



HAMPDEN TOWN COUNCIL
FY17 BUDGET WORK SESSION
HAMPDEN MUNICIPAL BUILDING
AGENDA

TUESDAY, MAY 17, 2016

7:00 PM

1. Call to Order
2. Review of Proposed Town Manager FY17 Budgets
 - a. Administration
 - b. Communications
 - c. Tax Collector
 - d. Elections
 - e. Town Council
 - f. Municipal Building
 - g. Revenues
3. Adjourn

Next Budget Work Session: Monday, May 23 at 7 PM

Topics for Review: Economic Development
GIS/IT
Assessor/Planning
TIF (Tax Increment Financing)

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 (Mgr)	Notes
Number		Adopted	Adopted	4/25/2016		Total	
01-01	ADMINISTRATION						
01-01-01-01	Salaries	\$363,050.00	\$363,050.00	\$297,634.31		\$363,825.00	6 FTEs
01-01-05-01	FICA/Medicare	\$27,773.00	\$27,773.00	\$22,943.76		\$27,833.00	7.65% of wages
01-01-05-05	Retirement	\$30,496.00	\$30,496.00	\$28,658.69		\$32,220.00	At per-employee terms.
01-01-05-10	Worker's Comp	\$1,100.00	\$1,100.00	\$704.76		\$1,111.00	Workers comp increase of 1.5% effective 1/1/16
01-01-05-15	Health Insurance	\$47,978.00	\$47,978.00	\$38,203.06		\$48,024.00	Health insurance up 9.85% effective 1/1/16. Budgeting for 5% increase in FY17.
01-01-05-20	Life Insurance	\$801.00	\$801.00	\$489.84		\$801.00	
01-01-05-25	Dental Insurance	\$900.00	\$900.00	\$387.50		\$600.00	
01-01-05-45	Prop/Casualty Ins.	\$49,000.00	\$49,000.00	\$50,784.00		\$52,000.00	Property & Casualty Insurance.
01-01-10-01	Office Supplies	\$6,500.00	\$6,500.00	\$4,746.55		\$6,200.00	Administrative office supplies, forms, disposable items.
01-01-10-05	Postage/Shipping	\$6,500.00	\$6,500.00	\$5,263.39		\$6,500.00	Postage for mailings, correspondences, notices.
01-01-10-10	General Expense	\$200.00	\$200.00	\$154.00		\$200.00	Preparing and printing Annual Town Report.
01-01-10-22	Manager's Expense	\$300.00	\$300.00	\$300.00		\$300.00	Misc. expense; employee retirements recognition; etc.
01-01-15-01	Telephone	\$1,600.00	\$1,600.00	\$1,561.37		\$3,220.00	Add cellphone plan and equipment for TM (\$35/month)
01-01-20-01	Equipment Replace.	\$500.00	\$500.00	\$0.00		\$500.00	Replacement staplers, calculators, other small office equipment.
01-01-20-05	Equipment Maint.	\$500.00	\$500.00	\$456.00		\$500.00	Repair of office machinery, shelf building, office alterations.
01-01-30-01	Advertising	\$3,000.00	\$3,000.00	\$2,192.00		\$3,100.00	Advertising for job vacancies, ordinance changes, RFPs, tax acquired property, public hearings.
01-01-30-10	Audit	\$9,500.00	\$9,500.00	\$13,342.50		\$12,000.00	Annual financial audit.
01-01-30-15	Software Contracts	\$7,900.00	\$7,900.00	\$8,281.16		\$8,300.00	Licensing for TRIO software for all functions except Assessing (separately budgeted).
01-01-30-60	Dues	\$1,500.00	\$1,500.00	\$1,218.95		\$1,700.00	Professional dues.
01-01-30-80	Travel/Training	\$4,500.00	\$4,500.00	\$1,766.17		\$4,000.00	Workshops, seminars, conferences incl. mileage, meals, lodging associated with such training.
01-01-35-01	Legal	\$12,000.00	\$12,000.00	\$8,957.70		\$19,500.00	Town Attorney's work on ordinances, policies, deeds, legal agreements, legal opinions, attendance at Council mtgs. Includes legal formerly in GIS and Econ Dev. Offset by reductions to legal of \$7,500.
	Total 01-01	\$575,598.00	\$575,598.00	\$488,045.71		\$592,434.00	
		Personnel Expenses				Non-Personnel Expenses	
		FY16	FY17 Proposed			FY16	FY17 Proposed
		\$472,098.00	\$474,414.00			\$103,500.00	\$118,020.00
	<i>Proposed percent change:</i>		0.5%			<i>Proposed percent change:</i>	14.0%

Town of Hampden FY17 Budget - Town Manager Proposed							
Account Number	Account Name	2015/16 Budget	2015/16 Budget	2015/16 Expended		2016/17 Proposed (Mgr)	Notes
Number		Adopted	Adopted	4/25/2016		<u>Total</u>	
01-03	COMMUNICATIONS						
01-03-01-05	Cable TV Wages	\$6,300.00	\$6,300.00	\$2,803.88		\$6,300.00	Covers approx. 140 recorded meetings; incl. upload to Ch. 7, YouTube.
01-03-05-01	FICA/MED	\$482.00	\$482.00	\$2.30		\$482.00	7.65% of wages
01-03-05-10	Worker's Comp	\$50.00	\$50.00	\$26.16		\$50.50	Workers comp increase of 1.5% effective 1/1/16
01-03-10-01	Office Supplies	\$500.00	\$500.00	\$0.00		\$500.00	Supplies for production of videos, copying.
01-03-15-01	Internet Costs	\$6,200.00	\$6,200.00	\$3,692.83		\$6,209.64	Annual GovOffice Fee for website; Time Warner Cable.
01-03-16-01	Special Events	\$500.00	\$500.00	\$0.00		\$500.00	Costs associated with hosting meetings, programs.
01-03-20-05	Equipment Maint.	\$500.00	\$500.00	\$0.00		\$0.00	Repairs to A/V equipment
01-03-30-30	Printing/Publications	\$5,240.00	\$5,240.00	\$3,207.67		\$5,440.00	Newsletter layout, printing and postage (twice/year).
	Total 01-03	\$19,772.00	\$19,772.00	\$9,732.84		\$19,482.14	
		Personnel Expenses				Non-Personnel Expenses	
		FY16	FY17 Proposed			FY16	FY17 Proposed
		\$6,782.00	\$6,782.00			\$12,940.00	\$12,649.64
		<i>Proposed percent change:</i>		0.0%		<i>Proposed percent change:</i>	
						-2.2%	

Town of Hampden FY17 Budget - Town Manager Proposed							
Account Number	Account Name	2015/16 Budget	2015/16 Budget	2015/16 Expended		2016/17 Proposed (Mgr)	Notes
Number		Adopted	Adopted	4/25/2016		Total	
01-15	TAX COLLECTOR						
01-15-30-15	Computer Services	\$3,200.00	\$3,200.00	\$1,536.62		\$3,200.00	Annual software cost (\$300); Annual Tax Billing (\$1,000); Postage - tax bills (\$1,500); Postage - foreclosure notices (\$400)
01-15-30-40	Liens & Transfers	\$2,800.00	\$2,800.00	\$4,174.20		\$4,150.00	Cost of lien and discharge increased to \$19.
	Total 01-15	\$6,000.00	\$6,000.00	\$5,715.93		\$7,350.00	
					Total Expenses		
					FY16	FY17 Proposed	
				Total Expenses	\$6,000.00	\$7,350.00	
					<i>Proposed percent change:</i>	22.5%	

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	Adopted	4/25/2016		Total	
01-20	ELECTIONS						
01-20-01-05	Wages	\$2,500.00	\$2,500.00	\$602.75	\$2,501.25	\$2,505.00	Based on # of election clerks needed at last Presidential and RSU elections.
01-20-10-01	Office Supplies	\$250.00	\$250.00	\$72.00	\$250.00	\$250.00	For elections and voter registration.
01-20-10-05	Postage/Shipping	\$200.00	\$200.00	\$40.75	\$200.00	\$200.00	Mailing voter notices and absentee ballots.
01-20-10-10	General Expense	\$2,079.00	\$2,079.00	\$1,959.00	\$2,079.00	\$2,079.00	Lease on 3 tabulators.
01-20-10-20	Supplies & Materials	\$3,300.00	\$3,300.00	\$2,334.59	\$3,679.15	\$3,680.00	Tabulator base price for 4 or more, \$1,480.00, Ballot "price Per" \$1,268.70, Ballot faces \$55.20; Media sticks \$55.25 Shipping \$760.00, freight \$60.00
01-20-30-01	Advertising	\$200.00	\$200.00	\$200.00	\$300.00	\$300.00	Public notice ads related to elections.
	Total 01-20	\$8,529.00	\$8,529.00	\$5,211.77	\$9,009.40	\$9,014.00	
		Personnel Expenses			Non-Personnel Expenses		
		FY16	FY17 Proposed		FY16	FY17 Proposed	
		\$2,500.00	\$2,505.00		\$6,029.00	\$6,509.00	
		<i>Proposed percent change:</i>		0.2%	<i>Proposed percent change:</i>		8.0%

Town of Hampden FY17 Budget - Town Manager Proposed							
Account Number	Account Name	2015/16 Budget	2015/16 Budget	2015/16 Expended		2016/17 Proposed (Mgr)	Notes
Number		Adopted	Adopted	4/25/2016		Total	
01-05	TOWN COUNCIL						
01-05-01-05	Wages	\$18,060.00	\$18,060.00	\$18,220.00		\$18,060.00	Monthly mtgs (2 Council, 6 Committee); 12 special mtgs.
01-05-05-01	FICA/Medicare	\$1,382.00	\$1,382.00	\$1,393.90		\$1,382.00	7.65% of wages
01-05-05-10	Worker's Comp.	\$64.00	\$64.00	\$36.40		\$65.00	Workers comp increase of 1.5% effective 1/1/16
01-05-10-10	General Expense	\$3,600.00	\$3,600.00	\$1,388.55		\$2,200.00	Council attendance at outside mtgs; travel reimbursement; hosting events/mtgs.
01-05-30-60	Dues	\$7,784.00	\$7,784.00	\$8,339.39		\$8,010.00	MMA (\$6,938); BACTS (\$1,072)
	TOTAL 01-05	\$30,890.00	\$30,890.00	\$29,378.24		\$29,717.00	
		Personnel Expenses				Non-Personnel Expenses	
		<u>FY16</u>	<u>FY17 Proposed</u>			<u>FY16</u>	<u>FY17 Proposed</u>
		\$19,506.00	\$19,507.00			\$11,384.00	\$10,210.00
		<i>Proposed percent change:</i>		0.0%		<i>Proposed percent change:</i>	
						-10.3%	

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	
01-10	MUNICIPAL BUILDING						
01-10-10-01	Office Supplies	\$2,400.00	\$2,400.00	\$801.47		\$1,600.00	Cleaning supplies, paper products.
01-10-15-01	Telephone	\$945.00	\$945.00	\$859.52		\$1,045.00	Dedicated phone line required for elevator.
01-10-15-05	Electricity	\$39,000.00	\$39,000.00	\$42,604.10		\$46,000.00	Est. based on FY16 costs.
01-10-15-10	Fuel	\$15,972.00	\$15,972.00	\$15,942.77		\$16,439.00	Est. savings based on 9909 gallons avg. usage past 2 years.
01-10-15-15	Water	\$3,900.00	\$3,900.00	\$2,921.88		\$3,900.00	
TBD	Sewer					\$1,168.00	Reflects new account, changed rates
01-10-20-10	Equip. Service Cont.	\$5,500.00	\$5,500.00	\$2,837.60		\$5,531.00	Annual elevator inspection fee (\$115); Maine Fire Protections Annual Insp. Fee (\$600); Stanley Elevator Maintenance (\$183.21x12); Mechanical Svcs. Annual Contract (\$2,618).
01-10-20-35	Building Maintenance	\$18,790.00	\$18,790.00	\$14,882.04	\$21,790.00	\$19,878.00	Pest Control (\$75x12); Cleaning Svc. (\$800x12); HVAC (\$500x12); Backflow inspections (\$150); Flag replacements (\$300); Boiler licensing (240); Floor strip/wax (\$1,600); Fire alarm test/cleaning (\$728); Pest-spring service (\$360); DPW recommends adding \$3,000 for building drainage repair.
	TOTAL 01-10	\$86,507.00	\$86,507.00	\$81,105.92		\$95,561.00	
					Total Expenses		
					FY16	FY17 Proposed	
				Total Expenses	\$86,507.00	\$95,561.00	
					<i>Proposed percent change:</i>	10.5%	

Revenue Accounts, Proposed FY17 and Budgeted / Actual FY15 and FY16 YTD

As of May 14, 2016

Account		2014/2015	2014/15	2015/16	2015/16	2015/16	Received	2016/2017	2016/2017
Number	Account Name	Adopted	Received	Adopted	Received 5/14/16	% Received	minus Projected	Proposed	Notes
01-03	Tax Interest	\$ 9,000.00	\$12,859.57	\$ 9,000.00	\$ 8,685.23	97%	(\$314.77)	\$9,000.00	
01-05	Lien Interest	\$ 23,000.00	\$21,910.14	\$ 23,000.00	\$ 22,233.21	97%	(\$766.79)	\$23,500.00	
01-15	MV Excise Tax	\$ 1,550,000.00	\$1,776,652.32	\$ 1,600,000.00	\$ 1,629,830.69	102%	\$29,830.69	\$1,775,000.00	
01-17	Boat Excise	\$ 9,000.00	\$10,588.20	\$ 9,000.00	\$ 5,888.20	65%	(\$3,111.80)	\$10,500.00	season just opened
01-18	Agent Fees	\$ 21,000.00	\$20,981.00	\$ 20,000.00	\$ 19,272.00	96%	(\$728.00)	\$20,500.00	
01-19	Clerk Fees	\$ 12,500.00	\$10,929.10	\$ 12,500.00	\$ 9,936.85	79%	(\$2,563.15)	\$14,500.00	Estimate based on improved collections dog registrations.
01-23	Interest	\$ 10,000.00	\$15,248.97	\$ 10,000.00	\$ 7,684.02	77%	(\$2,315.98)	\$10,000.00	
01-25	Rental Income	\$ 2,000.00	\$1,100.00	\$ 2,000.00	\$ 6,250.00	313%	\$4,250.00	\$2,000.00	Post Office (FY16 includes prior year revs).
01-27	Plumbing Fees	\$ 6,500.00	(\$2,476.25)	\$ 6,500.00	\$ 7,882.50	121%	\$1,382.50	\$6,500.00	Projected receipts \$8,600 net of 25% to State
01-29	CEO Fees	\$ 15,000.00	\$14,010.80	\$ 15,000.00	\$ 18,637.20	124%	\$3,637.20	\$19,000.00	Proposed Fees Ordinance amendments would increase
01-31	Planning Bd. Fees	\$ 2,500.00	\$685.00	\$ 2,500.00	\$ 1,610.00	64%	(\$890.00)	\$1,700.00	
01-89	401 Forfeiture - from ICMA			\$ 50,000.00	\$ 56,192.51	112%	\$6,192.51	\$6,000.00	One-time revenues.
01-35	Cable TV Fee	\$ 40,000.00	\$35,582.17	\$ 40,000.00	\$ 38,892.71	97%	(\$1,107.29)	\$39,000.00	
01-37	Fees/Permits	\$ 1,000.00	\$310.00	\$ 1,000.00	\$ 1,208.00	121%	\$208.00	\$1,000.00	
01-41	HCB Revenue	\$ -	\$97.50	\$ -		n/a	\$0.00	\$0.00	
01-45	Service Fees	\$ 15,000.00	\$10,575.81	\$ 15,000.00	\$ 8,644.14	58%	(\$6,355.86)	\$13,540.00	Actual FY16 plus collection dba Hampden Meadows
01-47	Business Pk. Rev.	\$ -	\$0.00	\$ -	\$ 20,000.00	n/a	\$20,000.00	\$0.00	
01-78	Sewer Income	\$ 60,000.00	\$60,000.00	\$ 60,000.00	\$ -	0%	(\$60,000.00)	\$160,000.00	\$60k for staff offset; \$100k for partial interfund transfer payable
01-79	Miscellaneous	\$ 2,000.00	\$1,126.90	\$ 2,000.00	\$ 506.02	25%	(\$1,493.98)		
01-81	Tree Growth	\$ 2,000.00	\$3,483.23	\$ 2,000.00	\$ 175.32	9%	(\$1,824.68)	\$3,400.00	rec'd in Nov '15 for FY 15
01-82	Vet's Reimburse.	\$ 6,500.00	\$6,809.00	\$ 6,500.00	\$ -	0%	(\$6,500.00)	\$6,700.00	rec'd in Aug '15 for FY 15
01-86	GA Reimburse.	\$ 5,000.00	\$3,940.48	\$ 5,000.00	\$ 261.25	5%	(\$4,738.75)	\$3,000.00	Half budgeted GA expense
01-87	Snowmobile Reimb.	\$ -	\$2,654.62		\$ 687.72	n/a	\$687.72	\$2,654.00	FY16 receipts net out payment to Goodwill Riders
01-88	State Rev. Sharing	\$ 333,785.00	\$333,785.00	\$ 348,000.00	\$ 290,041.01	83%	(\$57,958.99)	\$377,135.18	State Treasurer, 2/29/16
01-99	Fund Balance	\$ 400,000.00	\$0.00	\$ 200,000.00	\$ -	0%	(\$200,000.00)	\$0.00	TM not recommending use of Fund Balance
05-01	Animal Control Fee	\$ 1,000.00	\$1,926.00	\$ 1,000.00	\$ 2,974.00	297%	\$1,974.00	\$3,000.00	Est. based on FY16 revs
05-05	Ambulance Fees	\$ 190,000.00	\$232,929.13	\$ 200,000.00	\$ 174,988.76	87%	(\$25,011.24)	\$200,000.00	On track to reach FY16 projected revenues
05-15	Police Receipts	\$ 2,500.00	\$4,483.96	\$ 2,500.00	\$ 1,458.48	58%	(\$1,041.52)	\$2,500.00	
05-16	Fire Receipts				\$ 2,000.00	n/a	\$2,000.00	\$2,000.00	Est. based on FY16 revs
05-17	Public Safety - Underage	\$ -	\$2,177.44	\$ -	\$ 2,177.44	n/a	\$2,177.44	\$0.00	
05-20	DEA/School Reim.	\$ 120,000.00	\$123,584.67	\$ 160,000.00	\$ 126,847.96	79%	(\$33,152.04)	\$150,000.00	
10-01	Cemetery Fees	\$ 5,000.00	\$1,100.00	\$ 5,000.00	\$ 5,175.00	104%	\$175.00	\$5,400.00	Est. based on FY16 revs
10-05	Cemetery Lots (sale)	\$ 4,000.00	\$1,350.00	\$ 4,000.00	\$ 1,600.00	40%	(\$2,400.00)	\$1,800.00	Est. based on FY16 revs
10-07	Cemetery Res Use	\$ 5,000.00	\$5,000.00	\$ 5,000.00	\$ -	0%	(\$5,000.00)	\$5,000.00	Cemetery reserve, \$13,675
15-01	Transfer Sta. Perm	\$ 60,000.00	\$27,490.00	\$ 45,000.00	\$ 30,550.00	68%	(\$14,450.00)	\$31,000.00	Est. based on FY16 revs
15-05	Recycling Income	\$ 10,000.00	\$12,184.87	\$ 12,000.00	\$ 3,208.28	27%	(\$8,791.72)	\$4,500.00	
15-10	PERC Revenue	\$ 90,000.00	\$71,841.57	\$ 85,000.00	\$ 48,158.20	57%	(\$36,841.80)	\$65,000.00	used to pay MRC dues
20-01	Library Fees	\$ 7,000.00	\$6,591.30	\$ 7,000.00	\$ 6,154.90	88%	(\$845.10)	\$6,500.00	

Revenue Accounts, Proposed FY17 and Budgeted / Actual FY15 and FY16 YTD									
As of May 14, 2016									
Account		2014/2015	2014/15	2015/16	2015/16	2015/16	Received	2016/2017	2016/2017
Number	Account Name	Adopted	Received	Adopted	Received 5/14/16	% Received	minus Projected	Proposed	Notes
25-01	Reserve Funds	\$ 20,000.00		\$ 20,000.00	\$ -	0%	(\$20,000.00)	\$20,000.00	
25-02	Transit Bonus	\$ -		\$ -	\$ -	n/a	\$0.00	\$0.00	
01-33	Carried Balances	\$ 100,000.00		\$ 100,000.00	\$ -	0%	(\$100,000.00)	\$0.00	<i>per Auditor, this is another label for Fund Balance</i>
	Totals	\$ 3,140,285.00	\$ 2,831,512.50	\$ 3,085,500.00	\$ 2,559,811.60		(\$525,688.40)	\$3,001,329.18	

Note: Year to Date Revenues Received as of May 14, 2016 (87% through FY16).