TAX ASSESSMENT WARRANT**

1. Local Taxable Real Estate Valuation.....	1	564,893,800	
2. Local Taxable Personal Property Valuation.....	2	27,535,900	
3. Total Taxable Valuation (Line 1 plus line 2).....	3	592,429,700	
4. (a) Total of all Homestead Exempt Valuation	4(a)	19,409,100	
(b) Homestead Exempt Reimbursement Value	4(b)	9,704,550	
			(Line 4(a) divided by 2)
5. (a) Total of all BETE Exempt Valuation	5(a)	7,083,600	
(b) The statutory standard reimbursement for 2012 is 60%	5(b)	3,541,800	
Municipalities with significant personal property & equipment			(line 5(a) multiplied by 0.5)
may qualify for more than 60% reimbursement. Please contact MRS for the Enhanced Tax Rate Calculator form.			
6. Total Valuation Base (Line 3 plus line 4(b) plus line 5(b)).....	6	605,676,050	

**Assessments**

7. County Tax.....	7	731,537.00	
8. Municipal Appropriation.....	8	6,835,830.00	
9. TIF Financing Plan Amount.....	9	17,416.11	
10. Local Educational Appropriation <b>(Local Share/Contribution)</b>	10	5,650,341.00	
(Adjusted to Municipal Fiscal Year)			
11. Total Assessments (Add lines 7 through 10).....	11	13,235,124.11	

**ALLOWABLE DEDUCTIONS**

12. State Municipal Revenue Sharing.....	12	300,000.00	
13. Other Revenues: (All other revenues that have been formally	13	2,948,750.00	
appropriated to be used to reduce the commitment such as excise tax revenue, tree growth reimbursement, trust fund or bank interest income, appropriated surplus revenue, etc. <b>Do Not Include any Homestead or BETE Reimbursement</b>			
14. Total Deductions (Line 12 plus line 13).....	14	3,248,750.00	
15. Net to be raised by local property tax rate (Line 11 minus line 14).....	15	9,986,374.11	

16.	9,986,374.11	<b>X</b>	1.05	=	10,485,692.82	Maximum Allowable Tax
17.	9,986,374.11	/	605,676,050	=	0.016488	Minimum Tax Rate
18.	10,485,692.82	/	605,676,050	=	0.017312	Maximum Tax Rate
19.	592,429,700	<b>X</b>	0.016550	=	9,804,711.54	Tax for Commitment
			(Selected Rate)		(Enter on Page1, line 13)	
20.	9,986,374.11	<b>X</b>	0.05	=	499,318.71	Maximum Overlay
21.	9,704,550	<b>X</b>	0.016550	=	160,610.30	Homestead Reimbursement
			(Selected Rate)		(Enter on line 8, Assessment Warrant)	
22.	3,541,800	<b>X</b>	0.016550	=	58,616.79	BETE Reimbursement
			(Selected Rate)		(Enter on line 9, Assessment Warrant)	
23.	10,023,938.63	-	9,986,374.11	=	37,564.52	Overlay
	(Line 19 plus lines 21 and 22)				(Enter on line 5, Assessment Warrant)	

(If Line 23 exceeds Line 20 select a lower tax rate.)

Results from this completed form should be used to prepare the Municipal Tax Assessment Warrant, Certificate of Assessment to Municipal Treasurer and Municipal Valuation Return.

**2013 MUNICIPAL TAX RATE CALCULATION FORM**

*Municipality:* Hampden

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4. (a) Total of all Homestead Exempt Valuation	4(a)	19,409,100	
(b) Homestead Exempt Reimbursement Value	4(b)	9,704,550	
		(Line 4(a) divided by 2)	
5. (a) Total of all BETE Exempt Valuation	5(a)	7,083,600	
(b) The statutory standard reimbursement for 2012 is 60%	5(b)	3,541,800	
Municipalities with significant personal property & equipment		(line 5(a) multiplied by 0.5)	
may qualify for more than 60% reimbursement. Please contact MRS for the Enhanced Tax Rate Calculator form.			
6. Total Valuation Base (Line 3 plus line 4(b) plus line 5(b)).....	6		605,676,050

**Assessments**

7. County Tax.....	7	731,537.00	
8. Municipal Appropriation.....	8	6,835,830.00	
9. TIF Financing Plan Amount.....	9	17,521.34	
10. Local Educational Appropriation <b>(Local Share/Contribution)</b>	10	5,650,341.00	
(Adjusted to Municipal Fiscal Year)			
11. Total Assessments (Add lines 7 through 10).....	11		13,235,229.34

**ALLOWABLE DEDUCTIONS**

12. State Municipal Revenue Sharing.....	12	300,000.00	
13. Other Revenues: (All other revenues that have been formally	13	2,948,750.00	
appropriated to be used to reduce the commitment such as excise tax revenue, tree growth reimbursement, trust fund or bank interest income, appropriated surplus revenue, etc. <b>Do Not Include any Homestead or BETE Reimbursement</b>			
14. Total Deductions (Line 12 plus line 13).....	14		3,248,750.00
15. Net to be raised by local property tax rate (Line 11 minus line 14).....	15		9,986,479.34

16.	9,986,479.34	<b>X</b>	1.05	=	10,485,803.31	Maximum Allowable Tax
17.	9,986,479.34	/	605,676,050	=	0.016488	Minimum Tax Rate
18.	10,485,803.31	/	605,676,050	=	0.017312	Maximum Tax Rate
19.	592,429,700	<b>X</b>	0.016650	=	9,863,954.51	Tax for Commitment
			(Selected Rate)		(Enter on Page1, line 13)	
20.	9,986,479.34	<b>X</b>	0.05	=	499,323.97	Maximum Overlay
21.	9,704,550	<b>X</b>	0.016650	=	161,580.76	Homestead Reimbursement
			(Selected Rate)		(Enter on line 8, Assessment Warrant)	
22.	3,541,800	<b>X</b>	0.016650	=	58,970.97	BETE Reimbursement
			(Selected Rate)		(Enter on line 9, Assessment Warrant)	
23.	10,084,506.24	-	9,986,479.34	=	98,026.90	Overlay
	(Line 19 plus lines 21 and 22)				(Enter on line 5, Assessment Warrant)	

(If Line 23 exceeds Line 20 select a lower tax rate.)

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