

FINANCE COMMITTEE

A G E N D A

Monday, June 1, 2009

5:45 p.m.

Hampden Town Office

1. Minutes of 5/18/09 meeting
2. Acceptance of Financial Reports
3. Review and sign warrants
4. Old Business
 - a. Review of Outside Agency & School Group Requests Policy (2nd Draft)
5. New Business
 - a. Review of Hampden Community Room Rental/Use Policy
 - b. Review of Police Cruiser Bids
 - c. Review of Revenue and Reserve portions of the proposed 2010 budget
6. Public Comments
7. Committee Member Comments

FINANCE COMMITTEE MEETING
MINUTES
May 18, 2009

Attending:

Mayor Matthew Arnett	Councilor Janet Hughes
Councilor Thomas Brann	Councilor Andre Cushing
Councilor Shannon Cox	Sue Lessard, Town Manager
Councilor Jean Lawlis	
Councilor William Shakespeare	

The meeting was called to order at 5:45 p.m. by Mayor Arnett.

Motion by William Shakespeare, seconded by Shannon Cox to accept the financial reports presented at the meeting. Vote 6-0. The Mayor requested that Financial Report Acceptance be made a part of every Finance Committee Agenda.

Tax Rebate Program

Motion by William Shakespeare, seconded by Andre Cushing to postpone indefinitely, until final budget and commitment numbers are known, the proposed long-term resident rebate program. Vote 6-0

Policy for Outside Agencies

The Committee reviewed a draft policy for accepting requests from Outside Agencies and groups for funding both during the annual budget process and during the fiscal year. Committee members made suggested changes and the Town Manager was directed to bring back an updated draft at the next Finance Committee meeting.

Town Attorney Use

Councilor Shakespeare questioned the Town Manager concerning the attendance of the Town Attorney at Council meetings. The Town Manager reported that she had discussed this with the Town Attorney and he indicated that his attendance gave him both the ability to respond to issues as they occur, but also to have a solid background in the Council's decision in advance of any potential legal issue. Councilor Brann discussed the value of having the attorney attend meetings so that things can be corrected if necessary at the time of occurrence.

Hamlin Marine Project

Councilor Cushing gave an update on the proposal discussed by the Planning and Development Committee related to the 'land swap' between Hamlin and the Town. Motion by Councilor Lawlis, seconded by Councilor Cox to recommend to

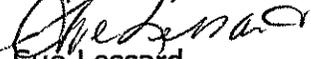
the full council funding of the appropriate appraisals and survey costs to move forward with this proposal. Vote 6-0.

Fees Ordinance Change Request – Town Clerk

The Committee discussed the need for fee changes for Victualer and Liquor licenses due to the increased cost of advertising. After much discussion, the Committee came up with a tiered fee scale. Motion by Andre Cushing, seconded by Jean Lawlis to recommend to the full Council that the Town charge \$125 for victualer's and liquor licenses that require a public hearing and \$50 for victualer's and liquor licenses which do not require a public hearing. Vote 5-0.

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

Respectfully submitted,



Sue Lessard
Town Manager

DRAFT #2 5-27-09

TOWN OF HAMPDEN

OUTSIDE AGENCY BUDGET REQUEST & MID-YEAR FUNDING REQUEST POLICY

The Hampden Town Council adopts the following policy for requests for support from the Town of Hampden both as part of the annual budget process and mid-year requests.

Section 1: Purpose

The purpose of this policy is to standardize the process of considering requests for financial support from the Town of Hampden by groups and organizations that are not departments of the municipal government. Exempted from this policy are tax assessments for SAD #22 and Penobscot County, which are statutory responsibilities of the community.

Section 2: Definitions

Outside Agency: Shall include any non-profit organization requesting financial assistance for a service provided to or for the benefit of the residents of the Town of Hampden **as part of the Town's annual budget process.**

School Group: Shall include School academic groups, clubs, and sports teams that are affiliated with SAD #22.

Section 3. Administrative Procedures

1. Annual Budget

- a. Funding requests by Outside Agencies shall be made annually only as part of the Hampden Municipal Budget Process.
- b. Funding requests must be submitted in writing to the Town Manager no later than March 1st of each year and shall include information documenting services provided to Hampden residents.
- c. All requests received shall be included in the budget prepared by the Town Manager for Council Review.
- d. All Outside Agencies submitting requests shall be notified by the Town Manager of the date and time of the Budget Review Hearing where their request will be considered.
- e. The Town of Hampden reserves the right to accept or reject any request. Submission of a request is not a guarantee of funding. Decisions related to funding requests will be made by the Town Council as part of their annual budget review.

2. Mid-fiscal year Funding Requests

- a. Funding for **School** Group requests is limited to funds available from the Town Council General Expense line item budget.
- b. Funding requests from **School** Groups may be made at any time during the fiscal year, however, if the budget line item used to fund such requests has been exhausted, the Town Manager shall notify the Group that funding is not available in the current fiscal year.
- c. Requests shall be submitted in writing to the Town Manager for inclusion on a Finance Committee Agenda. The Finance Committee shall review the request of the **School** Group at a regular meeting at which Group representative(s) shall be present for Committee questions.
- d. The Finance Committee shall make a funding recommendation on the request to the full Council at a regularly scheduled Council meeting.
- e. The maximum award for any **School** Group request shall be \$200.
- f. Application by **a School** Group is not a guarantee of funding.

Section 4. Effective Date

This policy shall be effective upon approval by the Hampden Town Council.

HAMPDEN COMMUNITY ROOM RENTAL/USE POLICY

A. Room Use Priorities

The Hampden Community Room's use priorities are as follows:

1. Voting location for all municipal, state, federal elections
2. Police/Fire/personnel Training for the Town of Hampden
3. Training space for Hampden municipal departments
4. Regional training space for municipal-government related entities
5. Meeting space for local non-profit agencies
6. Training space for local companies (Fee required)

B. Municipal Department Use

Hampden Municipal Departments wishing to utilize the community room shall complete a Municipal Department Request Form. Departments using the room are required to set up prior to and clean up after use.

C. Rules for use of Community Room by non-Hampden-municipal-government entities:

1. Parking for room users (during the work day) shall be along the sides of the building in the upper lot, in spaces in the lower lot, and in free spaces behind the post office. No parking during the day in spaces in front of the municipal building. (See attached diagram for entrance and parking areas)
2. Wireless internet is available on site, but there is no availability on site for photocopying, technical support, or provision of projectors or other equipment.
3. Room use is confined to the Community Room only. Access to the remainder of the Public Safety office and living space is not available. This includes the kitchen, unless special permission is granted in advance.
4. The facility set up and clean up is the responsibility of the entity requesting use of the room. A \$25 refundable cleaning deposit is required prior to room use and will be returned immediately after room use if left in clean and neat condition.
5. Local companies utilizing the space shall make arrangements **in advance** before bringing any large vehicles, trailers, or outside demonstration materials to the municipal complex. Space for such activities is very limited.
6. Entities utilizing the room shall be required to pay for any and all damages to the facility caused by participants of their activity.
7. Entities utilizing the facility for activities involving children shall insure that there are sufficient adult supervisors to keep noise and activity at reasonable levels. This facility is located in a Public Safety area and the business of police, fire, and EMS is the first priority there. Personnel in these areas are on duty 24/7 and we ask for courtesy to them while utilizing the facility.

8. Room users shall be required to fill out a Room Use Request form and submit it to the Town Manager, or his/her designee for approval, at least one month prior to the requested date.
9. For-profit entities utilizing the space shall pay a fee of \$50 for ½ day or evening use and \$100 for full-day use. Half day and evening use is defined as 4 hours or less, including clean-up.

D. Effective Date

Policy Effective Date: July 1, 2009

Council Approved: _____

HAMPDEN COMMUNITY ROOM
ROOM USE REQUEST FORM
(Non-Hampden-Municipal-Department)

Date of Application: _____

Name of Entity Requesting Use _____

Address: _____

Telephone: _____

Email: _____

Contact Person Name: _____

Address: _____

Telephone: _____

Email: _____

Date Room Requested for Use: _____

Number of Participants: _____

If event involving children - # of adult supervisors _____

Time required: _____

I, _____, have read the Hampden Community Room Use Policy and agree to adhere to all terms and conditions of that policy.

Date: _____ Signature: _____

Application Granted _____

Application Denied _____

If denied, reason _____

Fee Paid (if any) \$ _____

Date Paid _____

Cleaning deposit paid \$ _____ Date: _____

Cleaning deposit refunded: Yes _____ Date: _____

No _____ Reason for retention _____

Date Posted on Calendar: _____ Posted by: _____

Approved by: _____ Date: _____

Hampden Community Room
Municipal Department Request Form

Date: _____

Department Name: _____

Department Contact: _____

Date Use Requested: _____

If use is for activities involving children, the department shall insure that there are sufficient adult supervisors to keep noise and activity at reasonable levels. This facility is located in the Public Safety area and the business of police, fire, and EMS is the first priority there. Personnel in these areas are on duty 24/7 and we ask for courtesy to them while utilizing the facility.

Time requested: _____

Approval Granted: _____

Approval Denied: _____

Reason: _____

Approved by: _____ Date: _____

Date posted on Calendar: _____

Posted by: _____

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TOWN OF HAMPDEN

**POLICE VEHICLE
BID SHEET**

May 22, 2009
12:00 p.m.

BIDDER	BID AMOUNT
Quirk – Augusta (Ford)	\$22,873.00
Darling's (Ford)	\$22,406.00
O'Connor (Chevrolet)	\$21,357.00

2010 BUDGET
REVENUES
DRAFT
05/10/09

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Account Number	Account Name	07 Council	2008 Budget	2009 Proposed	Collected	2010 Proposed	Council
					5/8/2009		
01-03	Tax Interest	\$15,000.00	\$15,000.00	\$16,000.00	\$19,728.26	20,000	
01-05	Lien Interest	\$8,500.00	\$10,000.00	\$11,000.00	\$13,387.11	\$14,000.00	
01-09	Sale of TA Prop.	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01-15	MV Excise Tax	\$1,400,000.00	\$1,500,000.00	\$1,500,000.00	\$1,213,103.66	\$1,450,000.00	
01-17	Boat Excise	\$8,500.00	\$8,500.00	\$8,500.00	\$5,602.00	\$8,500.00	
01-18	Agent Fees	\$18,000.00	\$19,000.00	\$19,000.00	\$16,575.00	\$19,000.00	
01-19	Clerk Fees	\$8,000.00	\$9,000.00	\$9,000.00	\$9,631.25	\$9,000.00	
01-23	Interest	\$65,000.00	\$80,000.00	\$120,000.00	\$96,629.96	\$80,000.00	
01-25	Rental Income	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	
01-27	Plumbing Fees	\$10,000.00	\$9,000.00	\$8,000.00	\$3,035.25	\$7,000.00	
01-29	CEO Fees	\$30,000.00	\$22,000.00	\$18,000.00	\$14,967.98	\$18,000.00	
01-31	Planning Bd. Fees	\$4,000.00	\$6,000.00	\$6,000.00	\$1,975.00	\$5,000.00	
01-33	Zoning Bd. Fees	\$750.00	\$0.00	\$0.00	\$0.00	\$0.00	
01-35	Cable TV Fee	\$22,000.00	\$30,000.00	\$33,000.00	\$36,643.83	\$33,000.00	
01-37	Fees/Permits	\$2,400.00	\$2,000.00	\$1,200.00	\$1,600.00	\$1,600.00	
01-39	Copies/Ordinances	\$1,500.00	\$0.00	\$0.00	\$0.00	\$0.00	
01-41	HCB Revenue	\$160,000.00	\$120,000.00	\$120,000.00	\$120,000.00	\$120,000.00	
01-45	Housing Found.	\$5,916.00	\$5,916.00	\$6,300.00	\$5,916.00	\$5,916.00	
01-47	Business Pk. Rev.	\$280,000.00	\$246,500.00	\$100,000.00	\$191,250.00	\$100,000.00	
01-78	Sewer Income	\$55,000.00	\$55,000.00	\$55,000.00	\$55,000.00	\$60,000.00	
01-79	Miscellaneous	\$2,500.00	\$2,500.00	\$5,000.00	\$4,134.80	\$5,000.00	
01-81	Tree Growth	\$10,000.00	\$5,000.00	\$5,000.00	\$2,662.98	\$5,000.00	
01-82	Vet's Reimburse.	\$5,000.00	\$4,500.00	\$4,500.00	\$3,517.00	\$4,500.00	
01-86	GA Reimburse.	\$2,500.00	\$2,500.00	\$2,500.00	\$684.66	\$2,500.00	
01-88	State Rev. Sharing	\$800,000.00	\$650,000.00	\$800,000.00	\$635,637.04	\$800,000.00	
01-99	Fund Balance	\$300,000.00	\$300,000.00	\$300,000.00	\$300,000.00	\$300,000.00	
05-01	Animal Control Fee	\$500.00	\$1,200.00	\$2,000.00	\$2,610.00	\$2,000.00	
05-05	Ambulance Fees	\$85,000.00	\$100,000.00	\$125,000.00	\$144,604.92	\$175,000.00	
05-15	Police Receipts	\$2,200.00	\$2,500.00	\$2,500.00	\$2,501.80	\$2,500.00	
05-20	DEA/School Reim.	\$60,000.00	\$104,635.00	\$95,000.00	\$93,432.97	\$95,000.00	
10-01	Cemetery Fees	\$2,500.00	\$2,500.00	\$5,000.00	\$3,075.00	\$5,000.00	
10-05	Sale of Lots	\$4,000.00	\$4,000.00	\$4,000.00	\$2,400.00	\$4,000.00	
15-01	Transfer Sta. Perm	\$22,000.00	\$13,000.00	\$15,000.00	\$13,970.00	\$15,000.00	
15-05	Recycling Income	\$6,000.00	\$13,000.00	\$24,000.00	\$15,525.03	\$24,000.00	
15-10	PERC Revenue	\$50,000.00	\$60,000.00	\$60,000.00	\$59,814.15	\$60,000.00	
20-01	Library Fees	\$7,000.00	\$7,000.00	\$7,000.00	\$5,498.09	\$7,000.00	
20-25	Pool Fees	\$125,000.00	\$115,000.00	\$145,000.00	\$130,608.49	\$140,000.00	
	Carried Balances	\$50,000.00	\$25,000.00	\$25,000.00	\$25,000.00	\$25,000.00	
	Totals	\$3,630,766.00	\$3,552,251.00	\$3,659,500.00	\$3,252,722.23	\$3,624,516	

2009/2010 Budget
DRAFT
Manager Department Head

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Account Number	Account Name	2007 Budget	2008 Budget	2009 Actual	Expended 5/8/2009	Proposed 2010	Council
03-700	RESERVES						
03-702-00	Municipal Building	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	
03-711-00	Computer Reserve	\$7,300.00	\$7,100.00	\$9,970.00	\$9,970.00	\$0.00	
03-717-00	Public Works Equip.	\$75,000.00	\$65,200.00	\$100,000.00	\$100,000.00	\$170,000.00	
03-727-00	Economic Devel.	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
03-729-00	Town Property Survey	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
03-731-00	GIS Mapping	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	
03-737-00	Ambulance	\$20,000.00	\$0.00	\$20,000.00	\$20,000.00	\$0.00	
03-741-00	Fire Truck	\$25,000.00	\$25,000.00	\$25,000.00	\$25,000.00	\$0.00	
03-743-00	Fire Truck Refurbishing	\$4,000.00	\$0.00	\$4,000.00	\$4,000.00	\$4,000.00	
03-753-00	Police Cruiser	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
03-761-00	Streets/Roads	\$45,000.00	\$45,000.00	\$45,000.00	\$45,000.00	\$50,000.00	
03763-00	Library Reserve	\$5,000.00	\$0.00	\$5,000.00	\$5,000.00	\$5,000.00	
03-767-00	Recreation Reserve	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
03-771-00	Pool Reserve	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00	
03-739-00	EMS Reserve	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
03-733-00	Salary/Benefits Res.	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
03-768-00	Playground	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00	
03-777-00	Garage/Solid Waste	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00	
03-778-00	Matching Grant Res.	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
	Total Reserves	\$231,300.00	\$177,300.00	\$243,970.00	\$243,970.00	\$264,000.00	