



HAMPDEN TOWN COUNCIL
FY17 BUDGET WORK SESSION
HAMPDEN MUNICIPAL BUILDING
AGENDA

MONDAY, MAY 16, 2016

8:00 PM (at Town Council Meeting)

1. Review of Proposed Town Manager FY17 Budgets
 - a. Public Works
 - b. Municipal Garage
 - c. Stormwater Management
 - d. Solid Waste
 - e. Buildings & Grounds
 - f. Marina
 - g. Non-Departmental Utilities
 - h. Sewer
 - i. Capital Program
2. Adjourn

Next Budget Work Session: Tuesday, May 17 at 7 PM

Topics for Review: Administration
Communications
Tax Collector
Elections
Town Council
Municipal Building
Revenues

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

Town of Hampden FY17 Budget - Town Manager Proposed							
Account Number	Account Name	2015/16 Budget	2015/16 Budget	2015/16 Expended	2016/17 Proposed (DH)	2016/17 Proposed (Mgr)	Notes
Number		Adopted	Adopted	4/25/2016		Total	
10-01	Public Works						
10-01-01-05	Wages	\$567,173.00	\$567,173.00	\$411,806.35		\$548,998.00	12 FTEs, 3/4 Admin, Part-time, Overtime
10-01-01-15	Clothing Allowance	\$6,500.00	\$6,500.00	\$7,833.70	\$6,420.00	\$6,420.00	Boots, uniforms, gloves/liners, etc. (9 each)
10-01-01-25	Vehicle Expense	\$4,000.00	\$4,000.00	\$1,955.49	\$3,500.00	\$3,500.00	Mileage for use of personal vehicle on town business (Director or auth. By Director)
10-01-05-01	FICA/Medicare	\$43,389.00	\$43,389.00	\$30,709.07		\$41,999.00	At 7.65%
10-01-05-05	Retirement	\$47,642.00	\$47,642.00	\$40,976.70		\$46,966.00	At per-employee terms.
10-01-05-10	Workers' Comp	\$35,000.00	\$35,000.00	\$24,115.97		\$35,350.00	Workers comp increase of 1.5% effective 1/1/16
10-01-05-15	Health Insurance	\$127,850.00	\$127,850.00	\$96,737.05		\$124,303.00	Health insurance up 9.85% effective 1/1/16. Budgeting for 5% increase in FY17.
10-01-05-20	Life Insurance	\$1,463.00	\$1,463.00	\$854.34		\$1,463.00	1 family, 1 single.
10-01-05-25	Dental Insurance	\$750.00	\$750.00	\$475.00		\$900.00	
10-01-10-01	Office Supplies	\$700.00	\$700.00	\$278.15	\$700.00	\$700.00	Supplies for DPW office.
10-01-10-05	Postage/Shipping	\$300.00	\$300.00	\$0.49	\$200.00	\$200.00	Postage for road closures, etc.
10-01-10-15	Books/Publications				\$200.00	\$500.00	Maine Standards of Construction. Other reference books. Increase is offset by decrease in Planning books budget.
10-01-10-17	Tree Planting/Removal	\$2,500.00	\$2,500.00	\$2,420.00	\$7,500.00	\$5,500.00	Tree service by outside contractors, various locations.
10-01-10-20	Supply/Materials	\$3,000.00	\$3,000.00	\$3,097.19	\$7,875.00	\$7,875.00	Hand tools, power tools, cleaning supplies, trash bags, Confined Space Rescue Retrieval Device (CS Entry Tripod), harness, etc.
10-01-10-25	Gas/Oil/Lube	\$73,000.00	\$73,000.00	\$35,279.17	\$75,000.00	\$75,000.00	Fuel, gas, oil, transmission fluid, hydraulic fluid, antifreeze, grease etc.
10-01-10-40	Salt	\$69,000.00	\$69,000.00	\$65,979.47	\$70,200.00	\$70,200.00	1200 tons at \$58.50/ton
10-01-10-45	Culverts	\$3,000.00	\$3,000.00	\$0.00	\$0.00	\$0.00	Included in proposed Stormwater budget.
10-01-10-50	Tar Patching	\$3,000.00	\$3,000.00	\$1,371.60	\$3,000.00	\$3,000.00	Asphalt paving patch for potholes, trench repair for utility replacement.
10-01-10-55	Street Signs	\$3,000.00	\$3,000.00	\$1,301.24	\$4,500.00	\$4,500.00	Regulatory signage (stop/yield/speed etc), street signs, misc. road signs and hardware.
10-01-10-60	Calcium Chloride	\$2,900.00	\$2,900.00	\$0.00	\$2,000.00	\$2,000.00	Snow/ice removal, dust control (gravel roads), fertilizer for ditches
10-01-10-65	Steel Plows	\$22,500.00	\$22,500.00	\$9,992.40	\$22,500.00	\$22,500.00	Cutting edges - trucks and equipment, bed chains, plow bolts/misc. parts, teeth for digging bucket, plow hydraulic cylinder seal kits, etc.
10-01-10-70	Resurfacing Roads	\$75,000.00	\$75,000.00	\$24,830.45	\$235,000.00	\$235,000.00	See Capital Budget. Zeroed out proposed Streets/Roads reserve (budgeted at \$100k in FY16).
10-01-10-85	Memorial Day				\$700.00	\$700.00	Memorial Day flowers, wreaths, flags etc.
10-01-15-01	Telephone	\$4,000.00	\$4,000.00	\$5,844.73	\$7,936.00	\$7,936.00	Office phone, office TDS, office OTT, cell phones, GPS in trucks - units and cell service, pager service (quarterly critical alert test).
10-01-20-01	Equipment Replace				\$191,200.00	\$6,200.00	Cab for 2520 John Deere Tractor.
10-01-20-05	Equipment Maint.	\$62,000.00	\$62,000.00	\$68,827.50	\$65,000.00	\$65,000.00	Maintenance and repair, all DPW vehicles and equipment
10-01-20-15	Copier				\$300.00	\$300.00	Maintenance on DPW copier

Town of Hampden FY17 Budget - Town Manager Proposed							
Account Number	Account Name	2015/16 Budget	2015/16 Budget	2015/16 Expended	2016/17 Proposed (DH)	2016/17 Proposed (Mgr)	Notes
Number		Adopted	Adopted	4/25/2016		Total	
10-01	Public Works (cont'd)						
TBD (10-1-20)	Tires				\$36,700.00	\$36,700.00	6 tires each: Grader, 1-tons (2), 1 1/2 tons (3), plow trucks (5); 4 each: Backhoe, Loader, JD 5101, Trailers (2); tire chains. In past have paid for tires out of maint. Budget. Not doing maintenance because we're overspent.
10-01-20-55	Mowing				\$15,400.00	\$400.00	Misc. flail blades, parts and bolts.
10-01-25-05	Safety	\$1,600.00	\$1,600.00	\$1,675.75	\$2,950.00	\$2,950.00	Safety vests, safety glasses, hearing protection, hard hats, sign bases, signage, gloves.
10-01-25-10	Rental	\$15,000.00	\$15,000.00	\$14,760.00	\$42,770.00	\$0.00	Proposed expenses included in proposed Reserve budget
TBD (10-01-3)	Contracted Services				\$20,000.00	\$5,000.00	Street sweeping (\$4,200), hang holiday decorations/lights (\$800)
TBD (10-01-3)	DOT Drug & Alcohol screening				\$781.00	\$800.00	Drug and alcohol tests; MDOT required AHS random screening mgmt.
10-01-30-75	Street Construction	\$19,500.00	\$19,500.00	\$1,879.45	\$35,000.00	\$0.00	Proposed work included in Capital Planning Workbook.
TBD (10-01-3)	Street/Crosswalk Painting				\$13,600.00	\$13,600.00	Crosswalk and road striping. Center line striping (\$9,600), Crosswalk striping (\$4,000). Includes 06-06-30-76 (budgeted at \$3,900 in FY16).
10-01-30-80	Travel/Training	\$1,200.00	\$1,200.00	\$2,478.98	\$4,600.00	\$4,600.00	Snow Conference (\$2000), memberships (MBTA, NEWEA, APWA), Chainsaw Safety, SPCC, Work Zone Safety, Bloodborne Pathogen, Fire Extinguisher, Hearing Conservation, LOTO, Sexual Harassment, Haz Com, Emergency Action Plans, PPE, Dig Safe, Trenching & Excavation
	10-01 Total	\$1,194,967.00	\$1,194,967.00	\$897,965.24	\$875,532.00	\$1,381,060.00	
		Personnel Expenses			Non-Personnel Expenses		
		FY16	FY17 Proposed		FY16	FY17 Proposed	
		\$823,267.00	\$799,979.00		\$371,700.00	\$832,062.00	
	<i>Proposed percent change:</i>		<i>-2.8%</i>		<i>Proposed percent change:</i>	<i>123.9%</i>	

Town of Hampden FY17 Budget - Town Manager Proposed							
Account Number	Account Name	2015/16 Budget	2015/16 Budget	2015/16 Expended	2016/17 Proposed (DH)	2016/17 Proposed (Mgr)	Notes
Number		Adopted	Adopted	4/25/2016		Total	
10-05	Municipal Garage						
10-05-10-10	General expense				\$1,560.00	\$960.00	Water service for garage; \$80/month.
10-05-10-20	Supplies/Materials				\$4,830.00	\$4,830.00	Shop supplies, tools; replace 4 hydraulic floor jacks; computer for truck analysis; welding fuel/O2; software for laptop; paper towels, rags etc.
10-05-10-25	Gas/Oil/Lube				\$850.00	\$850.00	Misc. shop fluids, lubricants
10-05-15-05	Electricity	\$5,976.00	\$5,976.00	\$4,378.94	\$5,900.00	\$5,900.00	Garage electricity
10-05-15-10	Fuel	\$8,750.00	\$8,750.00	\$5,983.40	\$8,750.00	\$8,750.00	Propane for garage heat. 7000 gallons @ \$1.25/gallon.
10-05-20-05	Equipment Maintenance				\$400.00	\$400.00	Rebuild bottle jacks.
10-05-20-35	Building Maintenance	\$11,000.00	\$11,000.00	\$6,711.24	\$50,400.00	\$12,400.00	Garage light replacement to LED (\$6,400); Exterior flood lights to LED (\$6,000)
	10-05 Total	\$25,726.00	\$25,726.00	\$17,073.58	\$72,690.00	\$34,090.00	
					Total Expenses		
					FY16	FY17 Proposed	
				Total Expenses	\$25,726.00	\$34,090.00	
					<i>Proposed percent change:</i>	32.5%	

Town of Hampden FY17 Budget - Town Manager Proposed							
Account Number	Account Name	2015/16 Budget	2015/16 Budget	2015/16 Expended	2016/17 Proposed (DH)	2016/17 Proposed (Mgr)	Notes
Number		Adopted	Amended*	4/25/2016			
10-10	Stormwater Management						
10-10-22-01	Maintenance/Repair	\$0.00	\$5,000.00	\$4,450.00	\$8,280.00	\$8,280.00	Culverts/pipes: Patterson Road, Canoe Club Rd, Constitution Ave; Precast concrete catch basins (Coldbrook, Frances, Ruth, Lindsey, Spare); Frames/Grates.
10-10-22-05	Compliance Documentatio	\$0.00	\$4,000.00	\$5,710.40	\$19,500.00	\$12,850.00	DEP compliance consultant; BASWG membership; IDDE testing.
TBD (10-10-2	Supplies		\$0.00		\$800.00	\$800.00	IDDE testing supplies; iPad for field inspections
TBD (10-10-2	Contracted Services		\$0.00		\$110,875.00	\$110,875.00	Clean catch basins (80 @ \$50/each); repairs to storm sewer system (North Road Culvert \$17,875; Old County Road Culvert \$35,000; Sidney Blvd \$54,000).
10-10-30-80	Prof. Services, Travel, Trai	\$0.00	\$1,000.00	\$0.00	\$1,500.00	\$1,500.00	Stormwater pollution training
	10-10 Total	\$0.00	\$10,000.00	\$10,160.40	\$140,955.00	\$134,305.00	
	<i>* Reflects approved budget increase with \$10,000 of savings from The Bus.</i>						
					Total Expenses		
					FY16	FY17 Proposed	
				Total Expenses	\$10,000.00	\$134,305.00	
					<i>Proposed percent change:</i>		1243.1%

Town of Hampden FY17 Budget - Town Manager Proposed							
Account Number	Account Name	2015/16 Budget	2015/16 Budget	2015/16 Expended	2016/17 Proposed (DH)	2016/17 Proposed (Mgr)	Notes
Number		Adopted	Amended*	4/25/2016		Total	
15-10	Solid Waste						
15-10-01-05	Wages	\$66,491.00	\$66,491.00	\$45,556.48		\$66,813.00	2 FTEs.
15-10-01-15	Clothing Allowance	\$1,200.00	\$1,200.00	\$1,201.15	\$1,520.00	\$1,520.00	Boots, uniforms, rain gear.
15-10-05-01	FICA/Medicare	\$5,087.00	\$5,087.00	\$3,404.05		\$5,112.00	7.65% of wages
15-10-05-05	Retirement	\$5,585.00	\$5,585.00	\$4,891.45		\$5,966.00	At per-employee terms.
15-10-05-10	Workers' Comp	\$4,000.00	\$4,000.00	\$2,684.24		\$4,040.00	Workers comp increase of 1.5% effective 1/1/16
15-10-05-15	Health Insurance	\$20,429.00	\$20,429.00	\$15,285.52		\$22,522.00	1 family, 1 single. Health insurance up 9.85% effective 1/1/16. Budgeting for 5% increase in FY17.
15-10-05-20	Life Insurance	\$267.00	\$267.00	\$169.56		\$267.00	2 FTEs
15-10-05-25	Dental	\$0.00	\$0.00			\$150.00	
15-10-10-20	Supply/Materials	\$1,000.00	\$1,000.00	\$3,614.57	\$2,730.00	\$2,730.00	Transfer station decals; transfer station signage; misc. hand tools; speedi-dry; compost bins.
15-10-15-05	Electricity	\$2,825.00	\$2,825.00	\$1,780.93	\$2,825.00	\$2,675.00	Reduced based on current year's usage
15-10-20-01	Equipment Replace				\$17,920.00	\$0.00	Proposed expenses included in Capital Program (subject to funding).
15-10-20-05	Equipment Maint.	\$1,400.00	\$7,620.00	\$7,519.50	\$6,200.00	\$0.00	Proposed expense could be paid from current Reserve balance (3-777-00)
15-10-25-10	Rental	\$500.00	\$500.00	\$0.00	\$1,000.00	\$1,000.00	Casella rental equipment - ash containers.
TBD (15-10-3	Solid Waste License Fees				\$1,880.00	\$1,880.00	Annual DEP license fee; permit modification.
15-10-30-53	Solid Waste Removal	\$245,000.00	\$245,000.00	\$188,271.06	\$245,000.00	\$245,000.00	Hauling; tipping fees; recycling; ash tesing; C&D disposal; etc.
	15-10 Total	\$353,784.00	\$360,004.00	\$274,378.51	\$279,075.00	\$359,675.00	
* Reflects approved budget transfer of \$6,260 from Personnel Reserve for compactor cylinder.							
Personnel Expenses				Non-Personnel Expenses			
	FY16	FY17 Proposed		FY16	FY17 Proposed		
	\$101,859.00	\$104,870.00		\$258,145.00	\$292,862.00		
	<i>Proposed percent change:</i>		3.0%	<i>Proposed percent change:</i>		13.4%	

Town of Hampden FY17 Budget - Town Manager Proposed							
Account Number	Account Name	2015/16 Budget	2015/16 Budget	2015/16 Expended	2016/17 Proposed (DH)	2016/17 Proposed (Mgr)	Notes
Number		Adopted	Adopted	4/25/2016		Total	
30-10	Building/Grounds						
30-10-01-05	Wages	\$68,373.00	\$68,373.00	\$62,955.00		\$86,220.00	Part-time for B/G and Cemetery
30-10-01-15	Clothing				\$1,600.00	\$1,600.00	Boots, uniforms, gloves/liners, raingear, etc (2 each)
30-10-05-01	FICA/Medicare	\$5,231.00	\$5,231.00	\$4,834.67		\$6,596.00	7.65% of wages
30-10-05-10	Workers' Comp	\$1,800.00	\$1,800.00	\$1,700.19		\$1,818.00	Workers comp increase of 1.5% effective 1/1/16
30-10-05-15	Health Insurance					\$29,350.00	Health insurance up 9.85% effective 1/1/16. Budgeting for 5% increase in FY17.
30-10-10-01	Office				\$300.00	\$300.00	Pens, paper, printing, etc.
30-10-10-18	Flowers	\$1,500.00	\$1,500.00	\$0.00	\$1,000.00	\$1,000.00	Landscape flowers and plantings, incl. at Locust Grove Cemetery for dedicated burial lots.
30-10-10-20	Supplies/Materials	\$1,000.00	\$1,000.00	\$0.00	\$3,000.00	\$3,000.00	Flags, hand tools (rakes, shovels etc.), signage, garbage bags.
30-10-10-75	Maps/Markers	\$500.00	\$500.00	\$0.00	\$2,500.00	\$2,500.00	Markers for Veterans' graves. Surveyed maps of cemeteries.
30-10-10-85	Memorial Day	\$330.00	\$330.00	\$0.00	\$0.00	\$0.00	Provided for in other line items.
30-10-15-15	Water	\$330.00	\$330.00	\$163.44	\$300.00	\$300.00	Water service at Lakeview Cemetery. (Locust Grove Cemetery?)
30-10-20-01	Maint.Repair	\$0.00	\$0.00	\$296.00	\$5,040.00	\$5,040.00	Mower replacement (\$3,800), 4 trimmers.
30-10-20-05	Equipment Maint.	\$1,500.00	\$1,500.00	\$1,694.31	\$1,450.00	\$1,450.00	Fix cemetery trailer ramp; trimmer tune-ups; mower blades, plugs, parts etc.
30-10-20-35	Building Repair	\$1,000.00	\$1,000.00	\$237.50	\$800.00	\$800.00	Fix cemetery bldg - Locust Grove roof/trim/door.
30-10-20-50	Grounds Improvement	\$500.00	\$500.00	\$835.64	\$2,500.00	\$4,500.00	Flower beds and curbing at Municipal Bldg; snowmobile trails maintenance; plantings for cemeteries.
30-10-25-05	Safety	\$600.00	\$600.00	\$1,983.04	\$500.00	\$500.00	Barriers for voting.
30-10-25-10	Equipment Rental	\$0.00	\$0.00		\$1,146.00	\$1,146.00	Port-a-potty rental and cleaning
	30-10 Total	\$82,664.00	\$82,664.00	\$74,699.79	\$20,136.00	\$146,120.00	
		Personnel Expenses			Non-Personnel Expenses		
		FY16	FY17 Proposed		FY16	FY17 Proposed	
		\$75,404.00	\$94,634.00		\$7,260.00	\$22,136.00	
	<i>Proposed percent change:</i>		<i>25.5%</i>		<i>Proposed percent change:</i>	<i>204.9%</i>	

Town of Hampden FY17 Budget - Town Manager Proposed							
Account Number	Account Name	2015/16 Budget	2015/16 Budget	2015/16 Expended	2016/17 Proposed (DH)	2016/17 Proposed (Mgr)	Notes
Number		Adopted	Adopted	4/25/2016		Total	
20-25	Marina						
20-25-10-10	General Expense	\$0.00	\$0.00	\$0.00	\$200.00	\$0.00	Harbor Master recommends for supplies. TM not recommending due to available reserve funds.
	20-25-Totals	\$0.00	\$0.00	\$0.00	\$200.00	\$0.00	

Sewer Budget

Sewer Expense Budget				
	Expended	Expended	Budget	Budget Notes
	2014/2015	2015/2016	2016/2017	FY17
		5/14/2016		
60 - SEWER				
10 - FUND 2				
01 - COMPENSATION				
05 - WAGES	\$60,000.00	\$0.00	\$60,000.00	Appropriation for contribution to public works/admin salary offset.
10 - SUPPLIES				
01 - SUPPLIES/OFFICE	\$5.00			
05 - POSTAGE/SHIPPING	\$6,388.95	\$7,370.41	\$6,000.00	Cost of sewer billing printing & postage 4 times per year.
20 - SUPPLIES/MATERIALS	\$6,752.22	\$4,234.12	\$10,000.00	Cost of quarterly water readings; pump station or line repair supplies.
99 - MISC.	\$0.00		\$2,400.00	
15 - UTILITIES				
05 - ELECTRICITY	\$33,811.47	\$33,212.31	\$36,000.00	Electric charges for pump stations.
10 - FUEL	\$7,602.19	\$6,078.82	\$7,000.00	Fuel costs for pump stations.
20 - MAINTENANCE/REPAIRS				
53 - Repair	\$0.00	\$21,629.00	\$52,000.00	Repair costs for pump stations and sewer lines.
30 - PROFESSIONAL SERVICES				
40 - LIENS/TRANSFERS	\$3,972.00	\$5,628.70	\$5,600.00	Cost of lien placement and discharge for sewer liens.
60 - SEWER EXPENSES				
02 - TREATMENT SERVICE CHARGE	\$318,745.73	\$83,092.45	\$262,494.00	Cost of projected FY17 sewer treatment by the City of Bangor. Prior years' spending includes overdue charges. Bangor Sewer anticipates 5% rate increase in FY17
04 - MAIN PUMP STATION CONTRACT	\$73,795.57	\$86,850.21	\$43,878.00	Cost of the contract with Bangor for pump station maintenance. Prior years' spending includes overdue charges.
10 - O&M CONTINGENCY		\$2,509.12		Debt service obligations for sewer lines/projects.
16 - PRINC/INT FMHA	\$91,701.56	\$387,091.78	\$ 381,465.35	Small projects that are above and beyond the routine repair costs.

Sewer Budget

Sewer Expense Budget				
	Expended	Expended	Budget	Budget Notes
	2014/2015	2015/2016	2016/2017	FY17
		5/14/2016		
22 - SPECIAL PROJ	\$0.00	\$13,636.69	\$15,500.00	Repairs to the flusher truck(\$10,500); GIS mapping for MS4 permit (\$5000).
24 - SEWER FLUSHER REPAIRS	\$0.00			
2-211-01 DUE TO GENERAL FUND			\$100,000.00	First year of multi-year payback.
2-220-00 CAPITAL COST RESERVE			\$5,000.00	Token amount toward capital reserve.
	\$602,774.69	\$651,333.61	\$987,337.35	
Sewer Revenue Budget				
	2014/2015	2015/2016	2016/2017	
Account	Received	Received	Budget	
		5/14/2016		
60 - SEWER				
01 - SEWER BILLS	\$546,375.68	\$542,517.80	\$ 943,844.96	Projected revenues, Feb. 2016 sewer rate hearing.
03 - INTEREST ON SEWER BILLS	\$1,923.80	\$1,594.72	\$1,735.00	
05 - INTEREST/COSTS ON SEWER LIENS	\$9,696.57	\$869.38	\$9,050.00	
08 - ABATEMENTS	(\$14,003.43)	\$0.00		
23 - INTEREST EARNED ON INVESTMENTS	\$1,234.30		\$1,230.00	
Final Totals	\$545,226.92	\$544,981.90	\$955,859.96	
Prior Surplus / (Deficit)	(\$57,547.77)	(\$106,351.71)		
	Projected Surplus / (Deficit)		(\$31,477.39)	
	Will require add'l revenue of:		\$31,477.39	

Hampden Capital Program Planning Budget Worksheet									
Draft of May 14, 2016									
Sources of Funds	Total	FY16	FY17	FY18	FY19	FY20	Future	(FY21 +)	Notes
Equity - Town appropriation	\$ 1,175,000	\$ 235,000	\$ 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.
Equity - Edythe Dyer Permanent Fund	\$ 382,856								FY15 year end balance.
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:	\$ 7,219,267	\$ 557,935	\$ 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
Municipal Building roof replacement (front)	\$ 55,000								Est. based on 2008-09 CIP.
Municipal Building (complete Public Safety flooring started in FY	\$ 20,000								Est. based on FY16 approved Reserve Funding (reallocated for other costs).
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	\$ -							
Uses of Funds	Total	FY16	FY17	FY18	FY19	FY20	Future	(FY21 +)	Notes
Playgrounds/Parks/Recreation									
Additional Field Space (multipurpose)	\$ -								
Additional parking lot for Lura Hoit Complex (50 add'l spots needed) - <u>survey costs only</u>	\$ 30,000		\$ 30,000						Cost of property survey and wetlands delineation for Pool site.

Hampden Capital Program Planning Budget Worksheet														
Draft of May 14, 2016														
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.					
Resurfacing/Repair of Basketball Courts at VFW	\$	18,901	\$	18,901					Vermont Tennis, Ray Greenleaf. 10/7/15. Cost is for Guardian Membrane Repair method. Replacement costs for 3 basketball courts to rebuild est. at \$130-150,000. See Services Committee meeting packet 1/11/16.					
Addition of permanent bathroom and concession space at Outdoor Field Space	\$	-												
Addition of outside storage space at Outdoor Field Space	\$	-												
Facility Signage	\$	-												
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.	\$	-												
Marina Ramp. Grinding butt joints. Paving 15,332 SF. Pave 600 SF with 4" of binder. Pave with 2' of modified mix. Excludes permitting.	\$	22,311	\$	22,311					Estimate from Wellman Paving 3/14/16. Will bid project spring 2016 as part of town paving bid.					
Skehan Center Items														
(Skehan Center) Additional parking, 60-70 additional spots needed	\$	-												
(Skehan Center) permanent secure lobby office space	\$	-												
(Skehan Center) Energy efficiency upgrades to building heating	\$	-												
(Skehan Center) Upgrades for locker room water heating	\$	-												
(Skehan Center) Facility Signage	\$	-												
	\$	-												
Sub-Total:	\$	86,508	\$	56,508	\$	30,000	\$	-	\$	-	\$	-	\$	-
Uses of Funds														
	Total	FY16	FY17	FY18	FY19	FY20	Future	(FY21 +)	Notes					
Library														
One flat roof surface needs to be replaced. Cost unknown.	\$	-												
Installation of LED lighting (King Grant supported)	\$	19,267	\$	19,267										
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.	\$	-							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.					
All windows should be replaced as they are not efficient.	\$	-												
Replacement of library doors.	\$	-							May be partially or fully funded by proceeds from King Grant. Expect estimates late May or so.					
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							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.					
Sub-Total:	\$	255,517	\$	19,267	\$	-	\$	-	\$	-	\$	-		
Uses of Funds														
	Total	FY16	FY17	FY18	FY19	FY20	Future	(FY21 +)	Notes					
Lura Hoit Pool														
Pool Sand Filter (replaced 2006)	\$	20,000					\$	20,000	Est. needed in FY26					
Plaster Re-surface (replaced 2006)	\$	32,000					\$	32,000	Est. needed in FY21					
Boilers (replaced 2009)	\$	42,710					\$	42,710	Est. needed in FY24					
Pool Pump (replaced 2007)	\$	2,600					\$	2,600	Est. needed in FY22					
Air Handler (replaced 2012)	\$	172,000					\$	172,000	Est. needed in FY27					
Metal Roof (replaced 2014)	\$	24,000					\$	24,000	Est. needed in 2039					
Painting inside of pool area	\$	10,000												

Hampden Capital Program Planning Budget Worksheet								
Draft of May 14, 2016								
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.
Paving Main Road from Western Avenue to Kennebec Road	\$ 56,673							
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								
Sidney Boulevard failed culvert	\$ 54,000		\$ 54,000					Would need to pre-cede work on 202 Sidewalk project, but the cost is not included in that project cost.
Old County Road culvert replacements	\$ 35,000		\$ 35,000					Proposed in FY17 DPW Budget. 4 culverts need replacement on Old County Road. One will be an entire project on its own and have to be done after August since it is part of Sucker Brook and DEP regulations will not allow it prior, one culvert would need to be done prior to paving and the other two could be done after if they were lined instead of replaced. Finance Committee minutes 5/4/15.
North Road Culvert	\$ 17,875		\$ 17,875					Proposed in FY17 DPW Budget.
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.
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.
<i>Sub-Total:</i>	\$ 2,900,104	\$ 235,000	\$ 516,070	\$ 827,441	\$ 239,000	\$ 239,000	\$ -	
Town Project Cost Sub-Total:	\$ 4,716,439	\$ 310,775	\$ 556,070	\$ 867,441	\$ 245,000	\$ 249,000	\$ 973,310	
Program Administration @ 6.5% of Project Cost Sub-Total	\$ 208,104	\$ 20,200	\$ 36,145	\$ 56,384	\$ 15,925	\$ 16,185	\$ 63,265	
Contingency @ 15% of Public Improvements	\$ 480,239	\$ 46,616	\$ 83,411	\$ 130,116	\$ 36,750	\$ 37,350	\$ 145,997	
<i>Sub-Total:</i>	\$ 688,343	\$ 66,817	\$ 119,555	\$ 186,500	\$ 52,675	\$ 53,535	\$ 209,262	
Total Town Gross Project Costs:	\$ 5,404,782	\$ 377,592	\$ 675,625	\$ 1,053,941	\$ 297,675	\$ 302,535	\$ 1,182,572	

Hampden Capital Program Planning Budget Worksheet								
Draft of May 14, 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
Bangor WWTP. Biomedia filters. Hampden share of total cost per Interlocal Agreement.	\$ 354,000		\$ 54,000	\$ 100,000	\$ 100,000	\$ 100,000		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).
CSO Tank Sealing (near HWD)	\$ 35,000		\$ 35,000					
CCTV and flushing system-wide	\$ 300,000		\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000	
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).
Infiltration & Inflow, Mayo Road	\$ -							After CCTV will have better idea what's needed here.
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		
	\$ -							
	\$ 1,391,700	\$ 102,700	\$ 269,000	\$ 300,000	\$ 320,000	\$ 340,000	\$ 60,000	
Sewer Project Cost Sub-Total:	\$ 1,391,700	\$ 102,700	\$ 269,000	\$ 300,000	\$ 320,000	\$ 340,000	\$ 60,000	
Program Administration @ 6.5% of Project Cost Sub-Total	\$ 90,461	\$ 6,676	\$ 17,485	\$ 19,500	\$ 20,800	\$ 22,100	\$ 3,900	
Contingency @ 15% of Public Improvements	\$ 208,755	\$ 15,405	\$ 40,350	\$ 45,000	\$ 48,000	\$ 51,000	\$ 9,000	
<i>Sub-Total:</i>	\$ 299,216	\$ 22,081	\$ 57,835	\$ 64,500	\$ 68,800	\$ 73,100	\$ 12,900	
Total Sewer Gross Project Costs:	\$ 1,690,916	\$ 124,781	\$ 326,835	\$ 364,500	\$ 388,800	\$ 413,100	\$ 72,900	
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>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	

Policy Basis for DPW Functions

Authority		DPW Responsibilities		
Local Ordinance	State	Federal	Source	Cat.
Y			2.2.b	Direct and supervise all staff activities
Y			1.3.a	Highways, streets, sidewalks and appurtenances
Y		Y	1.3.b	Snow removal/ice control
Y	Y		1.3.c	Gravel pits
Y			1.3.d	Wood lots
Y	Y	Y	1.3.e	Sanitary sewers
Y	Y	Y	1.3.f	Storm sewers and drainage
Y			1.3.g	Recreation areas, parks and public lands
Y			1.3.h	Marina and wharves
Y			1.3.i	Cemeteries
Y	Y		1.3.j	Solid waste disposal
Y			2.2.a	Care and maintenance of all departmental equipment and buildings
Y	Y	Y	2.2.c	Enforce all Town personnel rules and regulations within the Department
Y			2.2.d	Prepare an annual departmental budget
Y			2.2.e	Submit monthly reports to the Town Manager
Y	Y	Y	2.2.f	Serve as Road Commissioner
Y			2.2.g	Serve as Town Engineer
Y	Y		2.2.h	Perform such other duties as may be prescribed by the Town Manager or any state or local laws
Y	Y		Harbor Ordinance	He shall keep a log of all activities within the harbor area, and shall collect all fees as hereinafter established to be turned over daily to the Town Clerk.
	Y		38 M.R.S.A., Chapter 1	

Public Works Policy Framework (Partial)



HAMPDEN PUBLIC WORKS MOWING / TRIMMING

WEEKLY MOWING

BALL FIELDS ON OLD COUNTY ROAD
RT 202 INDUSTRIAL PARK FIELDS AND SIDEWALK ESPLANADE
DOROTHEA DIX PARK
SKEHAN CENTER AND ASSOCIATED BALL FIELDS
POOL AND ASSOCIATED REC AREA AND BALL FIELDS
LAKEVIEW FIELD
VFW BALL FIELDS
TOWN OFFICE
LIBRARY
PUMP STATIONS
MUNICIPAL GARAGE
PAPERMILL PARK FIELDS
64 MILES OF ROAD SIDE (TIMES 2, LESS 10% MOWED LAWNS)
CEMETERIES
NEALLY'S CORNER
LAKEVIEW
RIVERVIEW
LOCUS GROVE
OLD BURIAL GROUNDS

GUARDRAILS TO MOW/TRIM (TWICE PER YEAR)

OLD COUNTY ROAD
DUDLEY ROAD
STONEBROOK ROAD
COLDBROOK ROSD
EMERSON MILL ROAD
MANNING MILL ROAD
PAPERMILL ROAD
MAYO ROAD
FOSTER AVENUE
VFW DITCHES AT BALL FIELD
SURRY LANE
SIDNEY BOULEVARD
JOHNS WAY
SHAWHILL
BOG ROAD
DEER HILL LANE
SAWYER ROAD
BUTTERNUT
ACORN
ELM STREET EAST
EMERALD DRIVE
LIBRARY WOODS
NADINES WAY
PENOBSCOT MEADOW DRIVE
SAWYER ROAD CURVES
(4) TOWN SIGNS
1A SOUTH
1A NORTH
ROUTE 9
COLDBROOK ROAD
ALL DETENTION/RETENTION PONDS AND BMP'S

Public Works Mowing List



5 YEAR EQUIPMENT AND VEHICLE PLAN						
UNIT	YEAR	DESCRIPTION	MAKE	MODEL	HOURS	REPLACEMENT YEAR
MOWERS				5 YEARS		
4	2015	ZERO TURN 60" MOWER	JOHN DEERE	Z950M		2021
5	2009	LAWN MOWER	JOHN DEERE	540X		2015
6	2010	LAWN MOWER	JOHN DEERE	540X		2016
7	2012	LAWN MOWER	JOHN DEERE	540X		2017
7A	2015	SIDEWALK PLOW	TRACKLESS	MT6		2025
9	2007	SMALL TRACTOR	JOHN DEERE	2520		2018
9A	2010	LARGE TRACTOR	JOHN DEERE	5150		2016?
PICK UP TRUCKS				6 YR ON 350'S/8 YR ON 550'S		
10	2013	3/4 TON PICK UP	FORD	F250		2017
11	2013	HEAVY DUTY PICK UP	FORD	F550		2021
18	2012	HEAVY DUTY PICK UP	FORD	F550		2020
20	2009	HEAVY DUTY PICK UP	GMC	5500		2017
32	2012	1 TON	FORD	F350		2018
35	2012	1 TON	FORD	F350		2018
51	2010	DEPARTMENT CAR	FORD	CROWN VIC		
52	2002	CEMETERY VEHICLE	FORD	EXPLORER		2015
EQUIPMENT				5 YEARS		
8	2012	310SK BACKHOE	JOHN DEERE			2017
12	1994	GRADER	JOHN DEERE			N/A
16	2011	FRONT END LOADER	JOHN DEERE			2016
PLOW TRUCKS				10 YRS		
13	2008	DUMP TRUCK	STERLING	SL8500		2018
14	2010	DUMP TRUCK	FREIGHTLINER	M2106V		2020
15	2012	DUMP TRUCK	INTERNATIONAL	7400		2022
17	2006	DUMP TRUCK	STERLING	SL8511		2016
19	2011	DUMP TRUCK	INTERNATIONAL	7400		2021
TRAILERS				AS NEEDED		
29	2005	CEMETERY TRAILER				2017
30	1989	20 TON				2019
31	1991	2 AXLE				?
50	2010	BALL FIELD TRAILER				2020

Public Works Equipment & Vehicle Plan

