

Town of Hampden

FINANCE & ADMINISTRATION COMMITTEE MEETING

Monday, June 17th, 2019

6:30 P.M.

Hampden Town Office

AGENDA

1. Approval of Minutes
 - a. May 20, 2019
 - b. June 3, 2019
2. Review & Sign Warrants
3. Unfinished Business
4. New Business
 - a. Recommend authorization for the expenditure of \$ 389.95 from Recreation Conservation Reserve account (3-769-00) for purchase of new Outdoor Facility Ordinance signs at six park and recreation locations – *referral from Services Committee*
 - b. Recommend authorization for the expenditure of up to \$ 2,800 from Recreation Conservation Reserve account (3-769-00) for reimbursement to the Hampden Children's Day Committee for purchase 2019 event insurance coverage and a contribution toward the 40th Anniversary/225th Town Anniversary fireworks display – *referral from Services Committee*
 - c. Review of Town Job Descriptions, including the Town Manager and outlines for proposed Community & Economic Development Director and Capital Projects Manager positions – *requested by Councilor Wright*
5. Manager's Items
6. Public Comment
7. Committee Member Comments
8. Adjournment

Town of Hampden

FINANCE & ADMINISTRATION COMMITTEE MEETING

Monday, May 20th, 2019

6:00 P.M.

Hampden Town Office

MINUTES

Attending:

Councilor Wright, Committee Chair

Councilor McAvoy

Councilor Jarvi

Councilor Marble

Councilor Ryder

Councilor Wilde (at 6:20)

Mayor McPike

Jim Chandler, Town Manager

Paula Scott, Town Clerk

Sean Currier, DPW Director

Shelley Abbot, Rec. Director

Chris Bailey, Public Safety Director

Debbie Lozito, Library Director

Chair Wright called the meeting to order at 6:00 p.m.

1. Approval of Minutes -

- a. May 6th, 2019** – *Councilor McAvoy made a motion, seconded by Councilor Marble, to approve the minutes as amended. Unanimous, 6-0*

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

3. Unfinished Business - None

4. New Business

- a. Recommend authorization for the expenditure of an amount up to \$43,600 from Police Cruiser Reserve account (3-753-00) for the purchase of a ¾ ton 4X4 public safety utility pickup truck – requested by Chris Bailey, Public Safety Director** – *Councilor Ryder made a motion, seconded by Councilor McAvoy, to recommend the expenditure of an amount up to \$43,600 from Police Cruiser Reserve for the purchase of a ¾ tone 4x4 public safety utility pickup truck. Unanimous, 6-0*
- b. Recommend authorization for the expenditure of an amount up to \$2,752.00 from Computer Reserve account (3-711-00) for the purchase of two computers, hardware and Secure WiFi Access Points – requested by Manager Chandler** – *Councilor Jarvi made a motion, seconded by Councilor Ryder, to recommend the expenditure of an*

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Finance & Administration Committee Meeting
05-06-2019

amount up to \$2,752 from Computer Reserve for the purchase of two computers, hardware and secure WIFI access points. Unanimous, 6-0

- c. Recommend authorization for the expenditure of \$560.96 from Personnel Reserve account (3-733-00) to pay for expenses for Chief Rogers' retirement reception – requested by Manager Chandler – Mayor McPike made a motion, seconded by Councilor Wright, to recommend the expenditure of \$560.96 from Personnel Reserve for the expenses for Chief Rogers's graduation party. Unanimous, 6-0.**

- d. Recommend authorization for the expenditure of \$1,421 from Matching Grant Reserve account (3-780-00) for the Town's share of a Safety Enhancement Grant for the purchase of two sit/stand desks and two chairs for the Library – requested by Debbie Lozito, Library Director – Councilor Wright made a motion, seconded by Councilor Marble, to recommend the expenditure of \$1,421 from Matching Grant Reserve for the Town's share of a Safety Enhancement Grant for two sit/stand desks and two chairs for the library. Unanimous, 7-0. (arrival of Councilor Wilde)**

5. Manager's Items - None

6. Public Comment - None

7. Committee Member Comments - None

8. Adjournment – With no other business, the meeting adjourned at 6:25 p.m.

Respectfully Submitted,



Paula A. Scott

Town of Hampden

FINANCE & ADMINISTRATION COMMITTEE MEETING

Monday, June 3rd, 2019

6:00 P.M.

Hampden Town Office

MINUTES

Attending:

Councilor Wright, Chair

Councilor Marble

Councilor McAvoy

Councilor Jarvi

Councilor Ryder

Councilor Wilde

Mayor McPike

Jim Chandler, Town Manager

Paula Scott, Town Clerk

Debbie Lozito, Library Director

Shelley Abbot, Rec. Director

Chris Bailey, Public Safety Director

1. Approval of Minutes

- a. None

2. Review & Sign Warrants

3. Unfinished Business

4. New Business

- a. **Recommend authorization for the expenditure of \$29,770 from Personnel Reserve account (3-733-00) for a separation of service payout for a retired employee – requested by Tammy Ewing, Finance Director** – Councilor Marble made a motion, seconded by Councilor Jarvi, to recommend the expenditure of \$29,770 from Personnel Reserve for a separation of service payout for a retired employee. Unanimous, 7-0.
- b. **Recommend authorization for the expenditure of an amount up to \$1,916 from Computer Reserve account (3-711-00) for the purchase of four computers for the customer service counter– requested by Manager Chandler** – Mayor McPike made a motion, seconded by Councilor Marble to recommend the expenditure of an amount up to \$1,916 from Computer Reserve for the purchase of four computers for the customer service counter. Unanimous 7-0.
- c. **Recommend authorization for the expenditure of \$158,802.50 from the Environmental Trust, Income for the purpose of reimbursement of eligible stormwater management expenses – referral from Environmental Trust Committee** – Councilor Jarvi made a motion, seconded by Councilor Marble to recommend expenditure of \$158,802.50

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from Environmental Trust for the reimbursement of eligible stormwater management expenses. Unanimous, 7-0.

- d. Recommend Council approval of the Edythe L. Dyer Library Internet Acceptable Use Policy – requested by Debbie Lozito, Library Director** – Councilor Wright made a motion, seconded by Councilor Marble, to recommend the approval of the Edythe L. Dyer Library Internet Acceptable Use Policy. Unanimous, 7-0.
 - e. Recommend Council approval of the restated Bylaws of the Edythe L. Dyer Community Library Board of Trustees – requested by Debbie Lozito, Library Director** – Councilor Wright made a motion to recommend approval of the restated bylaws of the Edythe L. Dyer Library. Unanimous, 7-0. Councilor Wright made a motion to amend to recommend approval with correction to a typographical error, seconded by Councilor Jarvi. Unanimous, 7-0.
 - f. Final review and discussion of the proposed FY20 Budget, including Sewer Budget and Capital Plan** – Committee members reviewed the proposed budget. The Retirement Health Savings Account was omitted in error in 2019 which Manager Chandler discovered. This led to an additional \$20,264 added to the FY20 proposed. Discussed the pay scale and information requested regarding the Police Department.
 - g. Recommend Council referral of the proposed FY20 Budget, including Sewer Budget and Capital Plan to public hearing** – Councilor Marble made a motion, seconded by Councilor Wright, to recommend referral of the proposed FY20 budget to public hearing. Councilors Wright, Jarvi, Marble, and Mayor McPike voted in favor. Councilors McAvoy, Ryder and Wilde voted in opposition. Motion carries, 4-3
- 5. Manager's Items - None**
 - 6. Public Comment - None**
 - 7. Committee Member Comments - None**
 - 8. Adjournment** – With no further business, the meeting was adjourned at 6:55 p.m.

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06-03-2019

Respectfully Submitted,

A handwritten signature in black ink that reads "Paula A. Scott". The signature is written in a cursive style with a large initial 'P' and 'S'.

Paula A. Scott, CCM
Town Clerk



MEMORANDUM

106 Western Avenue
Hampden, Maine 04444
Office: 207-862-3034
Facsimile: 207-862-5067

TO: Finance & Administration Committee & Town Council
FROM: Jim Chandler, Town Manager *JNC*
COPY: Shelley Abbott, Recreation Director
DATE: June 17, 2019
RE: Outdoor Facilities Ordinance Signage – Recreation/Conservation Reserve Request

This memorandum requests the expenditure of Recreation/Conservation Reserve Funds, as described below and referred from the Services Committee Meeting on June 10, 2019.

Background

The Town updated the Outdoor Facilities Ordinance in May 2019 to reflect changes in the allowed use of certain parks and recreation facilities. Specifically, the amended ordinance establishes defined (and in some cases more restrictive) access to public use of various park and recreation areas. This action requires signs be installed that inform the public of the newly defined hours of operation.

Recreation Director Abbott has prepared the attached memorandum and the associated proofs for the new signs and this memo conveys this information related to the specific signs being ordered from the same vendor previously used by the Town in 2017. A total of thirteen signs are being ordered for six different park and recreation facilities, including:

- Turtlehead Cove Marina
- Western Avenue Athletic Fields
- VFW Ballfields and Facilities
- Ballfield Road Athletic Field
- Dorothea Dix Park
- Papermill Park

Fiscal Impacts

Per the attached memo from Recreation Director Abbott, the signs are \$29.99 each, totaling \$389.95 and Goodwin Glass has provided the specific proofs for thirteen (13) signs. Services Committee referred the matter to Council for authorization up to \$ 400.00 for this purpose.

Recreation / Conservation Reserve Acct 3-769-00	Amount	Comments
Trio Balance	\$ 5,589.11	June 7, 2019
Current Unencumbered Balance	0	Prior Encumbrances Cleared
13 Outdoor Ordinance Signs	\$ 400.00	
Remaining Available Balance	\$ 5,189.11	

Staff Recommendation

Staff requests positive referral from committee to Council for the approval of the expenditure of up to \$400.00 in funds from the Recreation/ Conservation Reserve Account # 3-769 for the purchase of thirteen Outdoor Ordinance signs.



Recreation Department-Skehan Recreation Center

To: Hampden Town Council Services Committee
Town Manager Jim Chandler *JAC*

From: Recreation Director Shelley Abbott

CC: PW Director Sean Carrier

Date: 6/6/2019

Re: C/R Account 3-769-00

Comments: I am requesting authorization to use Conservation/Recreation account number 3-769-00 for the purpose of the following items:

12"x18" Metal signs with updated facility hours Outdoor Facility Ordinance Changes
May 2019-13 total

(not to exceed) \$389.95

Signage will be added to existing signage at all Outdoor Facilities with specific details on Hours of Use and Season or Year Round Access as a result of changes in May 2019 to the Outdoor Facilities Ordinance

Total Request from C/R Account 3-769-00 (not to exceed) \$389.95



Shelley Abbott <recreation@hampdenmaine.gov>

Signage Needed

jen@goodwinglass.com <jen@goodwinglass.com>
 Reply-To: jen@goodwinglass.com
 To: Shelley Abbott <recreation@hampdenmaine.gov>

Wed, Jun 5, 2019 at 12:53 PM

Hi Shelley,

Attached are the proofs for the signs. These are \$29.99 each – the total for all 13 would be \$389.95. Look this over and let me know if this is okay to go ahead with or whether any changes are necessary.

Thanks,

Have a great day!

Jen

From: Shelley Abbott

Sent: Tuesday, May 21, 2019 3:25 PM

To: Chris Goodwin

Subject: Signage Needed

Good Morning Jen,

I am looking to get some signage made in the same color/set up as the signs we did back in 2017 (see attachment sample below). Information would be as follows for these new signs.

Would 12" x 18" work for these also? (seperate signs for each facility-13 total)

Please let me know or forward proofs when complete if it all work and makes sense.

Thanks,

Shelley Abbott

Recreation Director

Marina Park Need 2

Seasonal Access Permitted April 1-November 1 (Conditions Permitting)

Park Hours: 1/2 hour before dawn until 11 pm.

After dark use limited to boat launch and parking lot.

Per Town of Hampden Outdoor Facilities Ordinance
 Ordinance Enforced by Hampden Police Department

Western Avenue Recreation Area Need 2

Year-Round Access Permitted

Park Hours: 1/2 hour before dawn until 10 pm.

After dark use limited to playground, sand volleyball court and parking lot.

Per Town of Hampden Outdoor Facilities Ordinance
 Ordinance Enforced by Hampden Police Department

VFW Recreation Area Need 5

Seasonal Access Permitted April 1-November 1 (Conditions Permitting)

Park Hours: 1/2 half hour before dawn until 10 pm.

After dark use limited to tennis court, basketball court and adjacent parking lots.

Per Town of Hampden Outdoor Facilities Ordinance

Ordinance Enforced by Hampden Police Department

Ballfield Road Softball Field Need 2

Seasonal Access Permitted April 1-November 1 (Concitions Permitting)
Park Hours: 1/2 hour before dawn until 11 pm.
After dark fee based use limited to ball field and parking lot.

Per Town of Hampden Outdoor Facilities Ordinance
Ordinance Enforced by Hampden Police Department

Dorothea Dix Park Need 1

Seasonal Access Permitted April 1-November 1 (Conditions Permitting)
Park Hours: 1/2 hour before dawn until an hour after sunset.

Per Town of Hampden Outdoor Facilities Ordinance
Ordinance Enforced by Hampden Police Department

Papermill Park Need 1

Seasonal Access Permitted April 1-November 1 (Conditions Permitting)
Park Hours: 1/2 hour before dawn until an hour after sunset.

Per Town of Hampden Outdoor Facilities Ordinance
Ordinance Enforced by Hampden Police Department

Hampden Recreation Department
Town of Hampden
106 Western Avenue (mailing)
1 Main Road North (physical)
Hampden, ME 04444

ph. 207-862-6451
fx. 207-862-5067
www.hampdenmaine.gov

5 attachments



BallfieldRdOOsign.jpg
608K

Ballfield Rd - Qt. 2

Ordinance Enforced by Hampden Police Department

Ballfield Road Softball Field Need 2

Seasonal Access Permitted April 1-November 1 (Conditions Permitting)

Park Hours: 1/2 hour before dawn until 11 pm.

After dark fee based use limited to ball field and parking lot.

Per Town of Hampden Outdoor Facilities Ordinance
Ordinance Enforced by Hampden Police Department

Dorothea Dix Park Need 1

Seasonal Access Permitted April 1-November 1 (Conditions Permitting)

Park Hours: 1/2 hour before dawn until an hour after sunset.

Per Town of Hampden Outdoor Facilities Ordinance
Ordinance Enforced by Hampden Police Department

Papermill Park Need 1

Seasonal Access Permitted April 1-November 1 (Conditions Permitting)

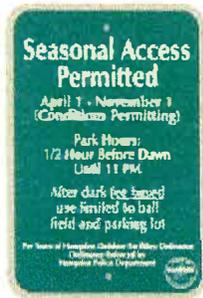
Park Hours: 1/2 hour before dawn until an hour after sunset.

Per Town of Hampden Outdoor Facilities Ordinance
Ordinance Enforced by Hampden Police Department

Hampden Recreation Department
Town of Hampden
106 Western Avenue (mailing)
[1 Main Road North](#) (physical)
Hampden, ME 04444

ph. 207-862-6451
fx. 207-862-5067
www.hampdenmaine.gov

5 attachments



BallfieldRdOOsign.jpg
608K

Ballfield Rd - Qt. 2



MarinaOOSign.jpg
611K

Marina Park - Qty. 2



PapermillDorotheaDixOOSigns.jpg
600K

Papermill - Qty. 1
Dorothea Dix - Qty. 1



VFWOOSign.jpg
643K

VFW - Qty. 5



WesternAveOOSign.jpg
598K

Western Ave - Qty. 2

Year-Round Access Permitted

Park Hours:
1/2 Hour Before Dawn
Until 10 PM

After dark use limited
to playground,
sand volleyball court
and parking lot

Per Town of Hampden Outdoor Facilities Ordinance
Ordinance Enforced by
Hampden Police Department



Western Ave - Qty. 2

Seasonal Access Permitted

April 1 - November 1
(Conditions Permitting)

Park Hours:
1/2 Hour Before Dawn
Until 11 PM

After dark use limited
to boat launch
and parking lot

Per Town of Hampden Outdoor Facilities Ordinance
Ordinance Enforced by
Hampden Police Department



Marina Park - Qty. 2

Seasonal Access Permitted

April 1 - November 1
(Conditions Permitting)

Park Hours:
**1/2 Hour Before
Dawn Until An
Hour After Sunset**

Per Town of Hampden Outdoor Facilities Ordinance
Ordinance Enforced by
Hampden Police Department



Papermill - Qty. 1
Dorothea Dix - Qty. 1

Seasonal Access Permitted

April 1 - November 1
(Conditions Permitting)

Park Hours:
1/2 Hour Before Dawn
Until 10 PM

After dark use limited to
tennis court, basketball
court and adjacent
parking lot

Per Town of Hampden Outdoor Facilities Ordinance
Ordinance Enforced by
Hampden Police Department



VFW - Qty. 5

Seasonal Access Permitted

April 1 - November 1
(Conditions Permitting)

Park Hours:
1/2 Hour Before Dawn
Until 11 PM

After dark fee based
use limited to ball
field and parking lot

Per Town of Hampden Outdoor Facilities Ordinance
Ordinance Enforced by
Hampden Police Department



Ballfield Rd - Qt. 2



106 Western Avenue
Hampden, Maine 04444
Office: 207-862-3034
Facsimile: 207-862-5067

MEMORANDUM

TO: Finance & Administration Committee & Town Council
FROM: Jim Chandler, Town Manager-Treasurer *JNC*
COPY: Shelley Abbott, Recreation Director
Janet Hughes, 2019 Hampden Children’s Day Committee Treasurer
DATE: June 17, 2019
RE: Hampden Children’s Day Expenses – Reserve Request

This memorandum requests the expenditure of Recreation / Conservation Reserve Funds, as described below and referred from the Services Committee Meeting on June 10, 2019.

Background

The Hampden Children’s Day planning committee is finalizing the details of the upcoming 2019 event, which is the 40th Anniversary of this annual parade and festival celebrating kids and families in Hampden. This year it coincides with the 225th Anniversary of the Town of Hampden’s incorporation as a Town. This year’s theme is: *Celebrating Hampden*.

As in previous years, the 2019 event starts with a morning parade – then hosts games, food, music and pony rides – and concludes with fireworks. The Town benefits from the Planning Committee’s many hours of dedicated volunteer oversight and management of the event. The Town supports the planning and day’s activities with staff time from the Recreation and Public Safety Departments and a reimbursement for the costs to insure the event.

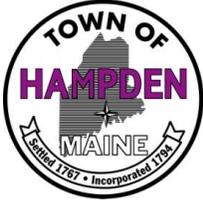
Fiscal Impacts

The committee presented a request to the Services Committee for reimbursement of the 2019 insurance costs up to \$ 800 and an additional contribution from the Town toward the fireworks display of \$ 2,000. These funds are being requested from the

Recreation / Conservation Reserve Acct 3-769-00	Amount	Comments
Trio Balance	\$ 5,589.11	June 12, 2019
Current Unencumbered Balance – Assuming Positive Action on Prior Sign Request	\$ 400.00	FY19 Prior Encumbrances Cleared
2019 Children’s Day Insurance	Amount up to \$ 800.00	
2019 Children’s Day Special Anniversary Fireworks	\$ 2,000.00	
Remaining Available Balance	\$ 2,389.11	

Staff Recommendation

Staff requests positive referral from committee and Council approval for the expenditure of up to \$2,800 in funds from the Recreation/ Conservation Reserve Account # 3-769 for support of the 2019 Hampden Children’s Day Event insurance and special anniversary fireworks celebration.



MEMORANDUM

106 Western Avenue
Hampden, Maine 04444
Office: 207-862-3034
Facsimile: 207-862-5067

TO: Finance & Administration Committee
FROM: Jim Chandler, Town Manager-Treasurer *JNC*
DATE: June 17, 2019
RE: Job Descriptions Discussion

This memorandum conveys the current job description for the Town Manager, and the outlines for the proposed positions contained within the FY20 Advertised Budget for a Community & Economic Development Director and Capital Projects Manager.

Background

Position descriptions provided for discussion at the request of the Finance & Administration Committee Chair.

Fiscal Impacts

Each of the proposed positions has an estimated total gross cost, including salary and maximum costed benefits (family health) of \$105,000 and these are included in the FY20 Advertised Budget in their respective departments:

- Community & Economic Development Director Community & Economic Development
- Capital Projects Manager/Engineer Public Works

It's worth noting that the FY20 Advertised Budget also includes reductions for outsourced engineering and technical review in the total amount of \$ 77,500 between Public Works and Sewer budgets.

Staff Recommendation

No action requested.



JOB DESCRIPTION

2019 SERIES

Community & Economic Development Director

Department: Community & Economic Development
Division: N/A
Reports to: Town Manager
Supervises: Town Planner, GIS Specialist, Administrative Assistant
Grade: 20
FLSA Status: Exempt (Salaried)

GENERAL POSITION SUMMARY

The Community & Economic Development (CED) Director is a key member of the Town Manager's Executive Leadership Team. The position includes responsibilities for providing vision, strategic and tactical direction to all aspects of Town Community and Economic Development initiatives under the supervision of the Town Manager. The position works closely and collaboratively with the Town Council in fulfilling their vision for implementing the Town's Comprehensive, Area and Strategic Plans to support the continued development of a diverse real estate property tax base. The position directs Town staff in the use of progressive economic development, business development and redevelopment tools and strategies. The secondary function of this position is to administer the Town's current and future Tax Increment Financing District Development Programs in accordance with Local, State and Federal policies, ordinances, regulations and laws. Additional roles include supporting the Town Manager and Council with development of short and long-term strategic goals for community development opportunities for public facilities, public-private partnerships, and coordination with regional initiatives that enhance the economy of Hampden. Work is periodically reviewed through evaluations, audits, records, and reports.

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE:

Community & Economic Development:

- Supports the Town Manager and Town Council in achieving annual community and economic development goals established for the Town
- Establishes and maintains relationships in the State and region to promote the Town as a desirable location for business and other forms of community development
- Analyzes and evaluates the Town's community and economic development needs and opportunities
- Interprets and communicates local, regional and State economic and marketing reports and data to provide information to Town Manager, Council and Department Heads
- Coordinates implementation of the 2019 Town Center Plan Recommendations with the Town Planner, Manager and Council
- Maintain current knowledge of State regulations, statutes, policies and legislation related to economic development and keep the Town Manager apprised of information regarding issues that are or may be applicable to the Town

JOB DESCRIPTION

COMMUNITY & ECONOMIC DEVELOPMENT DIRECTOR

- Advises the Town Manager and other Town officials on matters germane to economic development, business attraction, retention and development.
- Represents the Town to all corporate citizens, business leaders and developers interested in conducting business or making investments in the Town
- In conjunction with the Town Manager, administers all matters associated with the Town's Tax Increment Financing Districts, including negotiation and maintenance of Development Programs and Credit Enhancement Agreements
- Coordinates all TIF applications with the State of Maine Department of Economic and Community Development
- Makes presentations to civic, business and other groups and organizations to market development and redevelopment opportunities in the Town, particularly within established TIF Districts
- Maintains continuous communications with the business community, especially the Epstein Property Sales Team and Sargent Corporation for the marketing, sales and development of new businesses within the Hampden Business & Commerce Park
- Maintains relationships with regional development partners, neighboring municipalities, the Bangor Regional Chamber of Commerce and the Eastern Maine Development Corporation
- Maintains a close liaison with existing businesses in the community to support their operations and assist in proposed expansion or redevelopment initiatives
- Conducts and supervises studies, commercial and market analyses to stay abreast of trends and opportunities for commercial, industrial, mixed-use and residential development
- Directs the activities of the Town Planner and attends Planning Board Meetings to support the timely review, approval and implementation of development applications
- Support Town Manager and other assigned staff with the preparation of grants and economic development proposals
- Serves as staff support to the Town Council's Planning & Development Committee
- Respond to Business requests for information, Real Estate inquiries, and media requests/releases
- Coordinates with the Code Enforcement Officer, Building Officials and Town Planner to assist businesses in navigating code review and site development application and review processes
- Oversees the use of mixed-use planning and selected form-based code practices and best practices for zoning and community development strategies that advance a diverse community respectful of property rights
- Coordinates with the Town Clerk for sharing Public Information and organizes press conferences
- Works with Town staff in the preparation of press releases and media interaction and is generally the point person responsible for public relations activities for the Town
- Manages the Town's marketing plan and materials
- Works with volunteers, staff and others to plan, organize and execute community events and activities to promote the Town
- Prepares and manages the Community & Economic Development portion of the Town's Operating Budget
- Prepares grant proposals and applications, contracts and related documents as required
- Economic development strategies and their implementation
- Uses web-based technology, manages portions of the Town's website and coordinates graphic design and presentation of marketing materials and information
- Establish and maintain effective working relationships with the private sector, other government agencies, general public, and Town employees

JOB DESCRIPTION

COMMUNITY & ECONOMIC DEVELOPMENT DIRECTOR

- Develop and maintain relationships with members of the media and conduct on-camera interviews, write effective press releases and ensure dissemination of messaging across all media platforms
- Assist the Town Manager as requested with special projects requiring research into subjects including but not limited to community development, redevelopment, planning and transit-oriented TIF district opportunities
- Analyze, interpret and communicate financial operating results to provide information to Town Manager and Department Heads to assist in adherence to approved budgets

Other Responsibilities:

- Maintain current knowledge of municipal and State regulations, statutes, policies and legislation, and keep the Town Manager apprised of information regarding issues that are, or may be, applicable to the Town
- Assist Treasurer in Bond Anticipation Notes and other Borrowing/Debt Service finance duties related to community development opportunities
- Direct and perform technical and financial research, analyze and assemble data to make effective oral and written presentations of the results to staff, Town Council and various boards and committees
- Perform additional duties that are consistent with the primary position's responsibilities, knowledge, skills and abilities, as assigned by the Town Manager

PREFERRED REQUIREMENTS, SPECIALIZED SKILLS, PROFESSIONAL CERTIFICATIONS OR LICENSES

Considerable experience in economic development, community planning and design, and business development. A strong background in commercial real estate, marketing, public relations and workforce development and retention, with demonstrated results. Excellent communication skills in oral presentations and written reports and analysis for the presentation of complex and technical information to a wide variety of audiences.

Graduation from an accredited four-year college or university program in business administration, planning, economic development, marketing, public relations or a related field, and at least three years of experience; or any equivalent combination of education, experience and training that demonstrates the capability of successfully leading the Town's community and economic development team. Master of Business Administration or other Advanced degree is preferred.

- No Professional Licenses Required
- Thorough knowledge and understanding of State Statutes and regulations relating to the duties and responsibilities of Economic Development Directors and Town Planners, as applicable
- Ability to rapidly acquire and assimilate knowledge of the provisions of the Town ordinances relating to the community and economic development, planning and zoning functions related to Town government, and ability to communicate this to Council and staff
- Proficiency in the use of social media such as Facebook, Twitter and other social networking sites as circumstances warrant
- Proficiency in the use of the technology systems in the office, to include MS Word, Excel, online sources, Trio Enterprise Resource Planning (ERP) software and other computer systems as required

JOB DESCRIPTION**COMMUNITY & ECONOMIC DEVELOPMENT
DIRECTOR**

- Ability to read and interpret technical reports, grant applications, regulatory and local Ordinances, State Statutes and Federal Codes and directives related to community development, planning and zoning practices
- Ability to find, research and write grant applications
- Ability to work in a fast paced and stressful environment



JOB DESCRIPTION

2019 SERIES

Capital Projects Manager / Engineer

Department: Public Works
Division: Capital Projects & Compliance
Reports to: Public Works Director
Supervises: None
Grade: 20
FLSA Status: Exempt (Salaried)

GENERAL POSITION SUMMARY

The Capital Projects Manager is a key member of the Town Manager's Senior Management Team. The position includes responsibilities for providing strategic and tactical direction to all aspects of Town's Capital Program implementation and community development initiatives under the general supervision of the Public Works Director and Town Manager. The position works closely and collaboratively with the Director, Manager and Council in fulfilling their vision for implementing plans and projects to improve or enhance the quality of life for all residents and corporate citizens. A key role for the position is oversight of the planning, design and construction of public facility infrastructure, roads, stormwater and sewer collections system maintenance, and regulatory compliance that supports the development and sustainability of a safe and reliable community. The position collaborates with other Town staff in the oversight of design and construction of public infrastructure in accordance with Local, State and Federal policies, ordinances, regulations and laws.

The secondary function of this position is to use progressive development and redevelopment tools and strategies in support of the Town's economic development goals. The position coordinates closely with the Community & Economic Development team to support the Town's current and future Tax Increment Financing District's development goals. Additional roles include supporting the Director, Manager and Council with development of short and long-term strategic goals for community development opportunities for public facilities, public-private partnerships, and coordination with regional initiatives that enhance the community of Hampden. Position is responsible for performing a wide variety of engineering work including system design, equipment maintenance and improvement, resident inspections, and coordinating the work of local contractors. Work is performed with considerable independence and is periodically reviewed through evaluations, audits, records, and reports.

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE:

Capital Projects Infrastructure Development

- Supports the Public Works Director and Town Manager in achieving community development and public infrastructure construction and maintenance goals established for the Town

- Analyzes and evaluates the Town's public infrastructure for development, redevelopment and maintenance needs and provides periodic reports to Director, Manager and staff
- Provides the Director and Manager with prioritized recommendations for new, replacement and major maintenance needs of the public infrastructure under the care, stewardship and/or direct responsibility of the Town
- Advises the Director, Manager and other Town staff on matters related to facility maintenance and operational needs
- Provides plans, designs and cost estimates for repairs and renovations for Town facilities
- Advises the Director, Manager and other Town staff on matters related to facility energy efficiency and operational methods to reduce operational costs
- Plans, designs and oversees the construction of new pumping facilities, service installations, and other sewer collection system facilities
- Coordinates with the City of Bangor on all matters associated with the sanitary sewer collection system delivery of wastewater to the Bangor Wastewater Treatment Plant
- Establishes and maintains relationships in the State and region to coordinate the Town's road, stormwater and sanitary sewer collections systems and networks for design, construction, maintenance and regulatory compliance
- Attends regional meetings to represent the interests of the Town for BACTS, BASWG and MRC regarding transportation, stormwater and solid waste management responsibilities
- Interprets and communicates local, regional, State and Federal regulatory compliance matters with the Director, Manager and Department Heads
- Reviews Plans and Specifications for projects designed by outside consultants and developers
- Reviews and approves all shop drawings and contractor invoices for work performed
- Maintain current knowledge of State regulations, statutes, policies and legislation related to infrastructure design, maintenance and operations and keep the Director apprised of information regarding issues that are (or may be) applicable to the Town
- Coordinates, completes and submits all regulatory compliance reports for Maine State DEP and US EPA permit requirements, including MS4, CSO, Annual Solid Waste, MEPDES and SPCC requirements
- Assists the Director with solicitation of bids for contracted services
- Assists the Director with coordination and implementation of the annual paving program for Town roads
- Works with local developers to ensure that new development and construction will meet Town zoning and building standards
- Represents the Town to all corporate citizens, business leaders and developers interested in conducting business or making investments in the Town as these relate to infrastructure needs
- Assists with the implementation of the 2019 Town Center Plan Recommendations, and similar local development plans and strategies with the Director, Manager and Town Planner
- Conducts and supervises studies of construction, maintenance and operating practices to stay abreast of trends and opportunities for innovation that leads to cost savings in Town departments and facilities
- Serves as staff support to the Town Council's Infrastructure Committee
- Coordinates with the Code Enforcement Officer, Building Officials and Town Planner to assist businesses in navigating code review and site development application and review processes
- Assists Building Inspection and Code Enforcement as needed for technical review of developer proposals

JOB DESCRIPTION

CAPITAL PROJECTS MANAGER /ENGINEER

- Research and prepare grant proposals and applications, contracts and related documents as required
- Establish and maintain effective working relationships with the private sector, other government agencies, general public, and Town employees
- Assist the Director and/or Manager as requested with special projects requiring research into subjects including but not limited to community development, redevelopment, planning and infrastructure design and construction

Other Responsibilities:

- Maintain current knowledge of municipal and State regulations, statutes, policies and legislation related to infrastructure sustainability and energy efficiency and keep the Director and Manager apprised of information regarding issues that are, or may be, applicable to the Town
- Direct and perform technical research projects and analyze / assemble data to make effective oral and written presentations of the results to staff, Town Council and various boards and committees
- Perform additional duties that are consistent with the primary position's responsibilities, knowledge, skills and abilities, as assigned by the Town Manager

PREFERRED REQUIREMENTS, SPECIALIZED SKILLS, PROFESSIONAL CERTIFICATIONS OR LICENSES

Considerable experience in planning, design, construction, maintenance and sustainability of municipal and other publicly-owned infrastructure. A strong background with field experience in civil engineering project design, cost estimating and construction management. In civil engineering, construction project management, field design, construction administration and inspections of contracted work. Ability to supervise and/or indirectly oversee the work of others that is being performed on behalf of the Town. Ability to work independently, with a high degree of diplomacy and initiative. Excellent communication skills in oral presentations and written reports and analysis for the presentation of complex and technical information to a wide variety of audiences.

Graduation from an accredited four-year college or university program in civil engineering, with specialized training in utility, water, wastewater and/or transportation assets; and at least three years of experience; or any equivalent combination of education, experience and training that demonstrates the capability of successfully contributing technical and compliance skills to the Public Works team. Registered in Maine as a Professional Engineer is required. Master of Engineer or other Advanced degree is preferred.

- Currently Registered as a Professional Engineer to practice in the State of Maine
- Thorough knowledge and understanding of State Statutes and regulations relating to the duties and responsibilities of a professional engineer
- Ability to rapidly acquire and assimilate knowledge of the provisions of the Town ordinances relating to the community and economic development, planning and zoning functions related to Town government, and ability to communicate this to Council and staff
- Ability to effectively assist in the administrative and technical responsibilities of a public utility involved in treatment and collection of sewage
- Working knowledge of Civil, Public, or Environmental Engineering as it applies to municipal facilities, road construction, stormwater and sewage utility operations and maintenance

JOB DESCRIPTION

CAPITAL PROJECTS MANAGER /ENGINEER

- Working knowledge of District, municipal, state, and federal law and regulation affecting the operation of a sewage treatment utility
- Proficiency in the use of the technology systems in the office, to include MS Word, Excel, online sources, AutoCAD design software, Trio Enterprise Resource Planning (ERP) software and other computer systems as required
- Ability to read and interpret technical reports, grant applications, regulatory and local Ordinances, State Statutes and Federal Codes and directives related to engineering, design, construction, community development, planning and zoning practices
- Ability to find, research and write grant applications
- Ability to work in a fast paced and stressful environment



JOB DESCRIPTION

2019 SERIES

TOWN MANAGER / TREASURER / COMMUNITY & ECONOMIC DEVELOPMENT COORDINATOR

Department: Administration
Division: N/A
Reports to: Town Council
Supervises: Direct – Executive Leadership Team & Department Heads
Indirect – All Staff, thru Senior Management Team
Grade: Contract
FLSA Status: Exempt (Salaried)

GENERAL POSITION SUMMARY

The Town Manager is the Town of Hampden's chief executive and administrative official, responsible for providing leadership, direction, guidance and support to the Town staff through direct supervision of the Executive Leadership Team and indirectly all employees through leadership of the Senior Management Team (SMT). This executive position acts with a high degree of diplomacy and professionalism in providing support to the Town Council and leadership to staff. The Manager is charged with identifying the service and policy needs of the Town, with that knowledge developing and implementing appropriate solutions with strategic and financial plans, capital programs improvement and work, and all other activities as directed by the Town Council. Through interactions with residents, corporate citizens, community leaders, staff and Council Members, the Manager determines the prioritized needs, level of services and public facility improvements deemed appropriate and necessary for ensuring and sustaining the high quality-of-life expected by all members of the Hampden community.

The Manager, acting in the capacity of Treasurer is responsible for the overall financial management of Town investments, assets, capital improvements, debt management, procurement and purchasing. The Manager, acting as the Personnel Director is responsible for maintaining a current Personnel Policy that governs the recruitment, selection, retention, promotion, training and discipline of all staff, either directly or through delegation to Department Heads. The Manager, acting as the Town's Coordinator of Community and Economic Development is responsible for marketing the Town as a preferred destination for commercial, business, industrial, residential and other related forms of economic and community development that lead to the enhancement of a diverse economy and sustainable revenue streams that support the programs and services authorized by the Town Council.

RELATIONAL LEADERSHIP STYLE

The Manager is responsible for the maintenance of sound, positive public relations between the Town and its citizens; the Regional School Unit (RSU 22) public school district; Penobscot County; the Bangor Area Comprehensive Transportation System (BACTS); State and Federal agencies; and all other external relationships necessary for the successful operations of the Town. The Manager works in a relatively unpredictable environment that requires the ability to prioritize and manage many projects

simultaneously; and while governed by various policies, must frequently act without precedent and is responsible for the achievement of results through staff and contracted service providers. The Manager's routine tasks often involve a certain degree of urgency to produce, and requires planning and prioritizing the work of others, problem solving and organizing with the authority to make decisions as well as delegate roles and responsibilities to others with the expectation of supervising and coaching to achieve tangible results. Work includes extensive public interaction with local, regional, State and Federal partner agencies; local businesses, community and civic leaders and organizations; and is performed in accordance with Town Ordinances, State and Federal policies, regulations and laws. Work is periodically reviewed through evaluations, audits, records, and reports to measure the successful achievement of articulated goals and objectives of the Council.

ESSENTIAL DUTIES AND RESPONSIBILITIES

TOWN MANAGER as LEADER & ADMINISTRATOR:

- Responsible for advising the Town Council, residents, corporate citizens and the general public on the current state of all affairs of the Town
- Provides organizational leadership and direction to all employees
- Attends meetings of the Town Council and Council Committees
- Administers the approved, adopted budget in a manner that accomplishes the goals and objectives of the Council
- Prepares and provides supporting documents and information pertinent to agenda items, or directs staff responsible for their provision and presentation
- Carries out the directives of the Town Council and prepares progress reports, fiscal analysis and written reports on the accomplishment of these activities
- Directs all municipal activities, using an appropriate span-of-control through the Executive Leadership Team, Department Heads and Senior Management Team
- Supervises and mentors the Executive Leadership Team, made up of:
 - Assistant Town Manager / Town Clerk
 - Finance Director / Human Resources Officer
 - Public Safety Director
 - Public Works Director
- Supervises as direct reports the Senior Management Team, made up of:
 - Members of the Executive Leadership Team
 - Department Heads
 - Select Professional – Technical Staff
- Represents the Town to a variety of outside organizations including but not limited to Maine Municipal Association, Maine Employee Health Trust, Maine Town and City Management Association and neighboring municipalities
- Responsible for preparing regular and annual report of the previous year's activities
- Represents the Town at official local, regional, State and Federal functions, meetings and events
- Prepares the Town's annual budgets for submission to the Town Council for consideration, approval and adoption
- Serves as Personnel Director for the Town; hires, evaluates and directs the Town's staff as outlined in the Town Charter, Ordinances and Personnel Policies

- Develops administrative procedures and ensures adherence to these procedures by all departments and employees
- Reviews and approves weekly payroll for all Town employees and submits the weekly Payroll Warrant to Town Council for payment authorization
- Responsible for negotiations with the Town Labor Units
- Responsible for implementing all Council policy decisions and providing staff in all departments with the clear and efficient operating procedures necessary to carry out Council policy mandates
- In conjunction with the Finance Director, serves as the Town's purchasing and procurement agent, and delegates those duties to appropriate staff
- Oversees and supports the efforts of certain members of the SMT to successfully implement and maintain the safety and security of all Town staff and facilities, including support of the State of Maine's SHAPE Program
- Oversees the maintenance of records, instruments, plans, profiles, records of surveys and all other property and papers relating to engineering work of every description belonging to the Town
- Maintains and employs current leadership and management principals and establishes a culture of professionalism and accountability within an open and supportive work environment
- Maintains a positive and empowering leadership style that directly supports staff to achieve results by motivating others, and to act through persuasiveness and at times through the use of a sense of humor and generation of enthusiasm among disparate team members
- Pursues ongoing professional development beneficial to the Town and encourages staff to maintain professional certifications and pursue professional development and training courses beneficial to the Town

TOWN MANAGER as TREASURER:

- Monitors all financial affairs of the Town and submits regular reports to the Council on the Town's financial status
- Oversees the accounting of all financial assets of the Town
- Administers the operating, sewer and capital improvement budgets and works closely with departments heads in implementing of a comprehensive, fiscally-responsible work program
- Supervises the collection of all property and excise taxes, sewer payments and applicable interest
- Oversees and administers the tax lien process, which records all lien payments, issues tax lien notices, discharges, and foreclosures for properties and sewer accounts
- Maintains list of liens, delinquent taxpayers, and tax-acquired properties for disposition by Council
- Maintains budget tools, spreadsheets and other resources as needed to support staff in managing respective budgets, programs and projects
- Maintains a Master Personnel Policy that includes a comprehensive wage and pay scale
- Administers the bid processes for any competitive solicitation for acquisition of capital equipment or professional services
- In conjunction with the Finance Director, coordinates the annual audit process, and facilitates the presentation of the audit to the Town Council
- Represents the Town to a variety of outside organizations including but not limited to the Maine Revenue Service, Maine Treasurers, Tax Collectors Association and Government Finance Officers Association

- Ensures all departments maintain appropriate municipal financial management and accounting procedures and fiscal management practices for respective department budgets

TOWN MANAGER as COMMUNITY & ECONOMIC DEVELOPMENT COORDINATOR:

- Represents the Town to all corporate citizens, business leaders and developers interested in conducting business or making investments in the Town
- Establishes and maintains relationships to promote the Town as a desirable location for business and other forms of community development
- Administers all matters associated with the Town's Tax Increment Financing Districts, including negotiation and maintenance of Development Programs and Credit Enhancement Agreements
- Coordinates all TIF applications with the State of Maine Department of Economic and Community Development
- Makes presentations to civic, business and other groups and organizations to market development and redevelopment opportunities in the Town, particularly within established TIF Districts
- Maintains continuous communications with the business community, especially the Epstein Property Sales Team and Sargent Corporation for the marketing, sales and development of new businesses within the Hampden Business & Commerce Park
- Maintains relationships with regional development partners, neighboring municipalities, the Bangor Regional Chamber of Commerce and the Eastern Maine Development Corporation
- Maintains a close liaison with existing businesses in the community to support their operations and assist in proposed expansion or redevelopment initiatives
- Conducts and supervises studies, commercial and market analyses to stay abreast of trends and opportunities for commercial, industrial and residential development
- Directs the activities of the Town Planner and attends Planning Board Meetings to support the timely review, approval and implementation of development applications
- Maintains and coordinates the Town Capital Program with staff and contractors
- Oversees the maintenance and capital improvement needs of the Town's public infrastructure to ensure reliable delivery of services that encourage development and redevelopment, particularly in commercially zoned areas and along the Main Road North and Coldbrook Road corridors
- Oversees the coordination of a capital equipment program for all Town vehicles and equipment, including Fleet Management with Public Works and Public Safety Directors to ensure repair and maintenance of all municipal vehicles and equipment
- Coordinates and/or delegates the review of plans and specifications prepared by consultant firms for municipal projects; works closely with MDOT, BACTS and its regional municipal member jurisdictions in planning and development of regional projects beneficial to the Town
- In conjunction with the Public Works Director, Initiates and contracts for construction projects such as street construction or repair, sidewalks, culverts, stormwater and sanitary sewer facilities, or for public building improvements, renovations or alterations
- Insures implementation and/or compliance with Federal and State regulations relative to all public works and engineering activities
- Supervises the pursuit and successful application and acquisition of grants and outside funding sources to supplement Town tax revenues
- Creates, directs the creation of, and supervises the development of Strategic Plans, Master Plans and other tools necessary to facilitate the planning, design, funding and implementation of

Public Infrastructure and Facilities, including Park and Recreation assets, the Marina and other community assets as directed by Council

- Arranges for and supervises contracted professional services for the provision of legal counsel, financial services, information technology, engineering, architectural and other specialized technical or support services beyond the capability or capacity of internal staff
- Promotes a positive message with public information releases, social media assets, and maintains a positive relationship with all media outlets
- Conducts interviews and oversees marketing and advertising initiatives with local, regional and State-wide television, radio and print media to promote the Town
- Maintains portions of Town website and acts as resource to Department Heads in updating individual department web pages
- Supports the production of the Town's newsletter, Hampden Highlights

PREFERRED REQUIREMENTS, SPECIALIZED SKILLS, PROFESSIONAL CERTIFICATIONS OR LICENSES

Considerable experience in a responsible leadership position of a managerial nature, preferably in municipal government. A strong background in personnel supervision, project or program management, financial management and accounting, budget preparation and accounting, administrative and/or organizational development, strong human relations interpersonal skills. Excellent communication skills in both oral and written reports and analysis for the presentation of highly complex and technical information to a wide variety of audiences.

Graduation from an accredited four-year college or university program in public administration, business administration, organizational development or a related field, and at least seven years of experience as chief administrative officer in a municipal government of comparable size; or any equivalent combination of education, experience and training that demonstrates the capability of successful leadership of the Town. Master of Public or Business Administration or other Advanced degree is preferred. MTCMA-Maine or ICMA Credentialed Manager is preferred.

- Thorough knowledge and understanding of State Statutes and regulations relating to the duties and responsibilities of Town Managers, in accordance with the Maine Town Manager's Plan
- Ability to rapidly acquire and assimilate knowledge of the provisions of the Town Charter and Ordinances relating to the operation of the Town government, and ability to communicate this to Council, staff and the public
- State Certification as a Certified Maine Manager
- State Certification from the Maine State Tax Collectors' and Treasurers' Association
- Microsoft Office Suite proficiency, including Access database and PowerPoint
- Proficiency in Trio Enterprise Resource Planning (ERP) software
- Ability to read and interpret technical reports, grant applications, regulatory and local Ordinances, State Statutes and Federal Codes and directives
- Ability to find, research and write grant applications
- Ability to work in a fast paced and stressful environment