



HAMPDEN TOWN COUNCIL  
HAMPDEN MUNICIPAL BUILDING  
AGENDA

TUESDAY

FEBRUARY 16, 2016

7:00 P.M.

• **6:00 pm – Finance & Administration Committee Meeting**

A. PLEDGE OF ALLEGIANCE

B. CONSENT AGENDA

1. SIGNATURES

2. SECRETARY'S REPORTS

a. February 1, 2016 Meeting Minutes

3. COMMUNICATIONS

- a. Penobscot-Downeast Cable Television Consortium – Broadcast Equipment Reimbursement
- b. DHHS – General Assistance Review
- c. DHHS – MaineCare Estate Recovery Program
- d. Fresh Ginger Restaurant – Victualers License Renewal
- e. Maxim Fitness Studio & Health Spa – Victualers License Renewal

4. REPORTS

- a. Finance Committee Minutes – 1/19/2016
- b. Services Committee Minutes – 1/11/2016

C. PUBLIC COMMENTS

D. POLICY AGENDA

1. NEWS, PRESENTATIONS & AWARDS

2. PUBLIC HEARINGS

a. Amendments to Fees Ordinance – Article 2.9 Sewer Rates

3. NOMINATIONS – APPOINTMENTS – ELECTIONS

a. Aimee Smith – Reappointment to Board of Appeals – Finance Committee Recommendation

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

4. UNFINISHED BUSINESS

- a. License Plate Issuance Policy Review – Finance Committee Recommendation
- b. Goals & Objectives Update

5. NEW BUSINESS

- a. Library Lighting & Electrical Work Bid Results – Finance Committee Recommendation
- b. Confirmation of Town Manager’s Appointment of Town Clerk
- c. Appointment of Finance & Administration Committee Chair

E. COMMITTEE REPORTS

F. MANAGER’S REPORT

G. COUNCILORS’ COMMENTS

H. ADJOURNMENT



B-2-a

HAMPDEN TOWN COUNCIL  
HAMPDEN MUNICIPAL BUILDING  
MINUTES

MONDAY

FEBRUARY 1, 2016

7:00 P.M.

*Attending:*

*Mayor David Ryder  
Councilor Ivan McPike  
Councilor Stephen Wilde  
Councilor Dennis Marble  
Councilor Mark Cormier  
Councilor Terry McAvoy*

*Town Manager Angus Jennings  
Town Clerk Denise Hodsdon  
A Member of the Media  
Citizens*

*Mayor Ryder called the meeting to order at 7:00 pm.*

- A. PLEDGE OF ALLEGIANCE** – *Mayor Ryder led the Pledge of Allegiance*
- B. CONSENT AGENDA** – *Motion by Councilor Marble, seconded by Councilor Wilde to accept the Consent Agenda. Unanimous vote in favor.*
  - 1. SIGNATURES**
  - 2. SECRETARY'S REPORTS**
    - a. January 19, 2016 Meeting Minutes**
  - 3. COMMUNICATIONS**
    - a. Maine Municipal Bond Bank – Debt Service Payment Schedule**
    - b. Hampden Business Association – Notice of Meeting on 2/4/2016**
    - c. Aimee Smith – Application for Reappointment to Board of Appeals – Referral to Finance & Administration Committee**
    - d. Correspondences received re Sewer Rates**
  - 4. REPORTS**
    - a. Finance Committee Minutes – 12/21/2015**
- C. PUBLIC COMMENTS** – *None*
- D. POLICY AGENDA**
  - 1. NEWS, PRESENTATIONS & AWARDS** - *None*
  - 2. PUBLIC HEARINGS** - *None*
  - 3. NOMINATIONS – APPOINTMENTS – ELECTIONS** - *None*

#### 4. UNFINISHED BUSINESS

- a. **Proposed Amendments to Town Council Rules** – *Motion by Councilor McPike, seconded by Councilor Marble to adopt the amendments to Town Council Rules as proposed. Unanimous vote in favor.*
- b. **Update re Preparations for 2/16/2016 Public Hearing re Sewer Rates** – *Manager Jennings informed the Council that a one-page insert was included with the billing that was sent out at the end of last week and a page has been added to the Town's website, which has a lot of the key information to assist the public in understanding the issue. He has received a couple of written correspondences and expects he will receive more before the hearing. He is maintaining a list of questions and hopefully the presentation at the hearing will be entirely responsive to those questions. He noted that we are not just looking at sewer revenue, we are looking at costs as well and we are still trying to get to the bottom of the formatting of the sewer billing from Bangor. He is meeting with Bangor's Superintendent on Wednesday of this week. This will be part of the presentation at the hearing so that everyone is clear as to what the costs are and how we can expect our costs to increase as a result of both the rate increases anticipated from Bangor in FY17 as well as capital improvement costs. It was noted that the new rates will be established based on the information and comments received at the public hearing.*
- c. **Discussion of MRC/Fiberight and PERC Proposals for Municipal Solid Waste and Establish Schedule & Process for Review** – *Manager Jennings noted that the Town has now received the final proposal from MRC/Fiberight and that the proposal from PERC had been received in December. Review of both proposals will begin at the Planning & Development Committee meeting this Wednesday, February 3<sup>rd</sup>. The review may continue until the Committee's next meeting on February 17<sup>th</sup> before it is ready for recommendation to the full Council.*
- d. **Update re RSU #22 School Board Meeting on 1/20/2016** – *Manager Jennings shared his memo to the School Board which he presented at their meeting on January 20<sup>th</sup>. He said the information was received in the spirit in which it was offered and a meeting between the Town Managers and the Superintendent and Assistant Superintendent has been scheduled for February 25<sup>th</sup>. He reported that ultimately the School Board did vote to proceed with the next phase of planning on the project, but that the funds for that phase had already been included in the current budget. Councilors Wilde and Marble said they were very pleased to see that communication was going both ways between RSU #22 and the Towns in the District.*

**5. NEW BUSINESS**

- a. **Application for Renewal of Liquor License received from Wang & Lo, Inc. d/b/a Fresh Ginger Restaurant at 64 Main Road North – Motion by Councilor McAvoy, seconded by Councilor Marble to approve the application for renewal of liquor license received from Wang & Lo, Inc. d/b/a Fresh Ginger Restaurant. Unanimous vote in favor.**
- b. **Application for Outdoor Wood-burning Furnace License received from John Calkins at 295 Main Road South – Motion by Councilor McAvoy, seconded by Councilor Marble to approve the application for Outdoor Wood-burning Furnace License received from John Calkins at 295 Main Road South. Unanimous vote in favor.**

**E. COMMITTEE REPORTS**

**Services Committee – No report; the next meeting will be at 6:00 pm on Monday, February 8, 2016.**

**Infrastructure Committee – No report; the next meeting will be at 6:00 pm on Monday, February 22, 2016.**

**Planning & Development Committee – No report; the next meeting will be at 6:00 pm on Wednesday, February 3, 2016.**

**Finance & Administration Committee – Mayor Ryder reported that the committee met earlier in the evening and discussed the FY15 Audit, personnel updates and status of several insurance claims.**

**F. MANAGER'S REPORT – A copy of the Manager's Report is attached and made a part of the minutes.**

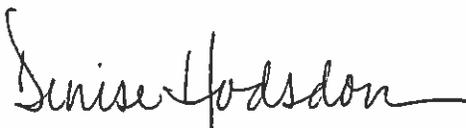
**G. COUNCILORS' COMMENTS**

**Councilor Marble noted that there will be no District 2 Hot Stove session this month due to there being a Council Goals & Objectives session scheduled for the same date.**

**Councilor McAvoy thanked everyone who came to the inaugural session of his Hampden Taxpayer's Clinic. The next Clinic is scheduled for 11:00 am on Saturday February 27<sup>th</sup> at Anglers Restaurant.**

**Mayor Ryder thanked former Councilor Bill Shakespeare for volunteering to learn to run the audio/visual/CATV equipment.**

**H. ADJOURNMENT – There being no further business, the meeting was adjourned at 7:21 pm.**



Denise Hodsdon  
Town Clerk

Town of Hampden  
106 Western Avenue  
Hampden, Maine 04444



Phone: (207) 862-3034  
Fax: (207) 862-5067  
Email:  
townmanager@hampdenmaine.gov

TO: Town Council

FROM: Angus Jennings, Town Manager

DATE: February 1, 2016

RE: Town Manager's Report to Town Council meeting

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This report is intended to provide brief updates regarding current matters of potential interest that are not otherwise addressed on the Council agenda.

#### MMA Training Calendar

Councilor Wilde and I participated in the Maine Municipal Association Elected Officials Workshop on January 28 in Augusta. This training also served as FOAA training, which every newly elected Councilor (including re-elected Councilors) is required by State law to take within 120 days of swearing-in. The FOAA training is available through an online training. The full calendar of MMA trainings can be viewed online at [www.memun.org](http://www.memun.org).

#### Employee Evaluations Underway

Annual employee evaluations are underway, and are expected to be complete on or before February 5. This includes my evaluation of direct reports, as well as other Department Heads' evaluations of their direct reports (DPW, Police, Fire, Pool, Recreation, Library).

#### Improved Cash Tracking at Pool

The new cash register is now in use at the Pool to allow for better and more efficient tracking of funds received, based on the specific service or item the funds paid for (i.e. swim lessons, facility rentals, swim diapers etc.).

#### Lighting Bids Received for Library

At the bid opening this morning, two bids were received to complete the grant-funded lighting and electrical work at the Library. I will be working with the Library Director, DPW Director and two members of the Library Board of Trustees to prepare a recommendation for contract award for consideration by the Finance Committee and Town Council on February 16.

Exploring Online Registration and Payment Options for Recreation and Pool

The Recreation and Pool Directors, along with our GIS/IT Specialist, will meet with a vendor next week to further discuss the potential to set up online registration and payment. I strongly support this initiative for improved customer convenience and to reduce the administrative burden on staff in these departments.

B-3-a

Town of Hampden  
RECEIVED

FEB 02 2016

Office of the  
Town Manager

**Broadcast Equipment Purchase Agreement reimbursement program**

The Penobscot-Downeast Cable Television Consortium (PDCTC) currently funds an equipment reimbursement program. This program allows members to request reimbursement for equipment purchases used in Public Access or Government channel systems, either for remote or studio use.

This program is funded by annual dues paid by each member. The program rules are explained in the 'TV Cable Equipment Reserve Account' document on file with EMDC. Towns may purchase their desired equipment and then submit this form to EMDC with receipt(s), or a municipal Purchase Order, and EMDC will reimburse the Town from the PDCTC account.

Town of Hampden  
RECEIVED

FEB 02 2016

Office of the  
Town Manager

The following restrictions apply.

- Membership in the (PDCTC) must be maintained in good standing
- Account money not used may be rolled over to the next year without forfeiture of funds
- Should membership cease claim to all fund monies will be forfeited

All receipts should be submitted with this form. No monies can be distributed prior to purchase.

Town of Hampden

Municipality

Argus Jennings, Town Manager

Member Representative (Print)

Argus Jennings

Member Representative (Signature)

1/11/16

(date)

See attached invoices

[Signature]

EMDC Administrator

2/2/2016

Date

1005

**PDCTC EQUIPMENT REIMBURSEMENT**

40 HARLOW ST.  
BANGOR, ME 04401

Check # 1005 Check Book  
Payee's & ID Numbers

52-7453-2112

Date 1/12/2010

Pay to the order of Town of Hampden

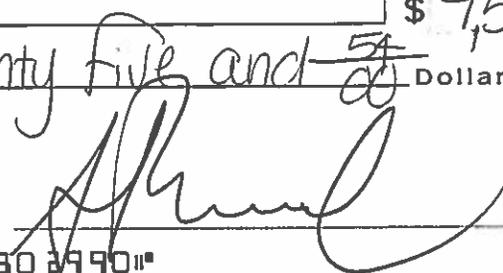
\$ 7,525.54

Seven thousand five hundred twenty five and <sup>54</sup>/<sub>100</sub>

Dollars  Security Features  
Included  
Details on Back

**MACHIAS SAVINGS BANK**  
THE TOTAL SERVICE BANK  
BANGOR OFFICE

For Equipment Reimb. POCC



⑈001005⑈ ⑆211274531⑆810 0303990⑈



Paul R. LePage, Governor

Mary C. Mayhew, Commissioner

Department of Health and Human Services

B-3-b

Tel.: (207) 624-4168; Fax: (207) 287-3455

Toll-Free (800) 442-6003; TTY Users: Dial 711 (Maine Relay)

January 27, 2016

Cheryl Johnson  
Town of Hampden  
106 Western Avenue  
Hampden, ME 04444

Town of Hampden  
RECEIVED

FEB 01 2016

Office of the  
Town Manager

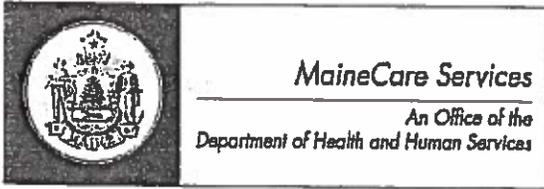
Dear Cheryl Johnson:

This is to acknowledge receipt of the mail-in review from the Town of Hampden and to advise you that you are in compliance with General Assistance Statutes and the Department of Health and Human Services' General Assistance policy.

If this office can be of any assistance, please feel free to call 1-800-442-6003.

Sincerely,

Ellen D. Moore  
Field Examiner II  
General Assistance Program



Paul R. LaPage, Governor

Mary C. Mayhew, Commissioner

Department of Health and Human Services

B-3-C

Toll Free (866) 796-2463; Fax (207) 287-9385  
TTY Users: Dial 711 (Maine Relay)

Town Office  
Tax Collector

**Town of Hampden  
RECEIVED**

**FEB 04 2016**

**Office of the  
Town Manager**

To Whom It May Concern:

We work for the State of Maine, MaineCare Estate Recovery Program, a federal program which seeks reimbursement of monies paid out on behalf of a member who received MaineCare (Medicaid) services after the age of 55. We seek reimbursement from the member's assets after they pass away.

The largest asset of value in an Estate is typically a piece of real estate. Often the Estate Recovery Program is unaware of this property and either the family thinks that once a person goes on MaineCare the state owns the property or there is no family. Taxes go unpaid and ownership of the property turns over to the municipality.

We are reaching out to the towns and requesting your assistance, and offering ours. If you have a property that is going to become tax-acquired, please give us a call to see if the State has an interest. We would be looking at properties of someone who passed away after the age of 55 with no surviving spouse and who you think may have been in a nursing home and/or receiving state assistance.

With properties that we would have an interest in, we may be able to assist you by contacting family, if there is any, and asking them to probate and sell the property. If not, we may refer a case to an attorney for the purpose of probating the Estate and selling the property. This process takes time. The State or outside counsel may be willing to pay the taxes in order to prevent a foreclosure. We are looking to establish a protocol that will assist the State in recouping monies owed to MaineCare and also potentially ease the administrative and financial burdens on municipalities concerning tax-acquired properties.

Thank you for your assistance in this matter. Please feel free to call with any questions.

Sincerely,

**Teresa Potter**  
(caseload with last names beginning A-K)  
207-624-6918

**Caroline Ridley**  
(caseload with last names beginning L-Z)  
207-624-6940

B-3-d

Town of Hampden  
106 Western Avenue  
Hampden, Maine 04444



Phone: (207) 862-3034  
Fax: (207) 862-5067  
email: info@hampdenmaine.gov

February 1, 2016

Fresh Ginger  
Attn: Sue  
64 Main Rd. North  
Hampden, ME 04444

Dear Sue:

Your application for renewal of your Victualer's License has been approved. Accordingly, I am enclosing the license, which under Section 5.A of the Town of Hampden Victualer's Ordinance, must be displayed in a place within the establishment where it can be readily viewed by any member of the public.

Please call if you have any questions.

Sincerely,

Denise Hodsdon, CMC  
Town Clerk

Enclos

**VICTUALER'S LICENSE CERTIFICATE**

No. 2

**MUNICIPALITY OF HAMPDEN, MAINE**

To all whom these presents may concern: Date: February 1, 2016

KNOW YE, that Wang & Lo, Inc.

doing business as Fresh Ginger

has been duly licensed as a Victualer at 64 Main Road North

in the Municipality of Hampden by said Municipality until February 5, 2017,

and has paid the fee of Fifty Dollars (\$50.00).

Authorized Municipal Officer CODE ENFORCEMENT OFFICER

B-3-e

Town of Hampden  
106 Western Avenue  
Hampden, Maine 04444



Phone: (207) 862-3034  
Fax: (207) 862-5067  
email: info@hampdenmaine.gov

February 1, 2016

Angela King  
Maxim Fitness Studio & Health Spa  
903 Lakins Rd.  
Stetson, ME 04488

Dear Angela:

Your application for renewal of your Victualer's License has been approved. Accordingly, I am enclosing the license, which under Section 5.A of the Town of Hampden Victualer's Ordinance, must be displayed in a place within the establishment where it can be readily viewed by any member of the public.

Please call if you have any questions.

Sincerely,

Denise Hodsdon, CMC  
Town Clerk

Enclos

**VICTUALER'S LICENSE CERTIFICATE**

No. 3

**MUNICIPALITY OF HAMPDEN, MAINE**

To all whom these presents may concern: Date: February 1, 2016

KNOW YE, that Angela King

doing business as Maxim Fitness Studio & Health Spa

has been duly licensed as a Victualer at 8 Main Road South

in the Municipality of Hampden by said Municipality until February 10, 2017,

and has paid the fee of Fifty Dollars (\$50.00).

Authorized Municipal Officer **CODE ENFORCEMENT OFFICER**

**FINANCE & ADMINISTRATION COMMITTEE MEETING**

Tuesday, January 19, 2016

**MINUTES***Attending:**Mayor David Ryder (arr. 6:26 PM)**Councilor Greg Sirois**Councilor Stephen Wilde**Councilor Mark Cormier**Councilor Terry McAvoy**Councilor Dennis Marble**Councilor Ivan McPike**Town Manager Angus Jennings**Citizens**Deputy Mayor Sirois called the meeting to order at 6:04 p.m.*

- 1. Meeting Minutes – December 21, 2015 Meeting** – *Motion by Councilor Cormier seconded by Councilor McAvoy to approve the December 21, 2015 minutes as written. Unanimous (6-0) vote in favor.*
- 2. Review & Sign Warrants** – *Warrants were reviewed and signed by Committee members. Councilor Cormier noted that, now that there are four members of the Finance Committee, a fourth signature line should be added to the warrants.*
- 3. Old Business**
  - a. FY15 Audit Update** – *Manager Jennings updated the Committee that the final FY15 Audit had been received. The Audit was not included in the meeting packet so was not discussed in detail. It will be included in the next Finance Committee meeting packet for discussion.*
- 4. New Business**
  - a. Use of Municipal Building Reserve Funds for HVAC System** – *Manager Jennings brought forward the recommendation of the Infrastructure Committee to accept three bids from Penobscot Temperature Controls to repair and improve the HVAC systems in the Municipal Building. Councilor Cormier asked whether bids from other vendors were solicited. Manager Jennings said they weren't. The amounts of the bids fall below the Bid Procedure Guidelines, and this vendor has installed the Town's HVAC equipment and has handled system maintenance. Councilor McPike asked a question about bid #458 for the redlink controller, and said he'd like a better breakdown of*

*that bid from the vendor. He asked who would monitor the system, and Manager Jennings said that DPW Director Currier would be responsible for this as part of his buildings and grounds responsibilities. Motion by Councilor McPike, seconded by Councilor Wilde to postpone consideration of the first bid (including the redlink controller). Approved 6-0. [Mayor Ryder arrived at the meeting, prior to the 6:30 PM time included on the agenda.] Motion by Councilor McPike, seconded by Councilor Marble to accept the other two bids received from Penobscot Temperature Controls, #455 and #460 for \$1,239.85 and \$1,415.00, respectively, to be paid from the Municipal Building Reserve account. Motion passed 7-0.*

- b. Budget Adjustment - Transfer of Personnel Reserve Funds for Transfer Station Compactor Repair** – *Manager Jennings provided background regarding the failure of the cylinder on the trash compactor on December 3, 2015. The cost of the work was \$6,220.00. Manager Jennings recommended a budget adjustment to transfer the funds from the Salary/Benefits Reserve account to the solid waste equipment maintenance budget. Motion by Councilor Marble, seconded by Councilor Wilde, to transfer the funds as recommended. Motion passed 7-0.*
- c. Review of Council Rules** – *Mayor Ryder explained to the new Councilors that, leading up to last summer, changes to the Council Rules had been considered but not voted upon. The redlined Rules in the meeting packet are under consideration. He noted that the requirement to take FOAA training within 120 days of being sworn in was difficult last year due to the location and infrequency of trainings. Councilor Marble and Councilor McAvoy confirmed that the FOAA training could be taken online. Manager Jennings reported on the scheduled dates and locations for New Councilor Trainings being held by the MMA. Mayor Ryder suggested adding language to Item 6 providing that a Councilor could take the training at a later date if the Council is notified and agrees. Motion by Councilor McPike seconded by Councilor Marble to recommend approval of the Council rules as presented. Motion approved 7-0.*

**5. Public Comment** – *None.*

**6. Committee Member Comments** – *None.*

*There being no further business, the meeting was adjourned at 6:49 p.m.*

Respectfully submitted –  
Angus Jennings, Town Manager

**SERVICES COMMITTEE MEETING**

Monday, January 11, 2016

**MINUTES**

## Attending:

*Councilor Terry McAvoy, Chair  
Mayor David Ryder  
Councilor Dennis Marble  
Councilor William Shakespeare  
Councilor Stephen Wilde*

*Councilor Ivan McPike  
Town Manager Angus Jennings  
Public Safety Director Joe Rogers  
Sergeant Chris Bailey  
Fire Matthew Thomas  
Resident Bill Shakespeare*

*Chairman McAvoy called the meeting to order at 6 p.m.*

1. **MINUTES – December 14, 2015** – *It was motioned and seconded to approve the minutes of the December 14, 2015 Services Committee meeting. Unanimous vote (6-0) in favor.*

*Due to the presence of several people to discuss New Business Items 3a and 3b, the Committee agreed to take up those two items first.*

**3. NEW BUSINESS**

- a. **Update on Public Safety Good Neighbor and Telecare Programs – Sergeant Bailey** – *Sergeant Bailey discussed the materials in the meeting packet regarding the Good Neighbor and Telecare Programs. He said that individuals and their families benefit from this free service provided by Public Safety. This can assist people getting back to their homes. The program has gone well. He would like to see more participants than the current ten people enrolled in the program. Sergeant Bailey also discussed Telecare, which has volunteers that call residents at a specified time Monday through Friday and, if no one answers, calls a secondary contact and, if necessary, investigates further. Public Safety has started to advertise this service. There are currently four residents enrolled. He'd like to advertise this through the town website and social media in hopes of getting more people involved.*

*Councilor McAvoy suggested making materials regarding the Good Neighbor and Telecare programs available through the Skehan Center and the Pool.*

- b. **Discussion of concept for Public Safety Advisory Group – Sergeant Bailey** [*Items 3a and 3b were consolidated for discussion purposes*] – *Sergeant Bailey described that he approached the Town Manager to talk about how Public Safety could better connect with the community. Sergeant Bailey suggested a possible citizen advisory group or committee, and he is*

here to seek the Services Committee's input on how such a group could be structured and composed to represent a broad cross-section of the community. The objective is to get citizens more involved with consideration of what types of services or programs may be helpful. The Public Safety Department is working toward preparing a two-year strategic plan, and this would benefit from an ongoing dialogue with the community. He envisions maybe 8-10 members. In Sergeant Bailey's opinion the group could be limited to public safety, or could be broader to encompass other issues. He asked the Committee whether they support this concept.

Councilor Marble said it is good to connect with the community. He suggested tying the effort in to Facebook, and noted that people would like to know what's going on. This could help communicate changes in State policy to local residents. Sergeant Bailey noted that, while it's not required, if body cams were required, for instance, this would be a policy change people would see locally. Councilor Marble commended Sergeant Bailey on his initiative.

Councilor Wilde said he thinks it's a great idea. Councilor McPike asked how the Committee could help. Sergeant Bailey said he'd like to know that the Committee supports the concept, and asked how the members feel about identifying potential members to serve on a working group or committee.

Mayor Ryder asked when the next Hampden Highlights newsletter is expected to go out. Manager Jennings said the goal is to send it in March. Mayor Ryder noted that the newsletter would be a good way to advertise this, as it goes to all people including those who don't have computers. Councilor Wilde suggested highlighting the Telecare and Good Neighbor programs in the next newsletter.

Public Safety Director Rogers noted that emergency response comprises roughly 10-15% of staff time, and that the Department wants to maximize its value including during downtime.

Mayor Ryder and Councilor Marble suggested keeping the group focused on public safety. Manager Jennings noted that this would build on the earlier "Citizen Police Academy" initiative. Sergeant Bailey said that that program was run a few years ago and went well, but later ran into challenges getting enough people signed up to participate. Chief Rogers said he'd be interested in running that program again if 12-15 people signed up.

Councilor McPike said he liked the idea of Councilors identifying participants from their Districts.

Manager Jennings said that, in his experience, such committees or working groups are more successful if they are appointed based on a specific Committee Charge setting out the Committee's goals, and sometimes a

*timeline. He offered to work with Sergeant Bailey to think through what such a Charge may include, as well as potential committee composition.*

## **2. OLD BUSINESS**

- a. The Connector Bus – Town Manager update on meeting with Superintendent Laurie Linscott** – *Manager Jennings summarized his memo in the meeting packet. Councilor McAvoy said that the memo repeats information that they've heard in the past, but does not get to the crux of the issue: where are people getting on and off the Bus? The Connector doesn't seem to have the capacity or the willingness to determine that. Manager Jennings confirmed that, during his meeting with Superintendent Linscott, she confirmed the limitations on their fare boxes' ability to track this information.*

*Councilor Wilde said that his concern is the cost per rider. Because our ridership is relatively low, our cost per rider is higher than other towns. Last year the Council made an adjustment to get rid of Saturday service, and reducing the expense of the Bus, estimated at approx. \$76,000 in FY16, won't affect the mil rate. He noted that we're trying to develop the town, and reinforce the town center, and that the Bus is part of that.*

*Councilor Marble noted that Hampden is relatively rural and relatively well-off compared to the region. He acknowledged that a small percentage of residents use the Bus. He said that it's a regional system, and if we're going to participate in a regional system we need to participate. Does Hampden want to be inclusive? Do we want to support our neighboring hub (Bangor)?*

*Councilor Sirois agreed, saying we pared back the service to weekdays only. Our job is to serve the people.*

*Councilor McAvoy noted that not even 25% of residents have access to the bus. Councilor Sirois suggested we should look at the Bus route, and Councilor McAvoy agreed. Councilor Marble suggested that we should ask Public Safety where they think the Bus should go.*

*Councilor McPike said that until four years ago the Bus hadn't gone to the Community College, but that a new College president had made it happen, and ridership on that route went up. He asked whether the Bus should go down Main Road North then loop back on Old County Road. He wondered if we should hire someone to ride the Bus and count riders. He noted that if Hampden were to lose this service it would not likely get it back if it was needed.*

*Resident William Shakespeare said that he is not against the Bus, but is against what it costs. The Bus runs empty, day after day, hour after hour.*

*People get on the Bus mostly in East Hampden, and some people use it, want it, need it. He raised concern that the costs are a "shell game."*

*Councilor Wilde, referring to Manager Jennings' memo indicating the VOOT (Veazie Orono Old Town) is 15%, said that their actual cost is less than 15% because UMaine pays a portion. He said that in his conversations with Hampden residents no one has ever told him they want to get rid of the Bus.*

*Councilor Marble said he'd like to know what the consequence would be of a change of routes. He asked whether Bangor is paying for any portion of the Hampden route.*

*Councilor Sirois said that Hampden's riders benefit from access to the Bangor route, which Bangor pays for. He agreed that we ought to look at how to reduce costs.*

*Resident Shakespeare said that we've got a big budget crunch coming up, and that he will continue to be focused on this issue.*

*Councilor McAvoy asked whether we could ask Bangor for a cost split for the Hampden line.*

*Mayor Ryder asked whether we could get our own bus and driver, which could provide service connecting to the Bus route in Bangor. He asked whether we should hire someone to ride the Bus and count riders.*

*Manager Jennings noted that the discussion of Bus costs per rider could be understood to suggest that costs increase with each rider, when in fact we're talking about a fixed-cost system. Therefore, with an increase in ridership it would bring the cost per rider down. He said that, in his meeting with Superintendent Linscott, it was clear that her focus was to increase ridership.*

*Mayor Ryder said that the route change discussed earlier to provide service on Old County Road would add potential riders.*

*Councilor Wilde said that there are people who need that bus. The Bus is part of the community, and supports our economic development. Among others, retired people and disabled people benefit from the Bus.*

*Councilor McPike said that it's a regional system. The question is who pays for what, where?*

*Resident Shakespeare said that he would like the Town Manager to try to negotiate a better cost for the Bus.*

### **3. NEW BUSINESS**

- c. Update from January 7, 2016 meeting of Recreation Committee and review of correspondence regarding Skehan Center lease** – *Manager Jennings reported that, following on the Committee's direction at its last meeting, he is working on a letter to the owner of the former Hampden Academy to document issues regarding the heating and electrical costs associated with the Skehan Center lease.*

### **4. PUBLIC COMMENTS** – *None.*

- 5. COMMITTEE MEMBER COMMENTS** – *Councilor Sirois reported that he has been hearing discussion about citizen interest in a potential local referendum regarding ballfields and recreational facilities. He noted that Sanford, Maine has a facility with fourteen fields which is used for large regional tournaments, and that the activity brings customers and spending to local businesses.*

*There being no further business, the meeting was adjourned at 7:32 p.m.*

Respectfully submitted –

Angus Jennings  
Town Manager



## TOWN OF HAMPDEN PUBLIC HEARING NOTICE SEWER RATES

**TAKE NOTICE:** The Town of Hampden hereby gives notice pursuant to section 2.9 of the Town of Hampden Fees Ordinance, that the Town Council will conduct a public hearing at 7:00 pm on Tuesday, February 16, 2016 at the Hampden Municipal Building, 106 Western Avenue, for the purpose of receiving information and comments concerning Town of Hampden sewer rates. Sewer rates will be established by the Town Council based on information and comments received at the public hearing.

Denise Hodsdon  
Town Clerk

**TOWN OF HAMPDEN, MAINE  
FEES ORDINANCE**

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ARTICLE 2 - FEES FOR ACTIVITIES REGULATED BY TOWN ORDINANCE	4
ARTICLE 3 – FIRE DEPARTMENT	8
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ADOPTED: Hampden Town Council October 20, 1986  
Effective: November 19, 1986

AMENDED: Hampden Town Council December 7, 1987  
Effective: January 5, 1988

AMENDED: Hampden Town Council March 21, 1991  
Effective: April 21, 1991

AMENDED: Hampden Town Council July 6, 1993  
Effective: August 5, 1993

AMENDED: Hampden Town Council December 20, 1993  
Effective: January 19, 1994

AMENDED: Hampden Town Council May 6, 1996  
Effective: June 6, 1996

AMENDED: Hampden Town Council February 7, 1998  
Effective: March 18, 1998

AMENDED: Hampden Town Council November 17, 2003  
Effective: December 17, 2003

AMENDED: Hampden Town Council March 21, 2005  
Effective: April 20, 2005

AMENDED: Hampden Town Council April 4, 2005  
Effective: May 4, 2005

AMENDED: Hampden Town Council October 6, 2008  
Effective: November 5, 2008

AMENDED:	Hampden Town Council June 15, 2009 Effective: July 15, 2009	
AMENDED:	Hampden Town Council August 3, 2009 Effective: September 2, 2009	
AMENDED:	Hampden Town Council January 19, 2010 Effective: February 18, 2010	
AMENDED:	Hampden Town Council September 19, 2011 Effective: October 19, 2011	8.8.4, 8.9, 8.10, 8.11, 8.15, 8.16.1, 8.16.3, 8.16.5 (new 8.11 added and remainder of Article 8 re-numbered)
AMENDED:	Hampden Town Council April 23, 2012 Effective: May 23, 2012	New 1.13 added and remainder of Article 1 re-numbered, 3.5, 3.6, 3.7, 3.8, 7.2, 7.3, added 7.4 and 7.5
AMENDED:	Hampden Town Staff, November 27, 2012 Effective: December 27, 2012	Deleted Article 8.12 and 8.13
AMENDED:	Hampden Town Council, April 22, 2014 Effective: May 22, 2014	Articles 6.2, 6.3 and 6.4
AMENDED:	Hampden Town Council, September 2, 2014 Effective: October 2, 2014	Articles 8.1, 8.2, 8.3, 8.4, 8.5, 8.6, 8.7, 8.8, 8.9, 8.10, and 8.16
AMENDED:	Hampden Town Council, December 1, 2014 Effective: December 31, 2014	Articles 3.1, 3.3, 3.5, 3.7 and 3.8; 3.9 and corrected numbering of Article 3; and Articles 4.2, and 4.4

**TOWN OF HAMPDEN, MAINE  
FEES ORDINANCE**

The Town of Hampden hereby ordains:

In addition to those Town fees and charges, the authorization of which is provided for by Town Ordinances, the following schedule of fees for Town services is approved:

**ARTICLE 1  
ADMINISTRATION**

*Amended 11-17-03, 3-21-05, 6-15-09; 4-23-12*

<b>1.1. Business or Corporation filing</b>	State Regulated
<b>1.2. Copy of Certificate (marriage/birth/death)</b>	State Regulated
<b>1.3. Copy of Subdivision Ordinance</b>	At Cost
<b>1.4. Copy of Zoning Ordinance</b>	At Cost
<b>1.5. Copy of other ordinances</b>	
1.5.1. up to 20 pages	\$0.25/page
1.5.2. and a page after that	\$0.15/page
<b>1.6. Photocopies</b>	
1.6.1. 8 <sup>1</sup> / <sub>2</sub> inch x 11 inch or smaller	\$0.25/page
1.6.2. 8 <sup>1</sup> / <sub>2</sub> inch x 14 inch	\$0.50/page
1.6.3. 11 inch x 17 inch	\$0.75/page
<b>1.7. Marriage License</b>	State Regulated
<b>1.8. Notary Fee</b>	\$3.00
<b>1.9. Record Search</b>	\$5.00/hour
<b>1.10. Recording of Pole Permits</b>	
1.10.1. 1 <sup>st</sup> page	\$2.00
1.10.2. Additional pages	\$1.00/page
<b>1.11. Tax Maps</b>	
1.11.1. (11 inch x 17 inch)	\$50.00/complete set
1.11.2. (24 inch x 36 inch)	\$4.00 map
<b>1.12. Compact Disk copies of ordinances or documents</b>	\$5.00
<b>1.13. DVD copies of recorded meetings (Added 4/23/12)</b>	\$3.00
<b>1.14. Liquor License (Amended 6/15/09)</b>	
(Public hearing not required)	\$ 50.00
(Public hearing is required)	\$125.00

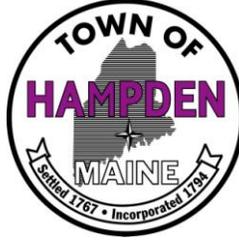
ARTICLE 2  
FEES FOR ACTIVITIES REGULATED BY TOWN ORDINANCE

Amended 11-17-03, 3-21-05, 6-15-09, 8-3-09

<b>2.1. Animal Control Ordinance</b>	
2.1.1. Animal Impoundment Fee	\$30.00 for each offense.
<b>2.2. Cable Television Ordinance</b>	
2.2.1. Initial Franchise Application Filing Fee	\$500.00
2.2.2. Renewal Franchise Application Filing Fee	\$500.00
2.2.3. Modification of a Franchise Agreement	\$500.00
2.2.4. Combined Filing Fee for participating towns	\$7,000.00
<b>2.3. Cemetery Ordinance</b>	
2.3.1. Lot Fees including perpetual care.	
2.3.1.1. Resident	\$200.00
2.3.1.2. Resident -Infant or Cremation	\$200.00
2.3.1.3. Non-Resident	\$300.00
2.3.1.4. Non-Resident Infant or Cremation	\$300.00
2.3.2. Interment fees	
2.3.2.1. Grave Openings Weekdays Adult	\$250.00
2.3.2.2. Grave Openings Weekdays Infant or Cremation	\$125.00
2.3.2.3. Grave Openings Weekends or Holidays Adult	\$350.00
2.3.2.4. Grave Openings Weekends or Holidays Infant or Cremation	\$200.00
2.3.3. Town Crypt Fees	
2.3.3.1. Resident	Free
2.3.3.2. Non-Resident	\$25.00
2.3.4. Disinterment	\$800.00
2.3.5. Vault Cremation	\$250.00
2.3.6. Public Works Dept. Labor After 3:00 PM	\$25.00/hour
<b>2.4. Concourse Gathering Ordinance</b>	
2.4.1. Concourse Gathering Permit Fee	\$100.00
<b>2.5. Floodplain Management Ordinance</b>	
2.5.1. Application Fee	\$75.00
2.5.2. Experts Fee	\$500.00 horizontal review \$1,000.00 vertical review and horizontal review. This is a draw account established for a professional to establish flood elevation data where possible. Any unspent funds are to be returned to the applicant
<b>2.6. Harbor Ordinance</b>	
2.6.1. Overnight tie up to public float	\$0.40 per ft. boat hull length.
2.6.2. Private mooring	\$25.00 annual fee.

<b>2.7. Historic Preservation Ordinance</b>	
2.7.1. Certificate of Appropriateness Application Fee	\$75.00
2.7.2. Historic Site or Landmark Designation Ap, Fee	\$150.00
<b>2.8. Mobile Home Park Ordinance</b>	
2.8.1. Annual Mobile Home Park License <i>(This includes application review, initial inspection of premises and a follow-up inspection).</i>	\$150.00
2.8.2. Additional Inspection Fee <i>(If the town needs to perform additional inspections as a result of applicant deficiencies, each inspection will be charged prior to the inspection).</i>	\$100.00
<b>2.9. Sewer Ordinance</b>	
2.9.1. Sewer Service Charge Rate <i>(Amended 8/3/09)</i>	\$4.28 per 100 cubic feet of water (c.f.w.) consumed as indicated by consumer's water meter.
2.9.1.1. Sewer Charge Flat Rate Town Water No Meter	\$64.24
2.9.1.2. Sewer Charge Flat Rate Well Water No Meter	\$105.44
2.9.2. Sewer Service Capital Charge	
2.9.2.1. Base Rate for 1 to 2,999 c.f.w. consumed	\$18.12
2.9.2.2. 3,000 to 5,999 c.f.w. consumed (double base)	\$36.24
2.9.2.3. 6,000 to 8,999 c.f.w. consumed (triple base)	\$54.36
2.9.2.4. Other c.f.w. amount	Divide cubic feet of water consumed by 3,000 and round up to nearest whole number then multiply by \$18.12
2.9.3. Sewer Service Minimum Charge Rate	\$18.12
2.9.4. Sewer Service "Ready to Serve" Charge	\$18.12
2.9.5. Special Sewer Service Charge	As determined by Town Council.
2.9.6. Sewer Service Charge Rate Outside Town Limits	As determined by Town Council
<b>2.10. Solid Waste Flow Control Ordinance</b>	
2.10.1. License Application Fee	\$10.00
2.10.2. Annual License Fee Per Vehicle	\$25.00
<b>2.11. Special Amusement Ordinance</b>	
2.11.1. Permit Application Fee	\$50.00
<b>2.12. Subdivision Ordinance</b>	
2.12.1. Subdivision Sketch Plan	No Charge
2.12.2. Minor Subdivision <i>(Less than 5 lots and no public improvements).</i>	\$35.00 plus \$20.00/acre
2.12.3. Minor Subdivision Review/Inspection Draw	not required.
2.12.4. Major Subdivision Preliminary Plan <i>(Five or more lots and /or public improvements).</i>	\$85.00 plus \$50.00/acre plus \$1,000.00 peer technical review draw account.

**Town of Hampden**  
106 Western Avenue  
Hampden, Maine 04444



**Phone:** (207) 862-3034  
**Fax:** (207) 862-5067  
**Email:**  
[townmanager@hampdenmaine.gov](mailto:townmanager@hampdenmaine.gov)

TO: Town Council

FROM: Angus Jennings, Town Manager

DATE: February 11, 2016

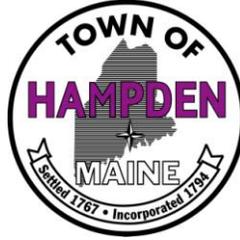
RE: Sewer Rates Public Hearing

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Find attached prior correspondences to the Finance and Infrastructure Committees documenting the need for increased sewer rates.

I am working to finalize materials for Tuesday night's public hearing, and will circulate these via email, and upload to the Town website, tomorrow.

**Town of Hampden**  
106 Western Avenue  
Hampden, Maine 04444



**Phone:** (207) 862-3034  
**Fax:** (207) 862-5067  
**Email:**  
townmanager@hampdenmaine.gov

**TO:** Infrastructure Committee  
**FROM:** Angus Jennings, Town Manager  
**DATE:** January 12, 2016  
**RE:** Sewer Rates

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Prior reports have documented the Sewer Fund's financial trends over the past several years (see esp. "Initial updates from preliminary FY15 audit" memo to Finance Committee dated 12/7/15). This memo does not repeat that information, but is intended to provide information to the Committee to inform consideration of changes to the Sewer rate structure (established in the Fees Ordinance) in order to get the Sewer Enterprise Account back onto solid financial footing.

#### Sewer Fund Financial Structure

At prior meetings it has been presented that, for a number of years, the combination of sewer operating costs and capital costs has exceeded annual sewer revenues by approximately \$200,000/year or more.

The (final review draft) FY15 Audit shows Sewer Fund operating revenues of \$528,165 against expenses of \$786,509 for a Net Operating Loss of \$258,344 (see Audit Exhibit F, attached). In order to meet some of its FY15 financial obligations, the Sewer Fund borrowed \$240,000 from the General Fund through an Interfund Transfer. At FY15 year-end, the total amount due from the Sewer Fund for Interfund Transfers was \$541,666.

In evaluating potential rate changes, I recommend consideration of the following policy objectives:

- 1) Ensure that revenues cover operating and capital costs on an ongoing basis;
- 2) Generate enough revenues over and above Item 1 to enable the Sewer Fund to repay the Interfund Transfers over an established period of time; and
- 3) Re-establish reserve funding to support future system investments, including capital improvements, periodic maintenance, and emergency investments (such as the burst pipe on Route 1A last spring, costing ~\$21,000).

### Sewer Fund Rates and Capital Charges

Sewer bills combine two charges: usage charges and capital charges. The usage portion of the bill is based on the customer's water usage (as provided to us, in advance of our quarterly billing, by the Hampden Water District and, for a small number of customers, by the Bangor Water District). Usage is measured in Cubic Feet (CF).

Customers are also billed a tiered capital charge of \$18.12 per 3,000 CF (per the formula in the Fees Ordinance). Customers showing no sewer usage during a particular quarter are still invoiced for the minimum capital charge (\$18.12).

While the information above summarizes the cost structure for most sewer customers, a small number of sewer customers are charged based on a flat rate pursuant to Sec. 2.9.1 of the Fees Ordinance. Specifically:

- Customers of sewer that have private wells, and do not have accounts with Hampden Water District. Because sewer bills are based on records of water usage, sewer customers without water accounts (and therefore without water meter readings) are charged a flat rate of \$105.44. This flat rate was set years ago by the Council in order to reflect the then-average residential sewer bill. Five customers fall into this category.
- Customers of sewer that do have accounts with Hampden Water District, but that don't have water meters, are charged a flat rate of \$64.24.<sup>1</sup>

In order to bring sewer costs and revenues back into balance, the Council could revise the usage charge, the capital charge, or both. I recommend that the Council consider whether its policy objective is for the usage charges to cover operating costs and the capital charges to cover capital costs (i.e. debt service). The new rate structure would vary significantly depending on whether this is the policy objective. At Wednesday's meeting we can review these effects in more detail.

### Sewer Customer Base

To understand the customer base, we evaluated all sewer customer's usage and billing records, including service and capital charges, for one year (2014, the most recent complete year records).

There are 1,492 customers in our database. The median customer, by usage, was billed for 4,900 CF in 2014. Usage of the 25<sup>th</sup> percentile customer was 3,000 CF; usage by the 75<sup>th</sup> percentile customer was 7,300 CF. Average usage – 6,500 CF – is not viewed

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<sup>1</sup> There are two customers that fall into this category in our billing system. We are currently researching to ensure that these customers are appropriately classified.

as a good basis for analysis in understanding the customer base because it is skewed by large users. (The largest customer, by usage, was billed for 272,900 CF in 2014).

The following tables summarize the usage and annual costs (usage and total) for the system's 25<sup>th</sup> percentile, median and 75<sup>th</sup> percentile customers:

25th percentile usage customer analysis, 2014			
		Bill/Yr (test)	
Usage/Yr (100 CF)	Bill/Yr (current)	Usage	Total
30	\$ 200.88	\$ 128.40	\$ 200.88

Median usage customer analysis, 2014			
		Bill/Yr (test)	
Usage/Yr (100 CF)	Bill/Yr (current)	Usage	Total
49	\$ 282.20	\$ 209.72	\$ 282.20

75th percentile usage customer analysis, 2014			
		Bill/Yr (test)	
Usage/Yr (100 CF)	Bill/Yr (current)	Usage	Total
73	\$ 384.92	\$ 312.44	\$ 384.92

My office has prepared a dynamic sensitivity analysis that will allow the Committee to see the effect of potential changes to the usage and/or capital charges in total, and as it would affect each of the illustrative "customers" profiled above. This calculates how new customer costs would compare with current (2014) costs.

This analytical tool will be available at Wednesday's meeting in order to support the Council's evaluation of potential rate changes, including how any such changes would affect both the bottom line revenues, as well as typical sewer customers.

### Cost Trends and Projections

A summary of obligated debt service payments is attached. Aside from debt service, the most significant costs to the sewer fund result from the sewage treatment charges and the maintenance charges paid to the City of Bangor pursuant to the "Interlocal Agreement Between Bangor and Hampden Regarding the Use of Bangor's Wastewater Treatment Plant Complex by Hampden" (2/13/96) and the "Pump Station Maintenance Contract between Bangor and Hampden" (4/6/99). Both of these costs have increased over the years, and the Public Works Director is working closely with the Bangor WWTP

personnel to review charges to ensure they're accurate and appropriate, and to assist us in estimating future costs for budgeting purposes.

In addition, we are working to assign numbers to the following expected contributors to future cost increases:

#### Bangor Sewer Rate Increases

We have been advised that the City of Bangor is expected to increase its sewer rates by 3-5% for FY17. Hampden's FY15 sewer treatment costs were \$250,000. An increase of 5% to this cost would be an annual increase of approx. \$12,500.

#### Maintenance Costs

Bangor is responsible for maintenance of Hampden's pump stations through the Pump Station Maintenance Contract. We expect that these costs, which have not been increased in some time, will increase, and one (or maybe two) pump stations would be added for the Fiberright facility. Budgeting should take into account anticipated cost increases.

#### Bangor Capital Costs

The Bangor Wastewater Treatment Plant is overdue for replacement of the plant's biofiltration system (see 1/6/16 Bangor Daily News article, attached). Based on the terms of Hampden's interlocal agreement with Bangor, the Town expects to be responsible for 8.333% of the cost of capital improvements.<sup>2</sup> If this is correct, Hampden's share of this \$4.8M project would be \$392,000. Because these costs aren't yet certain, we recommend carrying a budget estimate of \$400,000 for this one-time expense (which, alternatively, may be bonded).

On the revenue side of the ledger, it is worth considering that, if the Fiberright facility moves forward, and if it discharges 150,000 gallons per day into the sewer system, it would generate substantial revenue. We have estimated revenues at between \$226,000 and \$316,000 per year, depending on whether the facility operates 5 days/week or 7 days/week. However, because we are essentially a pass-through, these revenues will be largely absorbed by additional treatment costs due to the City of Bangor

#### Revenue Needs and Policy Options

The sewer rates were last increased by vote of the Town Council on August 3, 2009, when the usage fee was increased from \$3.28 to \$4.28. No change was made to the

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<sup>2</sup> The interlocal agreement provides for the Town to pay for capital improvements in proportion to its share of purchased plant treatment capacity. Hampden's purchased capacity of 1.5 million gallons/day divided by the plant monthly average flow of 18 MGD equals 8.333%. (Interlocal Agreement, Feb. 13, 1996. Sec. C(12), pg. 13).

capital charge at that time. According to the minutes of that meeting, the 2009 rate change was the first rate increase since 1998.

In preparation for Wednesday's meeting, I have prepared the following policy questions. These are intended to help focus the Committee's consideration on key items that will inform how rate adjustments are prepared. Any rate changes would need to be included in an amended Fees Ordinance, which would be preceded by a public hearing. However, in order to get an updated fee structure in place for the 2016 2<sup>nd</sup> quarter sewer billing, it will need to be voted by the end of February. Therefore, it will be necessary to make progress toward establishing the Committee's policy objectives.

Policy question 1: Does the Committee agree with the three policy objectives included on the first page of this memo?

Policy question 2: Should Usage and Capital Charges cover Operations and Capital, respectively? Or should revenues from usage fees contribute to capital costs?

Policy question 3: What is the goal for the period of time (number of years) over which the sewer fund should repay the interfund transfers from the General Fund?

Policy question 4: Will the Council budget for the debt service payment for the Business Park from the General Fund, or is the intent to pay this out of the Sewer Fund?

Since FY12, the payments for Bond 2000 D (Road Construction & Line Extensions, Business Park) have been paid out of the Host Community Benefits account. This account is not adequate to extinguish the remaining balance on this bond (bond matures 11/1/20; principal balance \$540,000 as of year-end FY15). Without including this bond payment, the FY17 amount due toward the four sewer bonds currently outstanding will be \$381,455. The debt obligation summary enclosed in the meeting packet projects inclusion of the 2000 D bond payment in the Town budget for FY17.

Policy question 5: When fees are changed, will the Committee also recommend adjusting flat rate sewer customers (see pg. 2 of this memo) to match the projected "average" sewer bill?

Policy question 6: Will the Committee support an increase to the interest rate for late payments, as authorized by the Public Utilities Commission?

Effective January 1, 2016, the allowable interest rate for late payments of utility bills increased to 11.25% (see attached letter from Maine Public Utilities Commission, 11/17/15). Late payments on sewer bills are currently subject to an

interest rate of 7.0%. Will the Council support an increase to the interest rate for late payments, as authorized by the Public Utilities Commission?

Other Sewer Policy Matters

The Infrastructure Committee has previously endorsed the recommendation of the Public Works Director to amend the permit process and fee structure for sewer connections to follow the Bangor model (meeting minutes, 10/26/15). These changes would, among other things, adjust the current \$200 sewer connection fee – which applies the same to a single-family home as it does to a laundromat, hotel or industrial facility – to take into account volume of flows in pricing. We anticipate bringing changes forward for consideration within a public hearing concurrent with the rate hearing.

**TOWN OF HAMPDEN**  
**STATEMENT OF NET POSITION - PROPRIETARY FUND**  
**JUNE 30, 2015**

*Exhibit E*

	<i>Sewer Enterprise</i>
<b>Assets</b>	
<b>Current Assets:</b>	
Cash and Equivalents	187,899
Investments	7,804
User Fees/Liens Receivable	37,976
<b>Capital Assets:</b>	
Construction Work in Progress	884,701
Other Capital Assets, Net of Depreciation	6,678,109
<b>Total Assets</b>	<b>7,796,489</b>
<b>Liabilities</b>	
<b>Current Liabilities:</b>	
Accounts Payable	393,516
Accrued Interest Payable	18,622
Retainage Payable	
Due to Other Funds	541,666
<b>Long-term Liabilities:</b>	
Due Within One Year	300,252
Due in More Than One Year	3,168,721
<b>Total Liabilities</b>	<b>4,422,777</b>
<b>Net Position</b>	
Net Investment in Capital Assets	3,141,764
Restricted	294,957
Unrestricted	(63,009)
<b>Total Net Position</b>	<b>3,373,712</b>
<b>Total Liabilities and Net Position</b>	<b>7,796,489</b>

The notes to financial statements are an integral part of this statement.

**TOWN OF HAMPDEN**  
**STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN PROPRIETARY NET POSITION**  
**PROPRIETARY FUND**  
**FOR THE YEAR ENDED JUNE 30, 2015**

*Exhibit F*

	<i>Budget</i>	<i>Sewer Enterprise</i>	<i>Variance Favorable (Unfavorable)</i>
<b>Operating Revenues:</b>			
Charges for Services	546,133	528,165	(17,968)
<b>Total Operating Revenues:</b>	546,133	528,165	(17,968)
<b>Operating Expenses:</b>			
Repairs	12,000		12,000
Sewer Flush Repairs	500		500
Utilities/Fuel	42,000	41,414	586
Pump Station Contracts	42,000	73,796	(31,796)
Treatment Service Charges	185,000	318,746	(133,746)
Special Projects	10,000		10,000
Liens/Transfers	4,000		4,000
Wages	60,000	60,000	-
Supplies	18,400	13,146	5,254
Depreciation and Amortization		279,407	(279,407)
<b>Total Operating Expenses</b>	373,900	786,509	(412,609)
<b>Net Operating Income (Loss)</b>	172,233	(258,344)	(430,577)
<b>Non-operating Revenues (Expenses)</b>			
Interest Revenue	12,850	12,855	5
Change in Fair Market Value		(541)	(541)
Miscellaneous Income	20,000		(20,000)
Interest Expense	(344,000)	(91,702)	252,298
<b>Total Non-operating Revenues (Expenses)</b>	(311,150)	(79,388)	231,762
<b>Net Income (Loss) Before Contributions and Transfers</b>	(138,917)	(337,732)	(198,815)
<b>Total Net Position - Beginning</b>		3,711,444	
<b>Total Net Position - Ending</b>		3,373,712	

The notes to financial statements are an integral part of this statement.

**TOWN OF HAMPDEN**  
**STATEMENT OF CASH FLOWS - PROPRIETARY FUNDS**  
**FOR THE YEAR ENDED JUNE 30, 2015**

*Exhibit G*

	<u>Sewer Enterprise</u>
<b><i>Cash Flows from Operating Activities;</i></b>	
Received from Customers	528,165
Payments to Suppliers	(447,102)
Payments to Employees	(60,000)
Other Receipts (Payments)	<u>(197,332)</u>
 <b><i>Net Cash Provided by (Used in) Operating Activities</i></b>	 <u>(176,269)</u>
 <b><i>Cash Flows from Capital and Related Financing Activities</i></b>	
Purchases of Capital Assets	(353,620)
Principal Paid on Capital Debt	(251,855)
Interest Paid on Capital Debt	<u>(91,702)</u>
 <b><i>Net Cash Used in Capital and Related Financing Activities</i></b>	 <u>(697,177)</u>
 <b><i>Cash Flows from Investing Activities</i></b>	
Net Purchases / Sales of Investments	143,161
Interest and Dividends	<u>12,855</u>
 <b><i>Net Cash Provided by (Used in) Investing Activities</i></b>	 <u>156,016</u>
 <b><i>Net Increase (Decrease) in Cash and Cash Equivalents</i></b>	 <u>(717,430)</u>
 <b><i>Balances - beginning of the year</i></b>	 <u>905,329</u>
 <b><i>Balances - end of the year</i></b>	 <u><u>187,899</u></u>
 <b><i>Reconciliation of Operating Income (Loss) to Net Cash Provided by Operating Activities:</i></b>	
Operating Income (Loss)	(258,344)
Adjustment to Reconcile Operating Income to Net Cash Provided (Used) by Operating Activities:	
Depreciation	279,407
Changes in Assets and Liabilities;	
Receivables, net	7,434
Accounts Payable	57,627
Accrued Interest	(377)
Retainage Payable	(22,016)
Due to Other Funds	<u>(240,000)</u>
 <b><i>Net Cash Provided by (Used in) Operating Activities</i></b>	 <u><u>(176,269)</u></u>

The notes to financial statements is an integral part of this statement.

**Town of Hampden**  
106 Western Avenue  
Hampden, Maine 04444



**Phone:** (207) 862-3034  
**Fax:** (207) 862-5067  
**Email:**  
[townmanager@hampdenmaine.gov](mailto:townmanager@hampdenmaine.gov)

TO: Town Council Infrastructure Committee

FROM: Angus Jennings, Town Manager

DATE: December 23, 2015

RE: Update on Sewer Rates

---

As you'll recall from the December 7 meeting of the Finance Committee, the revenues generated from our sewer bills have fallen short of actual expenses for many years.

DPW Director Currier and I are working to prepare proposals for consideration by the Infrastructure Committee, and eventually by the Finance Committee and Town Council, to adjust rates in order to cover ongoing operations, repay funds borrowed from the General Fund over the years, and rebuild capital reserves in order to make necessary investments in our sewer infrastructure. As part of this work, we have been actively engaged with the City of Bangor to ensure that their invoices are appropriate based on the terms of our agreements, and to anticipate potential rate increases by the City of Bangor that would affect us. Recent correspondence regarding a potential Bangor rate increase of 5% is enclosed.

Find enclosed two spreadsheets representing budgeted costs and revenues from the Sewer Fund for FY11 to FY16. This illustrates that, on average, costs have exceeded receipts by approximately \$150,000 to \$200,000+ per year.

At Monday's meeting, Director Currier and I will present our work to date with the goal of advancing a process to evaluate and amend sewer rates.

Due to the quarterly billing cycle, and the 30-day lag time after Ordinance amendment before the amendment takes effect, it will be critical to establish a new fee structure no later than February 2016 in order to apply new rates to second quarter billing (April to June) in 2016. Although additional revenues would not be received until July and August 2016, and there are nearer-term cash flow challenges that still need to be resolved, this timeline will help the Sewer Fund get back on a sustainable financial plan.

**Town of Hampden**  
106 Western Avenue  
Hampden, Maine 04444



**Phone:** (207) 862-3034  
**Fax:** (207) 862-5067  
**Email:**  
townmanager@hampdenmaine.gov

TO: Finance and Administration Committee  
FROM: Angus Jennings, Town Manager  
DATE: December 7, 2015  
RE: Initial updates from preliminary FY15 audit

---

We have received preliminary findings from the FY15 audit, and have been working with the Auditor in recent weeks to integrate the year-end audit adjustments and reconcile our accounting. These adjustments will allow the Auditor to close out the FY15 audit. Once the final audit is received, this will be introduced for review and consideration by the incoming Council.

In the meantime, I am working on a report to bring a few items to your attention that have policy implications for matters currently under consideration (in particular, consideration of sewer fees or revenues) and that will need to be taken into account during FY17 budgeting.

– Sewer Rates inadequate to support operations and debt service

During the October 2015 discussion of the Fees Ordinance, the Council acknowledged the need for sewer rates to increase, and directed my office with the Director of Public Works to undertake the analysis necessary to recommend specific changes. We are making progress on this analysis, and we are working toward a proposal which may be ready for consideration at the December 21 meeting.

Revenues generated by sewer fees have not fully covered sewer operating and capital costs for several years. In FY14, the Sewer Fund, with revenues of \$531,581 offsetting operating expenses of \$574,728, suffered a net operating loss of \$43,146.

In order to stay current with its obligations, the Sewer Fund (SF) has borrowed funds from the General Fund (GF) over the years through interfund transfers. The amount transferred was \$242,198 in FY14, a significant increase from \$9,034 per the FY13 audit. The FY12 audit shows a transfer of \$161,765 from the GF to the SF.

The need for last year's interfund transfer was compounded by unbudgeted expenses in FY15 (i.e. \$21,000 for a burst pipe on Route 1A, \$9,700 for manhole replacements, \$13,500 for a pump grinder replacement at the Souadabscook pump station). Because of this, and prior years' transfers, sewer reserve funds have been substantially depleted.

The Auditor, who completes municipal audits in many communities, advises that interfund transfers are not uncommon, and are a somewhat routine part of municipal

budget management to respond to cash flow issues, unanticipated expenses, etc. However, the combination of the amount of the transfers, and the fact that sewer rates year-to-year have not generated revenues to cover sewer operating and capital costs – meaning the shortfall will continue on an ongoing basis until revenues and costs are brought into balance – this issue needs to be addressed promptly to avoid further depletion of the GF. As noted above, proposed sewer rates, which are one part of the recommended resolution, will be ready for review as early as December 21.

Based on the preliminary FY15 audit it appears that progress was made toward lessening the cumulative amount of the interfund balance; however, a true accounting of the total amount due from SF to GF will await completion of the final FY15 audit. More information will be provided at future meetings as available.

– Budgeting for Debt Service

When it became apparent to me that SF revenues were not covering sewer related debt service, I prepared a summary of the town's total current debt service obligations and budgeting to ensure an overall understanding of the situation. The attached table entitled "*Town of Hampden Debt Service Analysis, working draft of 12-7-15,*" illustrates the situation.

The FY16 SF Budget carries \$387,000 for principal and interest payments on sewer debt service, which covers the \$378,092 in debt service obligations for the current fiscal year. However, as has been discussed, sewer revenues do not cover budgeted operating expenses and debt service, so this budgeted number does not correspond to actual projections of sewer revenues. Additional revenues will be required in order for the SF to be financially self-sufficient.

The attached table illustrates another notable item. The 2000 bond issue which supported road construction and utility line extensions to the Business Park obligate payments of \$117,282 in FY16, with continuing obligations through 2020 (FY21). However, the approved FY16 budget does not account for this obligation. In fact, since FY12, the debt service payments on this bond have been paid from the Host Community Benefits (HCB) account and, as a result, the balance in that account is dropping quickly.

Just as was the case with the interfund transfers described above between the GF and the SF, the cumulative amount of HCB payments toward debt service (\$565,696 as of FY14 audit) show up in the audit as assets, marked "Due from Other Funds." However, needless to say, these revenues will only become assets to the HCB account – and to the GF – once a revenue structure is in place for the SF which will enable it to not only keep current with operating costs and debt service, but also to repay the interfund transfers over a period of time.

**Town of Hampden Debt Service Analysis, working draft of 12-7-15**

Purpose Proprietary	Bond Series	Maturity Date	Remaining Balance (Year-End FY14)	FY16 Debt Service Due	FY16 Debt Service Budgeted	Notes
1996 Sewer SRF	1997 A	10/1/2017	\$ 358,915	\$ 96,348		<i>The SF budget carries \$387,000 in FY15, which covers the SF commitments for FY15. However, because revenues don't cover the SF budget, payment of sewer debt service will require additional revenues.</i>
2006 Sewer Construction Bond	2006 C	11/1/2026	\$ 947,371	\$ 103,990		
2010 Route 1A Sewer Bond		7/29/2029	\$ 1,512,492	\$ 108,537		
2014 Sewer Project	2014 A	11/1/2034	\$ 902,050	\$ 69,217		
			<u>\$ 3,720,828</u>	<u>\$ 378,092</u>	<u>\$ 387,000</u>	

General Obligation	Bond Series	Maturity Date	Remaining Balance (Year-End FY14)	FY16 Debt Service Due	FY16 Debt Service Budgeted	Unbudgeted Debt Service	Notes
2000 Road Construction & Line Extensions (Business Park)	2000 D	11/1/2020	\$ 630,000	\$ 117,282	\$ -	\$ 117,282	<i>Debt service has been paid from Host Community Benefits Fund beginning FY12.</i>
2002 Fire Station	2001 D	11/1/2021	\$ 674,400	\$ 111,970	\$ 111,970		<i>Debt extinguished; cancelled bond received 11/9/15</i>
2006 Gravel Roads	2006 B	11/1/2015	\$ 166,668	\$ 84,167	\$ 84,167		
2011 Mayo Road Bond	2010 F	11/1/2030	\$ 1,551,250	\$ 123,822	\$ 123,821		
			<u>\$ 3,022,318</u>	<u>\$ 437,241</u>	<u>\$ 319,958</u>	<u>\$ 117,283</u>	<i>Remaining revenues in HCB cover FY16 obligations, but inadequate to extinguish remaining balance.</i>

Sources:

*Town of Hampden Financial Statements with Independent Auditor's Report, FY11, 13 and 14.*

*Town of Hampden General Fund and Sewer Fund FY15 and FY16 budgets.*

– Balances Due for Ongoing Sewer Operations and Maintenance

As this work with the Auditor was ongoing, my office became aware of past due amounts to the City of Bangor, with whom we contract for Wastewater Treatment and for maintenance of Hampden’s Sewer Pump Stations. The invoices were dated October 31, 2014 (for period of service 1/1/14 to 6/30/14), November 18, 2014 (for 7/1/14 to 10/31/14), and March 6, 2015 (for 11/1/14 to 2/28/15), and the total amount due was \$293,938. More recently, we received an invoice dated October 27, 2015 (for 3/1/15 to 6/30/15), showing an additional \$98,603 due.

We have since paid the first of the four invoices (10/31/14) in the amount of \$94,535, drawing from sewer monies received for the third quarter of 2015. However, the current balance in the SF is not adequate to pay the other invoices. I am currently evaluating our options to pay these outstanding amounts. Additional interfund transfers will be looked at as an option, but because of the declining balances in the GF over the years this can be expected to create (or worsen) cash flow challenges. The Tax Anticipation Note (TAN) issued in September affords us a \$2M line of credit which we have not yet drawn from, and which is available, but because any funds borrowed through the TAN will come due by June 30, 2016, this will only help with the near-term challenge. A more complete resolution is required, and my office is working to prepare options for consideration by the Council.

– Year-End Fund Balances have fallen steadily in recent years

As referenced above, the Town’s year-end fund balances have fallen steadily in recent years, in part as a result of issues discussed above. Audits from recent years show the following year-end fund balances:

FY14 \$3.14M  
FY13 \$3.57M  
FY12 \$4.81M  
FY11 \$5.42M

This amount will be determined for FY15 upon completion of the audit.

– Routine draw-downs of Fund Balances have directly reduced Property Tax Commitment

Interestingly, during this period of time, one contributing factor to the declining overall fund balances has been the Council’s annual draw from the fund balances in order to reduce the amount of the property tax commitment. Audits from recent years show the following “Beginning Fund Balance Used to Reduce Tax Commitment:”

FY15 \$500,000  
FY14 \$550,000

FY13 \$661,350

FY12 \$455,000

FY11 \$332,500

During my work on the FY17 budget I'll look closely at whether, and at what level, further draw-downs may occur while maintaining a sustainable overall financial strategy.

- Streets and Roads FY16 Reserve Budget was fully depleted before FY16 began  
The Town Council approved \$100,000 in the FY16 budget for Streets and Roads. However, because of two invoices from Maine DOT received in the fourth quarter of FY15 (as the local match for Route 1A projects approved in FY12 and FY14) totaling approx. \$122,000, the FY15 year-end deficit in that line item exceeded the \$100,000 budgeted. I have therefore advised DPW Director Currier that no reserve funds will be available for Streets and Roads in the current fiscal year. Annual funding received from Maine DOT will allow some work on streets and roads to go forward, but the work program will be planned based on a budget that is lower than standards in recent years.

In preparing budget message, which will kick off the FY17 budgeting process anticipated for the Council's second meeting in January, I will work with Finance staff and key Department Heads to prepare options for Council consideration for a comprehensive approach to implementing a sustainable financial plan to meet current obligations, ongoing operations and future policy and capital objectives.

In the meantime, I will keep the Finance Committee apprised of this continuing analysis and findings in support of present operations and future budgeting.



Check One:  Initial Application  
 Reappointment Application

TOWN OF HAMPDEN  
APPLICATION FOR TOWN BOARDS AND COMMITTEES

NAME: SMITH AIMES E  
LAST FIRST MI  
ADDRESS: 51 SUNSET AVE HAMPDEN 04444  
STREET TOWN ZIP

MAILING ADDRESS (if different): \_\_\_\_\_

TELEPHONE: 951-0912 866-5500  
HOME WORK

EMAIL: asmithgriffinandjordan.com

OCCUPATION: PARALEGAL

BOARD OR COMMITTEE PREFERENCE:

FIRST CHOICE: BOARD OF APPEALS

SECOND CHOICE (OPTIONAL): \_\_\_\_\_

How would your experience, education and/or occupation be a benefit to this board or committee? I HAVE BEEN ON THE APPEALS BOARD FOR MANY YEARS AND I AM FAMILIAR WITH THE PROCESS

Are there any issues you feel this board or committee should address, or should continue to address? \_\_\_\_\_

- CONSERVATION COMMITTEE
- BOARD OF ASSESSMENT REVIEW
- PERSONNEL APPEALS BOARD
- LURA HOIT MEMORIAL POOL
- ECONOMIC DEVELOPMENT COMMITTEE
- FRIENDS OF DOROTHEA DIX PARK

3 YEAR

- DYER LIBRARY
- RECREATION COMMITTEE
- BOARD OF APPEALS
- HISTORIC PRESERVATION COMMITTEE
- TREE BOARD

5 YEAR  
PLANNING BOARD

<b>FOR TOWN USE ONLY</b>		Date Application Received: <u>JAN 21 2016</u>
COUNCIL COMMITTEE ACTION: _____	DATE: _____	
COUNCIL ACTION: _____	DATE: _____	
<input type="checkbox"/> NEW APPT	<input type="checkbox"/> REAPPOINTMENT	DATE APPOINTMENT EXPIRES: _____

**TOWN OF HAMPDEN  
IN THE TOWN COUNCIL**

**Order 2015-02**

**Adoption: October 19, 2015**

**ORDER ESTABLISHING ELIGIBILITY FOR TOWN ISSUED  
LICENSE PLATES, PROCEDURES AND HOURS OF OPERATION**

**ORDERED**, that, beginning on November 2, 2015, the Town of Hampden shall issue motor vehicle license plates according to guidelines and training by the Maine Bureau of Motor Vehicles.

The Town of Hampden shall only process applications for license plates for documented Hampden residents.

The Town of Hampden shall issue license plates in sequential order, and will not honor requests for plate numbers that are out of rotation.

To ensure access to technical assistance from the Bureau of Motor Vehicles as needed, the Town of Hampden will only process applications for license plates received between the hours of 8:00 AM and 4:30 PM Monday through Thursday.

This Order shall remain in effect until rescinded by the Town Council.

Town Clerk:

Denise Hodsdon  
Denise Hodsdon

ORDERED by a majority of the Town Council:

David Pyles  
Steph Watele  
John Shalton  
John Mark  
Young

# NEW PLATE ISSUE

## through January 2016

11/02-11/03	12
11/3-11/10	24
11/10-11/17	23
11/17-11/24	18
11/24-11/30	9
11/30-12/8	21
12/8-12/15	20
12/15-12/22	14
12/22-12/30	16
12/30-01/12	47
01/12-01/19	12
01/19-01/28	25

(241 PLATES X \$4.00 AGENT FEE = \$964.00)

**Town of Hampden**  
106 Western Avenue  
Hampden, Maine 04444



**D-4-b**  
Phone: (207) 862-3034  
Fax: (207) 862-5067  
Email:  
[townmanager@hampdenmaine.gov](mailto:townmanager@hampdenmaine.gov)

TO: Town Council

FROM: Angus Jennings, Town Manager

DATE: February 11, 2016

RE: FY17 Goal Setting

---

As you know, Part 1 of the Town Council/Manager Goal Setting took place on Saturday, February 6, and was attended by all members of the Council as well as representatives from most Town Departments (incl. Public Safety). For your reference, find attached the slides I presented at the February 6 session.

Part 2 of the Town Council/Manager Goal Setting is scheduled for Saturday, February 20 at 8 AM. While the meeting will be open to the public, it will not be organized for public discussion; the format will more closely resemble prior years' sessions, including facilitated discussion among the Council. It is expected to result in a statement of the Council's goals for the FY17 budget.

During that session, I took detailed notes recording comments, suggestions, ideas and concerns voiced by members of the Council. Prior to the February 20 session I will circulate additional materials including an agenda, and meeting minutes from the first session.



## Hampden Town Manager & Council Goal Setting for FY17

Saturday, February 6, 2016



## Goals for Goal Setting

- Two sessions: today and Saturday, Feb. 20
- Today provides opportunity:
  - For Staff and Department communication of successes, concerns and ideas / vision
  - Council / Manager identify questions, ideas, proposals
- Second Session Agenda based on today's outcomes:
  - Research updates
  - Ideas discussion
  - Proposals
- Session 2 Agenda to be informed by today's discussions
- FY17 Budget Goals to be set Feb. 20

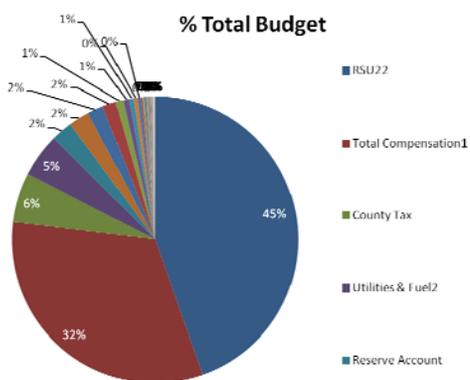


## Today's Agenda

- “Operational and Budget Trends, Notes, Observations” (Town Manager Presentation)
- Department Head and Staff perspectives
- Questions, ideas and items for “parking lot” welcome throughout; limited discussion
  - Designation of Notetaker(s)
- Council and Manager set Objectives for 2<sup>nd</sup> Goal Setting Session



## Current Year Budget: Summary



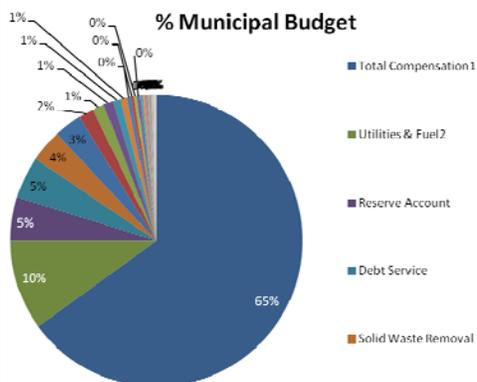
<sup>1</sup> Total Compensation includes Salaries, Wages, Health Insurance, Retirement, FICA/Medicare, Worker's Comp, Group Insurance, Life Insurance and Dental Insurance.

<sup>2</sup> Utilities & Fuel includes hydrant rental, fuel, electricity, telephone, internet costs, water and sewer.

- Before taking into account offsetting revenues (excise tax, etc), RSU-22 accounts for 45% of budget, and County tax accounts for 6%
- Analysis of Town budget limited to remaining ~49%



## Current Year Town Budget: Top Costs



<sup>1</sup> Total Compensation includes Salaries, Wages, Health Insurance, Retirement, FICA/Medicare, Worker's Comp, Group Insurance, Life Insurance and Dental Insurance.

<sup>2</sup> Utilities & Fuel includes hydrant rental, fuel, electricity, telephone, internet costs, water and sewer.

- Looking just at municipal budget, total compensation is largest expense (65%)
- Utilities/Fuel second largest expense (10%)
- Reserve funds and Debt Service (5% each)
- Solid Waste (4%)
- Remaining costs (~16%)
- Not factoring fees/revs



## Current Accounting: Good News

- FY16 Mid-Year Budget Status Review: All budgeted departments on track to stay within approved budgets
- Administration staff highly competent; day-to-day accounting exceptional
- Recent refinance of Business Park bond (unbudgeted) reduces payments in FY18-21
- Environmental Trust is resource in out years

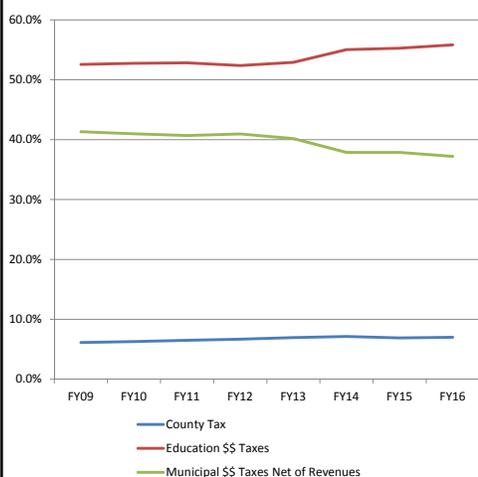


## Financial Challenges: Present

- On Feb. 3, made first “draw” from TAN; short-term borrowing may be needed until spring tax receipts
- Sewer operating and capital deficits; need for further Interfund Transfers in FY16 to make debt service payments
- Streets & Roads Reserve FY16 Budgeted Funds spent before year-end FY15
- DPW Equipment Reserve Account began FY16 in deficit (\$47,962)
- Salary/Benefit Reserve (FY16 \$40k budget) is now contingency fund



## Budget Trends: FY09-FY16

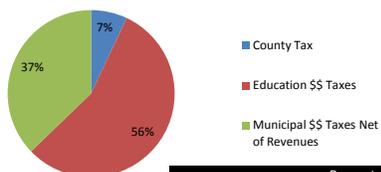


- Greater percentage of each property tax dollar going to RSU-22 and County
- Municipal percentage of property tax revenue steadily decreasing
- Over this period, Town -2.2%, RSU +22%



## RSU-22

Hampden Tax Expenses  
by Percent FY16



Year	Education \$\$ Taxes	Percent change, year to year
FY09	\$ 5,024,922	-0.1%
FY10	\$ 5,115,775	1.8%
FY11	\$ 5,145,806	0.6%
FY12	\$ 5,184,588	0.8%
FY13	\$ 5,299,962	2.2%
FY14	\$ 5,650,341	6.6%
FY15	\$ 6,033,040	6.8%
FY16	\$ 6,130,574	1.6%

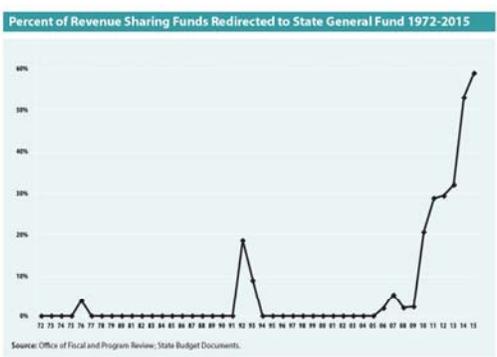
% Change, FY09-FY16 22.0%

Source: Hampden Municipal Tax Rate Calculation Forms

- Meeting upcoming with RSU-22 Board and Administration
- Seeking coordinated FY17 budgeting
- Four-town effort
- FY17 State Ed. Revs. to District proj. (-\$325,300)
- Manager goal: FY17 not the year for McGraw-Weatherbee



## Budget Trend: Less State Support



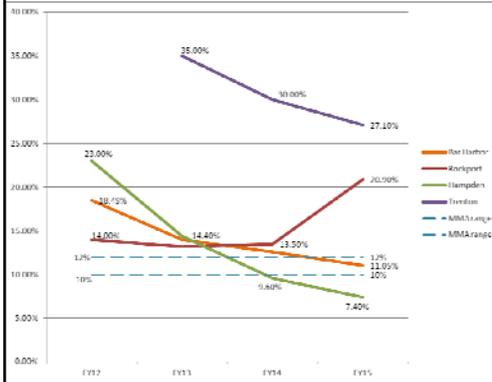
Page 38

Maine Municipal Association

- Municipal Revenue Sharing, which had long been fully funded per Statute, has increasingly been “raided” (MMA)
- In Hampden, fell from \$800k (FY10) to \$600k (FY13) to \$348k (FY16)



## Undesignated Fund Balance below recommended



- MMA recommends maintaining balance of 10-12% of annual budget
- Hampden fell below 10% in FY14; at year-end FY15 fell to 7.4%
- Will fall further
- FY16 TAN (for current expenses, first time)



## Budget Trends: Host Community Benefit Account declining resource

- Host Community Benefit Account
  - Current balance: \$259,610
  - Amount due from Sewer Fund over time
- Manager Goal for FY17:
  - Budget for all items paid from HCB that remain policy priorities (or requirements)
- HCB items proposed for FY17 Budget
  - Debt service: \$108,097 (offset by \$95,569 debt service paid off in FY16)
  - Stormwater management
  - Decorations: Veterans Day, Christmas Lights
- -\$40k for A/V upgrade after reimbursement; potential more cable \$



## Budget Trends: Looking Ahead

- Known cost increases
  - Health insurance
  - County tax
- Potential cost increases
  - RSU-22
  - Expand newsletter to business addresses
  - Reserve funding
- Items “new” to budget
  - HCB items into budget
- Known/potential cost savings
  - Locked in lower oil rates for FY17 (\$36,740)
  - Library electrical cost savings (LED lighting)
  - The Bus (Fy16 includes Saturday Service \$)
  - Potential TIF funding to offset costs otherwise included in budget



## Revenues

- Known lost revenues
  - BDN to tax-exempt
- Assessor working with Town Manager and providing regular updates of projections of FY17 new revenues based on close tracking of permitting and construction
- State Policy Effects
  - Modest drop in projected statewide revenue sharing
  - Hampden numbers not yet known
  - Homestead Act law changes
- Manager goal: targeted meeting with Augusta delegation

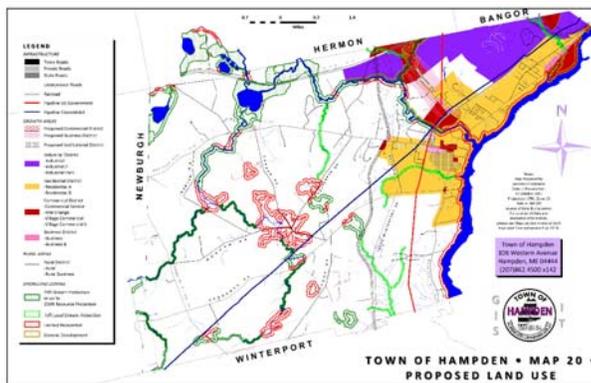


## Sewer Fund

- Outstanding invoices due to Bangor WWTP
- Retainage to come due from Rte 1A Sewer work (2009 bond) **(-\$39,836)**
- Known cost increases
  - Bangor rate (+5%)
  - Pump Station Maintenance (+3%)
  - Share of Bangor capital costs (TBD)
- Revenue projections
  - To result from Rate Setting Public Hearing on Feb. 16 at 7 PM
- Manager goal: by FY17, Sewer Fund will be restored to sustainable financial strategy



## Economic Development



- Networks: HBA etc.
- Tools (general)
  - Policy
  - Investment (Infra; TIF)
  - Changes in practice
- Geographic nodes
  - Coldbrook Road
  - Business Park
  - Town Center
  - Rte. 1A & Kennebec
  - River Vision



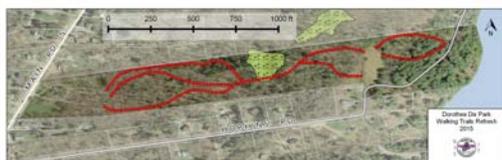
## Town Facilities

- FY17 Budget to determine whether to continue Skehan Center lease
- Transfer Station changes in configuration, incl. internal circulation and swap shop
- Manager goal: planning process for public facilities in VFW / Kiwanis to Main Road North block, coordinated with land use, infrastructure and economic development planning



## Parks

- Establish maintenance plan, with realism based on budget
- Community-led improvements to Dorothea Dix Park (?)
- Pursue grant funding for tennis courts
- Conservation/Rec fund being evaluated (Services Committee)
- In out years, expand offerings as supported by budget or other revenues (i.e. grants, private)

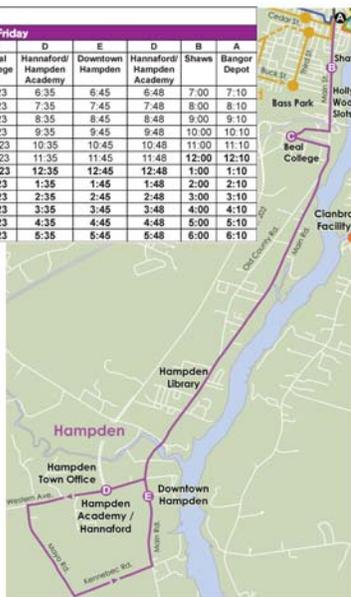


## Recreational and Cultural Facilities

- Move Recreation and Pool toward online registration and payment to improve customer service, potentially increase revenues and substantially reduce administrative hours
- Manager goal: During FY17, establish clear policy and financing strategy (if applicable) to implement consensus (or majority) policy objectives relative to Rec, Pool, Library



Hampden							
Monday Through Friday							
A	B	C	D	E	D	B	A
Banger Depot	Shaws	Beal College	Hannaford Hampden Academy	Downtown Hampden	Hannaford Hampden Academy	Shaws	Banger Depot
6:15	6:20	6:23	6:35	6:45	6:48	7:00	7:10
7:15	7:20	7:23	7:35	7:45	7:48	8:00	8:10
8:15	8:20	8:23	8:35	8:45	8:48	9:00	9:10
9:15	9:20	9:23	9:35	9:45	9:48	10:00	10:10
10:15	10:20	10:23	10:35	10:45	10:48	11:00	11:10
11:15	11:20	11:23	11:35	11:45	11:48	12:00	12:10
12:15	12:20	12:23	12:35	12:45	12:48	1:00	1:10
1:15	1:20	1:23	1:35	1:45	1:48	2:00	2:10
2:15	2:20	2:23	2:35	2:45	2:48	3:00	3:10
3:15	3:20	3:23	3:35	3:45	3:48	4:00	4:10
4:15	4:20	4:23	4:35	4:45	4:48	5:00	5:10
5:15	5:20	5:23	5:35	5:45	5:48	6:00	6:10



## The Bus

- Manager goal: seek optimum financial terms for FY17 operations
- Bus route and stops “on the table”
- Is boosting ridership a policy goal? Counting ridership?



## GIS / IT Work Backlog

- Replace public safety server
- Replace wifi
- Clean GIS layers: parcel, building, dimensions
- New GIS data: detention ponds, flood zones, historic district
- Write new policies:
  - Data breach policy
  - Disaster recovery / operational continuity
- Convert 7 roads to e911
- Hampden website refresh



## Outside Agency Requests Received

- American Red Cross
- Eastern Area Agency on Aging
- Community Health and Counseling Services
- Hammond Street Senior Center
- The Lifelight Foundation
- Spruce Run Womancare Alliance
- Goodwill Rider Snowmobiles Club
- Hampden Garden Club
- Others anticipated
- To be considered concurrent with formal budget proposal and adoption process



## Personnel Management

- Fundamental to my role as Town Manager
- Framework: Town Ordinance, State and Federal Laws, Union Contracts, Employment Agreements, and Fair Labor Laws. Also, foster a positive professional environment.
- Organizational changes
  - Town Clerk retirement
  - Planning/Econ Dev/ Assessing / GIS/IT 12-month post-eval by May
  - Public Works administration
- Updated Org Chart, job descriptions underway



## Personnel Observations

- Personnel changes have led to wholesale reevaluation of functions, services, resources and strategy
- With new Town Manager, DPW Director and Town Clerk, dynamic time period anticipated
- Evaluation ongoing of Planning/ Econ Dev/ Assessing / GIS/IT / Code org. setup
- DPW: long-term success of Department will rely on broadening administrative support and responsibilities beyond Director



## Other Town Manager Goals

- Amended Ordinances:
  - Harbor Ordinance updates (FY16)
  - Recodification (complete)
  - Fees Ordinance (not just sewer)
  - Updates to Personnel Ordinance and Policies
  - Parking & variance policy; land use policy in general
- Potential new policies:
  - Inclement Weather Policy
  - Hunting on Town owned land
- Execute new Cable Franchise Agreement
- Resolve Developer Escrow Accounts
- Personnel / org structure



## Next Steps

- Hear from Department Heads and Staff
- Notetaker(s)
  - Requests for research
  - Ideas for consideration, evaluation
  - Proposals
- Guidelines to consider:
  - What level of service do taxpayers expect?
  - For policy/reforms, Prioritization Matrix: Current/Future; and Level of Importance
  - Individual; then establish majority priorities



D-5-a

Town of Hampden  
106 Western Avenue  
Hampden, Maine 04444



Phone: (207) 862-3034  
Fax: (207) 862-5067  
Email:  
townmanager@hampdenmaine.gov

TO: Finance Committee  
FROM: Angus Jennings, Town Manager  
DATE: February 11, 2016  
RE: Recommended Contract Award for Library Lighting & Electrical Work

---

We received two vendor proposals prior to the deadline in the Request for Bid (RFB). Both are attached, along with the original RFB and the one Addendum.

Per the process outlined in the RFB, the bids were reviewed by the DPW Director, Library Director, two members of the Library Board, and me. We met on February 4 to review the bids and again on February 11 to review the results of the vendors' client reference checks undertaken by the Library Director. All client reference checks returned positive reviews.

The low bid was received from Elco Electric. Based on the proposed price and the reference checks, which did not show a qualitative difference between the two bidders, the review group was unanimous in its recommendation that the Town Council award a contract for the Library Lighting and Electrical work to Elco Electric.

It is recommended that the contracted Scope of Work include both Items D1 and M.

**TOWN OF HAMPDEN  
EDYTHE DYER LIBRARY – LIGHTING & ELECTRICAL WORK**

**BID SHEET**

February 1, 2016  
10:00 AM

BIDDER	TOTAL MATERIALS	TOTAL LABOR	TOTAL BID
Elco Electric	13,073.00	4,627.00	17,700.00
Alternate DI - ADD			450.00
Alternate M - ADD			1,117.00
Gifford Electric	13,929.00	5,000.00	18,929.00
Alternate DI			210.00
Alternate M			890.00

	Elco	Gifford
Base bid:	\$ 17,700	\$ 18,929
Alt. D1:	\$ 450	\$ 210
Alt. M:	\$ 1,117	\$ 890
	<u>\$ 19,267</u>	<u>\$ 20,029</u>
Extra hr rates:	\$55, \$40	\$60

311 Perry Road, Bangor, ME 04401

Town of Hampden  
106 Western Avenue  
Hampden, ME 04444

February 1, 2016

Att: Angus Jennings, Town Manager Via: Hand delivered

**Re: Lighting and Electrical Work at Edith Dyer Library  
Sealed Bids due February 1, 2016 at 10:00AM**

Dear Mr. Jennings:

ELCO Electric is pleased to offer the following combined bid for 'Lighting and Electrical Work at the Edith Dyer Library' located in Hampden, ME; as defined by 'Request for Bids', electrical specification section 26 00 00, light fixture schedule, part building plans, January 7th, 2016 pre-bid meeting discussion, and addendum #1.

This bid includes all required light fixtures, lamps, wiring materials, electrician labor, payroll expenses, insurances, freight costs, State of Maine electrical permit, fuel, tools, equipment, expenses; as required for the complete performance of the combined Lighting and Electrical scope of work for this project.

Total Lump Sum Base Bid - Light fixtures and Electrical Work	\$	17,700.00
Alternate D1 - ADD		450.00
Alternate M - ADD		1,117.00

Approximate Cost Breakdown (for the above LS Base Bid):

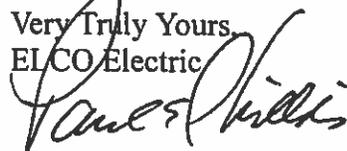
Materials	\$	13,073.00
Labor	\$	4,627.00

Billing rates (straight time rates) for ELCO personnel, should additional work be requested:

Electrician (Maine licensed)	\$	55.00/Hr
Electrician Helper (Maine licensed)	\$	40.00/Hr

Sample insurance certificate, for coverages provided by ELCO and included with our bid, are attached for your information, and confirmation that insurance coverage meets your minimum specified requirements

Please call if you need anything further. We look forward to your favorable consideration

Very Truly Yours,  
ELCO Electric

Paul E. Philbrick, President



**Electrical and Geothermal Contractors**

311 PERRY ROAD • BANGOR, MAINE 04401

*Rec. 2/11/16  
2:17 a.m.*

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

This envelope contains a sealed bid for the project entitled:  
Lighting and Electrical Work at Edith Dyer Library  
Sealed Bids due to Town manager on February 1st, 2016 at 10:00AM



289 ELM STREET  
BREWER, ME 04412  
PHONE: 207-307-7234  
FAX: 207-307-7234

email: jeremy@gifford-electric.com

Town of Hampden  
Lighting and Electrical Work  
Edythe Dyer Library

January 30, 2016

ATTN: Angus Jennings, Town Manager

**ELECTRICAL BASE BID** **\$18,929.00**

Materials \$13,929.00

Labor \$5,000.00

**Alternate D1** **Add \$210.00**

**Alternate M** **Add \$890.00**

**Completion Time Frame:**

60days from award assuming all the fixtures are less than a 4 week lead time.

**Labor rate for additional work:**

\$60.00 per man hour

**Professional References:**

Alice Dyer – V.P. Cross Financial Corp 207-947-7345

Missi Weatherbee – V.P. Member Service Penobscot County Federal Credit Union 207-827-3165

Kim Geyer – Project Manager The Olympia Companies 207-415-6638

**ACKNOWLEDGE ADDENDUMS**

Addendum #1

**Bid Includes:**

Materials and Labor as specified in the scope of work provided

**Bid Excludes:**

Sales Tax

Fixture and Lamp disposal

Cutting, Patching, or Painting

Thank you,

Jeremy Gifford



**G I F F O R D**  
E L E C T R I C  
289 ELM STREET  
BREWER, ME 04412

*off cc  
2/11/16  
9:37 am*

"LIBRARY ELECTRICAL"

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

# **Gifford Electric**

Reference interview **Gifford Electric Jeremy Gifford** lighting project at **Edythe Dyer Community Library** 2016.

**Alice Dyer—VP Cross Financial Corp. 947-7345 (Cross Insurance)**

**1. What was the scope of work Gifford Electric did for you? Alice uses him for all Cross electrical work, is now working on a 5000 sq. ft. building, complete electrical renovation**

**2. Did they show up on time? Yes Did they stay on schedule? Yes**

**3. Did they work during your business hours? Large project work was done outside of regular business hours, but during business hours they adapt easily**

**4. Were they willing to make corrections as necessary? Communication is ongoing and changes are met with ease.**

**5. Did you get the results you expected? Very good on time line “he shows up when he says he will” If not, why not?**

**6. Would you hire Gifford Electric again? “Yes, he’s my go-to-guy” he has a crew that she is very confident with.**

**\*\*\*\*\***

Reference interview for LED lighting project at **Edythe Dyer Community Library** 2016.

**Missi Weatherbee—VP Member Service Penobscot County Federal Credit Union 827-3165**

**1. What was the scope of work Gifford Electric did for you? He does all electrical work for their three branches**

**2. Did they show up on time? Yes Did they stay on schedule? Yes**

**3. Did they work during your business hours? He works during business hours if the job is not disruptive, but comes in after-hours also. “He does anything we ask”.**

**4. Were they willing to make corrections as necessary? He is very flexible in doing what she wants/needs**

**5. Did you get the results you expected? Yes If not, why not?**

**6. Would you hire Gifford Electric again? Yes, and as stated above they use Gifford Electric for all their electrical needs.**

\*\*\*\*\*

Reference interviews for LED lighting project at Edythe Dyer Community Library 2016.  
Kim Geyer—Project Manager The Olympia Companies 415-6638

- 1. What was the scope of work Gifford Electric did for you? **Holiday Inn in Bangor complete renovation the last electric renovation was 35 years ago.**
- 2. Did they show up on time? **One of the best electricians she has worked with, and she works on project all around the country for The Olympia Companies). Did they stay on schedule? 'yes, very much so'**
- 3. Did they work during your business hours? **Very accommodating, the hotel stayed open during the whole project. Was it disruptive? Not at all, even during electric shut downs Jeremy gave plenty of notice so there was minimal disruption.**
- 4. Were they willing to make corrections as necessary? **Yes, there was an unforeseen problem when framing a fireplace and Jeremy came up with a great fix to reset a new light fixture around a carrying beam.**
- 5 Did you get the results you expected? **Yes. If not, why not?**
- 6 Would you hire Gifford Electric again? **'Most definitely, one of the best electricians I have worked with'**

## **ELCO Electric**

Reference interviews for LED lighting project at Edythe Dyer Community Library 2016.  
Glen White Acadia Electrician 973-6184

- 1. What was the scope of work ELCO Electric did for you? **ELCO has done several jobs for them.**
- 2. Did they show up on time? **Yes Did they stay on schedule? Yes**
- 3. Did they work during your business hours? **Glen works 7:30 – 3 which is when most work was done, but they will work at night if necessary. Was it disruptive? Very little disruption**
- 4. Were they willing to make corrections as necessary? **Yes**
- 5 Did you get the results you expected? **Yes If not, why not?**
- 6 Would you hire ELCO Electric again? **Yes**

\*\*\*\*\*

Reference interviews for LED lighting project at Edythe Dyer Community Library 2016.  
Scott Nutter Verizon Wireless 745-9634—2/8/16 left a message

1. What was the scope of work ELCO Electric did for you?
2. Did they show up on time? Did they stay on schedule?
3. Did they work during your business hours? Was it disruptive?
4. Were they willing to make corrections as necessary?
- 5 Did you get the results you expected? If not, why not?
- 6 Would you hire ELCO Electric again?

\*\*\*\*\*

Reference interviews for LED lighting project at Edythe Dyer Community Library 2016.  
Chris Simmons Project Manager Cianbro Corp 416-4902

1. What was the scope of work ELCO Electric did for you? **big job—million dollar project at**
2. Did they show up on time? Did they stay on schedule? **Yes, Chris was concerned that they were a big enough company for such a large project, but they had 20 guys there on some days. They even helped recover time at the end to stay on schedule.**
3. Did they work during your business hours? Was it disruptive? **Could work off shift, but usually worked during business hours without disruption to patients.**
4. Were they willing to make corrections as necessary? **Worked well with Chris as changes were necessary.**
- 5 Did you get the results you expected? **Yes** If not, why not?
- 6 Would you hire ELCO Electric again? **Yes, they are still doing work for him**

Town of Hampden  
106 Western Avenue  
Hampden, Maine 04444



Phone: (207) 862-3034  
Fax: (207) 862-5067  
Email:  
townmanager@hampdenmaine.gov

## REQUEST FOR BID

### Town of Hampden – Lighting and Electrical Work at Edythe Dyer Library

The Town of Hampden is seeking bids for electrical work at the Edythe Dyer Library including but not limited to:

1. Lighting system – interior and exterior;
2. Connecting and disconnecting electrical equipment to accommodate other trades during project;
3. Exit and emergency lighting; and
4. Clean up and proper disposal of project materials at end of every work day.

The Town has prepared a detailed Scope of Services including specifications for lighting fixtures. The Scope of Services, fixture schedule, and a layout plan of the facility are attached to this Request for Bid.

Interested bidders who wish to view the project prior to bidding are invited to attend a pre-bid walk-through of the facility on Thursday, January 7, 2016 at 2 PM at the Edythe Dyer Library, 269 Main Road North, Hampden, ME.

Prospective bidders may submit written questions regarding this Request for Bid to the Town Manager on or before Monday, January 11 at noon. The Town will prepare written responses to all questions received, and will provide the responses to the primary contact person for all prospective bidders that participate in the pre-bid walk-through, or who notify the Town Manager in writing that they wish to be considered a prospective bidder.

Sealed bids, clearly marked "Library Electrical" must be received no later than Monday, February 1, 2016 at 10 AM addressed to

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

Bids will be publicly opened at the Hampden Town Office Conference Room on Monday, February 1, 2016 at 10 AM. Bids shall include a statement of proposed price to complete the work including sufficient detail for the Town to understand the basis of the costs. In addition, billing rates for all proposed personnel shall be provided.

Upon receipt of bids the Town Manager will convene an Advisory Group comprised of the Library Director, the Director of Public Works, two members of the Library Board of Trustees, and the Town Manager. The Advisory Group will review and evaluate all bids received. Any bids found to be incomplete, non-responsive or that fail to meet any of the minimum standards in the Scope of Services will be disqualified from further consideration. The Advisory Group expects to schedule interviews with two or more vendors that submit bids that are complete, fully responsive to the Scope of Services, and that meet or exceed the minimum standards in the Scope of Services. The Advisory Group reserves the right to conduct reference checks based on the bidders' prior or ongoing clients.

Following the interview and evaluation process, the Advisory Group will make a recommendation to the Town Council's Finance Committee regarding whether to award a contract, and if so to which bidder. Proposed price will be considered in the Advisory Group's evaluations and recommendation, but the Advisory Group reserves the right to recommend a bidder that is not the lowest price bidder if such recommendation is, in the opinion of the Advisory Group, justified based on the quality, experience and/or professional reputation of the bidder.

The Town Council's Finance Committee will review the recommendation of the Advisory Group during a public meeting, and will prepare its own recommendation to the Town Council regarding whether to award a contract, and if so to which bidder.

The Hampden Town Council reserves the right to accept or reject any or all bids. If awarded, a contract will be formally awarded at a regularly scheduled meeting of the Town Council.

Prior to execution of a contract, the contractor must provide proof of workers compensation insurance, and of liability insurance with a \$400,000 minimum coverage, and shall provide a certificate naming the Town of Hampden as additionally insured.

Attachments: Scope of Services  
Fixture Schedule  
Layout plan of the Library

**SECTION 26 00 00**

**ELECTRICAL**

**PART I-GENERAL**

**1.1 SCOPE**

- A. The work covered by this section includes the furnishing of labor and materials, equipment, and incidentals and the performing of operations in connection with "electrical work" as indicated in the scope and/or specified herein and including incidental items to effect a finished, complete and operable system as indicated. The electrical work shall include but not be limited to:
1. Lighting system - interior and exterior.
  2. Connecting and disconnecting electrical equipment to accommodate other trades during project.
  3. Exit and emergency lighting.
  4. Clean up and proper disposal of project materials at end of every work day.

Work shall be subject to the conditions of the contract and shall be in strict accordance with these drawings and specifications.

- B. Assume responsibility to have thoroughly examined the drawings and specifications including addenda. Questions over any conflicting information shown on the drawings and specifications shall be referred by email to Debbie Lozito of Edythe Dyer Library for clarification. [debbie.lozito@edythedyer.lib.me.us](mailto:debbie.lozito@edythedyer.lib.me.us)
- C. The term "Contractor" used hereinafter shall designate the Electrical Contractor.

**1.2 CODES AND STANDARDS**

- A. Where referred to, published standard specifications of technical societies, trade associations and governmental agencies codes and regulations of Underwriters and protective organizations, Federal, State and Municipal regulations and codes and publications of a similar nature shall be the edition current as of the date of this Specification.
- B. The applicable requirements of the publications of the following organizations shall apply to the work under this section as if fully written herein:
1. American National Standards Institute, Inc. (ANSI)
  2. Institute of Electrical and Electronic Engineers (IEEE)
  3. National Electrical Manufacturers Associations (NEMA)
  4. National Fire Codes

5. Underwriters Laboratories, Inc. (UL)
6. Federal, State and Municipal Building Codes, and all other Authorities having jurisdiction.
7. National Electrical Code (NEC)
8. Insulated Power Cable Engineers Associated Specification (IPCES)
9. American Society for Testing Materials Specifications (ASTM)
10. National Bureau of Standards Handbook (NBS)
11. Occupational Safety and Health Administration (OSHA)
12. National Electrical Safety Code (NESC)
13. Americans with Disabilities Act (ADA)

#### 1.4 MATERIALS AND EQUIPMENT

- A. Materials shall be of the best quality. Workmanship shall be of highest grade and construction shall be done according to best practices of the trade.
- B. Provide, when required, labeled samples of material or equipment specified herein or proposed to be used in this work.
- C. Where words "furnish", "provide", or "install" are mentioned, either singly or in combination, these words are hereby interpreted to mean "furnish and install" or "provide and install", including materials complete with connections, supplemental devices, accessories and appurtenances, unless specifically noted otherwise. These words are likewise hereby interpreted as being prefixed to materials, equipment, and apparatus hereinafter mentioned, either in abbreviated or scheduled information or in the technical sections of the specifications.

#### 1.5 SHOP DRAWINGS

- A. Submit for review, electronic submittals and not less than two (2) sets of Shop Drawings of the materials, fixtures and equipment to be incorporated in the work. Information shall contain specific reference to catalog numbers and shall be qualified in writing as required. No considerations will be given to brochure or catalog information not specifically designated or referenced to the specification by an identifying number.
- B. Shop drawings that are facsimiled, (FAX) produced, or are photocopies of FAX documents will not be considered or reviewed. Only originals and or photocopied originals, complying with paragraph A above will be considered.
- C. Before consideration, electrical submittal packages shall include cover pages for each of the electrical equipment groups, i.e. lighting, wiring devices. The cover page of each group shall be typewritten and contain the following information:
  1. Project location.
  2. Electrical Contractor and phone number.
  3. Product manufacturer and phone number.
  4. Distributor or supplier's company and phone number.
  5. Order date and distributor order number.
  6. Approximate on-site delivery date after submittal review and return.

## Edythe Dyer Library

- D. Shop drawings must bear the specifiers review stamp. In the event that the specifier rejects shop drawings, the shop drawing must be revised and resubmitted for review.
- E. Shop drawings shall be submitted to the specifier no later than 14 days after award of General Contract.

### 1.6 SUBSTITUTIONS

- A. Reference in the specifications or on the drawings to any product, material, fixture, form or type of construction, by proprietary name, manufacturer, make or catalog number, establishes a standard of quality or design and is not meant to limit competition. Use any equivalent substitute provided favorable written review by the specifier is first obtained. Any substituted system must show a direct comparison to the system specified and all deviations from the specified system clearly identified. In all cases, the suitability of any substituted item or system shall be determined by the specifier/owner. If the substituted item or system is rejected the item or systems specified shall be furnished and installed at no additional cost to the Owner.

### 1.7 CODES, PERMITS, INSPECTIONS

- A. The installation shall comply with laws and regulations applying to the electrical installation in effect at the site with regulations of any agency having jurisdiction, and with regulations of the National Electrical Code (NEC).
- B. Obtain and pay for permits required by the ordinances at the site. After completion of the work, furnish the Owner a certificate of final inspection and approval from the Inspection Bureau having jurisdiction.
- C. Rejected materials shall be removed from the site and new materials furnished, retested and installed to the satisfaction of the Architect without additional cost to the Owner.
- D. Inspect the site and survey the conditions to be encountered in the performance of the Work prior to starting the work. Failure to be familiar with the conditions shall not relieve or reduce responsibility for full completion of the work in accordance with the provisions of the contract.

### 1.8 TEMPORARY LIGHT AND POWER

- A. Temporary light and power shall be installed and maintained under this contract for use by all trades for the duration of construction complete with wiring, switches, protective devices and similar equipment as may be required. Temporary lights and power shall be completely removed no later than project completion.

**1.9 ACCEPTANCE**

- A. Before acceptance of the work under this section, damaged or imperfect materials shall be refinished or replaced, debris, scaffolding and tools shall be removed and premises shall be "broom clean" to the satisfaction of the Owner.

**1.10 GUARANTEE**

- A. Guarantee materials and installations under normal use to be free of defects and poor workmanship for a period of one (1) year from the date of acceptance. Any replacement of parts or adjustments, including labor made necessary by inherent defects, shall be provided by the contractor without cost to the Owner within the guarantee period.

**1.11 PROTECTION OF EQUIPMENT AND MATERIALS**

- A. Protect equipment and material for the electrical work after delivery, before and after installation. This protection must be extended against pilferage, dampness and damages from any cause until the work is accepted by the Owner.

**1.12 ELECTRICAL REFERENCE SYMBOLS**

- A. Symbols shown on the Drawings show approximate locations of fixtures, outlet boxes, conduit runs and other equipment, unless otherwise detailed. The exact location shall be governed by structural conditions and obstructions. This is not to be construed as to permit redesigning systems. Outlets shall be connected from circuits as shown on the drawings. Locate and install boxes and equipment where they will be readily accessible.

**1.13 MATERIALS AND INSTALLATION**

- A. Only the best materials of each class specified shall be used and the installation shall be made in a neat and workmanlike manner, complete in every detail, ready for immediate satisfactory operation by the Owner.

**B. PART 2 - PRODUCTS**

**2.1 MATERIALS, GENERAL**

- A. Unless otherwise indicated, the materials to be furnished under this specification shall be the standard products of manufacturers regularly engaged in the production of such equipment and shall be the manufacturer's latest standard design that complies with the specification requirements.

- B. Materials shall be delivered to the site in the original sealed containers of packages bearing the manufacturer's name and brand designated. Materials shall be stored in a clean, well-ventilated, warm area. Care shall be exercised in handling materials during delivery, storage and installation. Materials damaged, in the opinion of the Architect, shall be replaced at no additional cost to the Owner.

## 2.2 EQUIPMENT MOUNTING AND SUPPORTS

- A. Provide supports including supplementary steel, channels, rods and guys required for the proper installation, mounting and support of equipment.
- B. Supports shall be firmly attached and connected to building structural elements and constructed in an acceptable manner. Continuously threaded rods less than 3/8" in diameter, tie wire, or metal straps are not acceptable.
- C. Except as otherwise required by the Contract Documents the type and size of supports shall be as determined by the Contractor and shall be of sufficient strength and size to allow only a minimum deflection as required by codes or standards and the support manufacturer's requirements for loading.

## 2.3 WIRING DEVICES

- A. Switches, receptacles and other utilization devices shall be specification grade. Switches shall have a minimum rating of 15 amperes. Mercury switches will not be accepted.
- B. Receptacles and switches shall have a grounding pole and grounding terminal, which shall be connected to the outlet box with grounding conductor to establish grounding continuity. Green grounding screw must be used for grounding.
- C. Wiring devices shall be Pass and Seymour or equal. Verify color with specifier.

2.4 LIGHTING FIXTURES AND LAMPS

- A. Fixtures and lamps shall be the manufacturers specified in the Lighting Fixture Schedule. **Alternate fixtures may be submitted for pre-approval a minimum of 10 days prior to bid date.**
- B. Energy Saving Ballasts for fluorescent fixtures shall be Class P electronic: high power factor; shall incorporate UL listed automatic resetting protection: shall be classified for quiet operation, "A" sound rating; shall be designed for a nominal 120 volt system as shown. Interchangeability of lamps and ballasts must be provided. Ballasts shall be designed, manufactured, and tested to meet the latest UL and ANSI standards and this requirement shall be certified by an independent testing organization.
- C. Energy saving lamps of wattage, type and color indicated shall be furnished and installed in necessary quantity to completely lamp every fixture. Incandescent lamps installed in permanent lighting fixtures and used for lighting during construction shall be replaced on or just after the date of substantial completion. Incandescent lamps shall be 130 volt, extended service type.
- D. LED lamps and fixtures shall have a minimum of a five (5) year manufactures warranty. LED lamps shall be as indicated on the Lighting Fixture Schedule. No Substitutions will be accepted.
- E. Guarantee equipment and wiring free from inherent mechanical and electrical defects for a period of one year from date of the final acceptance. Before the installations shall be considered completed and acceptable by the awarding authority, all new fixtures and devices must be installed and operating properly, and the job site must be clean of all items being replaced / upgraded as well as any trash associated with the project before final payment is made

**PART 3 - EXECUTION**

**3.1 LICENSE**

- A. Electrical work shall be installed by persons duly licensed by the Electricians Board of the State of Maine.

**3.2 COORDINATION**

- A. It shall be the responsibility of this contractor to coordinate his work with other trades to insure that his work is terminated in a satisfactory manner.
- B. The contractor is responsible for coordinating work to be performed on site with other trades AND INSURING THE WORK DOES NOT CONFLICT WITH NORMAL BUSINESS at Edythe Dyer Library.

**3.3 WORKMANSHIP AND PREPARATION**

- A. Work shall be executed in workmanlike manner by experienced electricians in accordance with the most modern engineering practice and shall present a neat appearance when completed. The work shall be carefully laid out in advance and where cutting, channeling, chasing, or drilling of floors, walls, partitions, and ceiling or other surfaces is necessary for the proper installation, support or anchorage of the conduit, raceways or other electrical work, this work shall be carefully done and any damage to the building, piping or equipment shall be repaired by skilled mechanics of the trades involved and at no additional cost to the Owner.
- B. After installation, electrical equipment shall be protected to prevent damage during the construction period. Openings in conduits and boxes shall be closed to prevent entrance of foreign materials. The interior of boxes and cabinets shall be left clean, exposed surfaces shall be cleaned and plated surfaces polished.

**3.8 FIXTURES**

- A. Fixtures shall be supported by building structural elements independent of furred or suspended ceilings.
- B. Recessed fixtures shall be supported by rod or bowchain, minimum of two (2) supports per 4' of fixture.
- C. The minimum number of supports for surface mounted fixtures shall equal one for each 4' of length plus one additional support: 4' two (2) supports: 8' three (3) supports: 12' four (4) supports. Additional supports shall be provided if required. Attachment to

structural steel shall be bolted type, anchors and inserts shall be installed as an integral part of structural system. Explosive or cartridge driven type insert, anchors or supports are not acceptable.

- D. Subsequent to review of shop drawings and prior to ordering fixtures, verify voltage at each fixture, also consult with others to determine the type of ceiling and ceiling suspension system in each and every room and order fixtures to suit and fit the particular ceiling and ceiling suspension system. Any extra costs because of failure on the part of this Contractor to verify voltage or ceiling requirements shall be paid for by this Contractor.

### 3.9 INTENT OF DRAWINGS

- A. The drawings do not show in detail every conduit, junction box, or fitting, but material necessary to complete the electrical system in accordance with the best practices of the trade and to the complete satisfaction of the Architect, shall be furnished without additional compensation under this section of the specifications. No deviation from the layout shall be made without written approval from the Architect.

### 3.10 RECORD DRAWINGS

- A. During the progress of the work, keep a set of drawings marked up to record deviations and changes from the Contract Drawings due to field conditions, change orders, amendments, revisions, addenda and other reasons to represent an accurate record of work as actually installed. Include an accurate layout of in-slab, under-slab, and buried conduits.
- B. Deviations from the Contract Documents shall be favorably reviewed by the Architect before installation.
- C. At the completion of the work, furnish to the Library a complete set of prints of the original Contract Drawings, corrected in a neat manner to reflect the above changes and representing an accurate record of work as actually installed.
- D. The record drawings shall be submitted to the specifier for review and corrected as deemed necessary.
- E. After favorable review, the record drawings shall become the property of the Owner.

### 3.11 INSTRUCTIONS, OPERATION AND MAINTENANCE DATA

- A. At the completion of the work, deliver one (1) set of operating and maintenance instructions of equipment and systems to the Owner. Submit name and address of nearest available source of repair service and replacement equipment and parts to the owner and specifier. Explain and demonstrate the operation of all systems contained in Specification Section 26 00 00 to the Owner's representative.
- B. Data shall include a complete set of shop drawings.
- C. Material shall first be submitted in preliminary form for review by the specifier. After review, submit two (2) copies in bound volumes to the specifier for distribution.

# EDYTHE L. DYER COMMUNITY LIBRARY



269 Main Road North, Hampden Maine 04444

## Library Hours

Monday and Wednesday 9am-8pm  
 Tuesday, Thursday and Friday 9am-5pm  
 Saturday 9am-2pm (Labor day to Memorial Day)

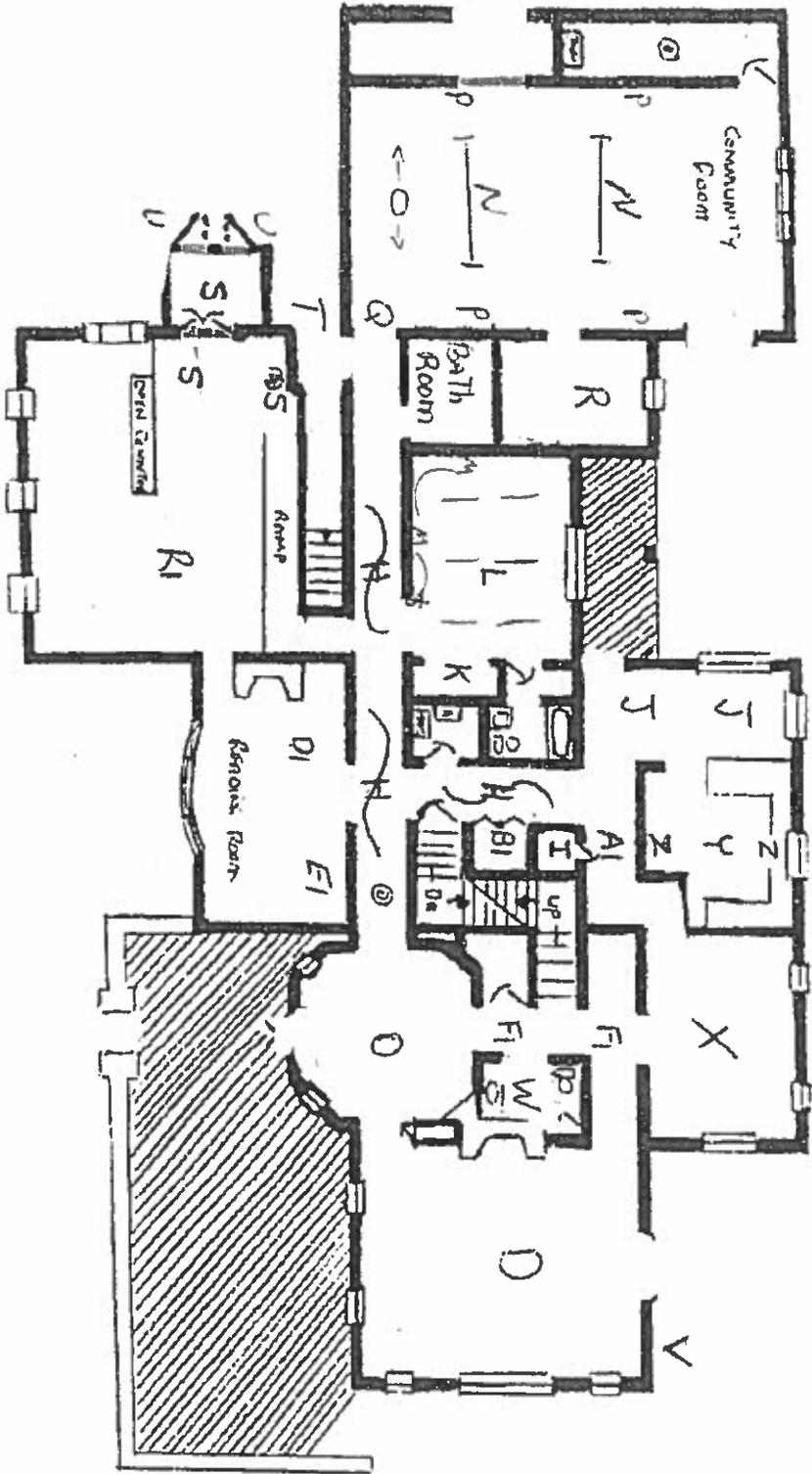
<http://www.edl.lib.me.us/>

AREA	Type	Mfg	CATALOG NUMBER	DESCRIPTION	ACTION	QUANTITY	Acceptable Substitutions
UPSTAIRS BACK OFFICE	A	METALUX	FMLED20WH830PR	32 Watt 2300 Lumen Dimmable fixture. Surface Mount.	Replace existing fixtures	5	Per pre-approved submission
OPEN AREA AT TOP OF STAIRS	A	METALUX	FMLED20WH830PR	32 Watt 2300 Lumen Dimmable fixture. Surface Mount.	Replace existing fixtures	2	Per pre-approved submission
DEBBIES OFFICE	A	METALUX	FMLED20WH830PR	32 Watt 2300 Lumen Dimmable fixture. Surface Mount.	Replace existing fixtures, INSTALL COMPATIBLE DIMMER SWITCH	4	Per pre-approved submission
DEBBIES CLOSET	B	ETI	54806242	11.5 Watt 830 Lumen fixture	Replace existing fixtures	1	Per pre-approved submission
DEBBIES BATH	C	GE	LED4DCAM-C/827 # 65666	4 Watt LED replacement	Replace lamps in Bath lights	3	Per pre-approved submission
UPSTAIRS CHANDELIER	D	GE	LED4DCAC-C/827 # 65654	4 Watt LED replacement	Replace lamps and thoroughly clean fixture	9	NO alternates accepted
UPSTAIRS CHANDELIER	D1-ALT	METALUX	FMLED20WH830PR	32 Watt 2300 Lumen Dimmable fixture. Surface Mount.	Alternate to remove Chandelier and replace with LED fixture	1	Per pre-approved submission
UPSTAIRS CHANDELIER	D	GE	LED4DCAC-C/827 # 65654	4 Watt LED replacement	Replace lamps and thoroughly clean fixture	18	NO alternates accepted
BLUE ROOM CHANDELIER	D	GE	LED4DCAC-C/827 # 65654	4 Watt LED replacement	Replace lamps and thoroughly clean fixture. Replace shade on missing bowl with shade from Childrens room fixture	15	NO alternates accepted
EXIT	EXIT	SURE-LITES	APX7R	LED EXIT	Convert to LED Exit	1	Per pre-approved submission
UPSTAIRS TOWER CEILING	F	LAMPS PLUS	SIMILAR TO STYLE #M2558-M2561 WITH BRONZE FINISH AND WHITE BLADES	40" Aerial Ceiling Fan with light kit. Install LED lamps in light kit.	Replace Centerbowl fixture with Fan/light. Install LED lamps in light kit	1	NO alternates accepted
UPSTAIRS TOWER UP/DOWN EDGE	G	ETI	2' T8 LED TUBE 54105111 3' T8 LED TUBE 54130111 4' T8 LED TUBE 54108131	LED Linear Tube	Remove ballast and install LED tubes. Replace all acrylic lens pieces for shielding with new.	x	Per pre-approved submission
HALLWAY LIGHTING	H	WAC	LM-K6811	12' Flex Rail Track system with surface mount transformer. Provide with 5 fixtures per 12' section. Install with GE LED MR16 lamp LED7XDMR16D83035	Remove Hallway Ceiling fixtures and install track. Install LED lamps as specified	3	Per pre-approved submission
HALLWAY CLOSET	I	ETI	54817141	11.5 Watt 830 Lumen fixture with Pull Chain	Install LED fixture in closet	1	Per pre-approved submission
BREAKFAST NOOK	J	ETI	54075101	22 Watt 1610 Lumen LED fixture	Replace existing fixtures	2	Per pre-approved submission
First Fiction Room CLOSET LIGHT	K	ETI	54281143	20 Watt 1800 Lumen LED Strip light	Replace existing fixture	1	Per pre-approved submission
First Fiction Room CEILING LIGHTS	L	METALUX	4BCLED-LD4-28SL-F-UNV-LB30-CD1-U	29 Watt 2,800 Lumen surface wrap	Replace existing fixtures with new -2 fixtures per row	6	Per pre-approved submission



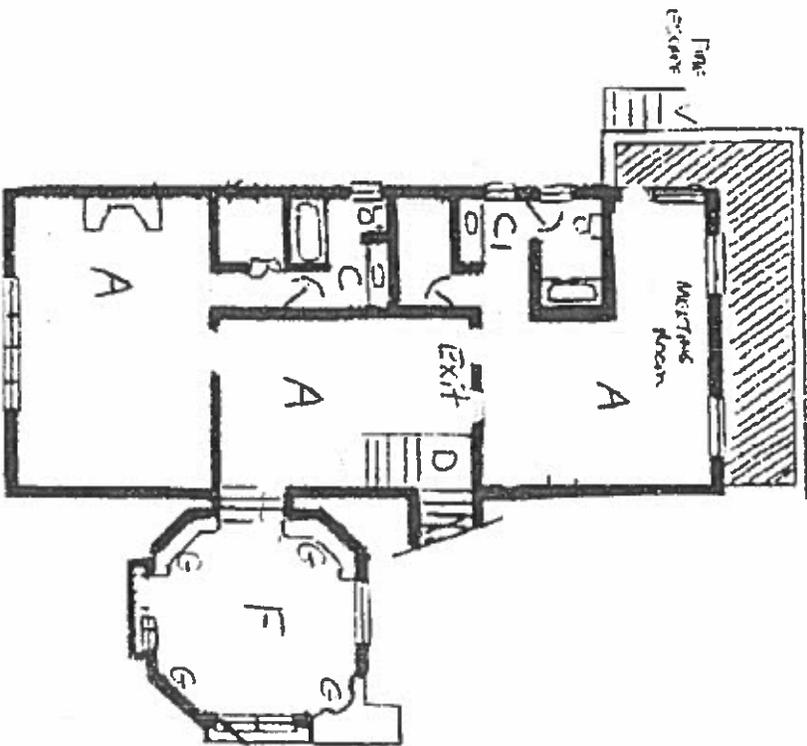
DYER COMMUNITY LIBRARY

HARDEN



DYER COMMUNITY LIBRARY

HAMPDEN



Town of Hampden  
106 Western Avenue  
Hampden, Maine 04444



Phone: (207) 862-3034  
Fax: (207) 862-5067  
Email:  
townmanager@hampdenmaine.gov

## **REQUEST FOR BID – ADDENDUM #1**

### **Town of Hampden – Lighting and Electrical Work at Edythe Dyer Library**

This Addendum provides responses to questions received regarding the above-referenced Request for Bid:

- Q. Do you have a list of contractors that attended the pre-bid meeting for the above referenced project?
- A. The list of attendees at the January 7 pre-bid walk-through is attached.
- Q. The Request for Bid (page 7) refers to the need for coordinating work with other trades. What is required here?
- A. There is no need for coordination with other trades. Interior painting work, which was also supported by grant funds, is already complete. The painters will return to complete touch-up work as needed after the lighting and electrical work is complete, so this will not require coordination by the lighting/electrical contractor. Proposed lighting/electrical contractors should be prepared to coordinate timing of work with the Library Director.
- Q. Does the work need to be done during a certain time of day?
- A. No, although it is expected that the work will be completed during the Library's regular hours of operation. The Library is generally open Monday and Wednesday 9AM to 8PM; Tuesday, Thursday and Friday 9AM to 5PM; and Saturday 9AM to 2PM.
- Q. Will contractors be expected to provide lighting fixtures or will the Town obtain the fixtures?
- A. The selected contractor will be required to provide all parts and materials.
- Q. Will the Town dispose of materials, such as lighting fixtures that are removed for replacement?
- A. Yes. The selected contractor can coordinate disposal of such items with the Department of Public Works. The contractor will not be charged for such disposal.

- Q. Are all lighting fixtures to be replaced on a one-to-one basis?
- A. No. For some items in the work scope, the work includes only replacement of lamps (not fixtures) from incandescent to LED. In other locations, replacement fixtures will be required. This is all as specified in the Fixture Schedule included in the Request for Bid.
- Q. Are the required quantities in the Request for Bid Fixture Schedule accurate?
- A. There are three corrections to the stated quantities in the Fixture Schedule:
1. The Fixture Schedule states that the project needs one (1) Fixture Y. This should read two (2) Fixture Y.
  2. The Fixture Schedule states that the project needs two (2) Fixture Z. This should read one (1) Fixture Y.
  3. The Fixture U-ALT included in the Fixture Schedule for the Outside Entry is deleted from the Request for Bid.
- Q. In the Fixture Schedule, the Quantity for Fixture Type G (LED tubes in Upstairs Tower) reads "x." What does this mean?
- A. "X" indicates that the exact number of LED tubes that will be needed is unknown, and will be determined by the selected contractor. Each proposal should specify whatever is proposed or assumed for this portion of the project.
- Q. In the Children's Room, will Fixture N and Fixture O need to be connected to separate switches?
- A. Yes. The switch controlling Fixture N must include a dimmer. The switch controlling Fixture O does not need a dimmer.
- Q. Is the lighting/electrical contractor required to patch the wall and ceiling in locations where the proposed fixture is a different size than the existing fixture(s) to be replaced?
- A. No, the separate painting contractor will complete this work. However, the selected contractor will be expected to adhere to professional standards of workmanship.
- Q. Has the Town established a timeline for completion of the project?
- A. No. The goal is to complete the work as soon as practicable. Proposed contractors should include a proposed timeline for their work, including any assumptions or caveats.
- Q. Because the library is a town department, will materials purchased be tax exempt?

A. Yes. The Town will provide documentation as needed to ensure that materials may be purchased without paying sales tax. Proposed pricing of materials should not include sales tax.

Q. Is there a prescribed format for contractor proposals?

A. No. However, bids shall provide the following content. Bids shall include a statement of proposed price to complete the work including sufficient detail for the Town to understand the basis of the costs. Cost for labor and materials should be broken out separately. In addition, billing rates for all proposed personnel shall be provided. Contact information for a minimum of three professional references of prior or ongoing projects must be provided. Prior to execution of a contract, the contractor must provide proof of workers compensation insurance, and of liability insurance with a \$400,000 minimum coverage, and shall provide a certificate naming the Town of Hampden as additionally insured.

Q. Does the Town have a preference for where the contractor purchases the fixtures and materials necessary to complete the project?

A. No. Proposals must include the proposed price of fixtures and materials, but does not need to provide information regarding where fixtures and materials will be obtained.

Q. Is there a cost estimate available for the work?

A. No. The Town secured grant funding from the Tabitha and Stephen King Foundation to support this work as well as painting work (procured separately). The amount of remaining grant funds available to support this work is \$33,935.

Q. Confirm the bid date and time.

A. Sealed bids, clearly marked "Library Electrical" must be received no later than Monday, February 1, 2016 at 10 AM addressed to

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

Bids will be publicly opened at the Hampden Town Office Conference Room on Monday, February 1, 2016 at 10 AM.

Q. Confirm that there is no Addendum.

A. This is the first Addendum to the Request for Bid.



D-5-b

Town of Hampden  
106 Western Avenue  
Hampden, Maine 04444



Phone: (207) 862-3034  
Fax: (207) 862-5067  
Email:  
townmanager@hampdenmaine.gov

TO: Town Council

FROM: Angus Jennings, Town Manager

DATE: February 11, 2016

RE: Town Clerk hiring process

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We received 52 applicants for the Town Clerk position. Town Clerk Denise Hodsdon and I interviewed seven candidates. Three candidates were invited back for second interviews. One candidate withdrew from consideration, so second interviews will be held with two candidates.

On the basis of the second interviews, scheduled for tomorrow and to include participation by our HR Director Tammy Ewing, two members of the Council and me, I expect to bring forward an appointment on Tuesday evening. Pursuant to the Charter Article III, Sec. 301, the Town Clerk's appointment is subject to confirmation by the Town Council. Any appointment would be contingent upon Council confirmation and successful completion of a background check.

Prior to Tuesday's meeting, I'll provide the Council with the application materials for the recommended candidate.