

## **FINANCE & ADMINISTRATION COMMITTEE MEETING**

Tuesday, January 19, 2016

6:30 p.m.

Hampden Town Office

1. Meeting Minutes – December 21, 2015 Meeting
2. Review & Sign Warrants
3. Old Business
  - a. FY15 Audit Update
4. New Business
  - a. Use of Municipal Building Reserve Funds for HVAC System
  - b. Budget Adjustment - Transfer of Personnel Reserve Funds for Transfer Station Compactor Repair
  - c. Review of Council Rules
5. Public Comment
6. Committee Member Comments

## FINANCE & ADMINISTRATION COMMITTEE MEETING

Monday, December 21, 2015

### MINUTES - DRAFT

*Attending:*

*Mayor David Ryder*

*Councilor William Shakespeare*

*Councilor Stephen Wilde*

*Councilor Dennis Marble*

*Councilor-Elect Ivan McPike*

*Councilor Terry McAvoy*

*Councilor Greg Sirois*

*Town Manager Angus Jennings*

*Comm. Econ. Dev. Dir. Dean Bennett*

*Town Clerk Denise Hodsdon*

*Mayor Ryder called the meeting to order at 6:30 p.m.*

1. **Meeting Minutes – December 7, 2015 Meeting** – *There was a motion and a second to approve the December 7, 2015 minutes as written. Unanimous vote in favor.*
2. **Review & Sign Warrants** – *Warrants were reviewed and signed by Committee members.*
3. **Old Business** – *None.*
4. **New Business**
  - a. **Gerry Ouellette, Personnel Appeals Board – Reappointment** – *Motion by Councilor McAvoy, seconded by Councilor Sirois, to reappoint Gerry Ouellette to the Personnel Appeals Board. Unanimous (6-0) vote in favor.*
  - b. **Fire Station Lease to RSU 22 – Charges for Sewer Usage to Date** – *Town Manager Jennings reported that, during an ongoing review of sewer operations, it was discovered that the former Fire Station at 10 Main Road South had not been included in the sewer billing system. This town-owned building has been occupied by RSU-22 since 2003 and, based on the terms of the lease, RSU-22 is responsible for payment of utilities. Manager Jennings referred to a memo in the packet from the Town Attorney verifying that these charges are recoverable. Manager Jennings will invoice RSU-22 for the amount due, approximately \$1,700. No action from the Committee was requested, but this item was included on the agenda to keep the Committee apprised.*

**5. Public Comment – None.**

**6. Committee Member Comments – None.**

*There being no further business, the meeting was adjourned at 6:34 p.m.*

Respectfully submitted –  
Angus Jennings  
Town Manager

**INFRASTRUCTURE COMMITTEE MEETING**

Monday, December 28, 2015

**MEETING MINUTES**

*Attending:*

*Councilor Dennis Marble, Chair  
Mayor David Ryder  
Councilor Terry McAvoy  
Councilor William Shakespeare*

*Councilor Stephen Wilde  
DPW Director Sean Currier  
Public Safety Chief Joe Rogers  
Councilor-Elect Ivan McPike*

*Chairman Marble called the meeting to order at 6 PM.*

**1. MINUTES – 11/23/2015 Meeting** – *There was a motion and a second to approve the November 23, 2015 minutes. Unanimous (5-0) vote in favor.*

**2. OLD BUSINESS**

**a. Protocols for Use of Public Safety Training Room – Chief Joe Rogers**  
*– Chief Rogers presented the draft policy that was included in the meeting packet, including a redlined version to show changes from the current policy. He recommended adding another bullet point to the list of allowable uses of the Training Room to allow for use at the discretion of the Town Manager. Councilor McAvoy made a motion, seconded by Councilor Shakespeare, to recommend the revised language to the Council for approval. Motion was approved by unanimous vote.*



**b. Municipal Building HVAC System and Software – proposal from Penobscot Temperature Controls – potential funding through Municipal Building Reserve** – *Three bids to improve the HVAC systems for the municipal offices were received and reviewed: one to change out thermostat to redlink (remote controlled); one to repair the Freon circuit leak from rooftop HVAC unit; and one to add a diffuser to the rear office to improve air balance in office area. A proposal for an update of the HVAC control system (PC boards, etc) was not received, but is expected in the future. The Committee reviewed the three bids received and voted unanimously to recommend them to the Finance Committee.*

**c. Library bid process and timeline – review of draft Request for Bid** – *The Committee was provided an update regarding the pending procurement process for electrical and lighting upgrades to the Library, to be funded by a grant received from the Tabitha and Stephen King Foundation.*

**3. NEW BUSINESS**

**a. Update, illicit sewer connection, 44 Sunrise Lane** – *Director Currier reviewed the bad hookup on Sunrise, the fact that it had been rectified, and the importance of sewer inspections and the permitting process.*

Penobscot Temperature Controls, Inc.

54 Nadine's Way  
 Hampden, ME-04444  
 (207)945-9350

Quote

Date	Quote #
12/15/2015	458

Name / Address
Town of Hampden 106 Western Avenue Hampden, ME 04444

Item	Description	Project	Location
		Thermostat	Office, Roof Top
		Qty	Total
Labor Hon # THM6000R10... Hon # YTHX9421R5...	Install one "Red Link" Honeywell Wi - fi thermostat for main office roof top HVAC unit. Thermostat set up is like the one at public works building that can connect to the Internet.	7	406.00 121.98 372.37
Thank you for your business! **This quote may be withdrawn by us if not accepted within 30 days.**		<b>Total</b>	\$900.35

Penobscot Temperature Controls, Inc.

54 Nadine's Way  
 Hampden, ME-04444  
 (207)945-9350

Quote

Date	Quote #
12/15/2015	455

Name / Address
Town of Hampden 106 Western Avenue Hampden, ME 04444

Item	Description	Project	Location
		AC Repairs	Office, Roof Top
		Qty	Total
Labor	Roof top AC unit has a freon pipe / coil crack and AC circuit # 1 is down. We think it has been down for the last part of last summer. That is some of the cooling problem the office area had last summer. We will need to pressure test compressor coils and piping. We will move repair equipment to the roof top. Silver solder pipe cracks that we find. System evac. , freon charge and cooling start up and check out.	16	928.00
Freon 22		15	262.35
Forch, Silver solder		1	25.00
Nitrogen Gas	Pressure test	1	17.00
Vacuum pump oil		1	7.50
NOTE: Any other problems we find we will send over repair price.			
Thank you for your business! ** This quote may be withdrawn by us if not accepted within 30 days **		<b>Total</b>	<b>\$1,239.85</b>

Penobscot Temperature Controls, Inc.

54 Nadine's Way  
 Hampden, ME-04444  
 (207)945-9350

Quote

Date	Quote #
12/15/2015	460

Name / Address
Town of Hampden 106 Western Avenue Hampden, ME 04444

		Project	Location
		Air Balance	Office area
Item	Description	Qty	Total
Labor	Test air flow CFM from ceiling air vents with our flow hood . Check building mechanical plans and set air flow to office space to there design settings. We will need to add and install hand dampers for air flow settings. We will need to get more air flow to rear office area so we will install one more ceiling air vent for that rear office. This should help even out the air flow in the office area. Also this work should be done on a Friday so not to interfere with the office staff.		1,160.00
Materials	Small amount of flex duct work, ceiling air grill, duct hand damper	1	255.00
Thank you for your business! **This quote may be withdrawn by us if not accepted within 30 days.**		<b>Total</b>	\$1,415.00

46

Town of Hampden  
106 Western Avenue  
Hampden, Maine 04444



Phone: (207) 862-3034  
Fax: (207) 862-5067  
Email:  
townmanager@hampdenmaine.gov

TO: Town Council  
FROM: Angus Jennings, Town Manager  
DATE: January 14, 2016  
RE: Proposal to fund transfer station compactor replacement

---

On December 3 the cylinder on one of the compactors at the transfer station failed. Due to the emergency nature of the matter, I authorized the Public Works Director to secure a vendor to proceed with the work. The work was done and the cost of the new cylinder, with labor, was \$6,220.

I recommend that the Council authorize the transfer, through an FY16 budget adjustment, of \$6,220 from the Salary/Benefits Reserve Account (3-733-00) to the Solid Waste Equipment Maintenance budget (15-10-20-05).

This will allow us to pay the invoice, and will leave a balance of approximately \$26,400 in the Salary/Benefits Reserve. By authorizing the budget transfer, this will also ensure that, upon later review of actual FY16 spending, the record of costs will be classified by the appropriate line item.

cc: Sean Currier, DPW; Tammy Ewing, Finance

# Invoice

## Atlantic Recycling Equipment, LLC

PO Box 609  
 Rollinsford, NH 03869  
 Phone 603-749-2414 Fax 603-749-2421

Date	Invoice #
12/3/2015	003103

<b>Bill To</b>
Town of Hampden 106 Western Ave. Hampden, ME 04444

<b>Ship To</b>

P.O. Number	Terms	Rep	Ship	Via	F.O.B.	Project
	Net 30		12/3/2015			

Quantity	Item Code	Description	Price Each	Amount
		Install new cylinder on 44XHD S/N 14725		
1	Parts	Cylinder 6.25X80X4.75	3,995.00	3,995.00T
1	Freight	Freight	300.00	300.00
11	Service Labor/JJoy	Service Labor - Jeff Joy	97.50	1,072.50
11	Service Labor/TMa...	Service Labor - Tom Martineau	77.50	852.50
		Sales Tax	0.00%	0.00

Thank you for your business.	<b>Total</b>	\$6,220.00
------------------------------	--------------	------------



Angus Jennings <townmanager@hampdenmaine.gov>

---

**(no subject)**

1 message

---

**Sean Currier** <publicworks@hampdenmaine.gov>  
To: Angus Jennings <townmanager@hampdenmaine.gov>

Thu, Dec 3, 2015 at 10:10 AM

Angus, we have a compactor cylinder that is leaking hydraulic fluid. It may or may not be cracked. We need the compactor. I called to get an estimate for a new one.....please have a seat.

New cylinder is \$5600 just for parts. I asked him to look for a used or rebuilt one. If none available, do we have authorization to purchase new? We use both compactors on the weekends. The price is from Atlantic leasing corp. (Where we got the compactors). Please email or text any responses.

Thanks ( sorry for the news, I know it's bad timing but unavoidable )...

Sean

**Current Account Status**

**G 3-733-00 RESERVE ACCT / WAGE STUDY**

842.66 = Beg Bal  
-3.54 = Adjust

-33,475.30 = YTD Net  
0.00 = YTD Enc

-32,636.18 = Balance

Per	Jrnl	Check	Date	Vendor-----	Description-----	RCB / Type	Debits	Credits
07	0107		08/12/15		Beg Bal Adjustments	B GJ	0.00	3.54
08	0151		08/27/15		July Reserve Ckg Int	R GJ	0.01	0.00
08	0152		08/27/15		Res Int/FMV July	R GJ	4.70	0.00
09	0221	1777	09/16/15	00145 EATON PEABOD	TOWN MANAGER RECRUITMENT	R AP	6,519.99	0.00
09	0248		09/24/15		09/24/2015 C/R	R CR	0.00	40,000.00
<b>Totals-</b>							<b>6,524.70</b>	<b>40,003.54</b>

**Monthly Summary**

Month	--Regular Entries--		--Balance Entries--	
	Debits	Credits	Debits	Credits
July	0.00	0.00	0.00	3.54
August	4.71	0.00	0.00	0.00
September	6,519.99	40,000.00	0.00	0.00
<b>Totals</b>	<b>6,524.70</b>	<b>40,000.00</b>	<b>0.00</b>	<b>3.54</b>

**DRAFT OF PROPOSED AMENDMENTS TO COUNCIL RULES 7/23/2015**Deletions are ~~Strikethrough~~Additions are Double Underlined**HAMPDEN TOWN COUNCIL RULES**

**Introduction & Statement of Purpose - Public Service, even at the local level, can be challenging. As elected officials' sphere of influence and relationship 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. In keeping with that idea, the following defines the way in which Hampden elected officials shall approach the matters that come before them:**

**A Simple Three Way Test**Is it the truth?Is it fair to all concerned?Will it be beneficial for the Town?**The Hampden Councilor...**Will not act out of spite, bias, or favoritismWill contribute to a climate of mutual trust and respectHas the courage of his/her convictionsNever forgets that he/she is working for the people – all of the peopleWill understand and demonstrate the elements of teams and teamworkWill clearly define roles and relationshipsWill establish and abide by a Council-staff partnershipAnd will allocate Council time and energy appropriately.

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 Councilor 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 of 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 the name of the road on which they live 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) or four (4) 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, communications 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~~ a member of all Committees for quorum purposes.
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.

26. Sanctions – Council members who intentionally and repeatedly do not follow council rules may be reprimanded or formally censured by the Council. Serious infractions of Council Rules could lead to other sanctions as deemed appropriate by the Town Council.

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