

FINANCE & ADMINISTRATION COMMITTEE MEETING

Monday, July 18, 2016

6:00 p.m.

Hampden Town Office

1. Meeting Minutes – July 5th, 2016

Review & Sign Warrants

2. Old Business

- a. Preliminary Summary of FY16 Close-out
- b. Discussion of work plan and priorities for FY17

3. New Business

- a. Recommendation of the Director of Public Works for the John Deere flail mower as bid by Greenway Equipment on July 11th, 2016 and request authorization to use reserve account funds in the amount of \$12,858.30 for its purchase.
- b. Recommendation of the GIS/IT Director for the purchase of a computer, software and peripherals for use by the Town Planner and request authorization to use IT Reserve funds in the amount of \$2,095.00 and Emera TIF funds in the amount of \$1,500.00 for the purchase.
- c. Recommendation of the Director of Public Works to award the 2016 Paving program proposal as bid by Eaton Paving & Excavation on July 12th, 2016 and request authorization to use amounts carried forward from the FY16 operating account, the Streets and Roads Reserve account and the Conservation/Recreation Reserve account for paving projects.

- d. Request authorization under #4 "Unusual Circumstances" of the Hampden Town Council Bid Procedure Guidelines to purchase a public works plow truck using the quotation system and not by bid procedure.
- e. Request authorization to use GIS Reserve funds in the amount of \$5,000.00 for the purpose of funding stormwater mapping by Stillwater Environmental Engineering.

4. Public Comment

5. Committee Member Comments

6. Adjournment

FINANCE & ADMINISTRATION COMMITTEE MEETING

Tuesday, July 5, 2016

MINUTES – DRAFT

Hampden Town Office

Attending:

Mayor David Ryder

Councilor Greg Sirois, Chair

Councilor Ivan McPike

Councilor Mark Cormier

Councilor Terry McAvoy

Councilor Dennis Marble

Councilor Stephen Wilde

Town Manager Angus Jennings

Recreation Director Shelley Abbott

Janet Hughes, Hampden Children's Day

Tom Brann, Hampden Children's Day

Bill Shakespeare, Hampden Children's Day

Chairman Sirois called the meeting to order at 6 p.m.

- 1. Meeting Minutes – June 27th, 2016** – *Motion by Councilor Marble seconded by Councilor Wilde to approve the June 27, 2016 minutes as written. Approved 7-0.*

- 2. Review & Sign Warrants** – *Warrants were reviewed and signed by Committee members.*

- 3. Old Business**
 - a. Consideration of proposed options to facilitate insurance coverage for the Hampden Children's Day** – *Manager Jennings summarized the previous discussions when the Committee had requested that two options be explored to provide insurance coverage for the Children's Day event. He referred to the memo in the meeting packet summarizing what would be involved with reorganizing the event organization to make it eligible for coverage under the Town's policy with MMA. He said that it's his understanding that the Children's Day Committee has been pursuing one or more quotes for a separate insurance policy, which was the other option.*

Janet Hughes spoke on behalf of the Children's Day Committee, saying that they've been working with two potential insurance providers. She said it is difficult to get coverage for a one-day event such as this, and that they had been denied by one company. She provided estimates of the cost of insurance ranging from \$1,350 to \$5,000. The lower-end quote would require eliminating some activities such as the petting zoo, bounce house, fireworks and touch a truck. She said that the Committee has also reached out to the RSU-22 Board to see if their insurance could cover some portion of the event since it takes place on school property.

She said that the Children's Day Committee, a separate not-for-profit organization, does not want to be entirely a part of the town, but that they could donate funds raised to the Town for use toward Children's Day. She also said she doesn't want the Town to bear the full responsibility for the event.

Councilor Cormier asked where the proceeds from advertising in the program booklet go, and Ms. Hughes said they are used to pay vendors. Bill Shakespeare said the food costs are significant.

Mayor Ryder made a motion to authorize up to \$2,500 from the Host Community Benefit account to offset costs of insurance. Councilor Marble seconded the motion, then said he'd like to better understand what parts of the event are covered and what are not. Mayor Ryder noted that the Town's MMA insurance will cover the parade.

Councilor Sirois asked how last year's event turned out financially, and Tom Brann said that it raised between \$3-5,000 above costs. Councilor Wilde said \$2,500 for insurance for a one-day event seems costly.

The motion was passed 6-0-1 with Councilor Wilde abstaining because insurance is his livelihood.

4. New Business

- a. Proposed amendment to the approved FY17 Budget in the amount of \$10,000 from overlay to restore funding in the Fire and Public Safety Departments** – *Manager Jennings summarized Chief Rogers' memo included in the meeting packet. Motion by Councilor McPike seconded by Councilor Marble to recommend Council approval of an amendment to the FY17 Budget to transfer \$10,000 of funding*

from Overlay to the Fire and Public Safety line items requested by Chief Rogers and recommended by the Town Manager. Motion approved 7-0.

- b. Notification of the appointment of Trustees to the Hampden Environmental Trust Committee** – *Manager Jennings reported that Casella would like to appoint Kerry Woodbury to serve on the Environmental Trust Committee. Mayor Ryder would like to appoint Ivan McPike to serve on the Environmental Trust Committee based on his work to date regarding the Trust and stormwater issues. Motion by Councilor Wilde to recommend Council approval of the appointment of Ivan McPike and Kerry Woodbury to serve on the Environmental Trust Committee. Motion approved 6-0-1 with Councilor McPike abstaining.*

- c. Discussion of workplan and priorities for FY17** – *Manager Jennings presented his memo included in the meeting packet. Councilor McPike, Chair of the Planning and Development Committee, noted that that Committee's process of prioritizing work items for FY17 would begin at tomorrow night's meeting. Councilor Marble, Chair of the Infrastructure Committee, said that he had spoken with DPW Director Currier about priorities and would be bringing this to that Committee's next meeting. Mayor Ryder said that, once each of the Committees have established priorities, that the Council as a whole needs to help establish overall priorities. Councilor McPike noted that if too many priorities are adopted that it's a recipe to not get anything done. Councilor Sirois agreed, saying it will be important to include those items that absolutely have to happen.*

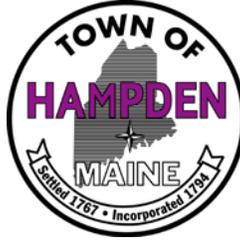
5. Public Comment – *Director Abbott presented invitations to members of the Council to attend the Kids Kamp luncheon to take place tomorrow.*

6. Committee Member Comments – *None.*

There being no further business, the meeting was adjourned at 6:48 p.m.

Respectfully submitted –
Angus Jennings, Town Manager

Town of Hampden
106 Western Avenue
Hampden, Maine 04444



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

TO: Finance Committee
FROM: Angus Jennings, Town Manager
DATE: July 14, 2016
RE: Preliminary summary of FY16 financial closeout

Please find attached summary reports of FY16 Expenses and Revenues. These numbers are not audit-adjusted, so some will change before the year is officially closed out, but these reports provide a preliminary view of how the year wound up.

Most Departments' expenses came in under budget or, if over budget, within 1% of budget. The only significant overages were in the Municipal Building department (12.1% overage due to under-budgeted utilities costs) and Buildings and Grounds (6.1% overage due to current DPW Director's method of classifying payment to part-time workers – which was more than offset but underspending in DPW budget).

Additional expenditures from FY16 accounts will result from the payment of currently pending and to-be-received invoices for expenses incurred in FY16 (such as items purchased in FY16 but invoiced in FY17, utility bills, final partial-week payroll, etc.).

I have also authorized carry-forward of unexpended FY16 funds in DPW (for 2016 paving bid), Communications (for 2nd budgeted Town Manager newsletter, which is currently underway), and for the fourth quarter Bus payment which has not yet been invoiced. The total amount of the carry-forwards is \$78,083.54 (including about \$54,000 DPW and \$21,000 Bus).

On the revenue side, we will also carry forward some revenues from FY16 to FY17, most notably for Recreation program registrations received in June but for programs offered this summer.

Because of the use of quasi-enterprise accounts, and because expense budget figures for these accounts (20-05 and 20-07) were not entered into Trio at the beginning of FY16, audit adjustments are expected to most significantly affect the Recreation and Pool accounts. Likewise, expense budget figures were not entered into Trio at the beginning of FY16 for the Sewer Fund, so all expenses show as exceeded what appears (in the system) as a zero budget. When we programmed the approved FY17 Budget into Trio, this year we did include approved and authorized expense amounts for the Recreation and Pool accounts and for the Sewer Fund, which we expect will result in "cleaner" and more accurate financial reporting during FY17.

YTD Spending Summary

ALL Departments
ALL Months

Account	Budget Adjustments	Budget Net	YTD Net	Unexpended Balance	Percent Spent
01 - GENERAL GOVT	0.00	1,123,888.00	1,106,471.74	17,416.26	98.45
01 - ADMIN	0.00	575,598.00	577,057.05	-1,459.05	100.25
01 - COMPENSATION	0.00	363,050.00	354,779.77	8,270.23	97.72
05 - INSURANCE	0.00	158,048.00	166,845.96	-8,797.96	105.57
10 - SUPPLIES	0.00	13,500.00	12,650.21	849.79	93.71
15 - UTILITIES	0.00	1,600.00	2,830.88	-1,230.88	176.93
20 - MAINTENANCE/REPAIRS	0.00	1,000.00	547.20	452.80	54.72
30 - PROFESSIONAL SERVICES	0.00	26,400.00	29,733.93	-3,333.93	112.63
35 - LEGAL	0.00	12,000.00	9,669.10	2,330.90	80.58
02 - GIS/IT	0.00	106,423.00	103,023.65	3,399.35	96.81
01 - COMPENSATION	0.00	48,235.00	46,737.55	1,497.45	96.90
05 - INSURANCE	0.00	15,344.00	15,381.22	-37.22	100.24
10 - SUPPLIES	0.00	1,300.00	1,211.89	88.11	93.22
20 - MAINTENANCE/REPAIRS	0.00	39,244.00	38,466.07	777.93	98.02
30 - PROFESSIONAL SERVICES	0.00	1,800.00	1,226.92	573.08	68.16
35 - LEGAL	0.00	500.00	0.00	500.00	0.00
03 - COMMUNICATIONS	0.00	19,772.00	13,826.99	5,945.01	69.93
01 - COMPENSATION	0.00	6,300.00	4,666.33	1,633.67	74.07
05 - INSURANCE	0.00	532.00	159.90	372.10	30.06
10 - SUPPLIES	0.00	500.00	109.98	390.02	22.00
15 - UTILITIES	0.00	6,200.00	5,683.11	516.89	91.66
16 - SPECIAL EVENTS	0.00	500.00	0.00	500.00	0.00
20 - MAINTENANCE/REPAIRS	0.00	500.00	0.00	500.00	0.00
30 - PROFESSIONAL SERVICES	0.00	5,240.00	3,207.67	2,032.33	61.22
05 - TOWN COUNCIL	0.00	30,890.00	29,488.83	1,401.17	95.46
01 - COMPENSATION	0.00	18,060.00	18,220.00	-160.00	100.89
05 - INSURANCE	0.00	1,446.00	1,430.89	15.11	98.96
10 - SUPPLIES	0.00	3,600.00	1,498.55	2,101.45	41.63
30 - PROFESSIONAL SERVICES	0.00	7,784.00	8,339.39	-555.39	107.14
10 - MUNICIPAL BUILDING	0.00	86,507.00	96,978.90	-10,471.90	112.11
05 - INSURANCE	0.00	0.00	260.67	-260.67	----
10 - SUPPLIES	0.00	2,400.00	801.47	1,598.53	33.39
15 - UTILITIES	0.00	59,817.00	72,876.61	-13,059.61	121.83
20 - MAINTENANCE/REPAIRS	0.00	24,290.00	23,040.15	1,249.85	94.85
15 - TAX COLLECTR	0.00	6,000.00	6,044.81	-44.81	100.75
05 - INSURANCE	0.00	0.00	5.19	-5.19	----
30 - PROFESSIONAL SERVICES	0.00	6,000.00	6,039.62	-39.62	100.66
20 - ELECTIONS	0.00	8,529.00	6,026.23	2,502.77	70.66
01 - COMPENSATION	0.00	2,500.00	1,391.32	1,108.68	55.65
05 - INSURANCE	0.00	0.00	2.68	-2.68	----
10 - SUPPLIES	0.00	5,829.00	4,432.23	1,396.77	76.04
30 - PROFESSIONAL SERVICES	0.00	200.00	200.00	0.00	100.00
25 - ASSESSOR/PLANNING/CEO	0.00	178,594.00	169,372.28	9,221.72	94.84
01 - COMPENSATION	0.00	118,328.00	115,479.53	2,848.47	97.59
05 - INSURANCE	0.00	34,391.00	35,352.18	-961.18	102.79
10 - SUPPLIES	0.00	6,500.00	4,249.55	2,250.45	65.38
15 - UTILITIES	0.00	1,200.00	1,200.00	0.00	100.00
20 - MAINTENANCE/REPAIRS	0.00	6,025.00	5,692.52	332.48	94.48
30 - PROFESSIONAL SERVICES	0.00	6,150.00	2,568.92	3,581.08	41.77
35 - LEGAL	0.00	6,000.00	4,829.58	1,170.42	80.49
30 - ECONOMIC DEV	0.00	111,575.00	104,653.00	6,922.00	93.80
01 - COMPENSATION	0.00	70,594.00	71,733.16	-1,139.16	101.61
05 - INSURANCE	0.00	25,231.00	25,299.99	-68.99	100.27
30 - PROFESSIONAL SERVICES	0.00	8,750.00	6,678.55	2,071.45	76.33

YTD Spending Summary

ALL Departments
ALL Months

Account	Budget Adjustments	Budget Net	YTD Net	Unexpended Balance	Percent Spent
01 - GENERAL GOVT CONT'D					
35 - LEGAL	0.00	7,000.00	941.30	6,058.70	13.45

YTD Spending Summary

ALL Departments
ALL Months

Account	Budget Adjustments	Budget Net	YTD Net	Unexpended Balance	Percent Spent
05 - PUBLIC SAFETY CONT'D					
05 - PUBLIC SAFETY	30,000.00	2,189,613.00	2,119,552.49	70,060.51	96.80
01 - POLICE	30,000.00	1,048,447.00	1,036,974.10	11,472.90	98.91
01 - COMPENSATION	0.00	692,962.00	671,674.99	21,287.01	96.93
05 - INSURANCE	0.00	239,185.00	254,176.15	-14,991.15	106.27
10 - SUPPLIES	0.00	34,500.00	24,232.61	10,267.39	70.24
15 - UTILITIES	0.00	2,800.00	3,365.67	-565.67	120.20
20 - MAINTENANCE/REPAIRS	30,000.00	63,000.00	66,608.24	-3,608.24	105.73
30 - PROFESSIONAL SERVICES	0.00	16,000.00	16,916.44	-916.44	105.73
05 - FIRE DEPT.	0.00	953,330.00	902,091.58	51,238.42	94.63
01 - COMPENSATION	0.00	637,984.00	598,915.50	39,068.50	93.88
05 - INSURANCE	0.00	250,346.00	244,505.50	5,840.50	97.67
10 - SUPPLIES	0.00	29,000.00	20,683.50	8,316.50	71.32
15 - UTILITIES	0.00	2,600.00	2,013.84	586.16	77.46
20 - MAINTENANCE/REPAIRS	0.00	19,400.00	23,839.03	-4,439.03	122.88
25 - EQUIPMENT	0.00	6,000.00	1,063.80	4,936.20	17.73
30 - PROFESSIONAL SERVICES	0.00	8,000.00	11,070.41	-3,070.41	138.38
10 - PUBLIC SAFETY	0.00	187,836.00	180,486.81	7,349.19	96.09
01 - COMPENSATION	0.00	125,240.00	126,076.60	-836.60	100.67
05 - INSURANCE	0.00	47,096.00	46,130.00	966.00	97.95
10 - SUPPLIES	0.00	7,500.00	3,822.28	3,677.72	50.96
25 - EQUIPMENT	0.00	2,000.00	1,054.65	945.35	52.73
30 - PROFESSIONAL SERVICES	0.00	6,000.00	3,403.28	2,596.72	56.72

YTD Spending Summary

ALL Departments
ALL Months

Account	Budget Adjustments	Budget Net	YTD Net	Unexpended Balance	Percent Spent
06 - Non-Department Utilities CONT'D					
06 - Non-Department Utilities	0.00	546,400.00	546,166.64	233.36	99.96
06 - Utilities	0.00	546,400.00	546,166.64	233.36	99.96
05 - INSURANCE	0.00	75,000.00	75,000.00	0.00	100.00
15 - UTILITIES	0.00	52,000.00	57,026.84	-5,026.84	109.67
20 - MAINTENANCE/REPAIRS	0.00	2,500.00	748.00	1,752.00	29.92
30 - PROFESSIONAL SERVICES	0.00	416,900.00	413,391.80	3,508.20	99.16

YTD Spending Summary

ALL Departments
ALL Months

Account	Budget Adjustments	Budget Net	YTD Net	Unexpended Balance	Percent Spent
10 - PUBLIC WORKS CONT'D					
10 - PUBLIC WORKS	10,000.00	1,230,693.00	1,073,067.05	157,625.95	87.19
01 - HIGHWAY	0.00	1,194,967.00	1,042,186.21	152,780.79	87.21
01 - COMPENSATION	0.00	577,673.00	511,140.31	66,532.69	88.48
05 - INSURANCE	0.00	256,094.00	243,189.50	12,904.50	94.96
10 - SUPPLIES	0.00	257,900.00	183,445.47	74,454.53	71.13
15 - UTILITIES	0.00	4,000.00	7,794.70	-3,794.70	194.87
20 - MAINTENANCE/REPAIRS	0.00	62,000.00	75,398.55	-13,398.55	121.61
25 - EQUIPMENT	0.00	16,600.00	16,492.75	107.25	99.35
30 - PROFESSIONAL SERVICES	0.00	20,700.00	4,724.93	15,975.07	22.83
05 - GARAGE	0.00	25,726.00	20,407.45	5,318.55	79.33
15 - UTILITIES	0.00	14,726.00	12,186.15	2,539.85	82.75
20 - MAINTENANCE/REPAIRS	0.00	11,000.00	8,221.30	2,778.70	74.74
10 - STORMWATER	10,000.00	10,000.00	10,473.39	-473.39	104.73
22 - STORMWATER	9,000.00	9,000.00	10,431.62	-1,431.62	115.91
30 - PROFESSIONAL SERVICES	1,000.00	1,000.00	41.77	958.23	4.18

YTD Spending Summary

ALL Departments
ALL Months

Account	Budget Adjustments	Budget Net	YTD Net	Unexpended Balance	Percent Spent
15 - SOLID WASTE CONT'D					
15 - SOLID WASTE	6,220.00	360,004.00	360,991.91	-987.91	100.27
10 - SOLID WASTE	6,220.00	360,004.00	360,991.91	-987.91	100.27
01 - COMPENSATION	0.00	67,691.00	60,529.25	7,161.75	89.42
05 - INSURANCE	0.00	35,368.00	33,930.39	1,437.61	95.94
10 - SUPPLIES	0.00	1,000.00	3,614.57	-2,614.57	361.46
15 - UTILITIES	0.00	2,825.00	2,158.41	666.59	76.40
20 - MAINTENANCE/REPAIRS	6,220.00	7,620.00	8,528.69	-908.69	111.93
25 - EQUIPMENT	0.00	500.00	0.00	500.00	0.00
30 - PROFESSIONAL SERVICES	0.00	245,000.00	252,230.60	-7,230.60	102.95

YTD Spending Summary

ALL Departments
ALL Months

Account	Budget Adjustments	Budget Net	YTD Net	Unexpended Balance	Percent Spent
20 - RECREATION/CULTURE CONT'D					
20 - RECREATION/CULTURE	0.00	584,432.00	662,355.10	-77,923.10	113.33
01 - PARKS/REC	0.00	131,117.00	133,579.61	-2,462.61	101.88
01 - COMPENSATION	0.00	92,726.00	95,570.51	-2,844.51	103.07
05 - INSURANCE	0.00	38,391.00	38,009.10	381.90	99.01
05 - RECREATION ENTERPRISE	0.00	0.00	-59,408.76	59,408.76	----
01 - COMPENSATION	0.00	0.00	92,602.93	-92,602.93	----
05 - INSURANCE	0.00	0.00	7,146.77	-7,146.77	----
10 - SUPPLIES	0.00	0.00	461.18	-461.18	----
15 - UTILITIES	0.00	0.00	3,058.26	-3,058.26	----
30 - PROFESSIONAL SERVICES	0.00	0.00	2,439.72	-2,439.72	----
40 - SPECIAL PROGRAMS	0.00	0.00	-165,117.62	165,117.62	----
07 - SKEHAN CENTER	0.00	0.00	35,207.70	-35,207.70	----
01 - COMPENSATION	0.00	0.00	23,403.13	-23,403.13	----
05 - INSURANCE	0.00	0.00	1,811.41	-1,811.41	----
10 - SUPPLIES	0.00	0.00	8,399.26	-8,399.26	----
15 - UTILITIES	0.00	0.00	32,509.70	-32,509.70	----
20 - MAINTENANCE/REPAIRS	0.00	0.00	10,471.54	-10,471.54	----
30 - PROFESSIONAL SERVICES	0.00	0.00	327.23	-327.23	----
40 - SPECIAL PROGRAMS	0.00	0.00	-41,714.57	41,714.57	----
10 - DYER LIBRARY	0.00	249,608.00	244,211.70	5,396.30	97.84
01 - COMPENSATION	0.00	152,998.00	151,433.84	1,564.16	98.98
05 - INSURANCE	0.00	45,594.00	42,977.03	2,616.97	94.26
10 - SUPPLIES	0.00	20,916.00	20,640.35	275.65	98.68
15 - UTILITIES	0.00	9,675.00	10,085.78	-410.78	104.25
20 - MAINTENANCE/REPAIRS	0.00	13,340.00	12,249.99	1,090.01	91.83
30 - PROFESSIONAL SERVICES	0.00	5,085.00	4,853.20	231.80	95.44
40 - SPECIAL PROGRAMS	0.00	2,000.00	1,971.51	28.49	98.58
20 - L HOIT MEMORIAL POOL	0.00	203,707.00	308,764.85	-105,057.85	151.57
01 - COMPENSATION	0.00	182,833.00	182,173.39	659.61	99.64
05 - INSURANCE	0.00	20,874.00	31,867.96	-10,993.96	152.67
10 - SUPPLIES	0.00	0.00	8,409.19	-8,409.19	----
15 - UTILITIES	0.00	0.00	57,281.16	-57,281.16	----
20 - MAINTENANCE/REPAIRS	0.00	0.00	27,167.01	-27,167.01	----
30 - PROFESSIONAL SERVICES	0.00	0.00	1,866.14	-1,866.14	----

YTD Spending Summary

ALL Departments
ALL Months

Account	Budget Adjustments	Budget Net	YTD Net	Unexpended Balance	Percent Spent
25 - THE BUS CONT'D					
25 - THE BUS	-10,000.00	82,000.00	61,039.71	20,960.29	74.44

YTD Spending Summary

ALL Departments
ALL Months

Account	Budget Adjustments	Budget Net	YTD Net	Unexpended Balance	Percent Spent
30 - BUILDINGS/GROUNDS CONT'D					
30 - BUILDINGS/GROUNDS	0.00	82,664.00	87,704.61	-5,040.61	106.10
10 - BLDG/GROUNDS	0.00	82,664.00	87,704.61	-5,040.61	106.10
01 - COMPENSATION	0.00	68,373.00	72,519.81	-4,146.81	106.06
05 - INSURANCE	0.00	7,031.00	7,250.72	-219.72	103.13
10 - SUPPLIES	0.00	3,330.00	408.00	2,922.00	12.25
15 - UTILITIES	0.00	330.00	305.62	24.38	92.61
20 - MAINTENANCE/REPAIRS	0.00	3,000.00	3,355.70	-355.70	111.86
25 - EQUIPMENT	0.00	600.00	3,864.76	-3,264.76	644.13

YTD Spending Summary

ALL Departments
ALL Months

Account	Budget Adjustments	Budget Net	YTD Net	Unexpended Balance	Percent Spent
40 - GENERAL ASSISTANCE CONT'D					
40 - GENERAL ASSISTANCE	0.00	10,000.00	487.97	9,512.03	4.88

YTD Spending Summary

ALL Departments
ALL Months

Account	Budget Adjustments	Budget Net	YTD Net	Unexpended Balance	Percent Spent
45 - COUNTY TAX CONT'D					
45 - COUNTY TAX	0.00	768,555.00	768,555.41	-0.41	100.00

YTD Spending Summary

ALL Departments
ALL Months

Account	Budget Adjustments	Budget Net	YTD Net	Unexpended Balance	Percent Spent
50 - DEBT SERVICE CONT'D					
50 - DEBT SERVICE	0.00	319,958.00	321,677.03	-1,719.03	100.54

YTD Spending Summary

ALL Departments
ALL Months

Account	Budget Adjustments	Budget Net	YTD Net	Unexpended Balance	Percent Spent
55 - RESERVE ACCT CONT'D					
55 - RESERVE ACCT	0.00	330,000.00	330,000.00	0.00	100.00
02 - MUNICIPAL BUILDING	0.00	20,000.00	20,000.00	0.00	100.00
70 - RESERVES	0.00	20,000.00	20,000.00	0.00	100.00
11 - COMPUTER	0.00	15,000.00	15,000.00	0.00	100.00
70 - RESERVES	0.00	15,000.00	15,000.00	0.00	100.00
17 - PUBLIC WORKS EQUIP REPLACEMENT	0.00	150,000.00	150,000.00	0.00	100.00
70 - RESERVES	0.00	150,000.00	150,000.00	0.00	100.00
33 - WAGE STUDY	40,000.00	40,000.00	40,000.00	0.00	100.00
70 - RESERVES	40,000.00	40,000.00	40,000.00	0.00	100.00
61 - STREETS AND ROADS	0.00	100,000.00	100,000.00	0.00	100.00
70 - RESERVES	0.00	100,000.00	100,000.00	0.00	100.00
63 - LIBRARY RESERVE	0.00	5,000.00	5,000.00	0.00	100.00
70 - RESERVES	0.00	5,000.00	5,000.00	0.00	100.00
78 - Matching Grant Reserve	-40,000.00	0.00	0.00	0.00	----

YTD Spending Summary

ALL Departments
ALL Months

Account	Budget Adjustments	Budget Net	YTD Net	Unexpended Balance	Percent Spent
60 - SEWER CONT'D					
60 - SEWER	0.00	0.00	774,449.06	-774,449.06	----
10 - FUND 2	0.00	0.00	774,449.06	-774,449.06	----
01 - COMPENSATION	0.00	0.00	60,000.00	-60,000.00	----
10 - SUPPLIES	0.00	0.00	13,219.53	-13,219.53	----
15 - UTILITIES	0.00	0.00	45,159.58	-45,159.58	----
20 - MAINTENANCE/REPAIRS	0.00	0.00	21,629.00	-21,629.00	----
30 - PROFESSIONAL SERVICES	0.00	0.00	6,260.70	-6,260.70	----
60 - SEWER EXPENSES	0.00	0.00	628,180.25	-628,180.25	----

YTD Spending Summary

ALL Departments
ALL Months

Account	Budget Adjustments	Budget Net	YTD Net	Unexpended Balance	Percent Spent
65 - ED GEN'L SVS CONT'D					
65 - ED GEN'L SVS	0.00	6,130,574.00	6,130,573.68	0.32	100.00

YTD Spending Summary

ALL Departments
ALL Months

Account	Budget Adjustments	Budget Net	YTD Net	Unexpended Balance	Percent Spent
66 - OVERLAY CONT'D					
66 - OVERLAY	0.00	303,289.00	0.00	303,289.00	0.00

YTD Spending Summary

ALL Departments
ALL Months

Account	Budget Adjustments	Budget Net	YTD Net	Unexpended Balance	Percent Spent
67 - TIF CONT'D					
67 - TIF	0.00	189,148.00	189,148.00	0.00	100.00
Final Totals	36,220.00	14,251,218.00	14,532,240.40	-281,022.40	101.97

YTD Revenue
Department(s): ALL
ALL

Account	YTD Budget Net	----- Y T D -----			Uncollected Balance	Percent Collected
		Debits	Credits	Net		
01 - GENERAL GOVT	13,694,718.00	87,803.45	13,778,297.27	13,690,493.82	4,224.18	99.97
01 - PROPERTY TAX REVENUE	10,840,573.00	0.00	10,847,095.51	10,847,095.51	-6,522.51	100.06
03 - INT ON TAXES	9,000.00	613.58	15,138.55	14,524.97	-5,524.97	161.39
05 - INTEREST/COSTS ON TAX LIENS	23,000.00	329.62	24,025.79	23,696.17	-696.17	103.03
08 - ABATEMENTS	0.00	22,594.43	0.00	-22,594.43	22,594.43	----
09 - SALE OF TAX ACQUIRED PROPERTY	0.00	0.00	649.50	649.50	-649.50	----
10 - DEBIT CARD FEE	0.00	3,414.61	3,323.25	-91.36	91.36	----
15 - MV EXCISE TX	1,600,000.00	801.39	1,921,189.19	1,920,387.80	-320,387.80	120.02
17 - BOAT EXCISE	9,000.00	4.00	11,199.80	11,195.80	-2,195.80	124.40
18 - AGENT FEES	20,000.00	3.00	24,164.00	24,161.00	-4,161.00	120.81
19 - CLERK FEES	12,500.00	0.00	11,773.20	11,773.20	726.80	94.19
20 - TRANSFER IN FROM RESERVES	6,220.00	0.00	6,220.00	6,220.00	0.00	100.00
23 - INTEREST EARNED ON ACCOUNTS	10,000.00	882.63	2,167.33	1,284.70	8,715.30	12.85
25 - RENTAL INCOME	2,000.00	0.00	6,250.00	6,250.00	-4,250.00	312.50
27 - PLUMBING FEE	6,500.00	212.50	9,227.50	9,015.00	-2,515.00	138.69
29 - CODE ENFORCEMENT FEES	15,000.00	0.00	21,741.40	21,741.40	-6,741.40	144.94
31 - PLANNING BOARD FEES	2,500.00	0.00	2,335.00	2,335.00	165.00	93.40
33 - Carried Balances	100,000.00	0.00	100.00	100.00	99,900.00	0.10
35 - CABLE TV FEE	40,000.00	0.00	38,892.71	38,892.71	1,107.29	97.23
37 - FEE/PERMITS	1,000.00	0.00	2,019.40	2,019.40	-1,019.40	201.94
45 - SERVICE FEE- PAYMENT IN LIEU	15,000.00	0.00	8,644.14	8,644.14	6,355.86	57.63
47 - BUSINESS PARK REVENUE	0.00	0.00	20,000.00	20,000.00	-20,000.00	----
78 - SEWER INCOME	60,000.00	0.00	60,000.00	60,000.00	0.00	100.00
79 - MISC INCOME	2,000.00	53.00	604.02	551.02	1,448.98	27.55
80 - HOMESTEAD EX	162,041.00	46,609.00	169,000.00	122,391.00	39,650.00	75.53
81 - TREE GROWTH	2,000.00	3,400.00	3,575.32	175.32	1,824.68	8.77
82 - VETERAN'S REMIBURSEMENT	6,500.00	6,809.00	6,809.00	0.00	6,500.00	0.00
85 - Business Equip Tax Reimburse	126,884.00	0.00	126,962.00	126,962.00	-78.00	100.06
86 - GENERAL ASSISTANCE REIMBURSEMT	5,000.00	76.69	337.94	261.25	4,738.75	5.23
87 - SNOWMOBILE REIMBURSEMENT	0.00	2,000.00	2,687.72	687.72	-687.72	----
88 - REVENUE SHARING	348,000.00	0.00	375,972.49	375,972.49	-27,972.49	108.04
89 - 401 Forfeiture Funds	50,000.00	0.00	56,192.51	56,192.51	-6,192.51	112.39
93 - Reserve Use for Budget	20,000.00	0.00	0.00	0.00	20,000.00	0.00
99 - APPROPRIATION FROM FUND BALANC	200,000.00	0.00	0.00	0.00	200,000.00	0.00
05 - PUBLIC SAFETY	363,500.00	29,263.62	388,458.62	359,195.00	4,305.00	98.82
01 - ANIMAL CONTROL FEES	1,000.00	25.00	3,349.00	3,324.00	-2,324.00	332.40
05 - AMBULANCE FEES	200,000.00	6,036.76	210,734.17	204,697.41	-4,697.41	102.35
08 - STREET SIGNS	0.00	96.00	90.00	-6.00	6.00	----
15 - POLICE RECEIPTS	2,500.00	0.00	3,357.43	3,357.43	-857.43	134.30
16 - FIRE RECEIPTS	0.00	0.00	3,000.00	3,000.00	-3,000.00	----
17 - Underage Drinking Grant	0.00	2,177.44	0.00	-2,177.44	2,177.44	----
20 - POLICE WAGE REIMBURSEMENT	160,000.00	15,620.68	167,924.02	152,303.34	7,696.66	95.19
21 - Fire Wage Reimbursement	0.00	0.00	4.00	4.00	-4.00	----
35 - COPS GRANTS	0.00	5,307.74	0.00	-5,307.74	5,307.74	----
10 - PUBLIC WORKS	14,000.00	0.00	10,426.00	10,426.00	3,574.00	74.47
01 - CEMETERY FEES	5,000.00	0.00	7,075.00	7,075.00	-2,075.00	141.50
05 - SALE OF CEMETERY LOTS	4,000.00	0.00	2,350.00	2,350.00	1,650.00	58.75
07 - CEMETERY RES. USE	5,000.00	0.00	0.00	0.00	5,000.00	0.00
20 - MAINT. REVENUE	0.00	0.00	1,001.00	1,001.00	-1,001.00	----
15 - SOLID WASTE	142,000.00	3,348.00	101,975.32	98,627.32	43,372.68	69.46
01 - TRANSFER STATION PERMITS	45,000.00	50.00	32,740.00	32,690.00	12,310.00	72.64

Account	YTD Budget Net	----- Y T D -----			Uncollected Balance	Percent Collected
		Debits	Credits	Net		
15 - SOLID WASTE CONT'D						
05 - SOLID WASTE RECYCLING	12,000.00	0.00	4,807.64	4,807.64	7,192.36	40.06
10 - PERC REVENUE	85,000.00	3,298.00	64,427.68	61,129.68	23,870.32	71.92
20 - RECREATION/CULTURE	7,000.00	4,692.50	257,544.74	252,852.24	-245,852.24	999.99
01 - LIBRARY FEES	7,000.00	0.00	7,004.48	7,004.48	-4.48	100.06
23 - POOL SWIM DIAPERS	0.00	0.00	17.00	17.00	-17.00	----
24 - POOL BUSINESS RENTAL	0.00	0.00	2,654.00	2,654.00	-2,654.00	----
25 - L HOIT POOL FEES	0.00	599.00	85,346.74	84,747.74	-84,747.74	----
26 - POOL PUNCH CARDS	0.00	0.00	6,408.36	6,408.36	-6,408.36	----
27 - POOL MEMBERSHIP	0.00	44.00	15,572.75	15,528.75	-15,528.75	----
28 - POOL SWIM LESSONS	0.00	345.00	37,835.40	37,490.40	-37,490.40	----
29 - POOL WEEKEND RENTAL	0.00	148.00	10,983.50	10,835.50	-10,835.50	----
30 - RECREATION	0.00	0.00	850.00	850.00	-850.00	----
32 - REC/KIDS KORNER	0.00	1,766.50	63,024.50	61,258.00	-61,258.00	----
33 - REC/LATE FEES	0.00	0.00	50.00	50.00	-50.00	----
35 - REC/CONCESSIONS	0.00	0.00	604.25	604.25	-604.25	----
36 - REC/DROP IN PROGRAMS	0.00	0.00	5,404.00	5,404.00	-5,404.00	----
37 - REC/ADS,DONATIONS,SPONSORSHIP	0.00	0.00	2,216.86	2,216.86	-2,216.86	----
38 - REC/GATE ADMISSIONS	0.00	0.00	1,047.90	1,047.90	-1,047.90	----
39 - REC/SPEC'L EVENT/RENTALS	0.00	150.00	9,225.00	9,075.00	-9,075.00	----
40 - REC/SUMMER PROGRAMS	0.00	1,640.00	1,640.00	0.00	0.00	----
44 - REC/SPRING PROGRAM	0.00	0.00	7,660.00	7,660.00	-7,660.00	----
60 - SEWER	0.00	662.70	545,374.31	544,711.61	-544,711.61	----
01 - SEWER BILLS	0.00	0.00	542,517.80	542,517.80	-542,517.80	----
03 - INTEREST ON SEWER BILLS	0.00	2.35	1,785.90	1,783.55	-1,783.55	----
05 - INTEREST/COSTS ON SEWER LIENS	0.00	24.52	893.90	869.38	-869.38	----
08 - ABATEMENTS	0.00	382.92	0.00	-382.92	382.92	----
23 - INTEREST EARNED ON INVESTMENTS	0.00	0.00	0.50	0.50	-0.50	----
60 - DEBIT CARD FEES	0.00	252.91	131.25	-121.66	121.66	----
79 - MISC SEWER INCOME	0.00	0.00	44.96	44.96	-44.96	----
Final Totals	14,221,218.00	125,770.27	15,082,076.26	14,956,305.99	-735,087.99	105.17

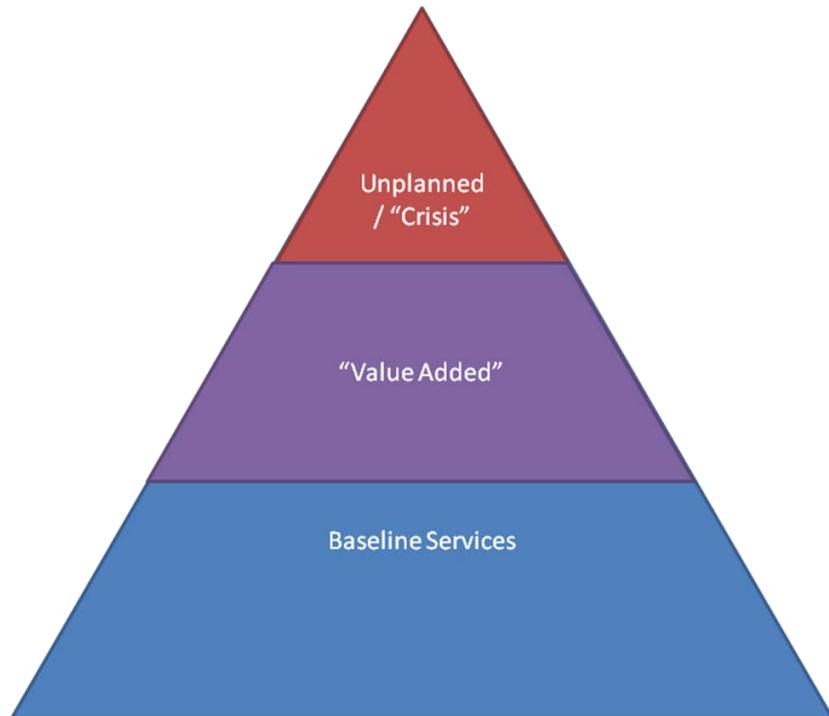
Town of Hampden
106 Western Avenue
Hampden, Maine 04444



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

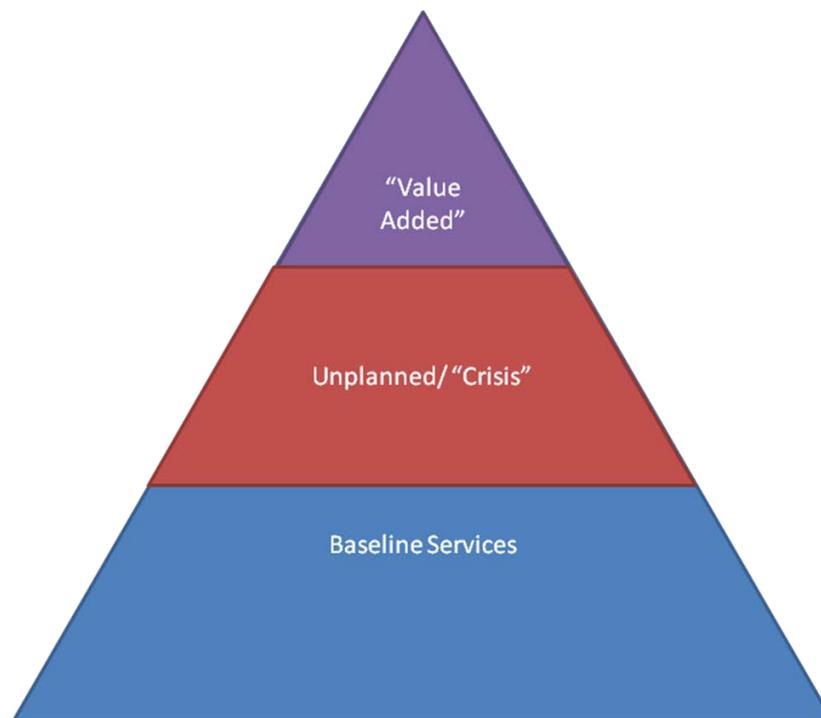
TO: Town Council Committees
FROM: Angus Jennings, Town Manager
DATE: July 2, 2016
RE: Work plan and priorities for FY17

Now that FY16 is over, Mayor Ryder and I have agreed that it will be important in July and August to review, within each of the Council’s four Committees, anticipated work plan and Council and Manager priorities for FY17. The FY17 Budget has been adopted, giving us baseline information regarding financial and personnel resources for the year ahead. Over the course of my municipal career I’ve come to think of the services towns provide in three categories, illustrated as follows:



Baseline services include functions that are mandated by local, State or Federal statute, regulation or administrative agency. “Value added” services include, for example, proactive planning and zoning efforts, grant applications, and non-mandated services that are nonetheless provided on a regular basis. Unplanned services represent issues that are not part of a specific work plan but, when they arise, must be addressed. In some departments more than others, this category can represent “crises” in a true sense of the word. The pyramid is intended to illustrate relative time impact (in personnel hours) of the various types of services (i.e. on a week to week basis, Baseline Services occupy the greatest share of staff time, etc.).

As a practical matter, when Unplanned/Crisis situations arise, these have the effect – for whatever the duration of the event – of displacing time toward Value Added services, while in every circumstance the Baseline Services must continue to be provided. So, during periods where Unplanned/Crisis work arises, the pyramid looks more like this:



For this reason, it is important to re-evaluate work plan and priorities on a regular basis in order to make adjustments to the timing of Value Added services if/as needed to accommodate Unplanned/Crisis work while also maintaining Baseline Services.

As we discussed during the Town Manager interview process last summer, it is my opinion that true prioritization requires a statement of both what is to be done, and of what will not be done (either at all, or on a particular timeframe, i.e. extending the time horizon for certain Value Added services that may be important, but that – in light of overall work planning – are not near-term priorities).

As we also discussed during the interview process, it is my opinion that government is notoriously bad at leveling with the public (and, sometimes, itself) regarding what will not be achieved within a defined period of time. In my experience this has two inevitable and unfortunate consequences: the first is that the public can become frustrated by statements of what will be achieved, but a failure to achieve the goals on the established timeline; and, because the system of government is trying to achieve more than it has the capacity to achieve, the quality of work suffers because tasks are done with an emphasis on speed rather than diligent attention, and balls can be dropped because the system is over capacity. Personnel fatigue and burnout can also result.

During the selection process, I made a commitment to the Council that I would not proceed in this manner, but rather would work with the Council based on clear information regarding priorities, capacity/bandwidth, and the time it takes to accomplish

particular tasks, in order to establish meaningful priorities that can actually inform the work planning for municipal personnel and private sector and institutional partners. While it is not easy to state on the public record that certain public goals – which are understood to be important – will not get done (on a certain timeframe), it is absolutely imperative to do so. If the municipal government is unable (or unwilling) to establish and maintain priorities, every new commitment of resources (whether mandated, “value added” or “crisis”) simply competes against those commitments already underway, and can threaten the system’s ability to meet the commitments it has already made. Over time, in addition to doing actual harm (i.e. balls dropped), this affects municipal government’s credibility, and can undermine public confidence.

We are at a point where this exercise of prioritization is essential. We have been short-staffed in the planning and economic development arena for seven (to become eleven) weeks, during which time I (along with Myles and Rosemary) have taken on significant additional responsibilities. We are at a period of staff transition as we’ll be working to integrate a new Town Planner into our operations, modify several staff job descriptions and responsibilities (regarding payroll, finance, administration and DPW administration), and add a new administrative staff person with direct involvement in daily cash and financial transactions. We are also entering the most time-intensive and critical phase of the year from a financial management standpoint as we prepare for the FY16 Audit and for the issuance of a Tax Anticipation Note for FY17. And, the work to be ready for a November 2016 bond authorization referendum must also begin in earnest.

A review of the past year’s meeting agendas and identified work items of each of the Council’s Committees (many which fall into the “Value Added” category) illustrates a mismatch between policy “priorities” and actual personnel resources to get this work done (concurrently, anyway). This is not an issue of capability; we have excellent personnel in every area of the organization. It is an issue of capacity i.e. bandwidth.

So, Mayor Ryder and I would like to work with each of the four Committees and their Chairmen during the summer months to advance from “priorities” to **priorities**. In so doing, we will need to identify important work items that can be deferred. However, we will also agree to work items that are of greater importance in FY17 and, in so doing, we can more effectively partner with private sector and institutional partners to actually deliver on the commitments we make (and have made). This exercise will also be critical to my ability to effectively manage personnel resources so that each of our municipal departments can actually “plan their work and work their plan.”

Building on the February Goal Setting sessions and the intensive FY17 budget process in May and June, I look forward to beginning this process in earnest at Tuesday’s Administration and Finance meeting, Wednesday’s Planning & Development Committee meeting, and at the July meetings of the Services and Infrastructure Committees.

To inform your consideration, I have attached a tasks matrix that I began working on last August and have periodically updated since then. This has not been updated since May 1, and is not exhaustive, but can provide a foundation for this work. I have also attached a prioritization matrix that we reviewed at the February Goal Setting sessions. I have found this matrix useful and offer it as a resource; of course you may prefer your own approach if you have a different method that is effective for you.

Present

Future

A
Vital

B
Important

C
Optional

D
Worthless



TOWN OF HAMPDEN
DEPARTMENT OF PUBLIC WORKS

106 WESTERN AVE.
HAMPDEN, ME 04444

TEL 862-3337

FAX 862-3910

July 12, 2016

To: Angus Jennings
From: Sean Currier
Subject: Ferri ZLE1800 Flail Mower for JD Tractor

As budgeted in FY17, Public Works issued an RFP for a Ferri ZLE1800 flail mower for our current John Deere 5105 tractor. The mower will be used for roadside mowing, to maintain our open space areas and storm detention bmp's. The bids were opened on July 11, 2016.

There were (3) three bids submitted for the mower and opened on Monday 7/11 at 10am. The three submissions were from Union Farm Equipment (\$13,100.00), Ingraham Equipment (\$14,325.00) and Greenway Equipment (\$12,858.30). This bid included the mower, an extra set of fine cut mowing blades, an extra set of drive belts and an extra set of hammer blades for larger diameter woody plant/brush cutting. The mower was budgeted for in the Public Works Equipment reserve account 03-717-00 in the amount of \$15,000.00.

I would like to recommend the purchase of the Ferri ZLE1800 flail mower from Greenway Equipment in the amount of \$12,858.30. This will be a cost savings of \$2,141.70 from the FY17 budgeted amount.

Thank you for your consideration.

Sincerely,

A handwritten signature in black ink, appearing to be "Sean Currier".

Sean Currier



MEMO

To: Finance/Administration Committee
From: Kyle Severance, GIS/IT Specialist
Date: 07/13/2016
Re: Reserve Purchase Request 03-711-00 Planner Computer
Message:

The new planner has extensive experience in applications of GIS in zoning and development and has requested a computer capable of doing such work. The GIS/IT Specialist's computer is currently the only computer the Town owns that is capable of effectively running GIS due to the heavy hardware demands (processor, memory, speed, storage, and graphics). It is recommended that IT reserve funds be used to purchase a new computer. For GIS software, \$1500 had been budgeted (for one computer); however, only \$400 is needed for the license renewal because \$1500 is the initial cost. Therefore, \$1100 is left over in the budget that could be used to cover some of the software costs for the new planner's computer. It is also possible that TIF funds could be used for the \$1500 initial cost of the GIS software because it would be used primarily for downtown district redevelopment plans and other applicable projects. This way, the left over \$1100 in the software budget can cover the remaining software.

Software Costs:

ArcGIS - \$1500 first year, \$400 annually – *Possibly eligible for funding under Tif*
 Standard MS Office - \$100 first year, \$100 annually
 MS Publisher - \$100 one time
 Adobe Acrobat - \$400 one time
 Photoshop Elements - \$100 one time
 Gotomypc license - \$100 first year, \$100 annually

Total software one time: \$2300

Total software annually: \$600

Hardware Costs (all one time purchases):

Laptop capable of running GIS - \$2000 OR Desktop capable of running GIS \$1500 (preferred)
 Two Monitors - \$300, recommend dual monitor mount - \$150
 Fellowes ergonomic keyboard - \$45
 Other peripherals / ergonomics - \$100

Total hardware one time: \$2095 – Use IT Reserve

Overall One Time Total: \$4395

Total requested from IT reserve: \$2095

Total requested from Tif reserve: \$1500

Remaining covered by IT budget: \$800 one time, \$600 annually

If you are interested in seeing some of the maps/materials produced by Karen, Please see http://www.townofware.com/departments/planning_department/index.php - Zoning brochures.



MEMO

Angus Jennings <townmanager@hampdenmaine.gov> Tue, Jul 12, 2016 at 2:08 PM
To: Kyle Severance <gisit@hampdenmaine.gov>

Spoke with Karen. She's requested the following software in addition to ArcGIS and the standard MS Office

Suite:

- MS Publisher
- Adobe Acrobat Pro
- Photoshop Elements (this is the scaled-down version, ~\$100)

Please cost these out, in addition to looking at comparative price of laptop v. desktop computer adequate to support GIS use etc. My expectation is we'll go with the desktop if it's significantly less expensive. As we discussed, whether laptop or desktop we'll want to get an external split keyboard (Fellowes, model number KU-9938). Let me know what you find and we can figure out what makes the most sense. Thanks -

-

Angus Jennings

Kyle Severance <gisit@hampdenmaine.gov> Tue, Jul 12, 2016 at 3:38 PM
To: Angus Jennings <townmanager@hampdenmaine.gov>

Software Costs:

ArcGIS - \$1500 first year, \$400 annually
Standard MS Office - \$100 first year, \$100 annually
MS Publisher -
\$100 one time
Adobe Acrobat -
\$400 one time
Photoshop
Elements - \$100
one time
Gotomypc license - \$100 first year, \$100 annually

Total software one time: \$2300

Total software annually: \$600

Hardware Costs (all one time purchases):

Laptop capable of running GIS - \$2000 OR Desktop capable of running GIS \$1500 (preferred) Two Monitors - \$300, recommend dual monitor mount - \$150
Fellowes keyboard - \$45
Other peripherals / ergonomics - \$100

Total hardware one time: \$2095

Total: \$4395

These costs were not budgeted so it is recommended to get council approval to use IT reserve funds. Going forward I can budget an increase in software by \$600.

Kyle Severance

Current Account Status

G 1-141-00 GENERAL FUND / TIF Emera

-86,198.00 = Beg Bal
0.00 = Adjust

0.00 = YTD Net
0.00 = YTD Enc

-86,198.00 = Balance

Per	Jrnl	Check	Date	Vendor-----	Description-----	RCB / Type	Debits	Credits
Totals-							0.00	0.00

Monthly Summary

Month	--Regular Entries--		--Balance Entries--	
	Debits	Credits	Debits	Credits
Totals	0.00	0.00	0.00	0.00

Current Account Status

G 3-711-00 RESERVE ACCT / COMPUTER

-68,101.36 = Beg Bal
0.00 = Adjust

-17.00 = YTD Net
0.00 = YTD Enc

-68,118.36 = Balance

Per	Jrnl	Check	Date	Vendor-----	Description-----	RCB / Type	Debits	Credits
07	0002		07/05/16		07/05/2016 C/R	R CR	0.00	1.00
07	0011		07/06/16		07/06/2016 C/R	R CR	0.00	3.75
07	0016		07/07/16		07/07/2016 C/R	R CR	0.00	4.25
07	0022		07/11/16		07/11/2016 C/R	R CR	0.00	8.00
Totals-							0.00	17.00

Monthly Summary

Month	--Regular Entries--		--Balance Entries--	
	Debits	Credits	Debits	Credits
July	0.00	17.00	0.00	0.00
Totals	0.00	17.00	0.00	0.00



TOWN OF HAMPDEN
DEPARTMENT OF PUBLIC WORKS

106 WESTERN AVE.
HAMPDEN, ME 04444

TEL 862-3337

FAX 862-3910

July 14, 2016

To: Angus Jennings
From: Sean Currier
Subject: 2016 Paving Bid – Recommendation of Award

The Public Works department solicited bids for 2016 paving of various locations. Seven (7) contractors bid on the requested work with bids for street paving ranging from \$113,929.05 to 155,010.00. Bids for paving at the Marina were also solicited in conjunction under a different paving item. Bids for Marina ranged from \$13,198.50 to \$29,604.00.

Eaton Paving, located in Deer Isle, Maine was the low bid on both items. While I have had no personal experience with this contractor, I feel comfortable with recommending Eaton Paving based on conversations with a multitude of Municipal and commercial references.

Funding for this work will come from approved amounts in the FY16 operating budget that were carried forward, reserve funding from the Streets and Roads Reserve and the Conservation/Recreation Reserve (for the marina ramp) as authorized by votes of the Council this past spring.

I would like to recommend awarding the 2016 paving contract for both streets and the marina to Eaton Paving.

Thank you,

Sean Currier

Attachment: 2016 Paving Bid results

TOWN OF HAMPDEN

**PAVING
BID SHEET**

July 12, 2016
10:00 am

MARINA

BIDDER	PRICE PER TON		HAND PLACE /TON	TOTAL CONTRACT PRICE
	9.5	12.5		
B & B Paving	75.00	75.00	120.00	14,730.00
Eaton Paving	64.75	64.75	138.00	13,198.50
Hopkins Paving & Landscaping	80.00	80.00	75.00	14,970.00
Lane Construction	160.00	145.00	186.00	29,604.00
Pike Industries	130.00	130.00	155.00	24,790.00
Vaughn D. Thibodeau II	137.00	137.00	137.00	25,756.00
Wellman Paving	83.00	81.00	150.00	16,430.00

TOWN OF HAMPDEN

**PAVING
BID SHEET**

July 12th, 2016
10:00 am

STREETS & ROADS

BIDDER	PRICE PER TON	HAND PLACE PER TON	HMA CURBING	RAISE MANHOLE	CRACK SEALING	TOTAL CONTRACT PRICE
B & B Paving	62.43	120.00	8.00	1150.00	1.95	116,193.94
Eaton Paving	62.75	138.00	12.85	950.00	1.25	113,929.05
Hopkins Paving/Landscaping	66.00	120.00	8.00	1100.00	1.25	121,164.50
Lane Construction	79.00	190.00	17.60	990.00	9.00	147,223.55
Pike Industries	90.00	155.00	15.00	600.00	5.60	155,010.00
Vaughn D. Thibodeau II	68.76	200.00	10.00	498.00	1.44	113,978.08
Wellman Paving	69.50	150.00	15.00	1500.00	3.00	143,619.75



TOWN OF HAMPDEN
DEPARTMENT OF PUBLIC WORKS

106 WESTERN AVE.
HAMPDEN, ME 04444

TEL 862-3337

FAX 862-3910

July 14, 2016

To: Angus Jennings
From: Sean Currier
Subject: New Plow Truck Budgeted for in FY17

The Public Works department has recommended a new plow truck to be included in the FY17 budget which was approved by the Town Council in the budget process. This purchase is to be funded by the Public Works Equipment Reserve account (03-717-00) and financed over 5 years.

The typical bid process would take approximately 2 to 3 weeks to get a spec written and put out to the bid, with a 2 week return time. Once the bids are opened, we would have to wait for the next finance/Council meeting to approve. Once approved, a PO would be issued and a truck chassis built to spec. After the truck chassis is built (or found in stock somewhere) the chassis would be sent to HP Fairfield or Viking to be outfitted with all necessary plow rigging and body. HP Fairfield is the preferred equipment as this is what we currently run and are local. This whole process will take anywhere from 120 to 150 days to complete depending on how busy the plow suppliers are. This puts us into mid- November to mid-December to receive the new truck and countless hours of admin time for the bid.

I would like to request that the "unusual circumstance" bid procedure guideline #4 be reviewed by Council in this instance. There are currently (2) two trucks in our surrounding area that would be applicable and be exactly what we would be specifying in a bid. These trucks are complete and ready to use. The Freightliner is a new demo truck purchased for a local community that was never received hence, the municipal discount. One truck is a 2016 Freightliner (\$170,518) and the other is a 2016 International (\$173,950) both with same HP Fairfield rigging that we currently utilize. A 5 year extended warranty for all applicable systems on the Freightliner is cheaper than the International and is offered inclusive to the price above. A 5 year extended warranty for the International would be above price previously stated. The plow truck was budgeted from 03-717-00 Public Works Equipment reserve account in the amount of \$185,000.00 which it appears will be sufficient to cover the purchase of the Freightliner truck including finance charges.

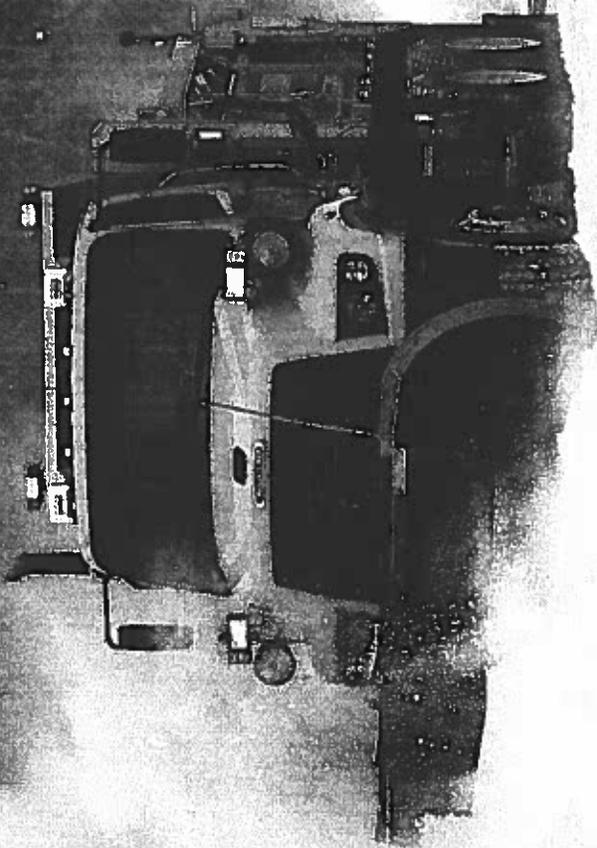
To save many hours of administrative work to end up with the same product, I would like to recommend the purchase 2016 Freightliner in the amount of \$170,518 pending verification that this includes an electrical system 5 year warranty as well. Attached are financing options, truck quotes and the bid procedure guideline for reference.

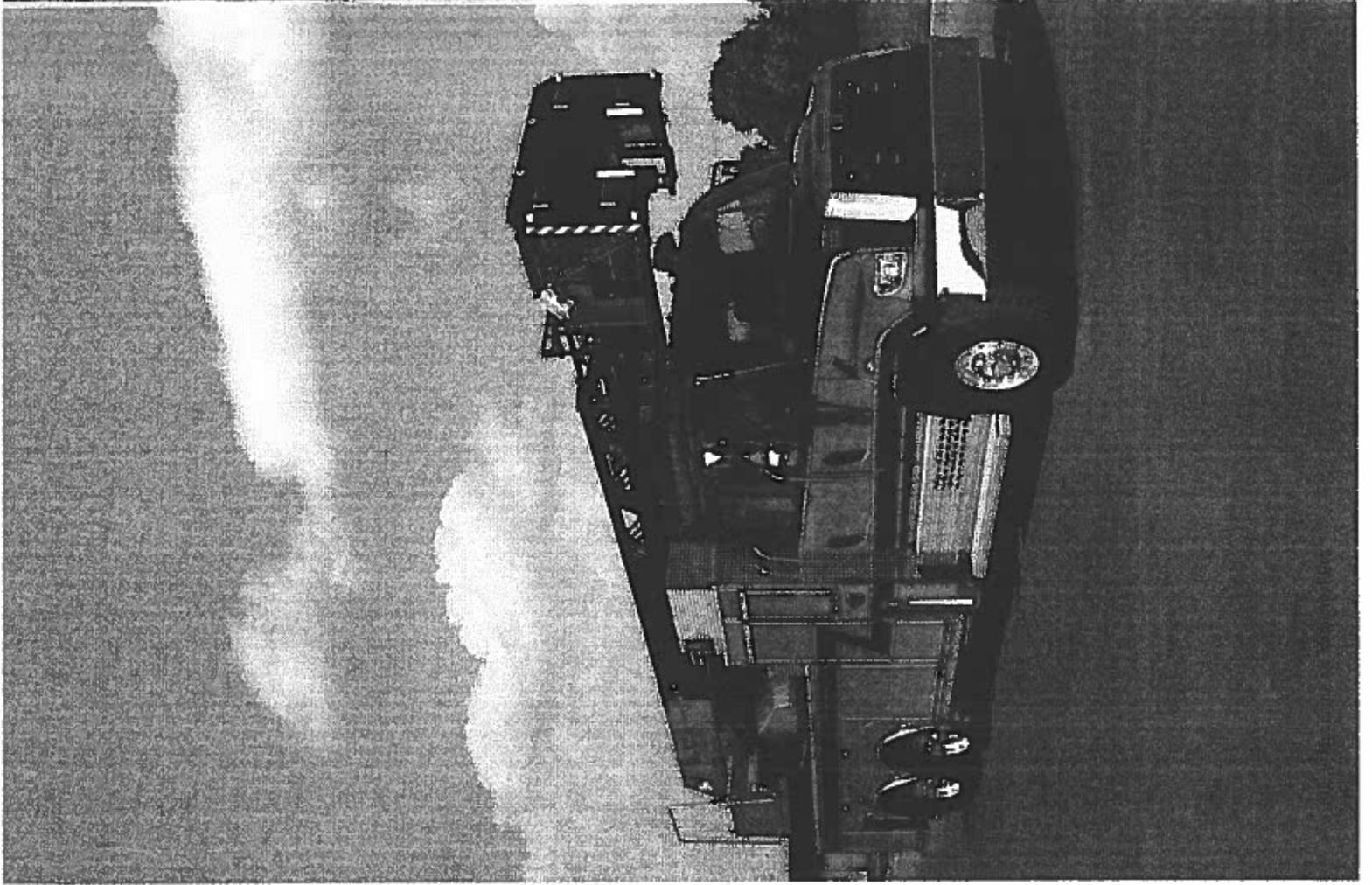
A sincere *thank you* for your time and consideration in this matter.

Sean Currier

Daimler Truck Financial

Financing for Municipalities





At Daimler Truck Financial, every customer is important. We've been doing business that way since day one, which is why we have been a leader in the industry for close to 40 years.

As the captive finance provider for Daimler Trucks North America, our sole focus is helping our customers get the financing they need. We provide specialized finance and lease solutions specific for the needs of municipalities and have financed over \$250 million in municipal and other government agency business.

We Understand Your Business

We know that having the right trucks and equipment while making the most of your operating budget is a primary concern for municipalities. Daimler Truck Financial has the ability to craft finance programs tailor-made for your needs. We can help ease budgetary concerns and enable you to acquire the equipment you need today while allowing you to pay for it over time. We work to provide the most competitive, most cost-effective municipal finance programs available. We can also offer tax-exempt¹ municipal finance programs, which can increase your purchasing power and stretch your appropriated budget.



Daimler Truck Financial has extensive experience working with states, counties, cities, colleges, school districts and other municipal entities. Our dedicated municipal financing staff understands all the nuances that make municipal financing different from traditional retail financing, and because of this we can offer you better solutions than you'll likely find elsewhere. We are dedicated to supporting your bid and purchase cycles, existing equipment fleet, anticipating replacement or simply showing you various purchase scenarios. For example, we offer financing with semi-annual and arrears payments, providing a significant benefit for some municipalities.

Benefits of Financing with Daimler Truck Financial Include:²

- Competitive rates
- Transaction treated as a lease, not debt
- Rate locks (tied to your delivery schedule)
- Up to 100% financing with no down payment
- Customized finance packages (such as variable, skip or balloon payments)
- Monthly, annual, semi-annual or quarterly payment options
- Flexible repayment terms (based on your budget)
- Terms up to 7 years
- Simplified documentation
- Used equipment can be financed

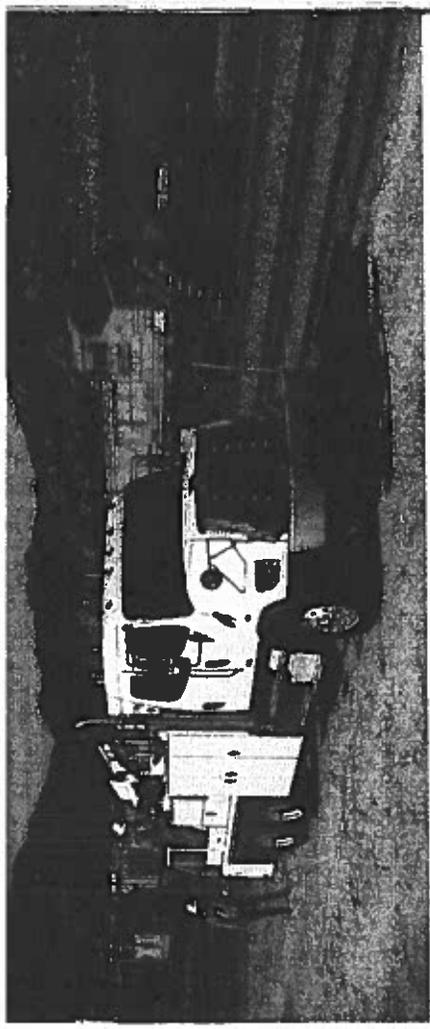
Tax-Exempt Municipal Financing

What is a Tax-Exempt Contract?

- A contract that allows a public entity to purchase equipment and related services by making periodic payments over the useful life of the asset (i.e., an installment purchase contract).
- Included as a line item in the borrower's operating budget and treated as a lease (not debt) under applicable state law.
- Interest rates are lower than commercial rates due to the tax-exempt treatment.
- Installment payments are subject to annual budgetary appropriations by the municipality.
- Voter referendum is generally not required.

Benefits of Tax-Exempt Financing Include:

- Low-cost, tax-exempt capital
- Flexible repayment terms
- Maximizes use of budgeted funds
- Protection against obsolescence
- Matches expense with product useful life
- Easy to add on schedules
- Transaction treated as a lease (not debt) under applicable state law
- Straight-forward and efficient
- Borrower (municipality) holds the title



Financing Structure Example³

Situation

Highway Department has aging fleet, increasing maintenance costs, and a shrinking budget...

Age of Truck (Years)	5	8	10
Annual Maintenance Cost	\$2,000	\$3,000	\$4,500
Average Age of Fleet			8 years
Total Units in Fleet			27
Annual Acquisition Budget			\$130,000
Maintenance Budget			\$110,000
Cost of New Truck			\$65,000

Retail Strategy

Equipment: Purchase 2 trucks
 Payment: \$130,000
 Average Age of Fleet: 8 years
 Annual Maintenance Cost: \$108,000

Municipal Financing Strategy

Equipment: Lease 9 trucks
 Annual Payment: \$127,000
 Average Age of Fleet: 5 years
 Annual Maintenance Cost: \$81,000

Comparison Results

Maintenance Savings: \$27,000
 Trade-In Value Savings at \$246,600
Total Savings: \$51,600

Solution

Turn acquisition payment into lease payment, lower average age of fleet and reduce maintenance costs.

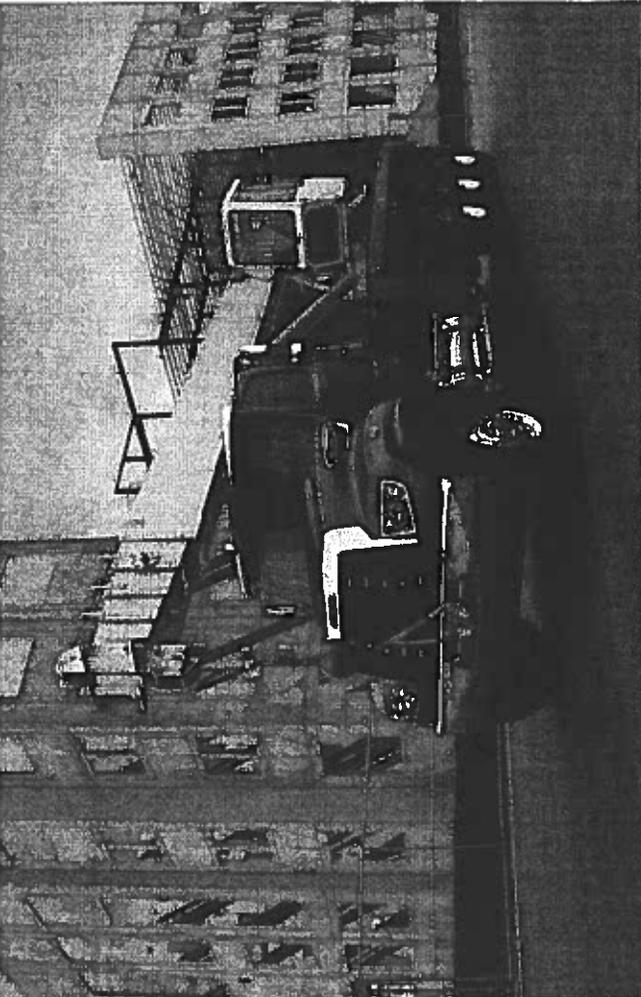
Who is Eligible?

Any municipality or political subdivision that can issue tax-exempt securities generally can utilize tax-exempt financing. Examples include:

- States
- State universities
- Cities
- Special purpose districts
- Counties
- Government-owned hospitals
- School districts

What Assets are Commonly Financed?

- Essential-use assets
- Vocational vehicles (e.g., emergency service vehicles)
- Telecommunications equipment
- Computers (hardware & software)
- Government motor vehicle fleets
- Modular classrooms/buildings
- Heavy equipment (e.g., trucks, street sweeps)
- Public works equipment



Daimler Truck Financial

Let our municipal financing experts develop a program for your city, district, state or other qualifying municipality that meets the fiscal challenges of your budget and stretches available funds. Our extensive experience in municipal financing can help structure a program that lowers your effective equipment acquisition costs by taking full advantage of all available tax benefits, low municipal rates and flexible repayment terms. We'll work with you to extend the power of limited capital to help acquire the vital equipment your community needs.

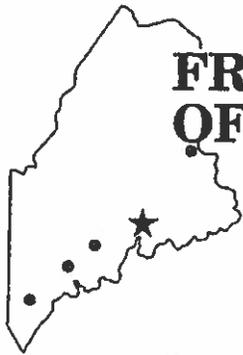
For additional information and to locate a dealer, please visit daimler-truckfinancial.com or call 800-222-4221.

Contact your dealer for details.

Subject to US rules.

Financing, leasing, selling, down payment and program eligibility will be determined by Daimler Truck Financial's Credit Team. Limited upon credit review of customer.

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FREIGHTLINER OF MAINE, INC.

422 PERRY ROAD
BANGOR, MAINE 04401
TELEPHONE (207) 945-6451
FAX (207) 947-6557
www.freightlinerofmaine.com

7/13/16

Town of Hampden

To whom it may concern;

Please accept this letter as a proposal from Freightliner of Maine to the Town of Hampden for (1) 2016 Freightliner 108SD Tandem Axle Plow truck with 13' Dump Body and related equipment.

Price for this entire package is \$170,518.00 which includes standard Freightliner Level II warranty with continued coverage of the Engine, After-treatment system, and Allison Transmission for up to 5 years or 100,000 miles from the date of purchase.

Please feel free to contact me for any clarification you may need. Regards, David

David Lee, Sales
Freightliner of Maine
207-217-6932 Direct
207-266-9606 Cell
207-217-6913 Fax
dlee@flmaine.com

● AUBURN
(207) 786-4610

● HOULTON
(207) 532-9397

● WATERVILLE
(207) 680-4772

● WESTBROOK
(207) 591-1975

2024

H. P. FAIRFIELD, LLC

QUOTE # 140426



"MUNICIPAL SPECIALISTS"

PHONE: 207-474-9836 FAX: 207-474-6526

HP
FAIRFIELD, LLC <http://www.hpfairfield.com>

FROM:

Dan Matchett
Po Box 188, Green Street
Skowhegan, ME 04976

QUOTED TO: Daigle & Houghton
104070 77 Market St
Fort Kent, ME 04743
ATTN: Ryan

DATE: January 14, 2016

CUSTOMER PHONE: 207-834-6186

CUSTOMER FAX: 207-834-6183

COMMENTS: 2016 International 7600 Demo Chassis

QTY	DESCRIPTION	PRICE	EXT. PRICE
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1	EVEREST SDS13 SIDE DUMP COMBINATION DUMP / SANDER 13', FRONT SPREAD, 1/4" HI TENSILE FLOOR, GREASEABLE TAKEUPS, LADDER, AIR TAILGATE, 38" SIDES AND 58" TAILGATE, CENTRAL LUBE, MUDFLAPS AND ANTISAILS, BACKUP ALARM, 3/4 PINTLE PLATE AND PINTLE HOOK, HPF POWER TILT FRONT PLOW HITCH PLOW LIGHTS HPF HI LIFT PATROL WING SYSTEM FULL TRIP ARMS AND TRIP BLOCK	\$67,950.00	\$67,950.00
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AMERICAN 12 DRA WING BLADE
11' CUTTING EDGE
AMERICAN 3911PISA-RR85 TRIP EDGE, POLY REVERSIBLE PLOW
11' CUTTING EDGE

TANDEM PUMP, COMMERCIAL VALVES
CABLE OPERATED CONTROLS
STANDARD DUAL FLOW SPREADER CONTROL

2 LED STROBES AND STOP/TURN /TAILS IN REAR DUMP BODY POST,
2 LED STROBES ON MIRRORS
WING AND SANDER LIGHT
2 EXTRA BACKUP SPOTS TIED TO SEPERATE SWITCH
GLAD HANDS AND ELECTRIC PLUG
INSTALLED AND PAINTED ONE COLOR

1	2016 INTERNATIONAL 7600, N13 ENGINE 410HP, 8LL TRANSMISSION, 20,000 FRONT, 46,000 REAR, TRACTION LOCKS, TRAILER CONNECTORS, POWER LOCKS AND WINDOWS, HEATED WINDSHIELD, HOOD HATCHES	\$106,000.00	\$106,000.00
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SIGNED Dan Matchett

ACKNOWLEDGED

QUOTE TOTAL \$173,950.00

Serving New England for over 60 Years

HAMPDEN TOWN COUNCIL BID PROCEDURE GUIDELINES

1. Department heads may purchase items at their discretion. Any item in the excess of seven hundred fifty dollars (\$750) must be purchased with a purchase order. This purchase order is to be made out by the department head with a copy sent to the Town Manager within twenty-four (24) hours.
2. Purchases less than ten thousand dollars (\$10,000) may be handled by the Town Manager. The Town Manager shall handle purchases under a quotation system. Under this system prices are solicited by the Town Manager and the item or service is purchased from the supplier that the Town Manager recommends. There is no formal bid advertisement however, and no official sealed bid opening when a quotation is requested.
3. Purchase or construction in excess of ten thousand dollars (\$10,000) will be put out for bids with advertisement and an official bid opening by the Town Clerk at the Town Office. The advertisement will specify the date and the hour of the public opening. After opening of all bids, they will be turned over to the appropriate Council committee for review and said committee will report their recommendation to the full Town Council at the next regularly scheduled Council meeting. A majority vote of the Councilors present is required to accept a bid. The Town Council reserves the right to accept or reject any or all bids.
4. When unusual circumstances exist, purchases exceeding ten thousand dollars (\$10,000) may be negotiated by use of the quotation system as provided in the above Article #2 subject to the approval of the Town Council. "Unusual circumstances" include but are not confined to limited availability of the product or service within the area such as blacktop, tar, asphalt, salt, calcium chloride and short term rental of equipment.
5. In the event the Town or Department wishes to dispose of town-owned equipment with a value exceeding five thousand dollars (\$5,000) the Town Council will advertise for bids. Said advertisement shall state an official bid opening by the Town Clerk at the Town Office, specifying the date and hour of the public opening of same. After opening of all bids, they will be turned over to the appropriate Council committee for review and said committee will report their recommendation to the full Council at the next regularly scheduled Council meeting. A majority vote of the Councilors present is required to accept a bid. The Town Council reserves the right to accept or reject any or all bids. For town-owned equipment with a value of less than five thousand dollars (\$5,000), the Town Manager shall handle such sales under a quotation system. Under this system, values are solicited by the Town Manager and the item is sold to the buyer that the Town Manager recommends. There is no formal bid advertisement however, and no official sealed bid opening when a quotation is requested.

Revised 5/21/1979
Revised 5/7/1984
Revised 12/17/1990

Revised 9/18/2000
Revised 6/15/2009



Finance 3-e

MEMO

To: Finance/Administration Committee
From: Kyle Severance, GIS/IT Specialist
Date: 07/13/2016
Re: Reserve Purchase Request 03-731-00 Stormwater Mapping
Message:

The purpose of this memo is to request \$5000 from the GIS Reserve to complete mapping of open ditches and directional flows of stormwater.

The importance of accurate and updated stormwater maps was heavily stressed during the MDEP audit in early June. This work is essential towards maintaining our MS4 permit compliance.

Currently, we have the ditches mapped in the Sucker Brook watershed, and the directional flows roughly drawn using spatial inference (subdivision plans, topography, institutional knowledge, guessing). Our contracted stormwater consulting group, Stillwater Environmental Engineering (SEE), has an intern available immediately to conduct the open ditch mapping and inspections for the entire regulated area and possibly Town wide. Within the current scope of the SEE contract, we negotiated a hard cap of \$2500 to get the open ditch work completed. This would leave the other \$2500 remaining for additional mapping work. I recommend that the remaining be used over the course of this fiscal year to do complete catch basin inspections (pop the basin cover to find the invert) so we have accurate directional flows.

Not only will the complete and accurate data layers assist the Town with permit compliance, it will also allow us to identify pollutant hotspots, determine spill impacts, and proactively inspect aging infrastructure.

Thank you for your consideration,

Kyle

Current Account Status

G 3-731-00 RESERVE ACCT / GIS MAPPING

-22,302.69 = Beg Bal
0.00 = Adjust

0.00 = YTD Net
0.00 = YTD Enc

-22,302.69 = Balance

Per	Jrnl	Check	Date	Vendor-----	Description-----	RCB / Type	Debits	Credits
Totals-							0.00	0.00

Monthly Summary

Month	--Regular Entries--		--Balance Entries--	
	Debits	Credits	Debits	Credits
Totals	0.00	0.00	0.00	0.00