

# **Town of Hampden**

## **FINANCE & ADMINISTRATION COMMITTEE MEETING**

Monday, May 6<sup>th</sup>, 2019

6:00 P.M.

Hampden Town Office

### **AGENDA**

1. Approval of Minute
  - a. April 16th, 2019
2. Review & Sign Warrants
3. Unfinished Business
  - a. Council's Budget Meetings final schedule – *informational only*
4. New Business
  - a. Recommend authorization for the expenditure of \$10,000 from Equipment Reserve account (3-717-00) for a down payment on the public works 6-yard truck – *referral from Infrastructure Committee*
  - b. Recommend authorization for bid process waiver and permission to complete the purchase of the public works 6-yard truck on July 1<sup>st</sup>, 2019 - *referral from Infrastructure Committee*
  - c. Recommend authorization for the expenditure of an amount up to \$30,000 from Equipment Reserve account (3-717-00) for the purchase of a public works pick-up truck - *referral from Infrastructure Committee*
  - d. Recommend authorization for the expenditure of an amount up to \$46,000 from Fire Truck Reserve account (3-741-00) for the purchase of a public safety utility truck - *referral from Infrastructure Committee*
  - e. Discussion and recommendation regarding A/V recording of Council budget meetings for public transparency – *requested by Manager Chandler*
5. Manager's Items
6. Public Comment
7. Committee Member Comments
8. Adjournment

# Town of Hampden

1-a

## FINANCE & ADMINISTRATION COMMITTEE MEETING

Tuesday April 16th, 2019

6:00 P.M.

Hampden Town Office

### MINUTES

*Attending:*

*Councilor Wright, Chair*

*Mayor McPike*

*Councilor Ryder*

*Councilor Marble*

*Councilor Jarvi*

*Councilor McAvoy*

*Absent: Councilor Wilde*

*Jim Chandler, Town Manager*

*Paula Scott, Town Clerk*

*Sean Currier, DPW Director*

*Joe Rogers, Public Safety Dir.*

*Gavin Webb, FF/Paramedic*

*Chris Liepold, FF/Paramedic*

*Oliver Bianchi, FF*

*Jason Lundstrom, Fire Lt.*

*Dan Pugsley, Fire Lt.*

*Joe Dunton, FF/Paramedic*

*Myles Block, FF/Paramedic*

#### 1. Approval of Minute

- a. **April 1st, 2019** - *Chair Wright called the meeting to order at 6:00 p.m. With committee consensus, item 4-D was moved to the front of the agenda. Mayor McPike recognized Public Safety personnel that responded to the recent tragedy involving the death of State Trooper Ben Campbell. Those members recognized were Lt. Lundstrom, Lt. Pugsley, Paramedic Dunton and Paramedic Block. All emergency service personnel were recognized and thanked for the jobs they do.*

#### 2. Review & Sign Warrants – *Committee members reviewed and signed the disbursement warrants*

#### 3. Unfinished Business

- a. **Discussion and signing of Borrowing Ordinance for CWSRF loan documents, prepared by Eaton Peabody, the Town's Bond Counsel, to fund – Requested by Manager Chandler – Manager Chandler updated the committee on the status of the loan and discussed the details of the project.**
- b. **Recommendation for referral to Council for authorization of award of a Bond Anticipation Note (BAN) to Key Bank, by accepting the proposed rate and terms for \$2,500,000 at 2.55% associated with the BAN documents as prepared and presented by Eaton Peabody, the Town's Bond Counsel – Requested by Manager Chandler – Councilor**

TOWN OF HAMPDEN  
Finance & Administration Committee Meeting

*Marble made a motion, seconded by Mayor McPike, to refer to Council a recommendation to authorize the award of the BAN to Key Bank. Unanimous, 6-0.*

**c. Discussion of anticipated signing of Bond Anticipation Note loan documents, following Council's selection of Key Bank for the BAN, to fund the following voter approved projects – Requested by Manager Chandler**

- i. Route 1A Road Reconstruction match - \$1,200,000**
- ii. Route 1A & Western Avenue Reconstruction - \$350,000**
- iii. Hampden Business Park Fire Suppression Water Line - \$500,000**
- iv. Sawyer Road Bridge - \$300,000**
- v. Manning Mill Bridge - \$150,000**

*Manager Chandler updated committee members on the status of projects outlined above and informed them of the State's bid opening for the Route 1-A project which will take place on April 17<sup>th</sup>.*

**4. New Business**

**a. Recommend appointment of David Caliendo to the Edythe Dyer Library Board of Trustees – Requested by Town Clerk Scott – Councilor Marble made a motion, seconded by Councilor Wright, to recommend appointment of David Caliendo to the Edythe Dyer Library Board of Trustees. Unanimous, 6-0.**

**b. Service Fees – Recommendation regarding abatement requests based on 2% revenue threshold**

- i. Community Housing of Maine requested abatement \$2,160.87**
- ii. New Communities requested abatement \$5,963.17**
- iii. OHI George Street, requested abatement \$1,687.86**
- iv. OHI Patterson Road, requested abatement \$1,714.88**
- v. Penquis Mental Health Services requested abatement \$2,080.09**
- vi. Acadia Hospital Corp./Aspenledge, requested abatement ~~\$13,606.87~~ **No request. Corrected 04/17/2019****

*Councilor Marble made a motion, seconded by Mayor McPike, to refer as a block, and recommend approval of the above abatements to Council. Unanimous, 6-0.*

**c. Recommend referral to Council for authorization of the expenditure of \$4,539.00 from the Computer Reserve account (3-711-00) for installation of a new Network Server for Trio – Requested by Manager Chandler – Councilor Jarvi made a motion, seconded by**

TOWN OF HAMPDEN  
Finance & Administration Committee Meeting

*Councilor Marble to refer to Council the recommendation to authorize the expenditure in an amount up to \$4,539 from the Computer Reserve account 7-311-00 for installation of a new network server for Trio.  
Unanimous, 6-0.*

**d. Council recognition of emergency personnel – Mayor McPike –**  
*Moved to front of agenda after approval of minutes.*

**5. Manager's Items - None**

**6. Public Comment - None**

**7. Committee Member Comments – Councilor McAvoy inquired as to what would happen if the town didn't renew the cable franchise.**

**8. Adjournment – With no further business, the meeting was adjourned at 6:50 p.m.**

*Respectfully Submitted,*



*Paula A. Scott, CCM  
Town Clerk*

# Town of Hampden

## FY-2020 Council's Public Budget Review Schedule *With Other "Select Meetings" Included*

Wednesday – May 1<sup>st</sup>      Town Manager's FY2020 Budget Distributed to Town Council Members

**Monday – May 6<sup>th</sup> Council      Town Manager's Public Presentation of Proposed FY-2020 Budget  
7:00 pm Council Meeting**

Tuesday – May 7<sup>th</sup>  
6:00 PM      Administration / Revenues – Budget Discussion  
Town Council      Administration  
Community & Economic Development  
Tax Increment Financing (TIF)  
Revenues      Planning / GIS

**Wednesday – May 8<sup>th</sup>  
7:00 PM      *Planning Board Meeting – Fiberight Public Hearing  
Council Chambers***

Thursday, May 9<sup>th</sup>      Administration / General Government – Budget Discussion  
Information Technology      Clerk  
General Assistance      Elections

Monday – May 13<sup>th</sup>  
6:00 PM      Services / Regional Partners – Budget Discussion  
Recreation Programs      Lura Hoit Pool  
Skehan Center      Edythe Dyer Library  
Community Connector Bus      Outside Agencies

Tuesday – May 14<sup>th</sup>  
6:00 PM      Public Safety – Budget Discussion  
Public Safety      Police  
Fire / EMS      Code Enforcement  
Marina

**Wednesday – May 15<sup>th</sup>  
7:00 PM      *RSU-22 Special School Board Meeting – Budget Ratification  
Hampden Academy***

**Monday – May 20<sup>th</sup>  
Council Meeting  
Sewer Rate Public Hearing**

Wednesday – May 22<sup>nd</sup>  
6:00 PM      Partnerships & Community Investment Program – Budget Discussion  
Sewer      Utilities  
Penobscot County Taxes      Education (RSU 22)  
Capital Program / Reserves      Debt Service

# Town of Hampden

Tuesday – May 28<sup>th</sup>  
6:00 PM

Infrastructure Committee – Budget Discussion  
Public Works                      Building & Grounds  
Transfer Station / Solid Waste   Cemetery  
Stormwater Management        Municipal Building  
Municipal Garage / Fleet Management

Wednesday – May 29<sup>th</sup>  
6:00 PM

Open – Reserved for Additional Meeting Time as Needed

Monday – June 3<sup>rd</sup>  
6:00 PM

Finance-Administration Committee – Final Budget Mark-up

Monday – June 3<sup>rd</sup>  
7:00 PM

**Town Council Referral of FY-20 Budget to Public Hearing**

*Tuesday, June 4<sup>th</sup>  
6:00 PM*

*RSU-22 Public Budget Forum  
Hampden Academy*

*Wednesday, June 5<sup>th</sup>  
7:00 PM*

*RSU-22 Board Meeting  
Hampden Academy*

*Thursday, June 6<sup>th</sup>  
6:00 PM*

*RSU-22 District Budget Meeting  
Hampden Academy*

*Tuesday – June 11<sup>th</sup>*

***RSU 22 Budget Validation Referendum***  
*Polls open 8am to 8 pm*

Monday – June 17<sup>th</sup>  
6:00 PM

Finance-Administration Committee – Final Budget Adjustments  
Validation of RSU22 Budget – Assuming Successful Referendum

Monday – June 17<sup>th</sup>  
7:00 PM

**Town Council Public Hearing – Budget Adoption**



## TOWN OF HAMPDEN DEPARTMENT OF PUBLIC WORKS

106 WESTERN AVE.  
HAMPDEN, ME 04444

TEL 862-3337

FAX 862-5067

May 2, 2019

To: Jim Chandler  
From: Sean Currier  
Subject: Truck Purchase Request/Bid Process Waiver Request

Every year the Public Works Department evaluates and replaces equipment based on need, consequence of failure, equipment rotation schedule and budget. This allows the department to run with as little equipment down time as possible.

This year, the existing equipment has been evaluated and a couple of trucks have been found to be deficient:

Number 10, a 2013 Ford F-250 is in severe need of replacement. The floorboards have disintegrated and are in need of replacement. The undercarriage is rusted (oil pan, etc.) and has been replaced and the condition is worsening. The vehicle has over 126,000 miles on it. I am requesting reserve fund authorization to purchase a replacement  $\frac{3}{4}$  ton pick-up with a plow and lift gate in the amount of up to \$30,000 for the replacement of this vehicle. If approved, we will go through the request for bids process and purchase the lowest cost replacement vehicle with the current equipment reserve account 3-717-00.

The second vehicle is Number 14, a 2010 Freightliner M2106V 6-yard, dump/plow truck. This vehicle has cost \$58,000 in repairs in the last 4-years and is in need of replacement prior to next plow season. The current situation with large plow truck purchase is the timeframe in which to receive a new vehicle if ordered today. This is a projected term of at least 18 months to get a new vehicle putting us past the next plow season with the current vehicle. This has prompted us to approach the Council today with the idea of purchasing a truck already built by putting a \$10,000 deposit down (from the existing DPW Equipment Reserve account 3-717-00) and committing to purchase the vehicle in full on July 1, 2019. We have found 2 vehicles that fit this process. The first is a 2019 Freightliner 108SD (41k gvw, 300hp Cummins) with Viking equipment and the second is a Western Star (44k gvw, 350hp Cummins) with HP Fairfield equipment.

The cost proposal from Freightliner is \$161,525 with \$28,000 for a trade-in bringing the total purchase price to \$133,525. The cost proposal from Daigle and Houghton for the Western Star is \$ 164,650 with a \$28,000 for a trade-in bringing the total purchase price to \$136,800.

There are several towns interested in both vehicles so quick action will be necessary to secure the purchase of one of these available vehicles. I would like to recommend the purchase of the Western Star from Daigle and Houghton for \$136,800 for a few reasons: 1) the Western Star currently has HP Fairfield equipment synonymous with our fleet and would take the same bed chains, cutting edges, etc. while the Freightliner has Viking equipment and would require different parts., 2) The Western

4-a  
4-b  
4-c

Star has a larger horsepower engine (330hp vs 300hp) which would allow us to put it on any route in Town and a 3k higher gross vehicle weight rating, 3) and finally the Western Star truck typically has a higher trade in value when we look to replace the vehicle in 10 years.

In-case the vehicle we would prefer is sold at the time this is brought to Council, I am requesting authorization to expend \$10,000 from existing reserve (3-717-00) for a down payment on one of these vehicles (preferably the Western Star) with authorization to purchase the vehicle in full (up to the amount of \$126,800) on July 1, 2019. Thank you for your consideration as we try to provide the most fiscally responsible procurement for the residents of Hampden.

Sincerely,

A handwritten signature in black ink, appearing to read 'S Currier', written in a cursive style.

Sean Currier  
Director of Public Works  
Town of Hampden

# EQUIPMENT COST

#	YEAR	BRAND	ITEM	MODEL	HRS	MILES	ORIGINAL PRICE	PUCHASE PRICE W/TRADE	BUY BACK (OR TRADE IN \$)	\$/W OPTIONAL EQUIP ADD	COST PER YEAR	HRS / YR	COST / HR	MILES / YEAR	COST / MILE		
10	2013	FORD	PICKUP	F250		125,941	31,681.00	19,876.00			3,139.97			19896	\$0.16		
			<b>(traded every 4 yrs back then for better value)</b>														
							2009 F250 4x4, Trade value \$11,805										
10	2019	FORD	PICKUP	F250			\$31,000.00	\$21,000.00		\$29,000.00	\$4,833.33			19896	\$0.24		
			<b>*NOTE: PRICE ONLY GOOD FOR 30 DAYS. WILL INCREASE \$3000+ MID JUNE</b>														
14	2010	FREIGHTLINER	DUMP TRK	M2106V		61,543	\$130,456.00	\$118,456.00	\$12,000.00		\$11,845.60			6154.3	\$1.92		
			<b>SINCE 2015 SPENT \$58,785.15 ON THIS VEHICLE FOR REPAIRS IN ADDITION TO PURCHASE PRICE</b>														
								\$177,241.00			17,724.10			6154.3	\$2.88		
14	2019	WESTERN STAR	DUMP TRK			61,543	168,005.00	\$136,800.00			\$13,680.00			6154.3	\$2.22		
14	2019	FREIGHTLINER	DUMP TRK	108SD		61,543	159,900.00	\$133,525.00			\$13,352.50			6154.3	\$2.17		
			DIFFERENCE OF \$0.22 TO \$0.35 PER MILE FROM OLD TRUCK LESS REPAIR COSTS														

= OLD TRUCK COST  
 = PROPOSED TRUCK COST

**Current Account Status**

**G 3-717-00 RESERVE ACCT / EQUIPMENT**

-23,996.48 = Beg Bal  
-81.38 = Adjust

-31,198.18 = YTD Net  
0.00 = YTD Enc

-55,276.04 = Balance

Per	Jrnl	Check	Date	Vendor-----	Description-----	RCB / Type	Debits	Credits
07	0051	1965	07/19/18	00329 MAINE SAVING	CEMETERY P/U TRUCK	R AP	21,000.00	0.00
07	0405		11/08/18		BBA RESERVE INTEREST	B GJ	0.00	81.38
07	0636		07/31/18		JULY INTEREST	R GJ	2.12	0.00
07	0640		07/31/18		JULY INTEREST	C GJ	-2.12	0.00
07	0645		01/28/19		JULY INTEREST	R GJ	0.00	2.12
08	0646		08/31/18		JULY INTEREST	R GJ	0.00	1.46
09	0194		09/10/18		09/10/2018 C/R	R CR	0.00	140,030.00
09	0647		09/30/18		SEPT INTEREST	R GJ	0.00	164.44
10	0410		09/30/18		JULY-SEPT INTEREST	R GJ	0.00	236.37
10	0635		09/30/18		JULY-SEPT INTEREST	R GJ	236.37	0.00
10	0650		10/31/18		OCT INTEREST	R GJ	0.00	52.12
11	0651		11/30/18		NOV INTEREST	R GJ	0.00	147.87
12	0652		12/31/18		DEC INTEREST	R GJ	0.00	270.17
01	0529	2034	01/03/19	00533 WHITED FORD	2019 FORD F350	R AP	44,235.00	0.00
01	0529	2034	01/03/19	00533 WHITED FORD	2019 FORD F350	R AP	44,235.00	0.00
01	0643		01/28/19		JULY INTEREST	R GJ	0.00	2.12
01	0644		01/28/19		JULY INTEREST	C GJ	0.00	-2.12
<b>Totals-</b>							<b>109,706.37</b>	<b>140,985.93</b>

**Monthly Summary**

Month	--Regular Entries--		--Balance Entries--	
	Debits	Credits	Debits	Credits
July	21,000.00	2.12	0.00	81.38
August	0.00	1.46	0.00	0.00
September	0.00	140,194.44	0.00	0.00
October	236.37	288.49	0.00	0.00
November	0.00	147.87	0.00	0.00
December	0.00	270.17	0.00	0.00
January	88,470.00	0.00	0.00	0.00
<b>Totals</b>	<b>109,706.37</b>	<b>140,904.55</b>	<b>0.00</b>	<b>81.38</b>

D/C Scott Webber  
Inv. Joel Small  
Ofc. Ben Eyles  
Ofc. Marc Egan  
Ofc. David Murrall  
Ofc. Monic Christian

Sgt. T.D. Stewart  
Ofc. J.D. Burke  
Ofc. Shawn Devine  
Ofc. Wm. Miller  
Ofc. Tony Lorenz



4-e  
Lt. D. [unclear] [unclear]  
Lt. Jason Lundstrom  
FF Jared LeBarnes  
FF Shaun McNally  
FF Matt Roope  
FF Gavin Webb  
FF Ken Roy  
FF Oliver Bianchi  
CH. Joe Dunton  
FF Matt Thomas  
CEO Myles Block  
FF Chris Liepold  
FF Ed Gardella  
FF Chad Sparrn  
FF Mike Simmons

Kandy McCullough, Office Manager  
Chief Christian Bailey, Director of Public Safety

**POLICE**      **FIRE**      **EMS**      **CODE ENFORCEMENT**      **LOCAL HEALTH OFFICE**

### MEMORANDUM

TO: Jim Chandler, Town Manager  
FROM: Christian Bailey, Public Safety Director  
RE: Public Safety Utility Pickup  
DATE: May 2, 2019

I'm requesting the fire utility pickup be funded from the Town of Hampden Reserve Account. Due to the dire condition of the pickup, I'm requesting it be funded this fiscal year.

The basic specifications, information and cost estimates are as follows:

- 2019 Ford F-350 4x4 Crew Cab - 6.2L V-8 Gasoline Engine
  - Base price \$36,323
  - Emergency, Safety & Communications Equipment \$6,474
  - Tailgate transfer and lettering \$2,590

Total estimated cost \$45,387

Note – This vehicle will replace the existing 2004 F-350 4x4 Crew Cab - 6.0L Diesel V-8 Engine (with 84,140 miles, EGR, rust and serious undercarriage issues). It will have the capability to haul heavy pieces of equipment, i.e. trailers, boats etc. if necessitated by immediate incident response circumstances or potentially other mobile equipment acquired in the future.

**Current Account Status**

**G 3-741-00 RESERVE ACCT / FIRE TRUCK**

-187,556.93 = Beg Bal  
-636.08 = Adjust

-51,055.35 = YTD Net  
0.00 = YTD Enc

-239,248.36 = Balance

Per	Jrnl	Check	Date	Vendor-----	Description-----	RCB / Type	Debits	Credits
07	0405		11/08/18		BBA RESERVE INTEREST	B GJ	0.00	636.08
07	0636		07/31/18		JULY INTEREST	R GJ	129.93	0.00
07	0640		07/31/18		JULY INTEREST	C GJ	-129.93	0.00
07	0645		01/28/19		JULY INTEREST	R GJ	0.00	129.93
08	0646		08/31/18		JULY INTEREST	R GJ	0.00	89.92
09	0647		09/30/18		SEPT INTEREST	R GJ	0.00	216.51
10	0410		09/30/18		JULY-SEPT INTEREST	R GJ	0.00	310.84
10	0635		09/30/18		JULY-SEPT INTEREST	R GJ	310.84	0.00
10	0650		10/31/18		OCT INTEREST	R GJ	0.00	68.62
11	0651		11/30/18		NOV INTEREST	R GJ	0.00	194.68
12	0652		12/31/18		DEC INTEREST	R GJ	0.00	355.69
01	0643		01/28/19		JULY INTEREST	R GJ	0.00	129.93
01	0644		01/28/19		JULY INTEREST	C GJ	0.00	-129.93
04	0855		04/03/19		FY19 APPROPRIATION	R CR	0.00	50,000.00
<b>Totals-</b>							<b>310.84</b>	<b>52,002.27</b>

**Monthly Summary**

Month	--Regular Entries--		--Balance Entries--	
	Debits	Credits	Debits	Credits
July	0.00	129.93	0.00	636.08
August	0.00	89.92	0.00	0.00
September	0.00	216.51	0.00	0.00
October	310.84	379.46	0.00	0.00
November	0.00	194.68	0.00	0.00
December	0.00	355.69	0.00	0.00
April	0.00	50,000.00	0.00	0.00
<b>Totals</b>	<b>310.84</b>	<b>51,366.19</b>	<b>0.00</b>	<b>636.08</b>