

FINANCE & ADMINISTRATION COMMITTEE MEETING

Monday, August 5, 2013

5:30 p.m.

Hampden Town Office

1. Meeting Minutes
 - a. July 15, 2013
2. Review & Sign Warrants
3. Old Business
 - a. Proposed Charter Amendments
4. New Business
 - a. Aimee Smith – Board of Assessment Review – New Applicant
 - b. Request to use Tech Reserve Funds for Replacement of Ambulance Laptops
 - c. Request to use Tech Reserve Funds to Continue Document Scanning Project
 - d. MDOT Local Road Assistance Program – Acceptance of Funds
5. Public Comment
6. Committee Member comments

1-a

FINANCE & ADMINISTRATION COMMITTEE MINUTES
Monday, July 15, 2013

Attending:

Mayor Janet Hughes	Town Manager Susan Lessard
Councilor Tom Brann	Recreation Director Kurt Mathies
Councilor William Shakespeare	Town Attorney Tom Russell
Councilor Carol Duprey	Economic Development Director Dean Bennett
Councilor Jean Lawlis	Bangor Daily News Reporter Dawn Gagnon
Councilor David Ryder	Numerous residents

The meeting was opened at 5:38 p.m. by Committee member Councilor Duprey.

1. Meeting Minutes
 - a. July 1, 2013 – Minutes were reviewed by the Committee and approved by unanimous consent with no changes.
2. Review & Sign Warrants – Committee members reviewed and signed payment warrants.
3. Old Business
 - a. Survey Results – Charter Questions –
 1. Voting District Elimination - The Town Manager presented information related to the two cited questions from the recent resident survey that pertained to potential Charter changes. Neither question elicited more than 50% support for making such changes. Motion by Councilor Brann, seconded by Councilor Shakespeare that all survey questions related to possible district charter changes be forwarded to the Council for an ordinance to allow a referendum vote in November. Vote 2 – 4 (Hughes, Duprey, Ryder, Lawlis). Motion failed. Motion by Councilor Lawlis, seconded by Councilor Hughes to recommend to Council development of an ordinance for change in the voting schedule for councilors for consideration at the November 2013 election. Vote 4 – 2 (Brann, Shakespeare). Motion passed. The purpose of this proposed change is to stagger terms of District and At-large councilors so that all District seats and all at-large seats do not expire at the same time.
 2. Limiting Council service for persons holding County, State elected positions – The Town Manager presented survey results that indicated that less than 50% of respondents thought it was a good idea to limit who could run for Town Council. Motion by Councilor Brann, seconded by Councilor Shakespeare to recommend to the full council the development of an ordinance that would disallow Town Councilors from serving in elected Federal, State or County offices while serving as a Town Councilor. Vote 4-2 (Ryder, Duprey). Motion carried.

- b. Survey Results – Old Hampden Academy – Attached is a copy of the survey results that were presented regarding the use of the Skehan Center.
 - 1. Use of Skehan Center Questions
 - 2. Use of Hampden Academy Property Questions
- c. Lease Proposal – Old Hampden Academy – Committee members discussed the financial implications of the Lease proposal for the Skehan Center presented by Historic Hampden Academy, LLC. The Town Manager presented cost figures for the first 8 months of ownership of the Old Hampden Academy site and the operation of the Skehan Center. There was concern raised over limitations in the lease (band room) that could impede the ability of the Recreation department to raise sufficient funds to operate the facility. There were also questions raised relative to reimbursement for mowing and plowing of the facility, allowance for owner-use upon 180- day notice for 3 day periods,
- d. Survey Results – Attached is a copy of the survey results that were presented regarding the pool, the library, the bus and outside agency request funding.
 - 1. Library Questions
 - 2. Pool Questions
 - 3. Bus/Outside Agency Questions
- 4. New Business
 - a. Use of Marina Reserve Funds – Repair of Town Float – This item was postponed due to the need for more information relative to the repairs made and the authorization to do so. The Town Manager will get the requested information and agenda this for the next meeting.
- 5. Public Comment – None.
- 6. Committee Member comments – None.

The meeting was adjourned at 7 p.m.

Respectfully submitted,

Susan Lessard
Town Manager

TOWN SURVEY RESULTS

In May of 2013 the Town mailed out surveys to 3200 mailing addresses in the Town of Hampden. The Town prepared the survey and sent it out as a bulk mailing with a Postal Patron delivery address. In order to do this, the town divided the surveys up into individual letter carrier trays for each of the mailing routes in Hampden. The Post Office provided us with the number needed for each route. Once they were prepared and separated, they were taken to the Post Office for delivery. The town received 362 survey responses from those sent, which is a response rate of 11.3%.

I have totaled responses so far for the questions pertaining to issues that the Town Council are presently dealing with – or have recently been discussing. I should have all questions totaled by the beginning of August. This report includes the following information:

1. Questions related to proposed charter changes including elimination of voting districts and whether or not councilors should also be able to serve in a State or County elected office.
2. Questions related to use of The Bus and the use of property tax dollars for funding of Outside Agencies.
3. Questions related to use of the library and the use of property tax dollars for funding the library.
4. Questions related to use of the pool and the use of property tax dollars for funding the pool.
5. Questions related to the use of the Skehan Center for Recreation and a community center and the use of tax dollars for its support.
6. Questions related to the use of the Old Hampden Academy site and comments related to the property.

Questions related to proposed charter changes including elimination of voting districts and whether or not councilors should also be able to serve in a State or County elected office.

Section 5 of the survey asked two questions, the first was whether residents thought that the charter should be changed to eliminate voting Districts. This question was asked based on discussions that the Finance & Administration Committee had as a result of the Goals & Objectives session of 2012 in which concern was raised about how to insure that future elections involving Districts did not create the confusion that the last one did. One option discussed was to eliminate Districts and have all Councilors at large. Another option was to change Councilor terms so that all four districts were not elected in the same election, thereby reducing the opportunity for confusion or errors. The Committee did not support the elimination of districts at a meeting held to discuss the charter, but the question was included on the survey to see how residents felt about it. The results of this question were that 171 residents of the 362 responding supported the elimination of voting districts, or 47%. Moreover, a number of residents took the time to write comments in regard to this proposal and were adamant that the Town should not take this step. The results of the survey appear to support the Committee decision to keep Council Districts intact. This will result in the need to do redistricting, since according to the most recent census the districts are no longer equal in population. Redistricting is a legal requirement following a census in order to insure that voting districts have as equal population as possible. This process would be done in 2014. Additional discussions about whether to keep District voting as it is or to change and allow all residents to vote for all Districts will be scheduled for the August 5th Finance & Administration Committee meeting. Based on survey results, I would advise the Council not to propose a charter change at referendum for elimination of voting districts.

The second question of Section 5 asked if the Town should change its charter to no longer allow Town Councilors to serve in other elected Federal, State, or County positions. 155 residents of the 362 responding felt that such service should be limited, or 43%. This response shows that the majority of respondents do not want this change made to the charter. Although the number of responses is not as high as we might have hoped, I do think that the respondent population represents a pretty good cross section and would advise the Council not to consider proposing a Charter change at referendum on this item.

Questions related to use of The Bus and the use of property tax dollars for funding of Outside Agencies.

Section 1, Question 8 related to the use of the Bus. A good deal of discussion occurred at the time we did the budget this year. Ridership numbers show an increase due to a change from a number of years ago that added a middle of the day round trip, as well as the more recent addition of Saturday service. Using annual ridership numbers for 2012 of 44,247 and the amount budgeted for the coming year of \$89,380, the Town subsidizes each ridership 'trip' in the amount of \$2.02 after the application of fares and Federal/state subsidies received by the Bangor Bus system for our routes. The survey question asked if people used the Bus, and why or why not. 24 of the 362 residents who responded indicated that they used the bus, which is 6.6%.

Section 1, Question 9 related to whether or not property tax monies should be used to support local area service agencies (the Outside Agencies that we consider in our budget). This question has created a lot of discussion at budget time over the past several years and when developing subjects for survey questions, this was one that the Council was extremely interested in. 103 of the 362 respondents, or 28% responded that the Town should use property tax dollars for this purpose. 51 of the 362 respondents indicated that they were not sure if the Town should do so or not, and 13 of the 362 respondents indicated that the Town should support only the local ones such as the Historical Society and the Garden Club. A number of respondents took the time to write comments in regard to this subject, many of which were very opposed to the idea of the use of tax dollars for this purpose. Although these agencies provide services to local residents, the survey would indicate that the majority of residents do not see this as a proper use of property tax dollars.

Questions related to use of the library and the use of property tax dollars for funding the library.

The survey contained a number of questions related to the ownership, use, programming and financing of the Library. Section 6 question 1 asked residents if the library were a town owned building. The purpose of the question was to determine for the library and the pool whether residents understood the relationship of these entities to the Town of Hampden. 93 of the 362 respondents were not sure if the town owned the library, or 26%. An additional 27 of 362 or 7.4% indicated that the Town does not own the library. It is significant that a third of the respondents were either unsure or misinformed about library ownership. Clearly the Town needs to do a better job communicating with the residents as to what it owns, and what departments are Town departments and not operated by another organization.

Question 2 of Section 6 asked residents if they used the library. 261 of the 362 respondents indicated that they use the library or 72%. There were also a number of residents who took the time to write comments in regard to the library. While there were some that suggested that the Town did not need a library, the majority of comments were extremely supportive of the facility and its staff. All comments will be listed in the final survey compilation which will be available on August 5th.

Question 5 of Section 6 asked if property tax dollars should be used to support the library. 268 of the 362 respondents, or 74%, responded that tax dollars should be used to support the library. It is interesting that even some people who apparently do not use the library believe that the use of property tax dollars to support it is appropriate.

Questions related to use of the pool and the use of property tax dollars for funding the pool.

Section 3 contained several questions related to the ownership, use and funding of the pool. Question 1 of Section 3 asked whether the pool was town-owned. 118 of the 362 respondents indicated that they were not sure if the pool was town-owned (32.5%), and an additional 23 of 362 indicated that the pool was not town-owned. Like in the case of the Library, the fact that 38.9% of respondents did not know that the Town owns the pool indicates that the Town needs to do a better job of communicating with its residents about what properties and departments of the Town are town owned.

Question 2 of Section 3 asked if the resident or their family used the pool. 128 of the 362 residents responding indicated that they or they family used the pool, or 35%.

Question 5 of Section 3 asked if the town should use property tax dollars to support the pool. 204 of the 362 respondents indicated that the town should use tax dollars for the support of the pool. This response is significant since although only 35% of the respondents indicated that they use the facility – 56% indicated that it was an appropriate use of tax dollars. The Council has taken steps to establish a different funding mechanism for the pool by creating an enterprise account for the operational and capital needs of the pool apart from staffing, but it is still a work in progress as far as finalizing what the breakdown of tax dollars/fees should be.

Questions related to the use of the Skehan Center for Recreation and a community center and the use of tax dollars for its support.

The survey contained two questions related to the use of the Skehan Center at the Old Hampden Academy and an additional two related to the use of property tax dollars to fund those uses. Question 1, Section 1 asked whether the Town should continue to utilize the Skehan Center at the Old Hampden Academy for Recreation Department programming. 242 of the 362 respondents indicated that this should continue, or 67%.

The second half of question 1 asked if residents believed that tax dollars should be used for the support of the facility. 142 of the 362 respondents indicated that the Town should use tax dollars to support the facility, or 39%.

Question 2 of Section 1 asked if the town should use the Skehan Center as a broader use community center type of facility. 228 of the 362 respondents, or 63% supported that idea. The second half of question 2 asked if residents supported the use of tax dollars for that use. 139 of 362, or 38% indicated that tax dollars should be used.

When the Town took over the Old Hampden Academy property in 2012, the Town Council approved the use of the Skehan Center on a trial basis for recreation programming to see if the center could be self-sustaining financially. Based on cost and programming estimates it appeared that it would be possible to pay ongoing operating expenses from recreation programming income. After a full winter in the facility, it is clear that the oversized boiler has resulted in fuel usage well beyond estimates. We have also been pro-rating the electrical cost of the building because it is currently entwined with the electrical billing for the remainder of the academy building and the accuracy of the estimate will not be known until the electrical system is separated. Concerns about the condition of the roof have also been stated, although the town has not yet obtained an inspection of the roof to see what the actual condition is. Retention of the facility under the current ownership model will result in the necessity of using tax dollars to support it. Program fees will not cover a boiler replacement or roof repair or the separation of utilities or any other future capital repair needed for the structure. Although the response rate of the survey overall was only 11.3%, I am concerned that a majority of even this representative sample do not indicate a willingness to devote tax dollars to this. The Town would need to borrow to accommodate the resolution of these capital costs, and a town referendum at the ballot box is a component of that. Were we to go that route and not gain the voter support necessary to borrow, we would have a very serious situation on our hands.

Questions related to the use of the Old Hampden Academy site and comments related to the property.

Under Section 4 of the survey, question 3 asked what type of development people would like to see at the site of the Old Hampden Academy. They were given seven options along with an Other option in which they could write in additional responses. Question 4 of Section 4 which was a question asking for other comments regarding Economic Development directly followed question 3 and many respondents used it to make additional comments on the use of the academy.

The following categories were the seven presented, and the tabulations that follow show the number/percent of the 362 residents who returned the survey who checked those off as used they supported for the Old Hampden Academy property. Listed under these seven categories are all of the responses that were given under the Other category.

Category	Number	Percent
Retail	135/362	37.3%
Industrial	18/362	5%
Housing	129/362	35.6%
Professional	200/362	55%
Accommodations	75/362	20.7%
Commercial	23/362	6.4%
Village Green	143/362	39.5%

Other:

- Community gardening site
- Something quaint like the Old Port in Portland
- Expand rec facilities
- Condos
- Facility rental for public use
- Indoor flea market, regular community-wide yard sale
- Independent restaurants
- Continued Rec. dept. and community center
- Community meeting space
- Something that would preserve the building and maintain the character of the area
- Something that does not cost the town tax dollars
- Income producing business
- Senior housing
- Village green area would rock
- Community center
- Congregate housing for elderly
- Recreation center
- Expand recreation/physical fitness

Other (continued)

- Community sponsored activities, adult ed through UMaine
- Low income housing for elderly
- Farmer's market
- Continuing ed, adult ed, alternative ed and tech training day programs, sheltered workshops
- Restaurant (6 surveys)
- ABA school for Autism
- Small business mall
- A Reny's department store would be wonderful
- Pub-type restaurant
- The WBC proposal is a good one
- Entertainment area, outdoor amphitheater, recreation space
- Skehan Center
- Sporting facility
- Local merchants no big box
- None
- Church
- Cafes, art studios, movie theater, culture!, yoga studio, local and healthy food, indoor year round farmer's market
- Art/local craftsmen
- School related, arts, music, Starbucks (higher end stuff) not more bric a brac shops
- Restaurant – maybe a pub for Route 1A corridor near Bangor. Surprised this area doesn't grow similar to Route 1 in Scarborough south of Portland
- Any service business, school/college educational use
- Recreation
- Continue use for recreation
- Community service programs
- Mini shops, co-op
- Rec dept. use

Comments related to the Old Hampden Academy were as follows:

- Anything as long as the town gets rid of it
- Please sell the old school so we don't need to pay taxes to heat or repair it
- Use the building for housing and develop the grounds for recreation
- We shouldn't put a business there. There is so many already. We should make it a nice dog park.
- Community meeting space does not mean renting it to a church

(Comments related to the Old Hampden Academy property continued)

- Village green/mixed retail and professional space would go a long way to increase sense of community. Implement architectural plan that was developed a few years ago including trails by the river
- Actually would like to see it sold at fair market value. It would bring in needed taxes
- Turn it into taxable property
- Destroy all buildings except old academy and new gym. Please do not develop. Just make a park. Its land that you can't get back once developed. I live on Western Avenue and am not happy with short-sited development
- Senior Housing
- How about some affordable housing as Hampden desperately needs it. Working folks cannot always afford \$1000+ rent. We have never replaced what has been removed (Crestwood should have closed but nothing else was offered)
- Sell the academy
- Some type of tax-producing development
- I couldn't make an educated answer – sell it to a developer
- Should be privately owned to be determined by owner (2)
- Private business
- It should be privately owned and developed – absolutely NOT public housing, section 8, etc.
- Private
- All bulldozed
- Let business decide (2)
- Any private business that will not rely on taxpayer funding
- Sell it
- No free lunch like Bangor Hydro
- Private development that capitalized on the river view, meets market demand, and convert to a taxpaying entity that reaches the lands highest and best use
- Not sure Council knows what is involved or has knowledge or experience. Economic development committee provide a much better option
- No chains please!
- Public access to river if possible
- Don't hang on and keep paying for heat and electricity
- Needs downtown village center to draw attention and interest to the area
- A trade/vocational school which also teaches truthful American history – not gay rights and diversity and prochoice and that the bill of rights was written to limit government – yes limit – read them

(Comments related to the Old Hampden Academy Property continued)

- Senior housing
- Keep only historic building and Skehan Center
- Town should sell old HA facilities ASAP where is the need for town ownership of the old school
- We need our 'town center' and the old HA property is our best and only opportunity to create it
- Anything not supported by taxes

ORDINANCE ENACTING CHARTER AMENDMENTS

The Town of Hampden hereby ordains that the following amendments to the Town Charter be enacted:

Deletions in ~~strikeout~~.
Additions underscored.

ARTICLE II
TOWN COUNCIL

Sec. 201 Composition and Term of Office

(b) *Term of Office* – The term of office for councilors elected ~~on or after~~ at the regular municipal elections held in ~~2005~~ 2014 and 2015 shall be ~~three (3) years~~, as follows:

- 2014 Election - 2 District Councilors for 3 years
 1 District Councilor for 2 years
 1 District Councilor for 1 year

(The initial term for each District Councilor position shall be determined by a lottery conducted by the Town Clerk no later than July 1, 2014.)

- 2015 Election - 1 District Councilor for 3 years
 (Note: For the one year term position elected in 2014)
 1 At Large Councilor for 3 years
 1 At Large Councilor for 2 years
 1 At Large Councilor for 1 year

- 2016 Election - Staggered elections for three year terms for all expiring councilor terms shall resume in 2016.

Provided, however, that any councilor elected to fill a vacancy shall serve the unexpired term of that position.

Note: The purpose of this amendment is to create annual staggered elections for a combination of District and At Large councilors, with 3-year terms to resume after the transition period.

Sec. 206 Prohibitions – Except where otherwise authorized by 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 nor any of its members shall, in any manner, dictate the appointment or removal of any administrative officials or employees whom the manager or any subordinates are empowered to appoint, but the council may express its views and fully and freely discuss with the manager anything pertaining to appointment and removal of such officials and employees.

Note: The purpose of this amendment is to no longer allow persons who serve in elected state or county offices to also serve concurrently as a town councilor.

Sec. 207 Vacancies; Forfeiture of Office; Filling of Vacancies

- (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) is 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 ~~three (3) consecutive regular meetings or misses more than a maximum of six (6) regular or special meetings per year of the council in the prior twelve month period without being excused by the council.~~

Note: The purpose of this amendment is to define the number of absences that a councilor can have on a rolling year basis before forfeiting the office.

ARTICLE VIII
NOMINATIONS AND ELECTIONS

Sec. 801 Conduct of Elections – The regular municipal election shall be held on the Tuesday following the first Monday of November in each year. Except as otherwise provided by this charter, the provisions of Title 21-A of the Maine Revised Statutes Annotated shall apply to elections held under this charter. All elections called for under this charter shall be conducted by the election officials established under Title 21-A. In the event that this charter or Title 21-A do not address a particular election matter, any relevant election provision of Title 30-A of the Maine Revised Statutes shall apply. For the conduct of elections, for the prevention of fraud in such elections and for the recount of ballots in case of doubt, the council shall adopt by ordinance all regulations which it considers desirable, consistent with law and this charter. Qualified voter shall mean any person qualified and registered to vote under law.

Note: The purpose of this amendment is to clarify that elections for the Town of Hampden are governed by the charter or Title 21-A of the Maine statutes. Title 21 referenced in the current Charter provision was repealed and replaced by Title 21-A. In addition, language was added to provide that if the charter and Title 21-A do not cover a particular election matter, the relevant provisions of Title 30-A (the Title dealing with municipalities) would apply.

Sec. 802 Officials Nominated and Elected at Large

- (a) ~~Names on Ballots:~~ Councilors at Large. The full names and street addresses 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 for Councilor at Large”.

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

Note: The purpose of this amendment is to clarify the language.

Sec. 805 Election Provisions – Provisions of Title 21-A of the Maine Revised Statutes ~~the laws of the State of Maine~~ 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. In the event that this charter or Title 21-A do not address a particular election matter, any relevant election provision of Title 30-A of the Maine Revised Statutes shall apply.

Note: The purpose of this amendment is to clarify that elections for the Town of Hampden are governed by the charter or Title 21-A of the Maine statutes. Title 21 referenced in the current Charter provision was repealed and replaced by Title 21-A. In addition, language was added to provide that if the charter and Title 21-A do not cover a particular election matter, the relevant provisions of Title 30-A (the Title dealing with municipalities) would apply.

EFFECTIVE DATE: The foregoing amendments to the Town of Hampden Town Charter shall become effective upon adoption by the voters.

ELECTION SCHEDULE IF CHARTER AMENDMENTS ARE ADOPTED (Note: District #'s are for example purposes only)

<u>YEAR</u>	<u>OFFICES TO BE VOTED ON</u>	<u>TERM EXP.</u>	<u>BALLOT DISTRIBUTION</u>
2013	SPECIAL ELECTION FOR COUNCILOR AT-LARGE	12/31/2015	This only requires ONE BALLOT
2014	DISTRICT 1 - 3 YEARS DISTRICT 2 - 3 YEARS DISTRICT 3 - 2 YEARS DISTRICT 4 - 1 YEAR	12/31/2017 12/31/2017 12/31/2016 12/31/2015	Will require FOUR BALLOTS – one for each District – same as in the past for District Councilors
2015	DISTRICT 4 – 3 YEARS AT-LARGE – 3 YEARS AT-LARGE – 2 YEARS AT-LARGE – 1 YEAR	12/31/2018 12/31/2018 12/31/2017 12/31/2016	TWO BALLOTS – District 4 voters will get ballot with District 4 and At-Large candidates; Districts 1, 2 & 3 will get ballot with At-Large candidates only.
2016	DISTRICT 3 – 3 YEARS AT-LARGE – 3 YEARS	12/31/2019 12/31/2019	TWO BALLOTS – District 3 will get District 3 and At-Large candidates; Districts 1, 2 & 4 At-Large only
2017	DISTRICT 1 – 3 YEARS DISTRICT 2 – 3 YEARS AT-LARGE – 3 YEARS	12/31/2020 12/31/2020 12/31/2020	THREE BALLOTS – District 1 will get District 1 and At-Large; District 2 will get District 2 and At-Large; Districts 3 and 4 will get At-Large only
2018	DISTRICT 4 – 3 YEARS AT-LARGE – 3 YEARS	12/31/2021 12/31/2021	TWO BALLOTS – District 4 will get District 4 and At-Large; Districts 1, 2 & 3 At-Large only



Check One: Initial Application
 Reappointment Application

TOWN OF HAMPDEN
APPLICATION FOR TOWN BOARDS AND COMMITTEES

NAME: SMITH AIMES E.
LAST FIRST MI

ADDRESS: 51 SUNSET AVE HAMPDEN 04444
STREET TOWN ZIP

MAILING ADDRESS (if different): _____

TELEPHONE: 951-0912 866-5500
HOME WORK

EMAIL: asmith@griffinandjordan.com

OCCUPATION: PARALEGAL

BOARD OR COMMITTEE PREFERENCE:

FIRST CHOICE: BOARD OF ASSESSMENT REVIEW

SECOND CHOICE (OPTIONAL): _____

How would your experience, education and/or occupation be a benefit to this board or committee? MY BACHELORS DEGREE IS IN PUBLIC ADMINISTRATION AND I WORK IN REAL ESTATE LAW.

Are there any issues you feel this board or committee should address, or should continue to address? NO.

- CONSERVATION COMMITTEE
- BOARD OF ASSESSMENT REVIEW
- PERSONNEL APPEALS BOARD
- LURA HOIT MEMORIAL POOL
- ECONOMIC DEVELOPMENT COMMITTEE
- FRIENDS OF DOROTHEA DIX PARK

3 YEAR

- DYER LIBRARY
- RECREATION COMMITTEE
- BOARD OF APPEALS
- HISTORIC PRESERVATION COMMITTEE
- TREE BOARD

5 YEAR
PLANNING BOARD

FOR TOWN USE ONLY		Date Application Received: JUL 31 2013
COUNCIL COMMITTEE ACTION: _____	DATE: _____	
COUNCIL ACTION: _____	DATE: _____	
<input type="checkbox"/> NEW APPT	<input type="checkbox"/> REAPPOINTMENT	DATE APPOINTMENT EXPIRES: _____

4-b

MEMPHIS



To: Sue Lessard
From: Gretchen Heldmann
Date: 07/15/2013
Re: Request to spend from Tech Reserve 3-711-00

Message:

A portion of the money that has been set aside for years in the Tech Reserve, including in the FY14 budget, has been designated for replacement of the ambulance laptops. This year, we applied for and received a grant from the state to replace both ruggedized laptops. These laptops are over five years old and run very slowly, which does not work well when on an ambulance call. Our one-third share of this grant is \$2,363.00 and I'm asking to spend this money out of the reserve. This is an excellent deal to replace these two ruggedized laptops, which cost over \$3,500 each. Thank you for your consideration.

If you have questions, please let me know.

Thank you,

Gretchen

INVOICE

Customer Name HAMPDEN FIRE DEPARTMENT		Page 1
Customer Number 16AHAMPDEN-FD	Invoice Number 130711EMS03	Invoice Date 07-11-13
AR Dept BPRO		Due Date
16A:EMS		08-10-13
Amount Due		Amount Enclosed
\$2,363.00		

Remit to:

DEPT OF PUBLIC SAFETY
EMERGENCY MEDICAL SVCS
45 COMMERCE DRIVE SUITE 1
SHS #104
AUGUSTA ME 04333-0104

Bill to:

HAMPDEN FIRE DEPARTMENT
106 WESTERN AVENUE
HAMPDEN ME 04444

Payment Method: Check Money Order

Please check if address has changed. Write correct address on back of stub and attach with payment

Please write Invoice No on front of check or Money Order. DO NOT MAIL CASH

Please detach the above stub and return with your remittance payable to TREASURER, STATE OF MAINE



PUBLIC SAFETY
ORIGINAL

Customer Number 16AHAMPDEN-FD	Orig. Inv. Date 07-11-13	Orig. Due Date 08-10-13
Customer Name HAMPDEN FIRE DEPARTMENT	Invoice Number 130711EMS03	Invoice Date 07-11-13

Invoice Charges

Ref Line No.	DESCRIPTION	Date of Service	No. of Units	Unit of Measure	Unit Price	Charges/Credit
1	PO #: 0320-01 LOCAL MATCH FOR 2 RUGGEDIZED LAPTOP COMPUTERS	07-11-13				\$2,363.00
TOTAL INVOICE Charges						\$2,363.00

Other Charges

DESCRIPTION	Date	Charges
	07-11-13	
Total Other Charges		\$0.00

Credit Payments Applied		\$0.00
Total Amount Due By	08-10-13	\$2,363.00

*please send check
03-711-00*

Instructions

CONTACT:		
Wendy Day	207-623-6716	wendy.1.day@maine.gov

4-C

MEMO



To: Sue Lessard
From: Gretchen Heldmann
Date: 07/17/2013
Re: Request to spend from Tech Reserve 3-711-00

Message:

A portion of the money that has been set aside for years in the Tech Reserve, comes from printing and copying fees we collect from the public. This money has not been technically designated for anything, but last year we used some of it to start our digital document archiving process. Thus far we have scanned in all of our oldest deeds, and have begun scanning in our property record map lot files. We have also scanned in documents necessary for our stormwater permit record keeping. We would like to continue with this process, as it has been very useful both to us internally and in serving customers, and has saved time. We would like to renew the service contract and keep this service and process going, and pay it out of the reserve again. The renewal is \$2,999.00 for the year. Thank you for your consideration.

If you have questions, please let me know.

Thank you,

Gretchen

4-d

**MAINE DEPARTMENT OF TRANSPORTATION
LOCAL ROAD ASSISTANCE PROGRAM (LRAP)
CERTIFICATION 2013-2014 (FY 14)
MUNICIPALITY 19280 Hampden**

To be eligible to receive FY-14 LRAP funds, each municipality must certify that the funds are used in a manner consistent with chapter 19 in Title 23. Effective July 1, 2013, as defined by Title 23, §1803-B.1.A, "RURAL 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." URBAN funds must be used only for maintenance or improvement to public roads. Effective July 1, 2008 municipalities that receive funds, must provide information on what capital improvements were done with the FY-13 (July 1, 2012 to June 30, 2013) URIP funds received by the county. See back side of form.

It is estimated that the municipality of **Hampden**, will receive one (1) payment of **\$84,736** for the fiscal year beginning July 1, 2013, by **December 1, 2013.**

The Urban funds total \$ for this fiscal year
The Rural funds total **\$70,288** for this fiscal year
The Transit Bonus is **\$14,448** for this fiscal year.

Notification will be made in the event of any change.

Beginning in 2001, municipalities receive a percentage of MaineDOT's portion of the Highway Fund (about 10% this year), rather than the former flat rate of \$600 per lane-mile. 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 2013-2014 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 ___/___/___

Municipal 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, 2013, (see cover letter) please return this Completed Form BOTH SIDES) to:

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

NO LRAP payments 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

FY 13 Capital Improvement Expenditures URIP Funds of \$78,787 (Urban\$), (Rural\$78,787)

As a result of 2007 Legislative inquiries and discussions centered around URIP (LRAP), MaineDOT needs to collect additional information on the uses of URIP funding by 502 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 \$22 million per year by local agencies.

As noted on the front side of this form, URIP (LRAP) funding can only be spent on capital improvements in most Maine towns, except for urban compact towns/cities where urban funds can be used for maintenance or improvement to public roads.

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 (# 6, 7, 8, 9 & 10) qualify as capital improvements, but must be done in conjunction with roadway reconstruction/rehabilitation.

The “funds spent” must add up to at least the amount of your FY-13 URIP payments (shown above) from 7/1/12 to 6/30/13.

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

4. Urban funds (if any) used for maintenance: \$ _____

OPTIONAL: In addition to the above information, what is your municipality’s TOTAL SUMMER CAPITAL IMPROVEMENT EXPENSES (including FY-13 URIP payments) \$ _____



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, 2013

The name “URIP” is gone and the name “LRAP” is back again. Plus, there are some important changes for the new fiscal year 14 beginning July 1, 2013.

- 1) LRAP payments will now be made ONCE a year...not in quarterly payments anymore. The full year’s allocation will be sent to your municipality/county by December 1 of each year.
- 2) “hold harmless” towns will no longer have their FY 99 payment as a minimum threshold. In other words, all LRAP recipients will receive the same statutory lane-mile rates according to your current road inventory. This puts ALL Maine towns/cities at the same rates rather than some receiving a higher lane-mile amount than a nearby town.

When the Legislature passed the Highway budget in late June, it decreased MaineDOT’s Highway Budget by about \$556,000 and consequently the amount that is allocated to LRAP for the new Fiscal Year. **Most former “hold harmless” towns will see a decrease while others will see a slight increase.**

As in the previous four 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 502 Maine municipalities, counties, and Indian reservations that receive funding from this program. If this information is not provided when you return the form, we will return it to you for completion before any payments can be made this year.

Please submit the completed **Certification Form** for Fiscal Year 2014 (July 1, 2013 to June 30, 2014) either by US mail (with enclosed label) or by scanning and emailing it to us. The law says it must be received by August 1 or earlier but we are getting a late start this year. Please get this done within the next few weeks or month if possible. **No payments of LRAP funds can be made in November until this Certification is received with all of the information requested completed.**

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. With electronic fund transfers (EFT) your quarterly payment is transferred to your account and there is 1) earlier deposit in your account, 2) no waiting for the mail, 3) no misplaced or lost checks and 4) no trip to the bank to deposit the check. 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 at 624-3266 or peter.coughlan@maine.gov

Sincerely,

Peter M. Coughlan, Director



PRINTED ON RECYCLED PAPER