



HAMPDEN TOWN COUNCIL
FY17 BUDGET WORK SESSION
HAMPDEN MUNICIPAL BUILDING
AGENDA

THURSDAY JUNE 2, 2016

6:00 PM

1. Call to Order
2. Review of Proposed Town Manager FY17 Budgets
 - a. Library
 - b. Recreation
 - c. Lura Hoit Pool
 - d. Reserves
3. Executive Session – attorney/client consultations pursuant to 1 M.R.S.A. § 405(6)(E)
4. Adjourn

Note: Depending on how much progress is made, one or more additional meetings regarding the topics above may be scheduled.

Edythe Dyer Community Library

2016-2017

BUDGET EXPLANATION SHEET

Account Name: Wages

Account Number: 20-10-01-05

2016-2016 Appropriation: \$152,998.00

Requested 2016-17 Appropriation: \$165,781.00

Library Director-----\$57,738.00 (14F+ 1% COLA)

Youth Services Librarian-----\$43,086.00 (8F Merit increase + 1%COLA)

Head of Circulation-----\$35,447.00 (4F Merit increase + 1% COLA)

5 part-time Library Aides-----\$29,510.00

1% cola increase for full time staff, 2 step increases, and a new 15 hour per week position at \$10.00/hour

Account Name: FICA

Account Number: 20-10-05-01

2015-2016 Appropriation: \$11,704.00

Requested 2016-17 Appropriation: \$10,278.00

6.2% of wages

Account Name: Retirement (ICMA)

Account Number: 20-10-05-05

2015-2016 Appropriation: \$10,945.00

Requested 2016-17 Appropriation: \$11,447.00

8.4% of full time wages

Account Name: Workers' Compensation

Account Number: 20-10-05-10

2015-2016 Appropriation: \$500.00

Requested 2016-17 Appropriation: \$500.00

EDL staffing request for FY 2016-17. I realize this is most likely not the year for these increases, but I would like the council to be aware of them for future budget cycles.

1. Merit increase. My Head of Circulation, a long-time employee, has not had a merit increase in a number of years and has one more step in her range (4E to 4F). There was some confusion about which range her job was classified at and this year I learned that it is Range 4 not 3 as I previously thought. She is deserving of this last merit increase as she is consistently able to juggle all circulation duties while still taking time to make sure patrons feel welcome and comfortable at the library. When I cover the desk for her, I often find it challenging to complete the many tasks she accomplishes in a day.

2. Merit increase. My Youth Services Librarian is a fairly new employee, she has gotten regular step increases and with this last increase will be at the top of her range (8E to 8F). She is well liked as evidenced by attendance at programs and she has an excellent knowledge of children's literature from preschool through teen years.

3. Part-time staff. I have three part-time staff members totaling one FTE, they are all paid at a rate of \$11.46/hour. I would like to add a 15 hour/week position which would staff the children's area during evening hours, fill in for other staff members including doing storytimes, plan and implement adult programs, and schedule art displays in our newly lit display area. The new position would be \$10/hour.

Debbie Lozito
Library Director
May 25, 2016

Account Name: Health Insurance

Account Number: 20-10-05-15

2015-2016 Appropriation: \$21,745.00

Requested 2015-16 Appropriation: \$19,616.00

2 full time employees' single insurance (\$622.75/month each). One full time employee does not use town provided insurance and gets a stipend (\$71.86/week). 10% increase included for January, 2017 increase.

Account Name: Life Insurance

Account Number: 20-10-05-20

2015-2016 Appropriation: \$400.00

Requested 2016-17 Appropriation: \$340.00

\$9.42 per month for each of three full time employees

Account Name: Dental Insurance

Account Number: 20-10-05-25

2015-2016 Appropriation: \$300.00

Requested 2016-17 Appropriation: \$300.00

\$12.50 per month for each of two full time employees

Account Name: Office Supplies

Account Number: 20-10-10-01

2015-2016 Appropriation: \$500.00

Requested 2016-17 Appropriation: \$500.00

Office supplies which are not specific to library operations, i.e.: copy paper, paperclips file folders, envelopes, etc.

Account Name: Delivery Service

Account Number: 20-10-10-03

2015-2016 Appropriation: \$1,760.00

Requested 2016-17: \$2,160.00

Shipping pays for the Statewide Delivery Service that picks up and delivers items each weekday at the Edythe Dyer Library. Five days per week at \$15.00 per stop, however, the cost is reduced because MINERVA and the Penobscot County Commissioners each subsidize one day per week. RSU#22 is no longer paying for 1 day per week during the school year. For comparison, library rate to send one item through the USPS averages \$2.91. In FY 2015-16 we sent 15,800 items through the delivery, at \$2.91 each that would have cost \$45,978.00.

$\$15.00 \times 5 \text{ days} \times 52 \text{ weeks} = \3900.00

Less $\$15.00 \times 12 \text{ holidays} = \180.00

Less $\$15.00 \times 104 \text{ days (MINERVA \& County Commissioners)} = \1560.00

Total = \$2160.00

Account Name: Postage

Account Number: 20-10-10-05

2015-2016 Appropriation: \$362.00

Requested 2016-17 Appropriation: \$362.00

Postage pays for mailing notices to patrons and books which cannot be sent through the Statewide Delivery Service.

Account Name: Books

Account Number: 20-10-10-15

2015-2016 Appropriation: \$15,450.00

Requested 2016-17 Appropriation: \$15,914.00

Used to purchase books, audio and video materials. Eight years ago the council approved a 3% increase per year increased. The Endowment Fund supplements this line.

Account Name: Periodicals

Account Number: 20-10-10-16

2015-2016 Appropriation: \$1,500.00

Requested 2016-16 Appropriation: \$1,500.00

This line pays for journal and magazine subscriptions. The Library's Endowment Fund supplements this line.

Account Name: Library Supplies

Account Number: 20-10-10-20

2015-2016 Appropriation: \$1,344.00

Requested 2016-17 Appropriation: \$1,344.00

This line pays for supplies specific to Library work i.e.: processing materials, book covers, barcodes, audio and DVD cases, labels, etc.

Account Name: Telephone

Account Number: 20-10-15-01

2015-2016 Appropriation: \$978.00

Requested 2016-17 Appropriation: \$1,164.00

OTT averages \$42.00 per month (\$504.00 per year). TDS maintains two copper lines at the Library, one for the fax machine and one for the fire panel at \$55.00 average per month (\$660.00 per year). From February, 2015 to February, 2016 we collected \$388.00 in fees for public faxing that is deposited in 60/R-20-01.

Account Name: Electricity

Account Number: 20-10-15-05

2015-2016 Appropriation: \$4548.00

Requested 2016-17 Appropriation: \$3184.00

Decrease of 30% expected from LED lighting being installed in the spring of 2016. The second floor is still heated electrically and computers and copiers still use electricity.

Account Name: Fuel

Account Number: 20-10-15-10

2015-2016 Appropriation: \$3,642.00

Requested 2015-16 Appropriation: \$2,947.00

Based on \$1.659 per gallon. Usage estimated by CN Brown is 1776 gallons

Account Name: Water

Account Number: 20-10-15-15

2015-2016 Appropriation: \$326.00

Requested 2016-17 Appropriation: \$326.00

Water bills are generally \$81.33 per quarter.

Account Name: Sewer

Account Number: 20-10-15-20

2015-2016 Appropriation: \$181.00

Requested 2016-17 Appropriation: \$312.00

Updated sewer usage estimated by the sewer clerk in March, 2016.

Account Name: Building Maintenance

Account Number: 20-10-20-35

2015-2016 Appropriation: \$13,340.00

Requested 2016-17 Appropriation: \$13,340.00

This line pays for annual ant control (\$340.00), annual contract with Seacoast Security (\$396.00), annual air conditioning service (\$150.00), fire extinguisher inspections, boiler inspections, electrical work and simple building maintenance, \$675 per month for cleaning of the building.

Account Name: Computer Service

Account Number: 20-10-30-15

2015-2016 Appropriation: \$4,275.00

Requested 2016-17 Appropriation: \$4,550.00

This pays the annual \$4200.00 cost of software and operational support for MINERVA the Library's Library Automation system and \$75.00 annual maintenance for the router and \$275.00 annual fee for MSLN (this is new in 2016).

Account Name: Dues and Publications

Account Number: 20-10-30-60

2015-2016 Appropriation: \$256.00

Requested 2016-17 Appropriation: \$256.00

Five staff members' dues to the Maine Library Association, and two professional journals.

Account Name: Training and Travel

Account Number: 20-10-30-80

2015-2016 Appropriation: \$554.00

Requested 2016-2017 Appropriation: \$554.00

Pays for registration to various meetings, in-state conferences, software training, library workshops and professional development seminars.

Account Name: Programs

Account Number: 20-10-40-98

2015-2016 Appropriation: \$2000.00

Requested 2016-17 Appropriation: \$2000.00

This line pays for materials needed for regularly scheduled monthly children's story programs and a dozen or more special programs held throughout the year usually during the summer and school vacations. It also pays for performers such as storytellers, magicians, puppeteers, and the occasional adult program. The Library's Endowment Fund and occasional grants supplement this line. This line has not increased since 1998.

Quasi-Enterprise Accounts										
Recreation Enterprise - with Skehan Center										
Account Number	Account Name	2015/16 Budget	2015/16 Expended	Credits	Debits	Net	2016/17 Proposed			
20-05			5/1/2016							
							Expense	Revenue	Net per Program	
20-05-01-05	Comp./Wages	\$ -	\$ 69,521.24				\$ 109,977.69			
20-05-05-01	Insurance/FICA	\$ -	\$ 5,382.71				\$ 8,413.29			
20-05-05-25	Insurance/Dental	\$ -	\$ -				\$ -			
20-05-10-01	Supplies/Office	\$ -	\$ 140.70				\$ 645.00			
20-05-10-05	Postage/Shipping	\$ -	\$ 70.68				\$ 150.00			
20-05-15-01	Telephone	\$ -	\$ 1,299.58				\$ 2,280.00			
20-05-15-05	Electricity	\$ -	\$ 1,009.96				\$ 1,800.00			
20-05-30-01	Prof Svcs/Ads	\$ -	\$ 1,174.00				\$ 1,600.00			
20-05-30-80	Training/Travel	\$ -	\$ 865.22				\$ 2,175.00			
20-05-40-04	Special Pgms/Softball	\$ -		\$ 4,367.50	(\$629.50)	\$3,738.00	\$ 685.00	\$ 4,800.00	\$4,115.00	
20-05-40-16	Cheering						\$ 150.00	\$ 600.00	\$450.00	
20-05-40-23	Sp. Prog/Dorothea Dix	\$ -		\$ -	(\$420.96)	(\$420.96)	\$ 689.66	\$ -	(\$689.66)	
20-05-40-24	Field Hockey	\$ -		\$ 545.00	(\$123.55)	\$421.45	\$ 162.50	\$ 480.00	\$317.50	
20-05-40-26	Flag Football	\$ -		\$ 1,265.00	(\$239.72)	\$1,025.28	\$ 217.50	\$ 1,040.00	\$822.50	
20-05-40-28	Running	\$ -		\$ 435.00	(\$368.60)	\$66.40	\$ 202.50	\$ 600.00	\$397.50	
20-05-40-30	Gardening	\$ -		\$ -	\$0.00	\$0.00	\$ -	\$ -	\$0.00	
20-05-40-34	Horseback Riding	\$ -		\$ 410.00	(\$320.00)	\$90.00	\$ 600.00	\$ 750.00	\$150.00	
20-05-40-38	Jr Golf						\$ 100.00	\$ 240.00	\$140.00	
20-05-40-44	Kids Kamp	\$ -		\$ 46,463.00	(\$3,638.88)	\$42,824.12	\$ 8,890.00	\$ 41,300.00	\$32,410.00	
20-05-40-46	Kids Korner	\$ -		\$ 122,184.00	(\$5,093.75)	\$117,090.25	\$ 10,320.00	\$ 169,400.00	\$159,080.00	
20-05-40-47	Late Fees	\$ -		\$ 410.00	\$0.00	\$410.00	\$ -	\$ 250.00	\$250.00	
20-05-40-48	Little League	\$ -		\$ -	(\$975.00)	(\$975.00)	\$ -	\$ -	\$0.00	
20-05-40-50	Parks	\$ -		\$ -	(\$257.50)	(\$257.50)	\$ 679.55	\$ -	(\$679.55)	
20-05-40-54	Senior Activities	\$ -		\$ -	(\$1,476.00)	(\$1,476.00)	\$ 900.00	\$ -	(\$900.00)	
20-05-40-56	Skiing	\$ -		\$ 5,755.00	(\$5,210.00)	\$545.00	\$ 2,500.00	\$ 2,750.00	\$250.00	
20-05-40-58	Snowmobile						\$ 1,000.00	\$ -	(\$1,000.00)	
20-05-40-60	Special Event	\$ -		\$ 165.00	(\$119.50)	\$45.50	\$ 700.00	\$ 720.00	\$20.00	
20-05-40-62	Soccer Camp	\$ -		\$ 20,330.00	(\$8,451.18)	\$11,878.82	\$ 10,383.00	\$ 21,200.00	\$10,817.00	
20-05-40-68	Summer Program	\$ -		\$ 440.00	(\$340.00)	\$100.00	\$ -	\$ -	\$0.00	
20-05-40-70	T-Ball	\$ -		\$ 145.00	(\$719.00)	(\$574.00)	\$ 747.50	\$ 3,200.00	\$2,452.50	
20-05-40-74	Tennis	\$ -		\$ 700.00	(\$510.00)	\$190.00	\$ 410.00	\$ 480.00	\$70.00	
20-05-40-76	Track/Field	\$ -		\$ -	(\$78.69)	(\$78.69)	\$ 1,268.00	\$ 2,800.00	\$1,532.00	
20-05-40-80	Youth Soccer	\$ -		\$ 7,492.50	(\$1,959.89)	\$5,532.61	\$ 3,050.00	\$ 7,600.00	\$4,550.00	
20-05-40-81	Facilities Maint.	\$ -		\$ -	(\$351.34)	(\$351.34)	\$ 12,420.00	\$ -	(\$12,420.00)	
TBD	Online Registration						\$ 8,300.00	\$ -	(\$8,300.00)	
	20-05 Totals	\$0.00	\$79,464.09	\$ 211,107.00	(\$31,283.06)	\$179,823.94	\$ 191,416.19	\$ 258,210.00		

Quasi-Enterprise Accounts										
Recreation Enterprise / Skehan Center - with Skehan Center										
Account Number	Account Name	2015/16 Budget	2015/16 Expended	Credits	Debits	Net	2016/17 Proposed			
20-07			5/1/2016				Expense	Revenue	Net per Program	
20-07-01-05	Comp/Wages	\$ -	\$ 19,612.32				\$ 37,666.00			
20-07-05-01	Ins./FICA	\$ -	\$ 1,521.54				\$ 2,881.45			
20-07-10-20	Supplies/Materials	\$ -	\$ 6,968.69				\$ 8,700.00			
20-07-15-05	Utilities/Electricity	\$ -	\$ 9,458.66				\$ 18,200.00			
20-07-15-10	Utilities/Fuel	\$ -	\$ 13,481.60				\$ 12,942.50			
20-07-15-15	Utilities/Water	\$ -	\$ 2,430.45				\$ 5,700.00			
20-07-15-20	Lease expenses						\$ 1,432.00			
20-07-20-35	Bldg. Maint.	\$ -	\$ 9,910.65				\$ 14,480.00			
20-07-40-10	Art Lessons	\$ -		\$ 3,410.00	(\$2,722.00)	\$688.00	\$ 2,160.00	\$ 2,700.00	\$ 540.00	
20-07-40-15	Spec. Pgms./Concessions	\$ -		\$ 3,841.82	(\$1,556.86)	\$2,284.96	\$ 1,700.00	\$ 2,620.00	\$ 920.00	
20-07-40-17	Baseball Clinic	\$ -		\$ 1,180.00	(\$873.00)	\$307.00	\$ 374.40	\$ 624.00	\$ 249.60	
20-07-40-21	Drop In	\$ -		\$ 10,983.75	(\$2,760.35)	\$8,223.40	\$ 2,415.00	\$ 15,434.00	\$ 13,019.00	
20-07-40-22	Dance	\$ -		\$ -	\$0.00	\$0.00	\$ -	\$ -	\$ -	
20-07-40-24	Field Hockey	\$ -		\$ 405.00	\$0.00	\$405.00	\$ -	\$ 400.00	\$ 400.00	
20-07-40-25	Ads, Donations	\$ -		\$ 1,909.86	\$0.00	\$1,909.86	\$ 180.00	\$ 4,320.00	\$ 4,140.00	
20-07-40-27	Gate/Admissions	\$ -		\$ 5,459.85	\$0.00	\$5,459.85	\$ 25.00	\$ 4,300.00	\$ 4,275.00	
20-07-40-36	Indoor Soccer	\$ -		\$ 925.00	\$0.00	\$925.00	\$ -	\$ 1,760.00	\$ 1,760.00	
20-07-40-40	Jr. Pro Basketball	\$ -		\$ 8,635.00	(\$2,146.35)	\$6,488.65	\$ 3,142.50	\$ 6,400.00	\$ 3,257.50	
20-07-40-54	Senior Activities	\$ -		\$ -	\$0.00	\$0.00	\$ -	\$ -	\$ -	
20-07-40-60	Special Events	\$ -		\$ 18,318.00	(\$108.00)	\$18,210.00	\$ -	\$ 14,400.00	\$ 14,400.00	
20-07-40-61	Special Programs	\$ -		\$ 6,660.00	(\$5,332.63)	\$1,327.37	\$ 540.00	\$ 1,175.00	\$ 635.00	
20-07-40-74	Tennis	\$ -		\$ -	\$0.00	\$0.00	\$ -	\$ -	\$ -	
	20-07 Totals	\$0.00	\$ 63,383.91	\$ 61,728.28	(\$15,499.19)	\$ 46,229.09	\$ 112,538.85	\$ 54,133.00		

Quasi-Enterprise Accounts										
Recreation Enterprise - without Skehan Center										
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20-05			5/1/2016				Expense	Revenue	Net per Program	
20-05-01-05	Comp./Wages	\$ -	\$ 69,521.24				\$ 99,419.95			
20-05-05-01	Insurance/FICA	\$ -	\$ 5,382.71				\$ 7,605.63			
20-05-05-25	Insurance/Dental	\$ -	\$ -				\$ -			
20-05-10-01	Supplies/Office	\$ -	\$ 140.70				\$ 645.00			
20-05-10-05	Postage/Shipping	\$ -	\$ 70.68				\$ 150.00			
20-05-15-01	Telephone	\$ -	\$ 1,299.58				\$ 1,320.00			
20-05-15-05	Electricity	\$ -	\$ 1,009.96				\$ 1,800.00			
20-05-30-01	Prof Svcs/Ads	\$ -	\$ 1,174.00				\$ 1,600.00			
20-05-30-80	Training/Travel	\$ -	\$ 865.22				\$ 2,175.00			
20-05-40-04	Special Pgms/Softball	\$ -		\$ 4,367.50	(\$629.50)	\$3,738.00	\$ 685.00	\$ 4,800.00	\$4,115.00	
20-05-40-16	Cheering						\$ 150.00	\$ 600.00	\$450.00	
20-05-40-23	Sp. Prog/Dorothea Dix	\$ -		\$ -	(\$420.96)	(\$420.96)	\$ 689.66	\$ -	(\$689.66)	
20-05-40-24	Field Hockey	\$ -		\$ 545.00	(\$123.55)	\$421.45	\$ 162.50	\$ 480.00	\$317.50	
20-05-40-26	Flag Football	\$ -		\$ 1,265.00	(\$239.72)	\$1,025.28	\$ 217.50	\$ 1,040.00	\$822.50	
20-05-40-28	Running	\$ -		\$ 435.00	(\$368.60)	\$66.40	\$ 202.50	\$ 600.00	\$397.50	
20-05-40-30	Gardening	\$ -		\$ -	\$0.00	\$0.00	\$ -	\$ -	\$0.00	
20-05-40-34	Horseback Riding	\$ -		\$ 410.00	(\$320.00)	\$90.00	\$ 600.00	\$ 750.00	\$150.00	
20-05-40-38	Jr Golf						\$ 100.00	\$ 240.00	\$140.00	
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20-05-40-46	Kids Korner	\$ -		\$ 122,184.00	(\$5,093.75)	\$117,090.25	\$ 10,320.00	\$ 169,400.00	\$159,080.00	
20-05-40-47	Late Fees	\$ -		\$ 410.00	\$0.00	\$410.00	\$ -	\$ 250.00	\$250.00	
20-05-40-48	Little League	\$ -		\$ -	(\$975.00)	(\$975.00)	\$ -	\$ -	\$0.00	
20-05-40-50	Parks	\$ -		\$ -	(\$257.50)	(\$257.50)	\$ 679.55	\$ -	(\$679.55)	
20-05-40-54	Senior Activities	\$ -		\$ -	(\$1,476.00)	(\$1,476.00)	\$ 900.00	\$ -	(\$900.00)	
20-05-40-56	Skiing	\$ -		\$ 5,755.00	(\$5,210.00)	\$545.00	\$ 2,500.00	\$ 2,750.00	\$250.00	
20-05-40-58	Snowmobile						\$ 1,000.00	\$ -	(\$1,000.00)	
20-05-40-60	Special Event	\$ -		\$ 165.00	(\$119.50)	\$45.50	\$ 700.00	\$ 720.00	\$20.00	
20-05-40-62	Soccer Camp	\$ -		\$ 20,330.00	(\$8,451.18)	\$11,878.82	\$ 10,383.00	\$ 21,200.00	\$10,817.00	
20-05-40-68	Summer Program	\$ -		\$ 440.00	(\$340.00)	\$100.00	\$ -	\$ -	\$0.00	
20-05-40-70	T-Ball	\$ -		\$ 145.00	(\$719.00)	(\$574.00)	\$ 747.50	\$ 3,200.00	\$2,452.50	
20-05-40-74	Tennis	\$ -		\$ 700.00	(\$510.00)	\$190.00	\$ 410.00	\$ 480.00	\$70.00	
20-05-40-76	Track/Field	\$ -		\$ -	(\$78.69)	(\$78.69)	\$ 1,268.00	\$ 2,800.00	\$1,532.00	
20-05-40-80	Youth Soccer	\$ -		\$ 7,492.50	(\$1,959.89)	\$5,532.61	\$ 3,050.00	\$ 7,600.00	\$4,550.00	
20-05-40-81	Facilities Maint.	\$ -		\$ -	(\$351.34)	(\$351.34)	\$ 12,420.00	\$ -	(\$12,420.00)	
TBD	Online Registration						\$ 8,300.00	\$ -	(\$8,300.00)	
	20-05 Totals	\$0.00	\$79,464.09	\$ 211,107.00	(\$31,283.06)	\$179,823.94	\$ 179,090.79	\$ 258,210.00		

Quasi-Enterprise Accounts										
Recreation Enterprise / Skehan Center - without Skehan Center										
Account Number	Account Name	2015/16 Budget	2015/16 Expended	Credits	Debits	Net	2016/17 Proposed			
20-07			5/1/2016				Expense	Revenue	Net per Program	
20-07-01-05	Comp/Wages	\$ -	\$ 19,612.32			\$0.00	\$ 5,720.00			
20-07-05-01	Ins./FICA	\$ -	\$ 1,521.54			\$0.00	\$ 437.58			
20-07-10-20	Supplies/Materials	\$ -	\$ 6,968.69			\$0.00	\$ -			
20-07-15-05	Utilities/Electricity	\$ -	\$ 9,458.66			\$0.00	\$ -			
20-07-15-10	Utilities/Fuel	\$ -	\$ 13,481.60			\$0.00	\$ -			
20-07-15-15	Utilities/Water	\$ -	\$ 2,430.45			\$0.00	\$ -			
20-07-15-20	Lease expenses						\$ -			
20-07-20-35	Bldg. Maint.	\$ -	\$ 9,910.65			\$0.00	\$ 6,000.00			
20-07-40-10	Art Lessons	\$ -		\$ 3,410.00	(\$2,722.00)	\$688.00	\$ 2,160.00	\$ 2,700.00	\$ 540.00	
20-07-40-15	Spec. Pgms./Concessions	\$ -		\$ 3,841.82	(\$1,556.86)	\$2,284.96	\$ -	\$ -	\$ -	
20-07-40-17	Baseball Clinic	\$ -		\$ 1,180.00	(\$873.00)	\$307.00	\$ 374.40	\$ 624.00	\$ 249.60	
20-07-40-21	Drop In	\$ -		\$ 10,983.75	(\$2,760.35)	\$8,223.40	\$ -	\$ -	\$ -	
20-07-40-22	Dance	\$ -		\$ -	\$0.00	\$0.00	\$ -	\$ -	\$ -	
20-07-40-24	Field Hockey	\$ -		\$ 405.00	\$0.00	\$405.00	\$ -	\$ 400.00	\$ 400.00	
20-07-40-25	Ads, Donations *	\$ -		\$ 1,909.86	\$0.00	\$1,909.86	\$ -	\$ -	\$ -	
20-07-40-27	Gate/Admissions	\$ -		\$ 5,459.85	\$0.00	\$5,459.85	\$ -	\$ -	\$ -	
20-07-40-36	Indoor Soccer	\$ -		\$ 925.00	\$0.00	\$925.00	\$ -	\$ 1,760.00	\$ 1,760.00	
20-07-40-40	Jr. Pro Basketball	\$ -		\$ 8,635.00	(\$2,146.35)	\$6,488.65	\$ 3,142.50	\$ 6,400.00	\$ 3,257.50	
20-07-40-54	Senior Activities	\$ -		\$ -	\$0.00	\$0.00	\$ -	\$ -	\$ -	
20-07-40-60	Special Events	\$ -		\$ 18,318.00	(\$108.00)	\$18,210.00	\$ -	\$ -	\$ -	
20-07-40-61	Special Programs	\$ -		\$ 6,660.00	(\$5,332.63)	\$1,327.37	\$ -	\$ -	\$ -	
20-07-40-74	Tennis	\$ -		\$ -	\$0.00	\$0.00	\$ -	\$ -	\$ -	
	20-07 Totals	\$0.00	\$ 63,383.91	\$ 61,728.28	(\$15,499.19)	\$ 46,229.09	\$ 17,834.48	\$ 11,884.00		
* May require refunds to banner advertisers or transfer to Pool.										



Town of Hampden Recreation Department

Taxation Budget

2016-2017

Town of Hampden
Recreation Department
Taxation Budget

2015-2016	Appropriated	131117.00
2016-2017	Requested	135022.07

Account #	Account Name	Requested	Page #
20-01-01-05	Wages	\$95343.20	3
20-01-05-01	FICA/Medicare	\$7293.75	4
20-01-05-05	ICMA	\$8271.12	5
20-01-05-10	Worker's Comp	\$1200.00	6
20-01-05-15	Health Insurance	\$22524.00	7
20-01-05-20	Life Insurance	\$240.00	8
20-01-05-25	Dental Insurance	\$150.00	9
	Total	\$135022.07	

Town of Hampden
Recreation Department
Taxation Budget

Account #:	20-01-01-05
Line Item Name:	Wages

2015-2016	Appropriated	\$92726.00
2016-2017	Requested	\$95343.20

Expense		
Director-Salary	\$25.22/hr x 40 hrs x 52 weeks	\$52457.60
Assistant Director-Hourly	\$20.04/hr x 40 hrs x 52 weeks	\$41683.20
Assistant Director-Overtime	\$20.04/hr x 40 hrs x 1.5 rate	\$1202.40
Total:		\$95343.20

*Assumes 1.5% Cost of Living Increase

* Additional Overtime costs added for Assistant.

In the FY 14/15 budget year Director put in 104.5 hours of time in excess of 40 per week. In the first 7 months of FY 15/16 budget year Director has put in 54.25 hours of time in excess of 40 hours per week, and Assistant Director has put in 24.25 hours of paid overtime.

Town of Hampden
 Recreation Department
 Taxation Budget

Account #:	20-01-05-01
Line Item Name:	FICA/Medicare

2015-2016	Appropriated	\$7094.00
2016-2017	Requested	\$7293.75

Expense		
	\$95343.20 x .0765	\$7293.75
Total:		\$7293.75

Town of Hampden
 Recreation Department
 Taxation Budget

Account #:	20-01-05-05
Line Item Name:	ICMA

2015-2016	Appropriated	\$8252.00
2016-2017	Requested	\$8271.12

Expense		
Director	\$52457.60 x 8.9%	\$4668.73
Assistant Director	\$42885.60 x 8.4%	\$3602.39
Total:		\$8271.12

Town of Hampden
Recreation Department
Taxation Budget

Account #:	20-01-05-10
Line Item Name:	Worker's Comp

2015-2016	Appropriated	\$2200.00
2016-2017	Requested	\$1200.00

Income		
Total:		

Expense		
All Recreation Employees	\$300.00 x 4 quarters	\$1200.00
Total:		\$1200.00

Recreation pays 1.85% of premium per quarter

Town of Hampden
Recreation Department
Taxation Budget

Account #:	20-01-05-15
Line Item Name:	Health Insurance

2015-2016	Appropriated	\$20429.00
2016-2017	Requested	\$22524.00

Expense		
Director	Family Plan \$1223 mo. X 12 mo.	\$14676.00
Assistant Director	Single Plan \$654/mo. X 12 mo.	\$7848.00
Total:		\$22524.00

** Assumes 5% increase in premiums

Coverage year 16 premium Single \$622.75/mo., Family 1164.68/mo.

Town of Hampden
Recreation Department
Taxation Budget

Account #:	20-01-05-20
Line Item Name:	Life Insurance

2015-2016	Appropriated	\$266.00
2016-2017	Requested	\$240.00

Expense		
Director	\$10.00/mo. x 12 mo.	\$120.00
Assistant Director	\$10.00/mo. X 12 mo.	\$120.00
Total:		\$240.00

Town of Hampden
Recreation Department
Taxation Budget

Account #:	20-01-05-25
Line Item Name:	Dental Insurance

2015-2016	Appropriated	\$150.00
2016-2017	Requested	\$150.00

Expense		
Assistant Director	\$12.50/mo. x 12 mo.	\$150.00
Total:		\$150.00



Town of Hampden Recreation Department

Enterprise Budget

2016-2017

Town of Hampden
Recreation Department
Enterprise Budget with Skehan Center

2015-2016	Income	\$255845.00
2015-2016	Expense	\$167670.79
2016-2017	Income	\$257885.00
2016-2017	Expense	\$191416.19

Account #	Account Name	Income	Expense	Page #
20-05-01-01	Salaries	\$0.00	\$0.00	4
20-05-01-05	Wages	\$0.00	\$109977.69	5
20-05-05-01	FICA/Medicare	\$0.00	\$8413.29	6
20-05-05-05	ICMA	\$0.00	\$0.00	7
20-05-05-10	Worker's Comp	\$0.00	\$0.00	8
20-05-05-15	Health Insurance	\$0.00	\$0.00	9
20-05-05-20	Life Insurance	\$0.00	\$0.00	10
20-05-05-25	Dental Insurance	\$0.00	\$0.00	11
20-05-10-01	Office Supplies	\$0.00	\$645.00	12
20-05-10-05	Postage	\$0.00	\$150.00	13
20-05-15-01	Telephone/Internet	\$0.00	\$2280.00	14
20-05-15-05	Electricity	\$0.00	\$1800.00	15
20-05-30-01	Advertising	\$0.00	\$1600.00	16
20-05-30-80	Travel/Training	\$0.00	\$2175.00	17
20-05-40-04	Adult Softball	\$4800.00	\$685.00	18
20-05-40-16	Cheering	\$600.00	\$150.00	19
20-05-40-23	Dorothea Dix Park	\$0.00	\$689.66	20
20-05-40-24	Field Hockey	\$480.00	162.50	21
20-05-40-26	Flag Football	\$1040.00	\$217.50	22

Account #	Account Name	Income	Expense	Page #
20-05-40-28	Running	\$600.00	\$202.50	23
20-05-40-34	Horseback Riding	\$750.00	\$600.00	24
20-05-40-38	JR. Golf	\$240.00	\$100.00	25
20-05-40-44	Kid's Kamp	\$41300.00	\$8890.00	26
20-05-40-46	Kid's Korner	\$169400.00	\$10320.00	27
20-05-40-47	Late Fees	\$250.00	\$0.00	28
20-05-40-48	Little League	\$0.00	\$0.00	29
20-05-40-50	Parks	\$0.00	\$679.55	30
20-05-40-54	Senior Activities	\$0.00	\$900.00	31
20-05-40-56	Ski and Snowboard	\$2750.00	\$2500.00	32
20-05-40-58	Snowmobile Activities	\$0.00	\$1000.00	33
20-05-40-60	Special Programs	\$720.00	\$700.00	34
20-05-40-62	Soccer Camp	\$21200.00	\$10383.00	35
20-05-40-70	Tee Ball/Instructional Baseball	\$3200.00	\$747.50	36
20-05-40-74	Tennis	\$480.00	\$410.00	37
20-05-40-76	Track and Field	\$2800.00	\$1268.00	38
20-05-40-80	Youth Soccer	\$7600.00	\$3050.00	39
20-05-40-81	Facilities Maintenance	\$0.00	\$12420.00	40
	Online Registration	\$0.00	\$8300.00	41
	Total	\$258210.00	\$191416.19	

Town of Hampden
 Recreation Department
 Enterprise Budget

Account #:	20-05-01-01
Line Item Name:	Salaries

2015-2016	Income	\$0.00
2015-2016	Expense	\$0.00
2016-2017	Income	\$0.00
2016-2017	Expense	\$0.00

Income		
Total:		\$0.00

Expense		
Total:		\$0.00

Town of Hampden
Recreation Department
Enterprise Budget

Account #:	20-05-01-05
Line Item Name:	Wages

2015-2016	Income	\$0.00
2015-2016	Expense	\$105697.19
2016-2017	Income	\$0.00
2016-2017	Expense	\$109977.69

Income		
Total:		\$0.00

Expense-with Skehan		
Kid's Korner Assistant	6 hours x \$10.50/hr x 185 days	\$11655.00
Kid's Korner Supervisor	5.25 hours x 1 staff x \$9.25/hr x 175 days	\$8498.44
Kid's Korner Supervisor	3.25 hours x 1 staff x \$9.25/hr x 175 days	\$5260.94
Kid's Korner Staff-AM	2 hours x 4 staff x \$8.25 x 175 days	\$11550.00
Kid's Korner Staff-PM	3.25 hours x 7 staff x \$8.25/hr x 175 days	\$32845.31
Kid's Kamp Supervisor	40 hours x \$10.25/hr x 8 weeks	\$2870.00
Kid's Kamp Squad Leader	40 hours x 3 staff x \$9.00/hr x 7 weeks	\$7560.00
Kid's Kamp Lead Staff	40 hours x 3 staff x \$8.25/hr x 7 weeks	\$6930.00
Kid's Kamp Support Staff	32 hours x 4 staff x \$8.25/hr x 7 weeks	\$7592.00
Soccer Officials/Staff	8 hours x 3 staff x \$9.00 x 7 weeks	\$1512.00
Soccer Camp Staff	40 hours x 2 staff x \$10.00/hr	\$800.00
Bronco Travel Staff 1:8 ratio	(est.) 20 coaches x \$9.00/hr. x 38.5 hours	\$6930.00
Softball Umpires	4 hours x 2 staff x \$20.00/hr x 18 nights	\$3200.00
Cheering Instructor	2 hours x 1 staff x \$9.00/hr x 7 weeks	\$126.00
Flag Football Supervisor	2 hours x 1 staff x \$9.00/hr x 7 weeks	\$126.00
Tee/Baseball Supervisor	2 hours x 1 staff x \$9.00/hr x 24 nights	\$432.00
Softball Maintenance	3 hours x 1 staff x \$9.50/hr x 8 weeks	\$228.00
Misc. Maintenance	6 hours x 1 staff x \$9.50/hr x 10 weeks	\$570.00
Track Coach	68 hours x 1 staff x \$10.00/hour	\$680.00
Track Assistant	68 hours x 1 staff x \$9.00/hour	\$612.00
Total:		\$109977.69

Town of Hampden
Recreation Department
Enterprise Budget

Account #:	20-05-05-01
Line Item Name:	FICA/Medicare

2015-2016	Income	\$0.00
2015-2016	Expense	\$8085.84
2016-2017	Income	\$0.00
2016-2017	Expense	\$8413.29

Income		
Total:		\$0.00

Expense		
	\$109977.69 x .0765	\$8314.46
Total:		\$8413.29

Town of Hampden
 Recreation Department
 Enterprise Budget

Account #:	20-05-05-05
Line Item Name:	ICMA

2015-2016	Income	\$0.00
2015-2016	Expense	\$0.00
2016-2017	Income	\$0.00
2016-2017	Expense	\$0.00

Income		
Total:		\$0.00

Expense		
Total:		\$0.00

Town of Hampden
 Recreation Department
 Enterprise Budget

Account #:	20-05-05-10
Line Item Name:	Worker's Comp

2015-2016	Income	\$0.00
2015-2016	Expense	\$0.00
2016-2017	Income	\$0.00
2016-2017	Expense	\$0.00

Income		
Total:		\$0.00

Expense		
	Included in 20-01 Taxation	
Total:		\$0.00

Town of Hampden
Recreation Department
Enterprise Budget

Account #:	20-05-05-15
Line Item Name:	Health Insurance

2015-2016	Income	\$0.00
2015-2016	Expense	\$0.00
2016-2017	Income	\$0.00
2016-2017	Expense	\$0.00

Income		
Total:		\$0.00

Expense		
Total:		\$0.00

Town of Hampden
Recreation Department
Enterprise Budget

Account #:	20-05-05-20
Line Item Name:	Life Insurance

2015-2016	Income	\$0.00
2015-2016	Expense	\$0.00
2016-2017	Income	\$0.00
2016-2017	Expense	\$0.00

Income		
Total:		\$0.00

Expense		
Total:		\$0.00

Town of Hampden
 Recreation Department
 Enterprise Budget

Account #:	20-05-05-25
Line Item Name:	Dental Insurance

2015-2016	Income	\$0.00
2015-2016	Expense	\$0.00
2016-2017	Income	\$0.00
2016-2017	Expense	\$0.00

Income		
Total:		\$0.00

Expense		
Total:		\$0.00

Town of Hampden
 Recreation Department
 Enterprise Budget

Account #:	20-05-10-01
Line Item Name:	Office Supplies

2015-2016	Income	\$0.00
2015-2016	Expense	\$645.00
2016-2017	Income	\$0.00
2016-2017	Expense	\$645.00

Income		
Total:		\$0.00

Expense		
Misc. Supplies		\$600.00
Yearly Sam's Membership		\$45.00
Total:		\$645.00

Town of Hampden
 Recreation Department
 Enterprise Budget

Account #:	20-05-10-05
Line Item Name:	Postage

2015-2016	Income	\$0.00
2015-2016	Expense	\$150.00
2016-2017	Income	\$0.00
2016-2017	Expense	\$150.00

Income		
Total:		\$0.00

Expense		
Misc. Postage		\$150.00
Total:		\$150.00

Town of Hampden
 Recreation Department
 Enterprise Budget

Account #:	20-05-15-01
Line Item Name:	Telephone/Internet

2015-2016	Income	\$0.00
2015-2016	Expense	\$2400.00
2016-2017	Income	\$0.00
2016-2017	Expense	\$2280.00

Income		
Total:		\$0.00

Expense		
US Cellular/KK Phone	\$80.00 x 12 months	\$960.00
Phone and Internet Skehan	\$110.00 x 12 months	\$1320.00
Total:		\$2280.00

Town of Hampden
Recreation Department
Enterprise Budget

Account #:	20-05-15-05
Line Item Name:	Electricity

2015-2016	Income	\$0.00
2015-2016	Expense	\$1800.00
2016-2017	Income	\$0.00
2016-2017	Expense	\$1800.00

Income		
Total:		\$0.00

Expense		
VFW, Ballfield Road, Tennis Courts	\$150.00 x 12 months	\$1800.00
Total:		\$1800.00

Town of Hampden
Recreation Department
Enterprise Budget

Account #:	20-05-30-01
Line Item Name:	Advertising

2014-2015	Income	\$0.00
2014-2014	Expense	\$1600.00
2015-2016	Income	\$0.00
2015-2016	Expense	\$1600.00

Income		
Total:		\$0.00

Expense		
Constant Contact		\$336.00
Misc. Advertising		\$1264.00
Total:		\$1600.00

Town of Hampden
Recreation Department
Enterprise Budget

Account #:	20-05-30-80
Line Item Name:	Travel/Training

2015-2016	Income	\$0.00
2015-2016	Expense	\$2175.00
2016-2017	Income	\$0.00
2016-2017	Expense	\$2175.00

Income		
Total:		\$0.00

Expense		
MRPA Membership-Agency		\$175.00
MRPA Fall Workshop		\$150.00
Misc. Mileage		\$1000.00
Recreation Conference	Reg. Fee \$ 350, Lodging \$500	\$850.00
Total:		\$2175.00

Town of Hampden
Recreation Department
Enterprise Budget

Account #:	20-05-40-04
Line Item Name:	Adult Softball

2015-2016	Income	\$3925.00
2015-2016	Expense	\$701.00
2016-2017	Income	\$4800.00
2016-2017	Expense	\$685.00

Income		
Team Registrations	11 x \$400.00	\$4400.00
Individual Registrations	10 x \$40.00	\$400.00
Total:		\$4800.00

Expense		
Softballs	5 dzn x \$60.00	\$300.00
Line Paint		\$100.00
Tee Shirts	16 x \$7.50	\$120.00
Porta Potty Rental	3 months x \$55.00	\$165.00
2 Umpires	Wages \$3200.00	
1 Field Mtnc. Staff	Wages \$228.00	
Total:		\$685.00

- Monies for Hydrant opening and 2 quarters of water for Ballfield Road field in Parks line item 20-05-40-50 if needed for field maintenance.

Town of Hampden
Recreation Department
Enterprise Budget

Account #:	20-05-40-16
Line Item Name:	Cheering

2015-2016	Income	\$525.00
2015-2016	Expense	\$145.00
2016-2017	Income	\$600.00
2016-2017	Expense	\$150.00

Income		
Fall Cheering	15 registrations x \$40.00	\$600.00
Total:		\$600.00

Expense		
Tee Shirts	20 registrations x \$7.50	\$150.00
Instructor	Wages \$126.00	
Total:		\$150.00

Program price increase from \$35.00 to \$40.00- has not been held since Fall 2013 due to no instructor

Town of Hampden
Recreation Department
Enterprise Budget

Account #:	20-05-40-23
Line Item Name:	Dorothea Dix Park

2015-2016	Income	\$0.00
2015-2016	Expense	\$929.66
2016-2017	Income	\$0.00
2016-2017	Expense	\$689.66

Income		
Total:		\$0.00

Expense		
2 Quarters Water	\$81.33 x 2	\$162.66
Water Shut On/Off		\$87.00
Required Water Sampling-Annual		\$20.00
Porta Potty Rental-Handicap Unit	6 months x \$70.00	\$420.00
Total:		\$689.66

- PW paid for water related park costs in the summer of 2015

Town of Hampden
Recreation Department
Enterprise Budget

Account #:	20-05-40-24
Line Item Name:	Field Hockey (outdoor)

2015-2016	Income	\$350.00
2015-2016	Expense	\$72.50
2016-2017	Income	\$480.00
2016-2017	Expense	\$162.50

Income		
Fall Program	12 participants x \$40.00	\$480.00
Total:		\$480.00

Expense		
Instructor	volunteer	
Tee Shirts	15 x \$7.50	\$112.50
League Fees		\$50.00
Total:		\$162.50

Town of Hampden
Recreation Department
Enterprise Budget

Account #:	20-05-40-26
Line Item Name:	Flag Football

2015-2016	Income	\$910.00
2015-2016	Expense	\$217.50
2016-2017	Income	\$1040.00
2016-2017	Expense	\$217.50

Income		
Fall Flag Football	26 registrations x \$40.00	\$1040.00
Total:		\$1040.00

Expense		
Tee Shirts	29 x \$7.50	\$217.50
Instructor/Supervisor	Wages \$126.00	
Total:		\$217.50

Town of Hampden
Recreation Department
Enterprise Budget

Account #:	20-05-40-28
Line Item Name:	Running (floor hockey)

2015-2016	Income	\$580.00
2015-2016	Expense	\$35.00
2016-2017	Income	\$600.00
2016-2017	Expense	\$202.50

Income		
Pavement Pounders Fall	12 registrations x \$25.00	\$300.00
Pavement Pounders Spring	12 registrations x \$25.00	\$300.00
Total:		\$600.00

Expense		
Pavement Pounders Instruction	volunteer	
Tee Shirts	27 x \$7.50	\$202.50
Total:		\$202.50

Town of Hampden
Recreation Department
Enterprise Budget

Account #:	20-05-40-34
Line Item Name:	Horseback Riding

2015-2016	Income	\$750.00
2015-2016	Expense	\$600.00
2016-2017	Income	\$750.00
2016-2017	Expense	\$600.00

Income		
Fall and Spring	5 registrations x 2 sessions x \$75.00	\$750.00
Total:		\$750.00

Expense		
Instructor	5 registrations x 2 sessions x \$60.00	\$600.00
Total:		\$600.00

Town of Hampden
Recreation Department
Enterprise Budget

Account #:	20-05-40-38
Line Item Name:	JR. Golf

2015-2016	Income	\$0.00
2015-2016	Expense	\$0.00
2016-2017	Income	\$240.00
2016-2017	Expense	\$100.00

Income		
Summer Clinic	6 registrations x \$40.00	\$240.00
Total:		\$240.00

Expense		
Instructor	Rec Program Staff-inc 20-07 wages	
Course Fees/Supplies		\$100.00
Total:		\$100.00

Town of Hampden
Recreation Department
Enterprise Budget

Account #:	20-05-40-44
Line Item Name:	Kid's Kamp

2015-2016	Income	\$47840.00
2015-2016	Expense	\$8380.00
2016-2017	Income	\$41300.00
2016-2017	Expense	\$8890.00

Income		
Full Summer Special	20 registrations x \$120.00 x 7 weeks	\$16800.00
Weekly Registrations	25 registrations x \$140.00 x 7 weeks	\$24500.00
Total:		\$41300.00

Expense		
Kamp Staff	Wages	\$24952.00
Travel/Trip Entrance Fee	Bus Fees and Entrance Fee	\$4010.00
Entertainment/Shows		\$600.00
Staff Tee Shirts		\$275.00
Equipment		\$755.00
Food		\$775.00
Household/Cleaning Supplies		\$215.00
Staff Training		\$75.00
Crafts		\$850.00
Supplies		\$330.00
Special Events		\$1005.00
Total:		\$8890.00

- reduced number of weeks to 7 this year

Town of Hampden
 Recreation Department
 Enterprise Budget

Account #:	20-05-40-46
Line Item Name:	Kid's Korner

2015-2016	Income	\$169400.00
2015-2016	Expense	\$10000.00
2016-2017	Income	\$169400.00
2016-2017	Expense	\$10320.00

Income		
McGraw AM	20 registrations x \$8.00 x 175 days	\$28000.00
Weatherbee AM	20 registrations x \$8.00 x 175 days	\$28000.00
McGraw PM	27 registrations x \$12.00 x 175 days	\$56700.00
Weatherbee PM	27 registrations x \$12.00 x 175 days	\$56700.00
Total:		\$169400.00

Expense		
Staff, KK Assistant Director	Wages \$69809.69	
Travel/Trip Entrance Fee	Bus Fees and Entrance Fee	\$3075.00
Entertainment/Shows		\$600.00
Staff Tee Shirts		\$200.00
Equipment		\$800.00
Food		\$300.00
Household/Cleaning Supplies		\$320.00
Staff Training		\$175.00
Crafts		\$1600.00
Supplies		\$900.00
Special Events		\$2125.00
Software License/Support		\$225.00
Total:		\$10320.00

Town of Hampden
Recreation Department
Enterprise Budget

Account #:	20-05-40-47
Line Item Name:	Late Fees

2015-2016	Income	\$250.00
2015-2016	Expense	\$0.00
2016-2017	Income	\$250.00
2016-2017	Expense	\$0.00

Income		
Registrations After Deadline	25 registrations x \$10.00	\$250.00
Total:		\$250.00

Expense		
Total:		\$0.00

Town of Hampden
Recreation Department
Enterprise Budget

Account #:	20-05-40-48
Line Item Name:	Little League

2015-2016	Income	\$0.00
2015-2016	Expense	\$975.00
2016-2017	Income	\$0.00
2016-2017	Expense	\$0.00

Income		
Total:		\$0.00

Expense		
Total:		\$0.00

- Little League program should charge enough in registration fees to cover expenses

Town of Hampden
Recreation Department
Enterprise Budget

Account #:	20-05-40-50
Line Item Name:	Parks

2015-2016	Income	\$0.00
2015-2016	Expense	\$1009.55
2016-2017	Income	\$0.00
2016-2017	Expense	\$679.55

Income		
Total:		\$0.00

Expense		
Porta Potty Rental-Handicap Unit Papermill Road Rec Area	6 months x \$55.00	\$330.00
Garden Mtnc Supplies	Mulch, Compost, Plant Food	\$100.00
Hydrant Opening-Ballfield Road	Inc. Backflow Devise	\$87.00
Water Ballfield Road	2 quarters x \$81.33	\$162.55
Total:		\$679.55

Town of Hampden
 Recreation Department
 Enterprise Budget

Account #:	20-05-40-54
Line Item Name:	Senior Activities

2015-2016	Income	\$0.00
2015-2016	Expense	\$1500.00
2016-2017	Income	\$0.00
2016-2017	Expense	\$900.00

Income		
Total:		\$0.00

Expense		
1 Bus Trips Hampden Seniors Club		\$900.00
Total:		\$900.00

Town of Hampden
Recreation Department
Enterprise Budget

Account #:	20-05-40-56
Line Item Name:	Ski and Snowboard

2015-2016	Income	\$4700.00
2015-2016	Expense	\$4140.00
2016-2017	Income	\$2750.00
2016-2017	Expense	\$2500.00

Income		
Winter I Ski/Board	25 registrations x \$110.00	\$2750.00
Total:		\$2750.00

Expense		
Winter I Ski/Board	25 registrations x \$100.00	\$2500.00
Total:		\$2500.00

- Reduction to one session due to weather/make up constraints

Town of Hampden
 Recreation Department
 Enterprise Budget

Account #:	20-05-40-58
Line Item Name:	Snowmobile Activities

2015-2016	Income	\$0.00
2015-2016	Expense	\$1000.00
2016-2017	Income	\$0.00
2016-2017	Expense	\$1000.00

Income		
Total:		\$0.00

Expense		
Snowmobile Club-Trail Mtnce.		\$1000.00
Total:		\$1000.00

- Have not used in the budget FY 13/14, 14/15 or 15/16

Town of Hampden
Recreation Department
Enterprise Budget

Account #:	20-05-40-60
Line Item Name:	Special Programs

2015-2016	Income	\$720.00
2015-2016	Expense	\$600.00
2016-2017	Income	\$720.00
2016-2017	Expense	\$700.00

Income		
Misc. Vacation Trips	8 registrations x \$40.00	\$240.00
Misc. Summer JH Trips	8 registrations x \$40.00 x 2 trips	\$480.00
Total:		\$720.00

Expense		
Vacation Trip Busing/Admission		\$200.00
Summer Trip Busing/Admission		\$500.00
Staffing		wages
Total:		\$700.00

- Shared expenses with area recreation departments

Town of Hampden
Recreation Department
Enterprise Budget

Account #:	20-05-40-62
Line Item Name:	Soccer Camp

2015-2016	Income	\$17025.00
2015-2016	Expense	\$8563.80
2016-2017	Income	\$21200.00
2016-2017	Expense	\$10383.00

Income		
Half Day Registrations	20 registrations x \$85.00/week	\$1700.00
Full Day Registrations	130 registrations x \$150.00/week	\$19500.00
Total:		\$21200.00

Expense		
2 REC Staff	Wages \$800.00	
Bronco Travel Staff (1:8 ratio)	Wages \$6930.00	
Tee Shirt and Soccer Ball	150 registrations x \$30.00	\$4500.00
Bronco Travel Fee	65% Total Registration Income after exp.	\$5733.00
Misc. Camp Expenses		\$150.00
Total:		\$10383.00

*Assumes camp held in conjunction with Bronco Travel Soccer Club

Town of Hampden
Recreation Department
Enterprise Budget

Account #:	20-05-40-70
Line Item Name:	Tee Ball/Instructional Baseball

2015-2016	Income	\$2590.00
2015-2016	Expense	\$743.75
2016-2017	Income	\$3200.00
2016-2017	Expense	\$747.50

Income		
Spring Tee Ball	35 registrations x \$40.00	\$1400.00
Instructional Baseball	35 registrations x \$40.00	\$1400.00
Mini Sport Baseball	10 registrations x \$40.00	\$400.00
Total:		\$3200.00

Expense		
Staff/Supervisor	Wages \$432.00	
Tee Shirts	73 x \$7.50	\$547.50
Misc. Equipment		\$200.00
Total:		\$747.50

Town of Hampden
 Recreation Department
 Enterprise Budget

Account #:	20-05-40-74
Line Item Name:	Outdoor Tennis

2015-2016	Income	\$320.00
2015-2016	Expense	\$50.00
2016-2017	Income	\$480.00
2016-2017	Expense	\$410.00

Income		
Summer Camp	12 registrations x \$40.00	\$480.00
Total:		\$480.00

Expense		
Staff/Instructor	12 registrations x \$30.00 pp	\$360.00
Tennis Balls-Misc. Equipment		\$50.00
Total:		\$410.00

Town of Hampden
Recreation Department
Enterprise Budget

Account #:	20-05-40-76
Line Item Name:	Track and Field

2015-2016	Income	\$0.00
2015-2016	Expense	\$0.00
2016-2017	Income	\$2800.00
2016-2017	Expense	\$1268.00

Income		
Total:	35 registrations x \$80.00	\$2800.00

Expense		
Team Fee	Annual membership USATF	\$75.00
Required USATF Background Check Fee		\$8.00
Misc. Equipment	Turbo jav, stopwatches, tapes	\$350.00
Tees	38 x \$7.50	\$285.00
USTAF Fees	35 Participants and 1 Coach	\$550.00
Staffing	Wages \$1292.00	
Total:		\$1268.00

- Restarting with limited staffing (2) and increase in fees by \$10.00 (from summer 2014)

Town of Hampden
Recreation Department
Enterprise Budget

Account #:	20-05-40-80
Line Item Name:	Youth Soccer

2015-2016	Income	\$5950.00
2015-2016	Expense	\$2795.00
2016-2017	Income	\$7600.00
2016-2017	Expense	\$3050.00

Income		
Beginner Kicks Instructional	70 registrations x \$40.00	\$2800.00
Fall Soccer	110 registrations x \$40.00	\$4400.00
Mini Sport Soccer	10 x \$40.00	\$400.00
Total:		\$7600.00

Expense		
Officials/Staff/Supervisor	Wages \$1512.00	
Tee Shirts	200 x \$7.50	\$1500.00
Soccer Balls	20 balls x \$15.00	\$300.00
Line Paint	6 cases	\$300.00
1 Pr. Soccer Goals Replacement		\$950.00
Total:		\$3050.00

Town of Hampden
Recreation Department
Enterprise Budget

Account #:	20-05-40-81
Line Item Name:	Facilities Maintenance

2015-2016	Income	\$0.00
2015-2016	Expense	\$2660.00
2016-2017	Income	\$0.00
2016-2017	Expense	\$12420.00

Income		
Total:		\$0.00

Expense		
Porta Potty Rental May-October Pool Field	\$70.00 x 6 months	\$420.00
Misc. Repairs		\$2000.00
Rec Facility Maintenance Reserve Fund		\$10000.00
Total:		\$12420.00

- Request to create Reserve Funds specific to facility maintenance

Town of Hampden
Recreation Department
Enterprise Budget

Account #:	
Line Item Name:	Online Registration

2015-2016	Income	
2015-2016	Expense	
2016-2017	Income	\$0.00
2016-2017	Expense	\$8300.00

Income		
Total:		\$0.00

Expense		
Annual Software (revenue up to \$300,000)	Expense shared with LHP	\$2000.00
Credit Card Fees	Est.	\$6300.00
Total:		\$8300.00

- New Account Needed to accommodate online registration software use



Town of Hampden Recreation Department

Skehan Center Budget

2016-2017

Town of Hampden
Recreation Department
Skehan Center Budget

2015-2016	Income	\$60315.00
2015-2016	Expense	\$125410.59
2016-2017	Income	\$54133.00
2016-2017	Expense	\$112538.85

Account #	Account Name	Income	Expense	Page #
20-07-01-05	Wages	\$0.00	\$37666.00	4
20-07-05-01	FICA/Medicare	\$0.00	\$2881.45	5
20-07-05-10	Worker's Comp	\$0.00	\$0.00	6
20-07-10-20	Supplies/Cleaning	\$0.00	\$8700.00	7
20-07-15-05	Electricity	\$0.00	\$18200.00	8
20-07-15-10	Heating Fuel	\$0.00	\$12942.50	9
20-07-15-15	Sewer/Water	\$0.00	\$5700.00	10
20-07-15-20	Lease Related Expenses	\$0.00	\$1432.00	11
20-07-20-35	Skehan Facility Maintenance	\$0.00	\$14480.00	12
20-07-40-01	Adult Basketball	\$0.00	\$0.00	13
20-07-40-10	Art	\$2700.00	\$2160.00	14
20-07-40-15	Concessions	\$2620.00	\$1700.00	15
20-07-40-17	Baseball Clinic	\$624.00	\$374.40	16
20-07-40-21	Drop In Programs	\$15434.00	\$2415.00	17
20-07-40-22	Dance	\$0.00	\$0.00	18
20-07-40-24	Indoor Field Hockey	\$400.00	\$0.00	19
20-07-40-25	Ads, Donations, Sponsorships	\$4320.00	\$180.00	20
20-07-40-27	Gate/Admission Fees	\$4300.00	\$25.00	21
20-07-40-36	Indoor Soccer	\$1760.00	\$0.00	22
20-07-40-40	JR. Basketball	\$6400.00	\$3142.50	23

Account #	Account Name	Income	Expense	Page #
20-07-40-42	Karate	\$0.00	\$0.00	24
20-07-40-46	Kid's Korner	\$0.00	\$0.00	25
20-07-40-54	Senior Activities	\$0.00	\$0.00	26
20-07-40-60	Special Events and Rentals	\$14400.00	\$0.00	27
20-07-40-61	Special Programs	\$1175.00	\$540.00	28
20-07-40-74	Tennis	\$0.00	\$0.00	29
	Total	\$54133.00	\$112538.85	

Town of Hampden
Recreation Department
Skehan Center Budget

Account #:	20-07-01-05
Line Item Name:	Wages

2015-2016	Income	\$0.00
2015-2016	Expense	\$38260.00
2016-2017	Income	\$0.00
2016-2017	Expense	\$37666.00

Income		
Total:		\$0.00

Expense		
Programmer	30 hours at \$11.00/hour	\$17160.00
Building Supervisor	12 hours at \$9.00/hour	\$5616.00
Building Supervisor	25 hours at \$10.00/ hour	\$13000.00
Basketball Staff	6 hours x 5 staff x \$9.00/hr x 7 weeks	\$1890.00
Total:		\$37666.00

Town of Hampden
 Recreation Department
 Skehan Center Budget

Account #:	20-07-05-01
Line Item Name:	FICA/Medicare

2015-2016	Income	\$0.00
2015-2016	Expense	\$2926.89
2016-2017	Income	\$0.00
2016-2017	Expense	\$2881.45

Income		
Total:		\$0.00

Expense		
	\$37666.00 x .0765	\$2881.45
Total:		\$2881.45

Town of Hampden
 Recreation Department
 Skehan Center Budget

Account #:	20-07-05-10
Line Item Name:	Worker's Comp

2015-2016	Income	\$0.00
2015-2016	Expense	\$0.00
2016-2017	Income	\$0.00
2016-2017	Expense	\$0.00

Income		
Total:		\$0.00

Expense		
	Included in 20-01 Taxation	
Total:		\$0.00

Town of Hampden
 Recreation Department
 Skehan Center Budget

Account #:	20-07-10-20
Line Item Name:	Supplies/Cleaning

2015-2016	Income	\$0.00
2015-2016	Expense	\$8700.00
2016-2017	Income	\$0.00
2016-2017	Expense	\$8700.00

Income		
Total:		\$0.00

Expense		
Cleaning 2x per week	\$550.00 per month	\$6600.00
Paper Products/Trash Bags		\$800.00
Misc. Cleaning Supplies		\$300.00
Scrubber Batteries/Mtnce.		\$1000.00
Total:		\$8700.00

Town of Hampden
 Recreation Department
 Skehan Center Budget

Account #:	20-07-15-05
Line Item Name:	Electricity

2014-2015	Income	\$0.00
2014-2015	Expense	\$28000.00
2016-2017	Income	\$0.00
2016-2017	Expense	\$18200.00

Income		
Total:		\$0.00

Expense		
Dec-Jan-Feb-BLDG	\$2000.00 x 3 months	\$6000.00
Nov-March-BLDG	\$1500.00 x 2 months	\$3000.00
April-October-BLDG	\$800.00 x 7 months	\$5600.00
Streetlights and Crosswalk	\$300.00 x 12 months	\$3600.00
Total:		\$18200.00

Town of Hampden
 Recreation Department
 Skehan Center Budget

Account #:	20-07-15-10
Line Item Name:	Heating Fuel

2015-2016	Income	\$0.00
2015-2016	Expense	\$17000.00
2016-2017	Income	\$0.00
2016-2017	Expense	\$12942.50

Income		
Total:		\$0.00

Expense		
#2 Heating Oil	**7500 gallons x \$1.659 gallon	\$12442.50
Propane to fire boiler		\$500.00
Total:		\$12942.50

** Currently not heating hot water on locker room side

Town of Hampden
Recreation Department
Skehan Center Budget

Account #:	20-07-15-15
Line Item Name:	Sewer/Water

2015-2016	Income	\$0.00
2015-2016	Expense	\$3940.00
2016-2017	Income	\$0.00
2016-2017	Expense	\$5700.00

Income		
Total:		\$0.00

Expense		
Sewer-Lobby Bldg.	2 quarters at \$600.00	\$1200.00
Sewer-Lobby Bldg.	2 quarters at \$400.00	\$800.00
Water-Lobby Bldg.	4 quarters at \$550.00	\$2200.00
6" Sprinkler Water-85% share	4 quarters at \$375.00	\$1500.00
Total:		\$5700.00

- New Sewer Rates 4q FY 15/16; rate increase

Town of Hampden
 Recreation Department
 Skehan Center Budget

Account #:	20-07-15-20
Line Item Name:	Lease Related Expenses

2015-2016	Income	\$0.00
2015-2016	Expense	\$1432.00
2016-2017	Income	\$0.00
2016-2017	Expense	\$1432.00

Income		
Total:		\$0.00

Expense		
Insurance	20% of total costs *est. only	\$500.00
Taxes	20% of total costs *est. only	\$680.00
Sprinkler Annual Inspection	20% of total cost of facility	\$252.00
Total:		\$1432.00

* New Account, not in transmittal

Town of Hampden
 Recreation Department
 Skehan Center Budget

Account #:	20-07-20-35
Line Item Name:	Skehan Facility Maintenance

2015-2016	Income	\$0.00
2015-2016	Expense	\$16080.00
2016-2017	Income	\$0.00
2016-2017	Expense	\$14480.00

Income		
Total:		\$0.00

Expense		
Annual Floor Maintenance	Lobby, Classroom, Locker Room	\$1000.00
Gym Floor Strip/Recoat	(every year)	\$6000.00
Heater Vent Tune Up		\$2500.00
Boiler Annual Maintenance		\$1500.00
Misc. Repairs		\$3000.00
Gym-Lobby Seasonal Rugs	Bi-monthly Nov-April	\$480.00
Total:		\$14480.00

Town of Hampden
 Recreation Department
 Skehan Center Budget

Account #:	20-07-40-01
Line Item Name:	Adult Basketball

2015-2016	Income	\$0.00
2015-2016	Expense	\$0.00
2016-2017	Income	\$0.00
2016-2017	Expense	\$0.00

Income		
Total:		\$0.00

Expense		
Total:		\$0.00

Town of Hampden
 Recreation Department
 Skehan Center Budget

Account #:	20-07-40-10
Line Item Name:	Art

2015-2016	Income	\$2400.00
2015-2016	Expense	\$1920.00
2016-2017	Income	\$2700.00
2016-2017	Expense	\$2160.00

Income		
	3 sessions x \$75.00 x 12 participants	\$2700.00
Total:		\$2700.00

Expense		
Instructor inc. materials	3 sessions x \$60.00 x 12 participants	\$2160.00
Total:		\$2160.00

Town of Hampden
Recreation Department
Skehan Center Budget

Account #:	20-07-40-15
Line Item Name:	Concessions

2015-2016	Income	\$3270.00
2015-2016	Expense	\$2250.00
2016-2017	Income	\$2620.00
2016-2017	Expense	\$1700.00

Income		
Fall Leclerc Basketball League	5 at \$250.00/day	\$1250.00
Recreation Basketball	7 at \$110.00/day	\$770.00
Misc. Concessions		\$600.00
Total:		\$2620.00

Expense		
Paper Goods/Utensils		\$200.00
Liquid Product		\$500.00
Food Product		\$500.00
Coffee and Condiments		\$60.00
Misc. Concession		\$290.00
ME Bottle Deposit		\$150.00
Total:		\$1700.00

- H2O no longer provided for free from Hannaford as of 2016
- Loss of Bangor Roller Derby concessions

Town of Hampden
 Recreation Department
 Skehan Center Budget

Account #:	20-07-40-17
Line Item Name:	Baseball Clinic

2015-2016	Income	\$624.00
2015-2016	Expense	\$374.40
2016-2017	Income	\$624.00
2016-2017	Expense	\$374.40

Income		
Throwing Clinic	3 sessions x \$13.00 x 8 participants	\$312.00
Hitting Clinic	3 sessions x \$13.00 x 8 participants	\$312.00
Total:		\$624.00

Expense		
Instructor Expense Throwing	\$312.00 x 60%	\$187.20
Instructor Expense Hitting	\$312.00 x 60%	\$187.20
Total:		\$374.40

Town of Hampden
Recreation Department
Skehan Center Budget

Account #:	20-07-40-21
Line Item Name:	Drop In Programs

2015-2016	Income	\$13896.00
2015-2016	Expense	\$2898.00
2016-2017	Income	\$15434.00
2016-2017	Expense	\$2415.00

Income		
Senior Fitness	45 participants x \$1 x 3 days/week x 50 weeks	\$6750.00
Men's Noon Basketball	8 participants x \$3 x 2 days/week x 42 weeks	\$2016.00
Adult Pickleball	8 participants x \$3 x 3 day/week x 35 weeks	\$2520.00
Walking		\$200.00
Open Gym	8 participants x \$3 x 52 sessions	\$1248.00
Line Dance Chris	10 participants x \$6 x 1 days/week x 45 weeks	\$2700.00
Total:		\$15434.00

Expense		
Pickleball Net		\$120.00
Pickleballs		\$30.00
Men's Basketballs	2 at \$45.00	\$90.00
Line Dance Instruction Chris	10 participants x \$4 x 1 days/week x 45 weeks	\$1800.00
BMI Music License		\$375.00
Total:		\$2415.00

Town of Hampden
 Recreation Department
 Skehan Center Budget

Account #:	20-07-40-22
Line Item Name:	Dance

2015-2016	Income	\$600.00
2015-2016	Expense	\$480.00
2016-2017	Income	\$0.00
2016-2017	Expense	\$0.00

Income		
Total:		\$0.00

Expense		
Total:		\$0.00

Town of Hampden
 Recreation Department
 Skehan Center Budget

Account #:	20-07-40-24
Line Item Name:	Indoor Field Hockey

2015-2016	Income	\$350.00
2015-2016	Expense	\$0.00
2016-2017	Income	\$400.00
2016-2017	Expense	\$0.00

Income		
Winter II Class	10 participants x \$40.00	\$400.00
Total:		\$400.00

Expense		
Instructor	volunteer	
Total:		\$0.00

Town of Hampden
Recreation Department
Skehan Center Budget

Account #:	20-07-40-25
Line Item Name:	Ads, Donations, Sponsorships

2015-2016	Income	\$6120.00
2015-2016	Expense	\$360.00
2016-2017	Income	\$4320.00
2016-2017	Expense	\$180.00

Income		
Banner Advertisements-Renew	5 at \$550.00 each(rolling)	\$2750.00
Banner Advertisements-New	2 at \$625.00	\$1250.00
Concession Stand Tips		\$20.00
Returnables		\$200.00
MRPA Ticket Sales	200 at \$.50 each	\$100.00
Total:		\$4320.00

Expense		
Banner Advertisements	2 at \$90.00	\$180.00
Total:		\$180.00

Town of Hampden
 Recreation Department
 Skehan Center Budget

Account #:	20-07-40-27
Line Item Name:	Gate/Admission Fees

2015-2016	Income	\$5050.00
2015-2016	Expense	\$25.00
2016-2017	Income	\$4300.00
2016-2017	Expense	\$25.00

Income		
Fall Leclerc Basketball	5 days at \$800.00/day	\$4000.00
Baby Fair	\$1.00 per adult	\$300.00
Total:		\$4300.00

Expense		
Admission Tickets/Bracelets		\$25.00
Total:		\$25.00

- Loss of Bangor Roller Derby Bout gate

Town of Hampden
 Recreation Department
 Skehan Center Budget

Account #:	20-07-40-36
Line Item Name:	Indoor Soccer

2015-2016	Income	\$1440.00
2015-2016	Expense	\$0.00
2016-2017	Income	\$1760.00
2016-2017	Expense	\$0.00

Income		
Afterschool Activity K-2	12 registrations x \$40.00	\$480.00
Afterschool Activity 3-5	16 registrations x \$40.00	\$640.00
Preschool Instructional Indoor Soccer	8 registrations x \$40.00	\$320.00
Preschool Little Stars Program	8 registrations x \$40.00	\$320.00
Total:		\$1760.00

Expense		
Staff	Wages Programmer in 20-07	
Total:		\$0.00

* Winter II Team Sport Program May Vary-afterschool style program may be offered

Town of Hampden
Recreation Department
Skehan Center Budget

Account #:	20-07-40-40
Line Item Name:	JR. Basketball

2015-2015	Income	\$5760.00
2015-2016	Expense	\$3482.50
2016-2017	Income	\$6400.00
2016-2017	Expense	\$3142.50

Income		
Junior Hoops	120 registrations x \$40.00	\$4800.00
Instructional Basketball	30 registrations x \$40.00	\$1200.00
Mini Sport Basketball	10 registrations x \$40.00	\$400.00
Total:		\$6400.00

Expense		
Tee Shirts	169 shirts x \$7.50	\$1267.50
Balls	20 x \$35.00	\$700.00
Officials	\$25.00 x 6 games x 7 weeks	\$1050.00
Basketball Staff	Score, bldg., concession; wages \$1890.00	
Ball Pump		\$125.00
Total:		\$3142.50

Town of Hampden
Recreation Department
Skehan Center Budget

Account #:	20-07-40-42
Line Item Name:	Karate

2015-2016	Income	\$0.00
2015-2016	Expense	\$0.00
2016-2017	Income	\$0.00
2016-2017	Expense	\$0.00

Income		
Total:		\$0.00

Expense		
Total:		\$0.00

Town of Hampden
Recreation Department
Skehan Center Budget

Account #:	20-07-40-46
Line Item Name:	Kid's Korner

2015-2016	Income	\$0.00
2015-2016	Expense	\$0.00
2016-2017	Income	\$0.00
2016-2017	Expense	\$0.00

Income		
Total:		\$0.00

Expense		
Total:		\$0.00

* No transfer of funds 20-05 and 20-07 treated equally

Town of Hampden
Recreation Department
Skehan Center Budget

Account #:	20-07-40-54
Line Item Name:	Senior Activities

2015-2016	Income	\$0.00
2015-2016	Expense	\$0.00
2016-2017	Income	\$0.00
2016-2017	Expense	\$0.00

Income		
Total:		\$0.00

Expense		
Total:		\$0.00

Town of Hampden
Recreation Department
Skehan Center Budget

Account #:	20-07-40-60
Line Item Name:	Special Events and Rentals

2015-2016	Income	\$18250.00
2015-2016	Expense	\$0.00
2016-2017	Income	\$14400.00
2016-2017	Expense	\$0.00

Income		
John Bapst Basketball	3 hrs x \$50/hr x 40 practices	\$6000.00
Birthday Party	15 x \$50/hr x 2 hrs	\$1500.00
Travel Basketball Tournament	\$400 per weekend building donation-no staff	\$800.00
Affiliated Program Practices	10 hrs x \$25/hr	\$250.00
Misc. Gym Rentals	\$200 month x 12 months	\$2400.00
Davis Learning Center Rental	\$100 month x 12 months	\$1200.00
Maine Hoops Training	\$50/hr x 5 hrs/week x 9 weeks	\$2250.00
Total:		\$14400.00

Expense		
Staff	wages	
Total:		\$0.00

- Bangor Roller Derby Space Agreement termination due to damage June 2016

Town of Hampden
 Recreation Department
 Skehan Center Budget

Account #:	20-07-40-61
Line Item Name:	Special Programs

2015-2016	Income	\$2075.00
2015-2016	Expense	\$690.00
2016-2017	Income	\$1175.00
2016-2017	Expense	\$540.00

Income		
Halloween Party Concessions		\$75.00
Adult Ed Partnership	20 registrations x\$5.00	\$100.00
Misc. Special Events		\$1000.00
Total:		\$1175.00

Expense		
Halloween Party Bounce House		\$300.00
Halloween Party Concessions		\$40.00
Misc. Special Events		\$200.00
Total:		\$540.00

** Kid's Korner budget contributes to expenses for the Halloween Party as participants of these programs

** Community Donations accepted for wrapped candy, Hampden Kiwanis typically makes a monetary donation for this program.

Town of Hampden
Recreation Department
Skehan Center Budget

Account #:	20-07-40-74
Line Item Name:	Tennis

2015-2016	Income	\$480.00
2015-2016	Expense	\$0.00
2016-2017	Income	\$0.00
2016-2017	Expense	\$0.00

Income		
Total:		\$0.00

Expense		
Total:		\$0.00

Angus Jennings, Town Manager
Town of Hampden
106 Western Avenue
Hampden, ME 04444

**Town of Hampden
RECEIVED**

MAY 26 2016

**Office of the
Town Manager**

May 25, 2016

RE: Follow-Up to Lease Agreement Letter, Historic Hampden Academy

Dear Mr. Jennings,

This letter is to follow up on issues recently raised by your March 28, 2016, letter questioning certain provisions of the Lease Agreement in which the Town of Hampden triple net leases the Skeehan Center, a 22,777 sq. ft. gymnasium, from Historic Hampden Academy, LLC. We appreciate you bringing these issues to our attention. I would like to reiterate that it was never our intent for the Town of Hampden to pay for ANY expenses that should have been paid by Historic Hampden Academy. A great amount of effort was made to separate the electrical wiring, which was not an easy task. It appears that all parties involved at the beginning did overlook a few details of the separation of utilities. With more detailed explanations below, we are enclosing a check for \$1,374.80 to reimburse the Town for electricity which was incorrectly metered, and a separate check for \$4,200.02 for reimbursement of the Town's oil costs that were used to help heat portions of the building not leased by the Town. While we were researching the issues raised in your letter, we have uncovered several items in the lease agreement which should have been but were not billed to the Town of Hampden, including property taxes, insurance, and water and sewer, totaling \$8,199.70. Because the Town of Hampden provided the tax bill to us, it was our understanding they would reimburse us 22.32% of the tax bill based on pro-rata square footage. The Town also generates the sewer bills, which the Town paid us for their 2014 sewer bills, but did not in 2015 or 2016. We will plan to bill the Town for these expenses in the future.

Parking

The Recreation Department now has 22 dedicated parking spaces, including 2 handicap parking spaces. We have notified our other tenants regarding the 22 dedicated parking spaces for the Town's Recreation Department. We have put up signs stating there is to be no parking around the Bronco circle. We have painted "No Parking" in several spots around the circle. We have notified the parties who have previously used space in the parking lot and the lawn in the Bronco circle that they need to apply to the town for a certificate of compliance if they intend to use space here in the future.

Utilities

On April 5, 2016, we hired Hampden Electric to move the hallway and emergency lights off the Town's meter and onto our meter. Hampden Electric has estimated that the lights in the hallway used \$611.02/year of electricity. Although the hallway is an emergency exit from the gymnasium, which would need to be lit in case of an emergency, we have enclosed a check for \$1,374.80 to reimburse the Town for electricity costs from January 2014 to March 2016 for 100% of the lighting costs for the hallway (Lafayette Hotels paid all utilities for the town from September to December 2013). Hampden Electric has also installed electric strip heat in the hallway, bathrooms, and our locker room and connected it to our electric panel. The blower unit in the hallway and the one in the locker room (which wasn't functional) were disconnected by Hampden Electric. Please see enclosed letter from Hampden Electrical with further details of the work completed by them.

We hired Northeast Mechanical to shut off any heat coming from the Skeehan boiler which was supplying heat to any portions of the building not leased by the Town (hallway and locker room). The former band room baseboard was shut off prior to January 2014 when we installed two heat pumps in that space. The fan unit on the locker room was not functional, and we thought the hallway was a shared exit. Our former head of maintenance for the building told us everything was separated to

the Town of Hampden's satisfaction. Since there was residual heat coming from the boiler to the hallway and locker room, we have decided to reimburse the town for the portion of the oil bill that was used to help heat our section of the building. I was given a spreadsheet on April 6, 2016, by Shelley Abbott showing the oil bills paid by the Town of Hampden for 2014 (\$30,073.37), 2015 (\$22,924.21), and 2016 YTD (\$7,434.41). We have calculated that the hallway and locker rooms are 6.95% of the square footage that was heated by the Skeehan Center boiler, and have enclosed a check to the Town of Hampden for \$4,200.02. We were happy to hear that you were able to lock in your oil price of \$1.65/gallon for this coming year. Based on an estimated oil usage of 7,500 gallons, the estimated annual oil cost will be \$12,375, which is a savings of \$10,549 from the 2015 oil cost for the Skeehan Center, which should help next year's budget.

As we were digging into the bills to make sure that everyone was paying their portion of the utilities as defined in the Lease Agreement, we discovered some items that had not been properly billed to the Town of Hampden. Enclosed is a spreadsheet showing the costs owed by the Town of Hampden to Historic Hampden Academy, LLC, for insurance, water & sewer, and property taxes, totaling \$8,199.70.

We apologize for any additional work this has created for you and your staff. We have spent an extensive amount of time and money to bring in contractors to make sure that everything has been reexamined. Again, our goal from the beginning was for each party to pay only their portion of the bills. Danny and Carla Lafayette have always been big supporters of the Town of Hampden, and take pride in their significant investment to save the Historic Hampden Academy and to bring jobs to Hampden that would otherwise be located somewhere else.

We have enclosed a donation of \$1,000.00 to the Town of Hampden Recreation Department. My family and many of my associates and their children have participated in soccer, basketball, youth football, and other programs through the Recreation Department. Danny and Carla Lafayette had all four of their children enjoy the wonderful recreational programs offered by the Town of Hampden. We understand the importance to all residents of the Town to have access to the many recreation programs available.

Should you have any questions, please contact me at 862-8000.

Sincerely,



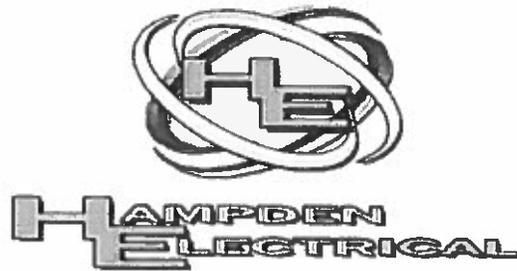
Brock Bradford, CFO

Lafayette Hotels

Enclosures:

1. Letter from Hampden Electric
2. Letter from Northeast Mechanical
3. Skeehan Center Oil Usage Spreadsheet
4. Spreadsheet showing Amounts owed to Historic Hampden Academy
5. Check to Town of Hampden for \$1,374.80- Electricity Reimbursement
6. Check to Town of Hampden for \$4,200.02- Oil Reimbursement
7. Check to Town of Hampden- \$1,000.00 Donation for the Recreation Department

Cc: Danny Lafayette, Lafayette Hotels
Carla Lafayette, Lafayette Hotels
Peggy Brown, Lafayette Hotels
Sue Higgins Prior, Lafayette Hotels



337 Perry Rd. Suite #1. Bangor, ME 04401
Phone: (207) 942-6255 Fax: (207) 942-5498

May 23, 2016

Lafayette Hotels
Attn: Mr. Brock Bradford, CFO
155 Littlefield Ave.
Bangor, ME 04401

RE: Historic Hampden Academy/Rec Dept. Power separation

Brock,

Please accept this letter as an informational notice that I Chris Carson on behalf of Hampden Electrical believe that we have successfully separated all power metering between the Hampden Rec Department which uses the area known at the New Gym from the rest of the existing facility currently owned by Lafayette Hotels.

We initially responded to this call from Lafayette Hotels noting that the Hampden Rec Dept. felt that some area lighting and a few unit heaters were potentially being paid as a part of their electricity bill incorrectly. The day I initially responded alone, Emera unfortunately experienced a power outage that essentially ended any and all investigation work. The next day we dispatched two electricians (Bill Dean and Cory Von Oesen) to continue tracing circuitry and find which meter these suspected loads were being paid from. Bill Dean has over 30 years of in the field electrical experience and Cory Von Oesen has been an electrician for 12 years. Below are a few notes of their findings and actions taken to resolve any incorrect metering loads.

- 1) There is a main CT Meter metering the load of the pad mount transformer located outside of the boiler room. This entire area of the building runs through this meter and the total power consumption of all parties' electricity is read by this meter. Sub panels not being paid by the Rec Dept. have an E-Mon D-Mon Meter located next to each panel and each panel's power consumption is captured and that power is pro-rated from the total utility bill which the balance is paid by the Rec Dept. There is 3 phase panel in the boy's locker room in a small closet on the left. This panel has 3 bus bars. These bus bars are distinguished using the names "Phase A, Phase B and Phase C". These three phases are also all captured by the total bill for the Hampden Rec Dept. This panel is unique in that it's a shared load of Lafayette Hotel and the Rec Dept. A meter is located next to this panel and monitors the power consumption of Phases A and C, while the B Phase not metered. The B Phase is 100% designated to loads serving the

Rec Dept. while the other two phases are 100% designed for use of the Lafayette Hotel, so any power from this panel used by Lafayette Hotels is being paid by Lafayette Hotels. It is of our opinion that this has been successfully completed.

- 2) We found that the area that could potentially be perceived as a second means of egress for the Hampden Rec Dept. which also serves as an entrance to The Karate area out back has a quantity of 9 2x4 Florescent 4 Lamp T8 lamps has previously been paid by the Hampden Rec. Dept. We have changed this lighting circuit over so that is it currently powered by the Lafayette Meter. Based off of a 12 hour per day operation, 5 days per week and an electricity rate of \$0.17/KWH, these nine lights would have an annual operating cost of \$611.02/Year.
- 3) We found that a fractional horsepower unit heater located in this same hallway as well as a unit heater in the Boys' Locker Room was also being paid by the Rec Dept. To mitigate this we completely removed the wiring from these unit heaters. To subsidize this area's heat because the unit heater has been taken out of operation in the Boys' Locker Room we have added several strips of electric baseboard heat with unit mounted thermostats. These new baseboard units are powered 100% from metering provided by Lafayette Hotels.

Hampden Electrical certifies that all wiring to the best of their knowledge from their findings that all power has been successfully separated from Lafayette Hotels and the Hampden Rec. Dept. and is currently being metered properly. This work was completed 100% by Hampden Electrical the morning of May 23, 2016. It is of our opinion that great extents had previously been taken by Lafayette Hotels to try and separate this power prior to our arrival, and that there was no intentional cross wiring to provide any financial benefit to one entity over the other. It is notable that separating power in an existing facility that was not originally built to be subdivided is a VERY difficult task and can be a very costly procedure as well. It is obvious that a lot of previous effort was put into this project and over time a couple of human error mistakes or what I could consider miscommunication of a designed area has occurred. Please do not hesitate to contact me with any questions regarding the content of this letter.

Sincerely,



Christopher R Carson

NORTHEAST



MECHANICAL

The Blake Group

1194 Odlin Road
Hermon, ME 04401
800-883-7661
207-947-6845 FAX
www.nemech.com

Peak Performance Solutions

May 25, 2016

Historic Hampden Academy
1 Main Road North
Hampden, ME 04444

To Whom It May Concern:

Any heat coming off Skeeahan center boiler that supplied any supplemental heat to areas not leased by the Town of Hampden has been shut off.

Sincerely,

Nate Boyce

Nate Boyce | Field Supervisor
Nate.Boyce@BlakeEquip.com
P: (207) 989-2566 | M: (207) 356-4811
F: (207) 947-6845
www.blakeequip.com

BLAKE

 EQUIPMENT

The Blake Group

1194 Odlin Rd | Hermon, ME 04401

INTEGRITY | EXCELLENCE | TEAMWORK | INNOVATION



Blake Equipment

:

BWS

:

JW Stevens

:

Northeast Mechanical

5/26/2015	40.1	\$123.38	
6/15/2015	9.4	\$28.92	
boiler turned on 10/19/15 at \$2.188 gallon			
10/9/2015	4.8	\$10.50	
10/26/2015	217.8	\$476.55	boiler turned on 10/19/15
11/16/2015	246.7	\$537.59	11/5 heat tuned off what could be
11/30/2015	218.8	\$406.97	boiler chased, 11/6; Valve 8 shut down
12/7/2015	509.2	\$1,114.13	11/9 back cold, valve 8 opened up
12/14/2015	330.3	\$722.70	11/18 gym heat used periodically
12/21/2015	184.4	\$403.47	12/9 heat on in locker room
12/28/2015	272.3	\$595.79	12/15 began heating overnight
2015 Totals	8,048.10	\$22,924.21	
1/4/2016	376.9	\$824.66	12/24-12/28 heat on in gym for closure
1/11/2016	245	\$536.06	
1/18/2016	317.6	\$694.91	
1/25/2016	306.2	\$669.97	
2/1/2016	281.7	\$616.36	
2/8/2016	256.2	\$560.57	
2/15/2016	305.7	\$668.87	
2/22/2016	260.6	\$570.19	
2/29/2016	60.3	\$131.94	locker room heat off 3/7/16
3/7/2016	562.9	\$1,231.63	
3/14/2016	300.4	\$657.28	
3/21/2016	124.3	\$271.97	Boiler shut off late April / Early May
2016 Totals	3,397.80	\$7,434.41	
2014 Totals	6.95% x	\$30,073.37	=\$2,090.10
2015 Totals	6.95% x	\$22,924.21	=\$1,593.23
2016 Totals	6.95% x	\$7,434.41	=\$516.69
Lafayette Reimbursement to Town			=\$4,200.02
2016 Oil Costs			
\$1.65/ gallon x 7,500 (est) gallons		\$12,375	
Savings over 2015 Oil Cost		\$10,549	

HAMPDEN ACADEMY - SKEHAN CENTER ANALYSIS

INS/TAXES/SEWER HAVE NOT BEEN BILLED TO THE TOWN SINCE HHA PURCHASED 1 Main Rd North In September 2013

BUILDING SQUARE FOOTAGE	102,041
SKEHAN CENTER SQUARE FOOTAGE - LEASED TO THE TOWN OF HAMPDEN	22,777
TOWN %	22.32%

TOTAL SQUARE FOOTAGE OF THE SKEHAN CENTER BUILDING	25,034.50
LAFAYETTE SHARE OF THIS SPACE	3,755.00
PERCENTAGE FOR TOWN OF HAMPDEN - SKEHAN CENTER	85.00%
PERCENTAGE FOR LAFAYETTE SPACE	15.00%
THE TOWN PAYS 85% OF THE SKEHAN CENTER SPRINKLER BILL SO WE HAVE USED 85% FOR THE WATER AND SEWER BILLS	

	TOTAL BILL	TOWN PORTION DUE
2013 INSURANCE - FOR P/13 - 10/13 - PAID IN 2014	822.00	183.48
NO TAXES PAID - TOWN WAS THE OWNER OF RECORD ON APRIL 1, 2013		
THEY ARE TAX EXEMPT - NO TAXES DUE/PAID		
SEWER 7/1/13-9/30/13	42.80	PD BY TOWN 12/10/14
SEWER 10/1/13-12/31/13	85.80	PD BY TOWN 12/10/14
WATER - SHOULD HAVE BEEN BILLED AT 85% BUT TOWN PD 100%	505.42	(75.81)
SUBTOTAL DUE FOR 2013		107.67
2014 INSURANCE - PD 10/1/13-10/1/14	11,148.00	2,488.39
TAXES - 36-0-076 land and building 2015 tax bill due 10/1/14 and 4/1/15	3,703.00	826.56
TAXES - 41-0-004 land 2015 tax bill due 10/1/14 and 4/1/15	1,148.00	256.25
TAXES - 41-0-005 land 2015 tax bill due 10/1/14 and 4/1/15	491.75	109.77
SEWER 1/1/14-3/31/14	146.52	PD BY TOWN 12/10/14
SEWER 4/1/14-6/30/14	146.52	PD BY TOWN 12/10/14
SEWER 7/1/14-9/30/14	146.52	PD BY TOWN 12/10/14
SEWER 10/1/14-12/31/14	146.52	PD BY TOWN 12/10/14
WATER - SHOULD HAVE BEEN BILLED AT 85% BUT TOWN PD 100%	2,021.68	(303.25)
SUBTOTAL DUE FOR 2014		3,377.72
2015 INSURANCE - PD 10/1/14-10/1/15	8,105.00	1,809.15
TAXES - 36-0-076 land and building 2016 tax bill due 10/1/15 and 4/1/16	3,692.50	824.22
TAXES - 41-0-004 land 2016 tax bill due 10/1/15 and 4/1/16	1,155.00	257.81
TAXES - 41-0-005 land 2016 tax bill due 10/1/15 and 4/1/16	490.00	109.37
SEWER 1/1/15-3/31/15	121.84	103.56
SEWER 4/1/15-6/30/15	250.24	212.70
SEWER 7/1/15-9/30/15	207.44	176.32
SEWER 10/1/15-12/31/15	293.04	249.08
WATER - SHOULD HAVE BEEN BILLED AT 85% BUT TOWN PD 100%	2,021.68	(303.25)
SUBTOTAL DUE FOR 2015		3,438.98
2016 INSURANCE - PD 10/1/15-10/1/16	5,100.21	1,138.44
TAXES - 36-0-076 land and building 2017 tax bill due 10/1/16 and 4/1/17		
TAXES - 41-0-004 land 2017 tax bill due 10/1/16 and 4/1/17		
TAXES - 41-0-005 land 2017 tax bill due 10/1/16 and 4/1/17		
SEWER 1/1/16-3/31/16	250.24	212.70
WATER - SHOULD HAVE BEEN BILLED AT 85% BUT TOWN PD 100%	505.42	-75.81
SUBTOTAL DUE THROUGH MAY 2016		1,275.33
TOTAL DUE		8,199.70

RECAP: AMOUNT DUE FROM TOWN OF HAMPDEN (SKEHAN CENTER) 2013 - MAY 2016	
INSURANCE SEPT 2013 - 2016	5,619.46
TAXES 2014- YTD 2016	2,383.98
SEWER 2015- YTD 2016	954.38
WATER OVERPAYMENT 2013 - YTD 2016	(758.13)
	8,199.70

RECAP: ELECTRICITY EXIT HALLWAY LIGHTS	
2013 - PAID BY LAFAYETTE	
2014 - ESTIMATED BY HAMPDEN ELECTRIC PAID BY TOWN OF HAMPDEN	611.02
2015 - ESTIMATED BY HAMPDEN ELECTRIC PAID BY TOWN OF HAMPDEN	611.02
2016 - ESTIMATED BY HAMPDEN ELECTRIC PAID BY TOWN OF HAMPDEN	152.76
(\$611.02/ 12 MONTHS X 3 MONTHS - JAN, FEB & MARCH 2016 - CHANGED TO LAFAYETTE ON APRIL 5, 2016)	
REIMBURSED TO TOWN OF HAMPDEN 5/26/16	1,374.80

RECAP: OIL EXIT HALLWAY HEAT	
2013 - PAID BY LAFAYETTE	
2014 - 30,073.37 X 6.95%	2,090.10
2015 - 22,924.21, X 6.95%	1,593.23
2016 - 7,434.41 X 6.95%	516.69
(JAN, FEB & MARCH 2016 - CHANGED TO LAFAYETTE ON APRIL 5, 2016)	
REIMBURSED TO TOWN OF HAMPDEN 5/26/16	4,200.02



Angus Jennings <townmanager@hampdenmaine.gov>

Skeehan Center- Estimated Costs

1 message

Brock Bradford <brock@lhadm.com>
To: townmanager@hampdenmaine.gov

Fri, May 27, 2016 at 8:51 AM

Good Morning Angus,
I hope you are well. It was great meeting you yesterday. Thanks for coming over to the office. I felt it was a very productive meeting. As discussed, attached is a spreadsheet showing what I anticipate the costs would be for the Town Rec Dept. at the Skeehan Center next year, based on the most current information I have available.

Please let me know if you have any questions or if I can clarify anything further.

Thanks,

Brock Bradford, CFO

Lafayette Hotels

207.862.8008 ext. 120 | fax 207.862.6465

155 Littlefield Ave. | Bangor, Maine 04401

brock@lhadm.com

lafayettehotels.biz

“For I know the thoughts that I think toward you, says the Lord, thoughts of peace and not of evil, to give you a future and a hope.” Jeremiah 29:11



Town Estimated Expenses for Budget.xlsx

14K

Quasi-Enterprise Accounts

Dept/Div: 20-20 REC/CULTURE / L HOIT POOL

Account Number	Account Name	2015/16 Budget	2015/16 Expended as of 4/30	Percent Expended	2016/17 Proposed (DH)	2016/17 Proposed (Mgr)	Notes
INSURANCE							
	05-10 W/C	\$ 4,700.00	\$ 2,836.65	60%	\$ 4,700.00	\$ 4,700.00	
	05-15 HEALTH	\$ 17,959.00	\$ 6,044.30	34%	\$ 12,445.00	\$ 12,445.00	Health insurance up 9.85% effective 1/1/16. Budgeting for 5% increase in FY17.
	05-20 LIFE	\$ 226.00	\$ 188.40	83%	\$ 226.00	\$ 226.00	
	05-25 DENTAL	\$ 150.00	\$ 125.00	83%	\$ 150.00	\$ 150.00	
SUPPLIES							
	10-01 OFFICE	\$ 913.00	\$ 878.40	96%	\$ 994.00	\$ 994.00	Time Warner Cable Internet (\$25/month); printer ink; notebooks, pens, batteries, dividers, paper; staff immunizations Hep B shot series.
	10-05 POSTAGE/SHIP	\$ 450.00	\$ 416.50	93%	\$ 450.00	\$ 450.00	
	10-10 GENERAL EXP						
	10-15 BOOKS/PUBL						
	10-20 SUPPLY/MATRL	\$ 1,050.00	\$ 1,481.60	141%	\$ 1,050.00	\$ 1,050.00	Rescue equipment, life lines, buoys, vacuum supplies, pool toys, noodles, swim lesson supplies, first aid supplies, aqua fitness supplies.
	10-80 CHEMICALS	\$ 7,033.00	\$ 3,764.43	54%	\$ 7,200.00	\$ 7,200.00	See attached.
	10-82 LANDSCAPING						
	10-99 MISC.						
UTILITIES							
	15-01 TELEPHONE	\$ 1,039.00	\$ 963.31	93%	\$ 1,176.00	\$ 1,176.00	OTT (\$36/month); TDS (\$62/month)
	15-05 ELECTRICITY	\$ 22,000.00	\$ 19,676.84	89%	\$ 22,000.00	\$ 22,000.00	
	15-10 FUEL	\$ 48,000.00	\$ 24,229.68	50%	\$ 23,240.00	\$ 23,240.00	Est. 14,000 gallons @ \$1.66
	15-15 WATER	\$ 3,250.00	\$ 3,224.58	99%	\$ 3,500.00	\$ 3,500.00	
	15-20 SEWER	\$ 3,000.00	\$ 1,733.56	58%	\$ 6,000.00	\$ 6,000.00	Reflects new rates.
MAINT/REPAIR							
	20-01 EQUIP.REPLAC						
	20-05 EQUIP.MAINT.	\$ 14,000.00	\$ 21,221.09	152%	\$ 14,000.00	\$ 14,000.00	See attached.
	20-25 VEHICLE MAIN						
	20-35 BLDG MAINT.	\$ 4,500.00	\$ 3,415.32	76%	\$ 4,500.00	\$ 4,500.00	Paint, Mops, Brushes, Toilet paper, Cleaning Chemicals, Vacuum, Gloves, Trash Bags, Hardware, Shower Curtains, Tools.
	20-45 STATION #2						
PROF.SERVICE							
	30-01 ADS	\$ 800.00	\$ 335.00	42%	\$ 800.00	\$ 800.00	Advertising for pool events, schedules and employment
	30-80 TRAIN/TRAVEL	\$ 1,500.00	\$ 1,347.63	90%	\$ 1,500.00	\$ 1,500.00	
	TBD	\$ -	\$ -	n/a		\$ 2,900.00	Fees for MyRec.com and debit/credit card acceptance
Total		\$ 130,570.00	\$91,882.29	70%	\$ 103,931.00	\$106,831.00	
Estimated Revenue Budget		\$ 155,000.00			\$ 155,000.00	\$155,000.00	
Estimated Net Surplus (Deficit)		\$ 24,430.00			\$ 51,069.00	\$ 48,169.00	

Estimated Expenses for Rec Department		5/27/2016			
Expense	Usage	Total	Town %	Town Cost	
Sewer	(x100 CF)	\$9.74/ 100 CF			
Q1 2016	50	\$ 487.00	85%	\$ 413.95	
Q2 2015	50	\$ 487.00	85%	\$ 413.95	
Q3 2015	40	\$ 389.60	85%	\$ 331.16	
Q4 2015	60	\$ 584.40	85%	\$ 496.74	
Estimated Total				\$ 1,655.80	
Water (Building)					
Q1 2016		\$ 505.42	85%	\$ 429.61	
Q2 2015		\$ 505.42	85%	\$ 429.61	
Q3 2015		\$ 505.42	85%	\$ 429.61	
Q4 2015		\$ 505.42	85%	\$ 429.61	
Estimated Total				\$ 1,718.43	
Water (Sprinkler)					
Q1 2015		\$ 358.50	85%	\$ 304.73	
Q2 2015		\$ 358.50	85%	\$ 304.73	
Q3 2015		\$ 358.50	85%	\$ 304.73	
Q4 2015		\$ 358.50	85%	\$ 304.73	
Estimated Total				\$ 1,218.90	
Sprinklers					
Quarterly Sprinkler Inspections		\$ 1,260.00	22.32%	\$ 281.23	
Backflow Inspection		\$ 350.00	22.32%	\$ 78.12	
Estimated Total				\$ 359.35	
Property Insurance	2016 Insurance	\$ 5,100.00	22.32%	\$ 1,138.32	
Taxes	2015 Tax Bills	\$ 5,337.50	22.32%	\$ 1,191.33	
Electric	Last 12 months' Electric Bills:				
Meter Read Date		Total Emera Bill		\$ to Town	
6/3/2015		1,787.29		613.13	
7/1/2015		1,523.60		683.03	
8/4/2015		1,747.33		494.08	
9/1/2015		1,891.08		659.92	
10/1/2015		1,955.91		736.11	
11/1/2015		2,461.31		630.52	
12/2/2015		2,750.78		922.87	
12/31/2015		4,113.23		1,929.58	
2/4/2016		4,129.44		1,263.23	
3/1/2016		4,179.10		1,945.81	
4/1/2016		3,615.96		1,354.53	
5/3/2016		3,084.78		930.46	
Rolling 12 month (Main Bill) Estimated Total:				12,163.27	
Streetlights & Crosswalk (Shelley Estimate)				3,600.00	
Estimated Electric Total				15,763.27	
Skeehan Center Leased to town	22,777	sq. ft.			
Total HHA square footage	102,041	sq. ft.			
Town % of Facility	22.32%				
This is used for bills that are for the entire facility:			Sprinkler Inspections, Insurance, Taxes		
Town Leases 85% of the square footage in the Skeehan Center building, and is billed at 85% for Water (building & sprinkler) & Sewer					

Town of Hampden
Fiscal Year 2017 Departmental Budget Request

Account Number:	20-20-20-05		
Account Title:	Equipment Maintenance		
2016 Budget Amount:	\$ 14,000.00		
Budget Justification			
Purpose			Amount
Boiler Service Contract			\$ 650.00
Boiler Inspection Fee	3	\$ 60.00	\$ 180.00
Maine Fire Protection monitoring service			\$ 277.00
Mechanical Services Preventative Maintenance			
Quarterly Air Handler Inspection	4	\$ 445.50	\$ 1,782.00
EPD Sand Filter Service Contract with Fillion Associates, Inc			\$ 990.00
Miscellaneous			\$ 10,121.00
Total			\$ 14,000.00

Projected Staff Costs: July 1, 2016 - June 30, 2017									
Session I		11 Weeks							
Session III & IV		15 Weeks							
Session V		10 Weeks Summer Session Closed on Sunday							
						Fall, Winter, Spring		Summer	
2016-2017	Weekday 6:00AM- 8:30AM Mon- Fri	Weekday 8:30AM - 11:00AM Mon-Fri	Weekday 11:00AM- 1:30PM Mon-Fri	Weekday 3:00PM - 8:00PM Mon-Fri	Supervisor 2 Week Nights 5 Hours	Weekend Sat/Sun Supervisor 10:00AM- 8:00PM	Weekend Sat/Sun Staff 10:00AM- 8:00PM	Weekend Sat Staff 10:00AM- 8:00PM	Weekend Sat Supervisor 2:00 P.M.- 8:00PM
Staff Needed	1	2	1	3	1	2	6	3	1
Hours Per Week	12.5	12.5	12.5	25	10	7.5	10	10	6
Total Staff Hours	12.5	25	12.5	75	10	15	60	30	6
Average Wage	\$12	\$12	\$12	\$9	\$10	\$11	\$9	\$9	\$10
Weekly Cost	\$ 150	\$ 300	\$ 150	\$ 647	\$ 100	\$ 165	\$ 518	\$ 259	\$ 60
Total Weeks	36	36	36	36	36	26	26	10	10
Total Cost	\$ 5,400	\$ 10,800	\$ 5,400	\$ 23,301	\$ 3,600	\$ 4,290	\$ 13,463	\$ 2,589	\$ 600
							TOTAL:	\$69,443	

SESSION II				
SWIM TEAM SEASON				
WEEKDAY BREAKDOWN				
DAY	STAFF NEEDED	SHIFT HOURS	HOURS PER WEEK	TOTAL STAFF HOURS
MONDAY	1	2:45-5:15	2.5	2.5
	3	5:15-8:00	2.75	8.25
TUESDAY	1	2:45 - 4:45	2	2
	3	4:45-8:00	3.25	9.75
WEDNESDAY	1	2:45-5:15	2.5	2.5
	3	5:15-8:00	2.75	8.25
THURSADY	1	2:45-4:45	2	2
	3	4:45-9:00	4.25	12.75
FRIDAY	1	2:45-5:15	2.5	2.5
	3	5:15-8:00	2.75	8.25
			Total per week 27.25	
			TOTAL STAFF HOURS	58.75

Session II 10 Weeks Plus 1 Week No Lessons							
	Weekday 6:00AM- 8:30AM Mon- Fri	Weekday 8:30AM - 11:00AM Mon- Fri	Weekday 11:00AM- 1:30PM Mon-Fri	Weekday 3:00PM - 8:00PM Mon- Fri	Supervisor 2 Week Nights 5 Hours	Weekend Sat/Sun Staff 10:00AM- 8:00PM	Weekend Sat/Sun Supervisor 10:00AM- 8:00PM
<i>Staff Needed</i>	1	2	1	1 to 3	1	6	2
<i>Hours Per Week</i>	12.5	12.5	12.5	27.25	10	10	7.5
<i>Total Staff Hours</i>	12.5	25	12.5	58.75	10	60	15
<i>Average Wage</i>	\$ 12	\$ 12	\$ 12	\$ 9	\$ 10	\$ 9	\$ 10
<i>Weekly Cost</i>	\$ 150	\$ 300	\$ 150	\$ 507	\$ 100	\$ 518	\$ 150
<i>Total Weeks</i>	11	11	11	11	11	11	11
<i>Total Cost</i>	\$ 1,650	\$ 3,300	\$ 1,650	\$ 5,577	\$ 1,100	\$ 5,696	\$ 1,650
					TOTAL		\$ 20,623

closed one day for holiday each week	Break Weeks 4 Weeks						
	Christmas Vacation Week New Years Vacation Week February Vacation Week April Vacation Week						
	Weekday 6:00AM- 8:30AM 2.5 Hours X 4	Weekday 8:30AM - 11:00AM 2.5 Hours X 4	Weekday 11:00AM- 1:30PM 2.5 Hours X 4	Weekday 3:00PM - 8:00PM 5 Hours X 4	Supervisor 3 Nghts 5 Hours X 3	Weekend Sat/Sun Staff 10:00AM- 8:00PM	Weekend Sat/Sun Supervisor 10:00AM- 8:00PM
Staff Needed	1	2	3	3	1	6	2
Hours Per Week	10	10	10	20	15	10	7.5
Total Staff Hours	10	20	30	60	15	60	15
Average Wage	\$ 12	\$ 12	\$ 12	\$ 9	\$ 11	\$ 9	\$ 10
Weekly Cost	\$ 120	\$ 240	\$ 360	\$ 518	\$ 165	\$ 518	\$ 150
Total Weeks	4	4	4	4	4	4	4
Total Cost	\$ 480	\$ 960	\$ 1,440	\$ 2,071	\$ 660	\$ 2,071	\$ 600
					TOTAL		\$ 8,282

AQUA FITNESS			
AM AQUA EXERCISE	3 HOURS PER WEEK	Taught by Director	
GENTLE AEROBICS	5 HOURS PER WEEK		
PM AQUA EXERCISE	2 HOURS PER WEEK		
AQUA FITNESS COSTS			
STAFF NEEDED		1	
HOURS PER WEEK		3	
AVERAGE HOURLY RATE		\$15.00	
WEEKLY COST		\$45.00	
TOTAL WEEKS		48	
TOTAL FITNESS WAGES			\$2,160
	Salaries		
Director	\$	49,383	
Assistant Director	\$	31,833	
Total Salaries			\$ 81,216
Total Lifeguard Staff Wages			\$ 98,348
Total Lifeguard & Fitness Wages		\$100,508	
TOTAL Salaries & Wages			\$181,724

Town of Hampden FY17 Budget - Town Manager Proposed								
Reserve Acct.	Account Name	2015/16 Budget	2015/16 Budget	2015/16 Expended		2016/17 Proposed (Mgr)	Notes	
Number		Adopted	Amended*	4/25/2016		Total		
03-700	RESERVES							
03-702-00	Municipal Building	\$20,000.00	\$20,000.00	\$20,000.00			TBD based on Capital Improvement Program.	
03-711-00	Computer Reserve	\$15,000.00	\$15,000.00	\$15,000.00			Need to check with Kyle.	
03-717-00	Public Works Equip.	\$150,000.00	\$150,000.00	\$150,000.00		\$137,774.00	Balance due on Trackless (\$43,004); 544K Front End Loader (lease, \$21,322); 310SK Backhoe Loader (lease, \$13,448); Excavator for ditching (\$8,000); Plow truck to replace #17 (\$185,000) financed over five years.; new Flail Mower for Large JD (\$15,000).	
03-727-00	Economic Devel.							
03-729-00	Town Property Survey						Funding for survey of Pool site	
03-731-00	GIS Mapping							
03-733-00	Salary/Benefits Res.	\$40,000.00	\$33,780.00	\$33,780.00		\$40,000.00	Contingency for FY17 personnel changes; including retiring employee amounts due.	
03-737-00	Ambulance					\$47,244.70	Amount needed to bring this account balance to zero. (Account has negative balance).	
03-741-00	Fire Truck						TBD based on Capital Improvement Program.	
03-743-00	Fire Truck Refurbishing							
03-753-00	Police Cruiser					\$0.00	Could be increased to \$34,000 with corresponding reduction in Police operating budget.	
03-761-00	Streets/Roads	\$100,000.00	\$100,000.00	\$100,000.00		\$0.00	Included in DPW budget	
03-763-00	Library Reserve	\$5,000.00	\$5,000.00	\$5,000.00			TBD based on Capital Improvement Program.	
03-767-00	Recreation Reserve						TBD based on Capital Improvement Program.	
03-771-00	Pool Reserve						TBD based on Capital Improvement Program.	
03-739-00	EMS Reserve							
03-768-00	Playground						TBD based on Capital Improvement Program.	
03-777-00	Garage/Solid Waste						TBD based on Capital Improvement Program.	
03-778-00	Matching Grant Res.							
	Total Reserves	\$330,000.00	\$323,780.00	\$323,780.00		\$225,018.70		
	<i>* Reflects approved budget amendment from Personnel Reserve to Transfer Station compactor cylinder.</i>							
							<i>Proposed percent change:</i>	
							-30.5%	

Hampden Capital Program Planning Budget Worksheet									
Draft of May 30, 2016									
Sources of Funds	Total	FY16	FY17	FY18	FY19	FY20	Future	(FY21 +)	Notes
Equity - Town appropriation	\$ 940,000	\$ -	\$ 235,000	\$ 235,000	\$ 235,000	\$ 235,000			Subject to annual budgeting. (Includes road resurfacing program, below).
Equity - Town appropriation			\$ 123,275	\$ 4,000	\$ 4,000	\$ 4,000			Included in DPW Budget for Garage LED lighting; Sidney Blvd, North Rd and Old County Rd culverts; and catch basin cleaning. (Post-FY17 amounts for catch basin cleaning: 80 @ \$50)
Equity - Town Reserve Funds (accrued)	\$ 425,406								Est. balance to be available (on paper) July 1 2016. Subject to reconciliation of Interfund Transfers.
Principal - Environmental Trust	\$ 2,983,517	\$ -	\$ -	\$ -	\$ -	\$ -	<i>earliest date of unrestricted use.</i>		Air and Water Quality Protection, as that term is defined in the Hampden Environmental Trust, with expenditures subject to approval of Trustees and Town Council. Amount reflects Book Value of 4/20/16 source Bangor Savings Bank.
Interest Income - Environmental Trust	\$ 1,117,318	\$ -							Town-wide. Eligible for use "to preserve and protect the environment in the Town of Hampden, including funding such environmental study, testing, protection, preservation, and remediation measures as the Individual Trustees, in their discretion, direct." Amount reflects Book Value of 4/20/16 source Bangor Savings Bank.
Proceeds from Bond Issues	\$ -								
Host Community Benefit fund balance	\$ 236,587								HCB balance of 5/14/16. (Availability contingent on reimbursement from Sewer Fund).
Mayo Road General Ledger Balance (1-373-00)	\$ 109,881								Available per Auditor 5/11/16. Confirm eligible uses.
TIF Revenues	\$ 277,140	\$ 138,570	\$ 138,570						Limited to allowed uses specified in each TIF agreement. The large majority of funds projected to result from Emera TIF.
Conservation / Recreation Reserve Account	\$ 69,365	\$ 69,365							Funds authorized for specific uses by vote of the Town Council, spring 2016. Some spending may carry over to FY17.
State Appropriation	\$ -								
Federal Appropriation	\$ -								
Grant proceeds	\$ 50,000	\$ 50,000							Stephen King grant for Library, FY15-16.
Connector Bus Reserve Account	\$ 60,898								As of May 9, 2016. Held in Trust/Agency account by Bangor. Reserving for future use. Running old fleet, maintenance costs skyrocket. Adding \$283/month to our reserve from what we pay.
Federal match for Bus purchase (@ 5%)	\$ 6,300								Per Laurie Linscott. Federal match estimated based on purchase price (\$126,600) for refurbished bus.
Maine Local Road Assistance Program	\$ 325,000	\$ 65,000	\$ 65,000	\$ 65,000	\$ 65,000	\$ 65,000			
Proceeds from Impact Fee Ordinance (if enacted)	\$ -								
Proceeds from Stormwater Utility (if enacted)	\$ -								
Private Development Funding	\$ -								
Total Project Sources:	\$ 6,601,411	\$ 322,935	\$ 561,845	\$ 304,000	\$ 304,000	\$ 304,000	\$ -		
Uses of Funds	Total	FY16	FY17	FY18	FY19	FY20	Future	(FY21 +)	Notes
Municipal									
Debt service payments on bonds issued	\$ -								Unknown
M-1 Municipal Building roof replacement (front)	\$ 55,000								Est. based on 2008-09 CIP.
M-2 Municipal Building (complete Public Safety flooring started in FY15)	\$ 20,000		\$ 20,000						Est. based on FY16 approved Reserve Funding (reallocated for other costs). Added for FY17 based on recommendation at 5/24/16 budget meeting.
M-3 LED lighting for Municipal Building									Seeking cost estimate
Revaluation (town-wide)	\$ 350,000								\$350-400k. K. Karter, 2/9/16. Outgoing TM recommended budgeting for this over a period of years. Per KK, the last official Reval was done in 1980. Would take 18+ months. Includes listing, measuring, inspection, photographs, sketching.
Sub-Total:	\$ 425,000	\$ -	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ -	
Uses of Funds	Total	FY16	FY17	FY18	FY19	FY20	Future	(FY21 +)	Notes
Playgrounds/Parks/Recreation									
R-1 Additional Field Space (multipurpose)	\$ 50,000		\$ 50,000						Location TBD; reserve funding for future additional field(s).
R-2 Additional parking lot for Lura Hoit Complex (50 add'l spots needed) - <u>soft costs only</u>	\$ 30,000		\$ 30,000						Cost of wetlands delineation and DEP permitting for Pool site.
R-3 Resurfacing/Repair of Tennis Courts at VFW	\$ 15,296	\$ 15,296							Vermont Tennis, Ray Greenleaf. 10/7/15. Cost is for Guardian Membrane Repair method. Replacement costs for 2 tennis courts to rebuild est. at \$95-110,000. See Services Committee meeting packet 1/11/16.

Hampden Capital Program Planning Budget Worksheet									
Draft of May 30, 2016									
R-4	Crack fill, Basketball Courts at VFW	\$ 2,980	\$ 2,980					Vermont Tennis, Ray Greenleaf. 10/7/15. Cost for Guardian Membrane Repair method is \$18,901. Replacement costs for 3 basketball courts to rebuild est. at \$130-150,000. See Services Committee meeting packet 1/11/16.	
R-5	Addition of permanent bathroom and concession space at Outdoor Field Space, Lura Hoyt Pool site	\$ -						Waiting for wetlands delineation to determine if additional fields could be accommodated and, if so, whether/where facilities could be added.	
R-6	Addition of outside storage space at Outdoor Field Space, Lura Hoyt Pool site	\$ -						Waiting for wetlands delineation to determine if additional fields could be accommodated and, if so, whether/where facilities could be added.	
R-7	Facility Signage	\$ -							
R-8	New facility, Recreation Center.	\$ -						Sized appropriately with needed parking, energy efficient, designed to meet program needs running concurrently, with service areas located at building entrance, meeting space, concessions, and exterior restrooms, ideally located within same complex as field space.	
R-9	Marina Ramp.	\$ 22,311	\$ 22,311					Grinding butt joints. Paving 15,332 SF. Pave 600 SF with 4" of binder. Pave with 2' of modified mix. Excludes permitting. Estimate from Wellman Paving 3/14/16. Will bid project spring 2016 as part of town paving bid.	
Skehan Center Items									
R-10	(Skehan Center) Additional parking, 60-70 additional spots needed	\$ -							
R-11	(Skehan Center) permanent secure lobby office space	\$ -							
R-12	(Skehan Center) Energy efficiency upgrades to building heating	\$ -							
R-13	(Skehan Center) Upgrades for locker room water heating	\$ -							
R-14	(Skehan Center) Facility Signage	\$ -							
		\$ -							
	<i>Sub-Total:</i>	\$ 120,587	\$ 40,587	\$ 80,000	\$ -	\$ -	\$ -	\$ -	
Uses of Funds									
		Total	FY16	FY17	FY18	FY19	FY20	Future (FY21 +)	Notes
Library									
L-1	One flat roof surface needs to be replaced.	\$ 2,000							Grants are available to libraries—they are competitive and some not available every year. Have used grant funds to renovate circulation room and move children's room, added central air conditioning, installed System 2000 furnace and had exterior trim repaired, recaulked and repainted, painted interior of building and replaced all lighting with efficient LED bulbs. However, cannot depend only on grants for upkeep of facility. May be partially or fully funded by proceeds from King Grant. Estimates include \$7k for vestibule door. Based on \$210/sq. ft. for 45'x25' room (1125 sq. ft.) for seating of up to 100 people \$236,250.00. This item duplicates potential new Community Center identified above.
L-2	Installation of LED lighting (King Grant supported)	\$ 19,267	\$ 19,267						
L-3	Heating in the far ends of the building (Community Room & Children's Room) is not ideal. These rooms have large blowers which are loud and not very efficient.	\$ -							
L-4	All windows should be replaced as they are not efficient.	\$ -							
L-5	Replacement of library doors.	\$ 25,000							
L-6	Town needs a good sized meeting space and I believe the Library is the logical place for that to be. There is space for the addition of a meeting room which, while attached to the library can be closed off, so people could use it without having access to the library.	\$ 236,250							
	<i>Sub-Total:</i>	\$ 282,517	\$ 19,267	\$ -	\$ -	\$ -	\$ -	\$ -	

Hampden Capital Program Planning Budget Worksheet										
Draft of May 30, 2016										
Uses of Funds		Total	FY16	FY17	FY18	FY19	FY20	Future	(FY21 +)	Notes
Lura Hoit Pool										
P-1	Pool Sand Filter (replaced 2006)	\$ 20,000						\$ 20,000		Est. needed in FY26
P-2	Plaster Re-surface (replaced 2006)	\$ 32,000						\$ 32,000		Est. needed in FY21
P-3	Boilers (replaced 2009)	\$ 42,710						\$ 42,710		Est. needed in FY24
P-4	Pool Pump (replaced 2007)	\$ 2,600						\$ 2,600		Est. needed in FY22
P-5	Air Handler (replaced 2012)	\$ 172,000						\$ 172,000		Est. needed in FY27
P-6	Metal Roof (replaced 2014)	\$ 24,000						\$ 24,000		Est. needed in 2039
P-7	Painting inside of pool area	\$ 10,000		\$ 5,000	\$ 5,000					Est. needed soon. Put it out to bid about 4 years ago. Part of the reason for the high cost is the height of ceiling and scaffolding required and the one week time frame to get it done. Project has been postponed because of other more crucial projects. Would like to schedule the painting project for FY18 if possible. Hopefully enough in Pool reserve account to help cover the cost.
P-8	Replace and repair asphalt sidewalk and curbing around the pool	\$ 6,500			\$ 6,500					
		\$ -								
	<i>Sub-Total:</i>	\$ 309,810	\$ -	\$ 5,000	\$ 11,500	\$ -	\$ -	\$ 293,310		
Uses of Funds		Total	FY16	FY17	FY18	FY19	FY20	Future	(FY21 +)	Notes
Police & Fire										
PS-1	Fire Engine	\$ 400,000		\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 200,000		Est. needed in FY23. Recommended for multi-year funding through reserve fund allocations and/or bond financing.
PS-2	Air Bottles	\$ 10,000					\$ 10,000			Est. needed in FY20
PS-3	Ambulance	\$ 200,000		\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 120,000		Est. needed in FY26. Recommended for multi-year funding through reserve fund allocations and/or bond financing.
PS-4	Thermal Imaging Camera	\$ 10,000		\$ 10,000						Est. needed FY16-18.
PS-5	Handguns	\$ 6,000				\$ 6,000				Est. needed FY19-20.
PS-6	Cardiac Monitor (2)	\$ 80,000						\$ 80,000		Est. needed in FY28
PS-7	Pickup Truck	\$ 40,000			\$ 40,000					Est. needed FY18-20.
	<i>Sub-Total:</i>	\$ 746,000	\$ -	\$ 80,000	\$ 110,000	\$ 76,000	\$ 80,000	\$ 400,000		
Uses of Funds		Total	FY16	FY17	FY18	FY19	FY20	Future	(FY21 +)	Notes
Public Works (non Sewer)										
Facilities										
PW-1	Repair holiday light power supply on utility poles	\$ 15,000		\$ 15,000						Quote received winter 2015; would bid work. Cost driven by need to shut down electrical during repairs. May be able to be combined with change to LED street lighting if that goes forward.
PW-2	New salt shed	\$ 75,000								If Transfer Station goes away could serve as half foundation for salt shed. If not, would recommend new building, combined salt shed and equipment garage, out back.
PW-3	Equipment garage	\$ 70,000								If Transfer Station goes away. If not would recommend new building, combined salt shed and equipment garage, out back.
PW-4	Roof repair at DPW Garage	\$ 38,000		\$ 38,000						Would include repairs to leaky roof, insulation, and help with heating costs.
PW-5	New DPW office in location of existing garage (swap shop)	\$ 60,000								Would replace swap shop, and is contingent on Transfer Station going away. Would allow for an Admin support person to have a place to work.
PW-6	Transfer Station reconfiguration	\$ 17,920								Rework Transfer Station layout and fence (\$9,620); New gate/fence for brush to back pit (\$2,900); new Swap Shop building (\$5,400).
Stormwater										
SW-1	Stormwater - catch basins repair and maintenance. (423 within regulated urbanized area, including local and MDOT).	\$ 12,000			\$ 4,000	\$ 4,000	\$ 4,000			Amount included in DPW FY17 Budget, 80 per year at \$50 per.
SW-2	Stormwater - outfalls repair and maintenance. (93 within regulated urbanized area).									
SW-3	Stormwater - impaired watershed management plan, Shaw Brook (EPA potentially impaired)	\$ 40,000								This cost estimate assumes that Bangor will also contribute to cost. Potential funding source: Environmental Trust.
SW-4	Stormwater - impaired watershed management plan, Sucker Brook (EPA impaired)	\$ 40,000								This cost estimate assumes that Bangor will also contribute to cost. Potential funding source: Environmental Trust.

Hampden Capital Program Planning Budget Worksheet									
Draft of May 30, 2016									
Transportation									
T-1	Annual Road Resurfacing Program (8-year rotation)	\$ 940,000		\$ 235,000	\$ 235,000	\$ 235,000	\$ 235,000	\$235,000 per year	Amount included in DPW FY17 Proposed Budget. \$40k/mile (per 20' width) x 60 miles = \$2.4M / 8 years = \$300k/year (offset by \$65k/year in Maine Local Road Assistance). (Included in proposed FY17 Reserve budget).
T-2	Baker Road (275' of road reconstruction)	\$ 35,000		\$ 12,000	\$ 12,000	\$ 12,000			
T-3	Western Ave. Sidewalk to Mayo Road	\$ 38,336		\$ 38,336					Federal Project: AC-STP-1940(100)X (1/26/16 Amendment #3). Total project cost: \$191,680. Met with MDOT and W&C to review project on 1/22/16. Prior project payments (for engineering) have been paid from HCB account. Funds allocated 7/17/12.
T-4	Repaving Western Ave from Rte 1A to Mayo Road (BACTS project - Pres 12 - 10% local match)	\$ 119,459		\$ 119,459					BACTS TIP v.2 for 2016-2019 estimates total project cost at \$1,194,588. <u>Expected to be included in bond referendum for November 2016.</u>
T-5	Repaving Western Ave from Mayo Road to Railroad (Pres 6)	\$ 123,441			\$ 123,441				BACTS TIP v.2 for 2016-2019 estimates total project cost at \$1,234,407. <u>Expected to be included in bond referendum for November 2016.</u>
T-6	Rebuild Schoolhouse Lane between Old County and 1A	\$ 310,000							Project is estimated (by Sargent Corp) at \$275,000 construction plus some engineering and inspection for a total budget figure of \$310,000. Specs in email from SC to AJ 4/11/16. <u>Expected to be included in bond referendum for November 2016.</u>
T-7	Main Road North, 1.73 miles from Mountainview to Town Center. Reconstruction (complete reconstruction and removing the concrete base; or widening, closed drainage, sidewalk).	\$ 465,000			\$ 465,000				MaineDOT project #65291. Total project cost \$4.65M. Town responsible for 10% local match. Anticipated to go to local referendum in November 2016. <u>Expected to be included in bond referendum for November 2016.</u>
T-8	Paving Main Road from Western Avenue to Kennebec Road	\$ 56,673							Timeframe to be confirmed with MDOT.
T-9	New Bus	\$ 126,000							Hampden hasn't bought a bus in last 19-20+ years. New bus is \$414,000. If we buy a used bus, have contract with MMA for ten, "like new" end of life overhaul, \$126,000. Laurie Linscott also pursuing Federal grant; if successful would be 85/15% match for new Bus. Our reserves would almost cover.
Bridges and Culverts									
PW-11	Manning Bridge #3366. Center pier is undermined. Girders are delaminating with thick rust flaking evident.	\$ -							Letter from MDOT May 11, 2015. Considered by MDOT a Low Use or Redundant Bridge. If Town committed to funding 50% of project, and if compelling circumstances, can pursue State financial assistance.
PW-12	Sawyer Bridge #0863. SW wing is tipping and has broken the corner weld. NE wing is also starting to fail. Floor plates are buckling and bouncing. Water is running under full length of structure.	\$ -							Letter from MDOT May 11, 2015. Considered by MDOT a Low Use or Redundant Bridge. If Town committed to funding 50% of project, and if compelling circumstances, can pursue State financial assistance.
PW-13	Sucker Brook culvert	\$ 20,000		\$ 20,000					
	<i>Sub-Total:</i>	\$ 2,601,829	\$ -	\$ 477,795	\$ 839,441	\$ 251,000	\$ 239,000	\$ -	
	Town Project Cost Sub-Total:	\$ 4,485,743	\$ 59,854	\$ 662,795	\$ 960,941	\$ 327,000	\$ 319,000	\$ 693,310	
	Program Administration @ 6.5% of Project Cost Sub-Total	\$ 196,489	\$ 3,891	\$ 43,082	\$ 62,461	\$ 21,255	\$ 20,735	\$ 45,065	
	Contingency @ 15% of Public Improvements	\$ 453,435	\$ 8,978	\$ 99,419	\$ 144,141	\$ 49,050	\$ 47,850	\$ 103,997	
	<i>Sub-Total:</i>	\$ 649,924	\$ 12,869	\$ 142,501	\$ 206,602	\$ 70,305	\$ 68,585	\$ 149,062	
	Total Town Gross Project Costs:	\$ 5,135,666	\$ 72,723	\$ 805,296	\$ 1,167,543	\$ 397,305	\$ 387,585	\$ 842,372	

Hampden Capital Program Planning Budget Worksheet									
Draft of May 30, 2016									
Sewer, Sources of Funds									
	Budgeted Repair Costs	\$ 52,000		\$ 52,000.00					Included in FY17 Proposed Budget.
	Budgeted (Due to Genera Fund)	\$ 100,000		\$ 100,000					Included in FY17 Proposed Budget.
	Budgeted (Sewer Reserve)	\$ 5,000		\$ 5,000					Included in FY17 Proposed Budget.
		\$ -							
		\$ 157,000	\$ -	\$ 157,000	\$ -	\$ -	\$ -	\$ -	
Sewer, Uses of Funds									
	Debt service payments on new bonds issued	\$ -							Unknown
S-1	Bangor WWTP. Biomedia filters. Hampden share of total cost per Interlocal Agreement.	\$ 255,743		\$ 56,000	\$ 66,000	\$ 66,000	\$ 67,000		Bangor WWTP, concrete issues at secondary clarifier. Hampden responsible for portion of cost. Estimate of Hampden share per Andy Ruzinski, April 14, 2016. (Amount does not factor in interest if bonded).
S-2	CSO Tank Sealing (near HWD)	\$ 35,000		\$ 35,000					
S-3	CCTV and flushing system-wide	\$ 300,000		\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000	
S-4	Sewer Force Main (across 1A bridge over Souadabscook)	\$ 2,700	\$ 2,700						First year engineering costs only; construction costs to be provided. Costs would be included in local match portion of Rte 1A reconstruction (above).
S-5	Infiltration & Inflow, Mayo Road	\$ -							After CCTV will have better idea what's needed here.
S-6	Infiltration & Inflow, The Terraces (off 1A)	\$ -							After CCTV will have better idea what's needed here.
	Payback of Interfund Transfers	\$ 700,000		\$ 100,000	\$ 120,000	\$ 140,000	\$ 160,000	\$ 180,000	
		\$ -							
		\$ 1,293,443	\$ 2,700	\$ 251,000	\$ 246,000	\$ 266,000	\$ 287,000	\$ 240,000	
	Sewer Project Cost Sub-Total:	\$ 1,293,443	\$ 2,700	\$ 251,000	\$ 246,000	\$ 266,000	\$ 287,000	\$ 240,000	
	Program Administration @ 6.5% of Project Cost Sub-Total	\$ 84,026	\$ 176	\$ 16,315	\$ 15,990	\$ 17,290	\$ 18,655	\$ 15,600	
	Contingency @ 15% of Public Improvements	\$ 193,905	\$ 405	\$ 37,650	\$ 36,900	\$ 39,900	\$ 43,050	\$ 36,000	
	<i>Sub-Total:</i>	\$ 277,931	\$ 581	\$ 53,965	\$ 52,890	\$ 57,190	\$ 61,705	\$ 51,600	
	Total Sewer Gross Project Costs:	\$ 1,571,374	\$ 3,281	\$ 304,965	\$ 298,890	\$ 323,190	\$ 348,705	\$ 291,600	
RSU-22, Uses of Funds									
	RSU 22 McGraw-Weatherbee internal circulation improvements	\$ -							School Board voted to continue with design/engineering on 1/20/16; this will result in preparation of cost estimates. In correspondence 1/21/16, Rick Lyons doesn't anticipate referendum in June 2016; not sure about November 2016. Hampden share of total costs would be based on RSU-22 funding formula and allocation among Hampden, Newburgh, Winterport and Frankfort.
	RSU 22 McGraw-Weatherbee expansion	\$ -							
	<i>Sub-Total:</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	

EXECUTIVE SESSION STATUTES

The eight subjects permitted to be discussed in Executive Session are as follows:

PERSONNEL MATTERS: 1 M.R.S.A. § 405(6)(A)

SCHOOL STUDENT SUSPENSIONS/EXPULSIONS: 1 M.R.S.A. § 405(6)(B)

REAL ESTATE; ECONOMIC DEVELOPMENT: 1 M.R.S.A. § 405(6)(C)

LABOR CONTRACTS/NEGOTIATIONS: 1 M.R.S.A. § 405(6)(D)

ATTORNEY-CLIENT CONSULTATIONS: 1 M.R.S.A. § 405(6)(E)

CONFIDENTIAL RECORDS: 1 M.R.S.A. § 405(6)(F)

EMPLOYMENT EXAMINATIONS: 1 M.R.S.A. § 405(6)(G)

CODE ENFORCEMENT CONSULTATIONS: 1 M.R.S.A. § 405(6)(H)