



HAMPDEN TOWN COUNCIL
HAMPDEN MUNICIPAL BUILDING
AGENDA

MONDAY

DECEMBER 2, 2013

7:00 P.M.

- **5:30 pm – Finance & Administration Committee Meeting**
- **Swearing-in of Councilors Gregory Sirois & Ivan McPike**
- **Election of Mayor – Town Attorney Tom Russell**
- **Goodbye – Outgoing Mayor Janet Hughes**

A. CONSENT AGENDA

1. SIGNATURES

2. SECRETARY'S REPORTS

3. COMMUNICATIONS

4. REPORTS

- a. Finance & Administration Committee Minutes – 10-21-2013
- b. Finance & Administration Committee Minutes – 11-18-2013
- c. Infrastructure Committee Minutes – 11-25-2013
- d. Bangor Humane Society Shelter Report – October 2013

B. PUBLIC COMMENTS

C. POLICY AGENDA

1. PUBLIC HEARINGS

2. NOMINATIONS – APPOINTMENTS – ELECTIONS

- a. Official Return of Votes – November 5, 2013 Election

3. UNFINISHED BUSINESS

- a. School Resource Officer Grant – Discussion with Council
- b. Sewer Projects – Design & Bid – Infrastructure Committee Recommendation

NOTE: The Council will take a 5-minute recess at 8:00 pm.

4. NEW BUSINESS

- a. Request for hours change – Code Enforcement – Stan MacMillan
- b. Goals & Objectives Meeting - Set Date for 2014
- c. Council Committee Interest – 2014 Requests

D. COMMITTEE REPORTS

E. MANAGER'S REPORT

F. COUNCILORS' COMMENTS

G. ADJOURNMENT

A-4-a

FINANCE & ADMINISTRATION COMMITTEE MINUTES

Monday, October 21, 2013

Attending:

Mayor Janet Hughes
Councilor William Shakespeare
Councilor Tom Brann
Councilor Carol Duprey
Councilor David Ryder
Councilor Jean Lawlis

Town Manager Susan Lessard

The meeting was opened at 6:30 p.m. by Mayor Janet Hughes.

1. Meeting Minutes
 - a. October 7, 2013 – No changes or corrections were made to the minutes and they were adopted by unanimous consent.
2. Review & Sign Warrants – Payroll and Accounts Payable warrants were reviewed by Committee members and signed.
3. Financial Statements – The Town Manager presented the financial statements for the month of September 2013. She discussed concerns with one large (\$40,000) unpaid personal property account that had not been paid in two years and informed the Committee that she was working on a payment arrangement, but that failure to get one would result in the Town placing a filing with the Secretary of State to place a lien on the property in question. She also indicated that many people had paid their real estate taxes in advance of the due date of 10/2/2013.
4. Old Business - None
5. New Business - None
6. Public Comment - None
7. Committee Member comments – None

The meeting was adjourned at 6:50 p.m.

Respectfully submitted,

Susan Lessard
Town Manager

4-4-b

FINANCE & ADMINISTRATION COMMITTEE MINUTES

Monday, November 18, 2013

Attending:

Councilor David Ryder	Town Manager Susan Lessard
Councilor William Shakespeare	GIS/IT Specialist Gretchen Heldmann
Councilor Jean Lawlis	
Councilor Carol Duprey	
Councilor Tom Brann	

The meeting was opened at 5:43 p.m. by Mayor Janet Hughes.

1. Meeting Minutes – There were no minutes included for approval.
2. Review & Sign Warrants – Payroll and Accounts Payable warrants were reviewed and signed by the committee members.
3. Old Business
 - a. Set Service Fees for 2013/2014 – The Town Manager presented the list of entities that qualify for billing under the Town’s Service Fee Ordinance for the 2013-14 fiscal year. The entities are billed an adjusted taxation rate which does not include education or general assistance budgets. The ordinance allows the option of submitting audited income statements and paying 2% of generated income if it is less than the formula-created bill. Motion by Councilor Brann, seconded by Councilor Lawlis to recommend to the full Council that the Service Fee bills for 2013-2014 be sent out for collection according to the Service Fee Ordinance. Vote 6-0 in favor. Motion passed.
4. New Business
 - a. Request to use GIS Mapping Reserve Funds for GeoLibrary Board’s Orthoimagery Update Program – Recommendation of Planning & Development Committee – GIS/IT specialist Gretchen Heldmann attended the meeting to explain to the committee the request to use up to \$13,000 from GIS Mapping reserve to update the Town’s 2006 orthoimagery at 6” intervals, rather than going with the 2’ intervals that the State/County is providing as a base. The rationale presented was that the more detailed mapping is compatible with the Town’s existing imagery which was flown in 2006, and that a good deal of development had occurred in Hampden since 2006. The Hampden Water District also submitted a letter of support and indications that it would be looking to provide a donation of \$2,500 toward the \$13,000 cost. It was also noted that Lane Construction and HO Bouchard had submitted letters of support for the project, and it was noted that the imagery could be helpful for the Assessing Department to check for new valuation as well. The Town spent nearly \$40,000 in 2006 for this type of photography. The reduced rate is due to the fact that the State/County is subsidizing the cost of a base level of imagery. Some Committee members expressed concern over the need to expend

these funds if the Town could get updated imagery at the 2' level at no extra cost. In addition, there was a belief expressed that new valuation since 2006 could be entered onto the old imagery with the use of plans that had been submitted to the Town as part of its permitting process. Motion by Councilor Lawlis, seconded by Councilor Brann to recommend to the full Council the expenditure of up to \$13,000 from GIS Mapping Reserve for orthoimagery at the 6" level through the State/County partnership. Motion 4 – 2 (Duprey, Ryder). Motion passed.

b. Ambulance Billing Abatements:

1. 2011-27,716.96
2. 2012 - \$25,056.64 – The Town Manager explained that the amounts cited were uncollectible under the terms of the Town's current ambulance billing/ payment policy. The amounts outstanding have been billed a number of times, but the Town has no policy to use collection agencies or small claims court, and these claims either have already been billed to insurance, which has paid a portion of the claim, have been billed to persons who do not have health insurance, or have been billed to persons after the insurance portion has been satisfied. A number of Committee persons expressed concern over the idea of abating bills without considering an income component to the policy. Motion by Mayor Hughes, seconded by Councilor Shakespeare to recommend to the full Council the abatement of the 2011 & 2012 outstanding bills and to recommend that the policy be assigned to Finance & Administration for updating. Vote 6-0. Motion carried.

c. Request to use Computer Reserve Funds for Purchase of New Phone System for All Departments – GIS/IT Specialist Gretchen Heldmann explained the process that she and Committee members Town Clerk Denise Hodsdon, and Public Safety Administrative Assistant Kandy McCullough had gone through to evaluate the phone needs of the Town operations. The current system was purchased in 2002 for approximately \$25,000 and is no longer functioning well since replacement handsets are not possible to buy any longer, the system is 'full' and cannot be expanded, and the system lacks the use of current technology which would make it able to connect all Town buildings and departments. The Committee looked at systems from both TDS and OTT Communications. Time Warner was not able to bid on a replacement system. Replacement funds for the phone system were budgeted over the years as part of the Computer Reserve, with approximately \$25,000 set aside for the purchase. The OTT Communications system monthly usage costs at \$918 is approximately 1/3 of the cost of the TDS proposal, so even though the TDS equipment charge was \$4000 lower than the OTT equipment – the monthly charge would erase any savings in a very short time. Motion by Councilor Brann, seconded by Councilor Lawlis to recommend to

the full Council that the Town purchase an updated phone system from OTT communications at a cost of phones not to exceed \$9,990.20 and also to purchase new switches to upgrade the internet capability of the Town for a cost of \$1800 from Computer Reserve. Vote 6 – 0. Motion approved.

5. Public Comment - None
6. Committee Member comments – None.

The meeting was adjourned at 6:51 p.m.

Respectfully submitted,

Susan Lessard
Town Manager

INFRASTRUCTURE COMMITTEE MEETING MINUTES
Monday November 25, 2013

A-4-C

Attending:

Councilor William Shakespeare	Town Manager Susan Lessard
Councilor Carol Duprey	Public Works Director Chip Swan
Councilor David Ryder	Resident Terry McAvoy
Mayor Janet Hughes	Incoming Councilor Greg Sirois

The meeting was opened at 6:00 p.m. by Chairman Shakespeare.

1. MINUTES OF 10/28/2013 – The minutes of the 10/28/2013 meeting were reviewed. Councilor Shakespeare requested that they be amended under the Public Comment to reflect that resident Terry McAvoy was on the platform outside of the transfer station office for five minutes observing the employees inside. The minutes were approved as amended.
2. OLD BUSINESS
 - A. Discussion of Sewer Projects Approved at 11/5/13 Election
 1. Pump Station Replacements – Route 202 & Mayo Road
 2. (Route1A) Main Road North Sewer Line Replacement – Western Avenue to the Water District

Public Works Director Chip Swan explained that the projects approved at the November 5th referendum election were to rehabilitate two pump stations at an estimated cost of \$280,000, and to replace sewer line from the intersection of Western Avenue/Route 1A to the Water District at an estimated cost of \$413,850. The pump stations were last updated in 1985, and the sewer line in question is clay pipe that was installed in the late 1930's. The Town Manager informed the Committee that a sewer rate hike would be needed to fund the debt service on these projects. She recommended that the Committee review the current sewer rate schedule and alter its composition so that the capital charge on accounts more accurately reflects the cost of debt service for the system. Motion by Councilor Hughes, seconded by Councilor Ryder to recommend to the full Council that this project be designed and put out to bid. Unanimous vote in favor.

3. NEW BUSINESS
4. PUBLIC COMMENTS – Resident Terry McAvoy reported that partial loads of brush/demo were taken from the transfer station for the past two collection weekends. He questioned why the staff was not adhering to the new policy that only full loads would be transported and that partial loads would be left until the next collection weekend.
5. COMMITTEE MEMBER COMMENTS – Councilor Duprey reported that her husband Brian had been to the transfer station a number of times during the past weekend with loads of brush and had seen many people dumping leaves into the brush pile, which is a prohibited practice. He also reported that the two staff members were not at the brush/demo areas during his visits to tell persons where to dispose of materials. Public Works director Chip Swan said that the brush and leaves were

separated when the brush was loaded on Monday and the leaves were put into the construction and demo pile. The Town Manager discussed the need for the leaves to be put in the compactors and taken as part of the solid waste to the PERC facility for incineration to help assure that the Town meets the Guaranteed Annual Tonnage that the Town is contractually obligated to provide to avoid penalties. The Public Works Director will meet with staff to insure that disposal and hauling policies are more closely followed.

The meeting was adjourned at 6:35 p.m.

Respectfully submitted,

Susan Lessard
Town Manager

Bangor Humane Society
 693 Mt. Hope Avenue
 Bangor ME 04401

A4d

Acct. No. _____

DEPARTMENT _____
 DATE _____

SIGNATURE _____

RE

BY:.....

Town of Hampden
 Attn: Susan Lessard
 106 Western Avenue
 Hampden ME 04444

Stray Animal Statistics, October 2013

Type Of Animal	Stray Animals Released To BHS By Owners	# Animals Received	# Animals In Holding From Previous Months	# Adopted	# Euthanized	# Reclaimed	# Animals Currently In Holding
Dog	0	0	1	1	0	0	0
Puppy	0	0	0	0	0	0	0
Cat	0	2	0	1	0	0	1
Kitten	0	0	0	0	0	0	0
Other	0	0	2 Rabbits	0	0	0	2 Rabbits

Reasons for Euthanasia

DOGS	0	
PUPPIES	0	
CATS	0	
KITTENS	0	

Animals Returned to Owner

Owner's Name	Address	Impound Fee	Animal	License Info	Reclaim Date

October 2013

1	animals brought to us by private citizens
1	animals brought to us by the ACO
0	animals brought to us by the police department

OFFICIAL RETURN OF VOTES
FOR
MUNICIPAL ELECTION
HELD ON
NOVEMBER 5, 2013

C-2-a

Councilor – District 1 – 1 to Complete Term to December 2014

Councilor At-Large – 1 to Complete Term to December 2015

Directors School Administrative District No. 22 – 2

Trustee Hampden Water District – 1

Also to determine the following Referendum Questions:

ARTICLE 1. Shall the Charter amendment reprinted below be approved?

The Town of Hampden hereby ordains that the following amendment to the Town Charter be enacted:

Deletions in ~~strikeout~~
Additions underlined

Sec. 207 Vacancies; Forfeiture of Office; Filling of Vacancies

- (b) Forfeiture of Office – A councilor shall forfeit that person's office if that person (1) lacks at any time during that person's term of office any qualification for the office prescribed by this charter or by law, (2) violates any express prohibition of this charter, (3) is convicted of a crime or offense which is, during that person's term, reasonably related to that person's ability to serve as councilor, or (4) fails to attend ~~three~~ six (6) regular or special meetings per year of the council in the prior twelve month period. ~~without being excused by the council.~~

Summary: The purpose of this amendment is to define the number of absences that a councilor can have on a rolling year basis before forfeiting the office.

Effective Date: This charter amendment shall become effective upon its adoption by the voters.

OFFICIAL RETURN OF VOTES
MUNICIPAL ELECTION
NOVEMBER 5, 2013

ARTICLE 2. Shall the Charter amendment reprinted below be approved?

The Town of Hampden hereby ordains that the following amendment to the Town Charter be enacted:

Deletions in ~~strikeout~~
Additions underlined

Sec. 801 Conduct of Elections – The regular municipal election shall be held on the Tuesday following the first Monday of November in each year. Except as otherwise provided by this charter, the provisions of Title 21-A of the Maine Revised Statutes Annotated shall apply to elections held under this charter. All elections called for under this charter shall be conducted by the election officials established under Title 21-A. In the event that this charter or Title 21-A do not address a particular election matter, any relevant election provision of Title 30-A of the Maine Revised Statutes shall apply. For the conduct of elections, for the prevention of fraud in such elections and for the recount of ballots in case of doubt, the council shall adopt by ordinance all regulations which it considers desirable, consistent with law and this charter. Qualified voter shall mean any person qualified and registered to vote under law.

Summary: The purpose of this amendment is to clarify that elections for the Town of Hampden are governed by the charter or Title 21-A of the Maine statutes. Title 21 referenced in the current Charter provision was repealed and replaced by Title 21-A. In addition, language was added to provide that if the charter and Title 21-A do not cover a particular election matter, the relevant provisions of Title 30-A (the Title dealing with municipalities) would apply.

Effective Date: This charter amendment shall become effective upon its adoption by the voters.

ARTICLE 3. Shall the Charter amendment reprinted below be approved?

The Town of Hampden hereby ordains that the following amendment to the Town Charter be enacted:

Deletions in ~~strikeout~~
Additions underlined

Sec. 802 Officials Nominated and Elected at Large

- (a) ~~Names on Ballots.~~ Councilors at Large. The full names and street addresses of all candidates nominated for councilor at large, except those who have withdrawn, died, or become ineligible shall be printed

OFFICIAL RETURN OF VOTES
MUNICIPAL ELECTION
NOVEMBER 5, 2013

on the official ballots under a heading reading: "Nominees ~~of~~ for
Councilor at Large".

(b) ~~Councilor Elected by District Councilors~~. The full names and street addresses of all candidates nominated for ~~membership as~~ district councilor ~~in the council~~, except those who have withdrawn, died, or become ineligible, shall be printed only on the official ballots ~~for their respective districts~~ under the separate heading reading: "Nominees for District Councilor".

Summary: The purpose of this amendment is to clarify the language.

Effective Date: This charter amendment shall become effective upon its adoption by the voters.

ARTICLE 4. Shall the Charter amendment reprinted below be approved?

The Town of Hampden hereby ordains that the following amendment to the Town Charter be enacted:

Deletions in ~~strikeout~~
Additions underlined

Sec. 805 Election Provisions – Provisions of Title 21-A of the Maine Revised Statutes ~~the laws of the State of Maine~~ relating to the qualifications of voters, registration, the manner of voting, the duties of election officers and all other particulars respective to preparation for, conducting and management of elections, so far as they may be applicable, shall govern all municipal elections, except as otherwise provided in this charter. In the event that this charter or Title 21-A do not address a particular election matter, any relevant election provision of Title 30-A of the Maine Revised Statutes shall apply.

Summary: The purpose of this amendment is to clarify that elections for the Town of Hampden are governed by the charter or Title 21-A of the Maine statutes. Title 21 referenced in the current Charter provision was repealed and replaced by Title 21-A. In addition, language was added to provide that if the charter and Title 21-A do not cover a particular election matter, the relevant provisions of Title 30-A (the Title dealing with municipalities) would apply.

Effective Date: This charter amendment shall become effective upon its adoption by the voters.

OFFICIAL RETURN OF VOTES
MUNICIPAL ELECTION
NOVEMBER 5, 2013

ARTICLE 5. Ordinance authorizing appropriation and borrowing of funds to finance various sewer projects, including the construction, reconstruction, replacement or repair of sewer lines, manholes, pump stations, appurtenances, stormwater separation facilities and other infrastructure improvements to the Town of Hampden sewer system through issuance of general obligation bonds or notes of the Town of Hampden which may be callable in the principal amount not to exceed \$902,050.

Shall the above described ordinance be adopted and the municipal officers have the authority to issue general obligation bonds or notes of the Town and accomplish the Project as described above and in the ordinance?

Given in at the General/Referendum Election held on November 5, 2013.

At a legal meeting of the Inhabitants of Hampden in the County of Penobscot, qualified to vote in the municipal election, held on the first Tuesday of November, the same being the 5th day of said month in the year of our Lord, two thousand thirteen, the said Inhabitants gave their votes for Councilor – District 1 (1 to complete term to December 2014); Councilor At-Large (1 to complete term to December 2015; Directors School Administrative District No. 22. – 2; and Trustee Hampden Water District – 1.

The same were received, sorted and declared by the Warden who presided and in the presence of the Clerk, who formed a list of the person voted for and made a record thereof as follows:

Total Number of Ballots Cast:		* <u>1544</u>
* District 1 Ballots Cast	269	
Districts 2, 3, & 4 Ballots Cast	1275	

** During Recount Held on 11/20/2013 for Councilor At-Large only 1543 ballots were hand-counted. It is apparent that one Town ballot was packed with the voted State ballots on Election night. Candidate David King did not wish to have the State tamper-proof boxes opened to find that one ballot as it would not have changed the outcome of the final tabulation. Final results for that race only reflect the total of 1543 ballots.

OFFICIAL RETURN OF VOTES
MUNICIPAL ELECTION
NOVEMBER 5, 2013

**For Councilor – District 1
(To Complete Term to December 2014)**

McPike, Ivan	<u>200</u>
Blanks (includes Undeclared Write-ins Counted as Blanks):	<u>69</u>

****For Councilor At-Large
(To Complete Term to December 2015)**

King, David C.	<u>656</u>
Sirois, Gregory J.	<u>662</u>
Cavness, Katherine Meryweather	<u>157</u>
Blanks (includes Undeclared Write-ins Counted as Blanks):	<u>68</u>

**For Directors School Administrative District No. 22 – 2
(To serve for three (3) years)**

Mitchell, Cindy J.	<u>1008</u>
Sidell, Amanda L.	<u>918</u>
Blanks (includes Undeclared Write-ins Counted as Blanks):	<u>1162</u>

**For Trustee Hampden Water District – 1
(To serve for five (5) years)**

Declared Write-in: Lawlis, Robert	<u>32</u>
Blanks (includes Undeclared Write-ins Counted as Blanks):	<u>1512</u>

Also vote on Referendum Article 1 – Charter Amendment (as stated above)

Yes had:	<u>1190</u>
No had:	<u>265</u>
Blanks	<u>89</u>

OFFICIAL RETURN OF VOTES
MUNICIPAL ELECTION
NOVEMBER 5, 2013

Also vote on Referendum Article 2 – Charter Amendment (as stated above)

Yes had:	<u>1265</u>
No had:	<u>158</u>
Blanks	<u>121</u>

Also vote on Referendum Article 3 – Charter Amendment (as stated above)

Yes had:	<u>1296</u>
No had:	<u>147</u>
Blanks	<u>101</u>

Also vote on Referendum Article 4 – Charter Amendment (as stated above)

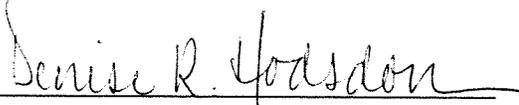
Yes had:	<u>1247</u>
No had:	<u>169</u>
Blanks	<u>128</u>

Also vote on Referendum Article 5 – Sewer Bond (as stated above)

Yes had:	<u>935</u>
No had:	<u>511</u>
Blanks	<u>98</u>

A True Copy.

Attest:



Denise R. Hodsdon, Town Clerk
Town of Hampden

FINAL RECOUNT TABULATION

November 5, 2013 Municipal Election Recount
Councilor At-Large

Date: November 20, 2013

King David C. 656
Candidate

Sirois, Gregory J. 662
Candidate

BLANK VOTE: 225

FINAL DISPUTED BALLOTS: 0

TOTAL: 1543

I hereby agree to the counts listed above, and further agree that since the number of challenged or disputed ballots included in the final count **is not** enough to affect the result of the election, the result of the election is determined by the final count.

I hereby agree to the counts listed above. The number of challenged or disputed ballots included in the final count is enough to affect the result of the election and I may appeal the recount result pursuant to 21-A M.R.S.A. section 737-A(10).

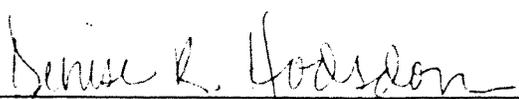
SIGNED:



Candidate or Counsel



Candidate or Counsel



Recount Supervisor or Designee

C-3-a

TO: Hampden Town Council
FROM: Sue Lessard, Town Manager
DATE: November 27, 2013
RE: School Resource Officer Grant Discussion

The purpose for this memo is to discuss the status of the school resource officer grant which was awarded to the Town this fall, and which was formally accepted by the Council at its regular meeting on October 7, 2013.

While I understand that the Council has taken action on this item, at this point the Town has only advertised for the position. We have done no interviews and incurred no additional costs related to the hiring. At the time the grant was accepted, it was a close vote of the council, and discussion occurred that indicated that a different Council composition in 2014 might well result in the defunding of the position. As of the November 5, 2013 election – we have a different Council composition.

I have serious concerns about accepting money from the Grant, incurring substantial costs through the review/hiring process, and disrupting a new employee's life if the position will not be funded as part of the 2014/2015 budget process. Were that to occur, and we had to repay and end an active grant – it would reflect in a highly negative fashion on any grant applications submitted in the future, and it would have very negative effects on an employee who might only have been with us for six months. The point of the discussion at this meeting is to determine the level of commitment of the new council to this position. If there is not solid support to funding this through the life of the grant (4 years), I would recommend that the Council instead vote to pass on the grant at this time. Although this is a bit awkward, I believe that this discussion is appropriate in order to avoid negative repercussions down the road.

C-3-b

TO: Hampden Town Council
FROM: Susan Lessard, Town Manager
DATE: November 27, 2013
RE: Sewer Design/Bid – November 5th Referendum Projects

The purpose of this memo is to transmit the recommendation of the Infrastructure Committee that the Town move forward with the design and bidding of the two sewer capital projects approved on the November 5, 2013 referendum ballot. At their regular meeting on Monday, November 25, 2013 the Committee recommended unanimously that the Council vote to have these projects designed and put out for bid.

The first project is for the rehabilitation of the pumps stations at Mayo Road and at Route 202, with an estimated cost of \$280,000, and the second is the replacement of sewer line from the intersection of Route 1A and Western Avenue to the Water District at an estimated cost of \$413,850. The pump stations were last updated in 1985, and the sewer line in question is clay pipe installed in the late 1930's.

As indicated in the meeting, in order to pay for this debt service the Town will have to raise sewer rates. That amount will be determined after the bidding, which is when the Town will know the precise amount needed for debt service retirement.



COMMITMENT & INTEGRITY
DRIVE RESULTS

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Suite 501 | T 207.945.510:
Bangor, Maine 04401 | F 207.945.549:
www.woodardcurran.co

2A

TOWN OF HAMPDEN
Sewer Upgrades
Opinion of Probable Cost
April 17, 2013

Main Road North Sewer Replacement					
No.	Description	Unit	Estimated Quantity	Unit Price	Value
1	Administrative (5% of Construction Cost)	LS	1	\$19,400.00	\$19,400.00
2	Rock Excavation	CY	100 *	\$100.00	\$10,000.00
3	Excavation Below Normal Grade	CY	100 *	\$25.00	\$2,500.00
4	Select Backfill	CY	100 *	\$25.00	\$2,500.00
5	12" SDR 35 Sewer Main	LF	1750	\$105.00	\$183,750.00
6	15" SDR 35 Sewer Main	LF	200	\$115.00	\$23,000.00
7	4' Pre-Cast Sewer Manhole	EA	7	\$5,500.00	\$38,500.00
8	4" SDR 35 Sewer Service	LF	550	\$70.00	\$38,500.00
9	6" SDR 35 Sewer Service	LF	100	\$80.00	\$8,000.00
10	Clay Dams	EA	3	\$1,700.00	\$5,100.00
11	2" Rigid Insulation	LF	500	\$6.00	\$3,000.00
12	Trench Pavement Repair - State Roads	SY	1500	\$45.00	\$67,500.00
13	Sidewalk Pavement Repair - Bituminous Pavement	SY	60	\$35.00	\$2,100.00
14	Testing Allowance	LS	1	\$2,000.00	\$2,000.00
14	MDOT Road Opening Permit Fee	LS	1	\$8,000.00	\$8,000.00
Main Road North Sewer Replacement Subtotal					\$413,850.00

* Indeterminate quantity used for bid comparison.

Route 202 & Mayo Road Pump Stations Upgrade					
No.	Description	Unit	Estimated Quantity	Unit Price	Value
1	Route 202 Pump Station				
	1a Pumps/Controls	LS	1	\$100,000.00	\$100,000.00
	1b Installation	LS	1	\$40,000.00	\$40,000.00
Western Avenue Pump Station Subtotal					\$140,000.00
2	Mayo Road Pump Station				
	2a Pumps/Controls	LS	1	\$100,000.00	\$100,000.00
	2b Installation	LS	1	\$40,000.00	\$40,000.00
Mayo Road Pump Station Subtotal					\$140,000.00
Route 202 & Mayo Road Pump Stations Upgrade Subtotal					\$280,000.00

SEWER UPGRADES TOTAL	
Description	Value
Main Road North Sewer Replacement	\$413,850.00
Route 202 Pump Station Upgrade	\$140,000.00
Mayo Road Pump Station Upgrade	\$140,000.00
Construction Subtotal	
	\$693,850.00
Contingency (15%)	\$104,100.00
Design/Construction Admin (15%)	\$104,100.00
Total Sewer Upgrades Cost	\$902,050.00

C-4-b

TO: Hampden Town Council
FROM: Susan Lessard, Town Manager
DATE: November 27, 2013
RE: Goals & Objectives Session 2014

The purpose of this memo is to discuss the Goals and Objectives session for 2014. Annually the Council meets, generally on a Saturday morning, for a session in which it discusses work priorities for the coming year, and provides instruction for the Town Manager in the preparation of the next municipal budget.

I would like to get this session scheduled for early February if possible so that we have ample time after that meeting to compile what the Council will need for budget deliberations for the 2014-2015 fiscal year.

I have attached the minutes from the session held last year to provide some background on this topic.

The meetings are generally held in the Council Chambers from 8:30 a.m. until 1 or 2 p.m.

TOWN COUNCIL GOALS & OBJECTIVES MEETING
Saturday, March 9, 2013

Attending:

Mayor Janet Hughes	Councilor William Shakespeare
Councilor Thomas Brann	Councilor Carol Duprey
Councilor David Ryder	Town Manager Susan Lessard
Councilor Jean Lawlis	

The meeting was opened at 8:45 a.m. by Town Manager Susan Lessard who acted as the facilitator for the meeting.

The Council first discussed ground rules for the day. The following were the consensus

1. Courtesy
2. All ideas have value
3. Stay on task
4. Do not interrupt each other

Each Councilor then did a brief introduction in which they explained a little of their respective backgrounds and the reasons that they had chosen to run for Town Council.

The Councilors made a list of possible topics for work during the 2013-2014 fiscal year. The list was as follows:

1. Zoning/Comprehensive Plan integration
 - 1.a Aquifer protection for wells identified behind the Water District.
2. Sign Ordinance Completion
3. Overall review of all ordinances and updating for consistency
4. Charter update
5. Hampden Academy sale/re-use
6. 20% wage reduction over the next 20 years
7. Benefit examination
8. Organizational structure review
9. Making pool self-sustaining
10. Skehan Center – retention as a community center
11. Making Recreation programs self-sustaining
12. Sharing Services with other communities
13. Review staffing levels
14. Construct parking lot at Turtlehead Park
15. Wellness items such as farmer’s markets, the new health center, the Skehan Center
16. Fiscal Accountability – separation of duties, audit protocol
17. Solid waste costs – transfer station operation
18. Revamp ordinance pertaining to political signs to give CEO authority to remove
19. Bus Service

20. Discontinue laptop/internet program for Town Councilors
21. Only pay Councilors for assigned committee meetings that they attend/review
Committee structure
22. Freeze wages for three years – allow councilor choice not to receive pay
23. Review policy of allowing vacation to be cashed in
24. Review policy of banking vacation
25. Use outside moderator for next Goals/Objectives session
26. Parks/Trails program
27. Sell second half of Business Park
28. Budget review of department functions
29. Employee morale and retention
30. Sewer budget/rates/improvements
31. Storm water management – MS4 Costs
32. Improve business friendly community efforts

After developing the list of items that Councilors felt should be considered, each Councilor identified their top five of the list. Some items were combined since they related to the same topics. The following were the items each Councilor highlighted as their top five:

1. Item 1 - Zoning/Comprehensive Plan Integration – 5 Councilors identified this as a priority
2. Item 3 – Overall review of all ordinances and updating for consistency – 1 Councilor identified this as a priority
3. Item 5 – Hampden Academy sale/reuse – 4 Councilors identified this as a priority
4. Item 6,22,23,24,29 – 1 Councilor identified these related items as a priority
5. Item 9 – Make pool self-sustaining – 1 Councilor identified this as a priority
6. Item 10 – Skehan Center retention as a community center – 3 Councilors identified this as a priority
7. Item 11 – Make recreation programs self-sustaining – 2 Councilors identified this as a priority
8. Item 13 – Review Staffing levels – 2 Councilors identified this as a priority
9. Item 17 – Solid Waste Costs – transfer station operation – 4 Councilors identified this as a priority
10. Item 18 – Revamp ordinance pertaining to political signs to give CEO authority to remove – 1 Councilor identified this as a priority
11. Item 26 – Parks/Trails program – 2 Councilors identified this as a priority
12. Item 27 – Sell second half of business park – 1 Councilor identified this as a priority
13. Item 29 – Employee morale and retention – 2 Councilors identified this as a priority
14. Item 31 – Storm water management – 1 councilor identified this as a priority

Following the discussion about what topics should be part of the work plan for 2013-2014, the Council discussed goals for the budget for 2013-2014. It was the consensus of the Council to keep the mil rate effort for the Town portion of the budget as close to the same as possible.

There was considerable discussion of whether the Town should absorb all of the SAD #22 estimated increase, since to do so under the current budget proposal from the State would require a dramatic cut in Town Services. The consensus was that 57% of new valuation would be available to offset SAD #22 costs since that is the % of the Town's tax appropriation that they use, and that costs above that would possibly be passed along to the taxpayer in the form of a mil rate increase. It was also the consensus of the Council to ask for a meeting with the SAD #22 School Board to discuss budget impacts. The State anticipates having actual budget numbers available by the end of April which would allow the Town Council to know those numbers before they start reviewing the Town budget in May.

Individual Councilors summed up their goals for the budget as follows:

Councilor Shakespeare – Wants to retain services and to maintain the mil rate for those services as close as possible to what it is now.

Councilor Lawlis – Wants to keep the Town Budget mil rate as close as possible and pass on school increases over and above the amount that 57% of new valuation covers.

Councilor Ryder – Believes that the Council has developed a good list of goals and hopes to complete a high percentage of them this year. He would like to keep services and the Town mil rate as close as possible to the current mil rate.

Councilor Duprey – Wants to keep Hampden a community where people want to live and raise their families. There should be a focus on structuring services to be as efficient and cost effective as possible.

Councilor Hughes – Sees that Councilors have similar goals to continue good services but also wants it to be cost-effective and to structure service delivery efficiently. She looks forward to working productively with the Town Council.

Councilor Brann – Does not want Town services to move backward and is reserving judgment on how much of new valuation should be available to SAD #22 based on what the Town's needs are. He has a wait and see attitude about the mil rate effort.

The meeting was adjourned at 12:20p.m.

Respectfully submitted –

Susan Lessard
Town Manager

C-4-c

COMMITTEE REQUESTS
2014

At the beginning of each calendar year the Mayor, in consultation with the Council, appoints three council members to each of 4 standing Council Committees. Please number the Committees from 1 to 4, with 1 being the Committee you are most interested in serving on and 4 being the Committee you are least interested in serving on and return it for the first meeting of 2014 so that committee assignments can be done as part of the agenda of the first meeting.

COUNCILOR NAME: _____

PLEASE NUMBER THE FOLLOWING COMMITTEES IN ORDER OF PREFERENCE:

_____ INFRASTRUCTURE

_____ SERVICES

_____ PLANNING & DEVELOPMENT

_____ FINANCE & ADMINISTRATION

All Councilors are welcome to attend any Committee meeting and are allowed to vote if in attendance. At least 2 of the 3 appointed Committee members must be in attendance at a Committee meeting in order to have a quorum.

Hampden Town Council Committee Structure

Planning & Development

Meeting Date & Time: 6 p.m. 1st & 3rd Wednesdays

Staff: Dean Bennett, Robert Osborne

Departments Included: Planning, Economic Development, GIS, CEO

Citizen Advisory Committees:

Historic Preservation

Conservation Commission

Infrastructure

Meeting Date & Time: 6 p.m.
4th Monday of Each Month

Staff: Town Manager

Departments Included:

Public Works

Transfer Station

Buildings & Grounds

Public Safety

Marina

Administration

IT

Assessing

Citizen Advisory Committees:

Board of Assessment Review

Personnel Appeals Board

Finance & Administration

Meeting Date & Time: 5:30 p.m. prior to each Council meeting

Staff: Town Manager

Departments Included – All

Citizen Advisory Committees:

Hampden Environmental Trust

Services

Staff: Town Manager, Recreation Director

Meeting Date & Time:

6 p.m. 2nd Monday of each month

Departments Included:

Pool Library Recreation Communications

Citizen Advisory Committees:

Library Trustees

Pool Trustees

Tree Board

Dorothea Dix Park Board

Recreation Committee