

**FINANCE & ADMINISTRATION COMMITTEE MEETING
AGENDA**

Monday, December 16, 2019

6:00 p.m.

Hampden Town Office

1. Meeting Minutes – 12/02/2019
2. Review & Sign Warrants
3. Unfinished Business
 - a. Town Manager Search update – if needed
 - b. Council rules
4. New Business
 - a. Recommendation regarding Council Order 2019-08 Adopting Updated Transfer Station Decal policy
 - b. Recommendation for the expenditure of an amount not to exceed \$1,000 from Rec Area Reserve Account (3-767-00) to secure temporary storage at the Western Avenue Recreation area – *referral from Services Committee*
5. Public Comment
6. Committee Member Comments
7. Manager's Comments
8. Adjourn

**FINANCE & ADMINISTRATION COMMITTEE MEETING
MINUTES**

Monday, December 2, 2019

6:00 p.m.

Hampden Town Office

Attending:

Mayor McPike
Councilor Jarvi
Councilor Wright
Councilor Ryder
Councilor McAvoy
Councilor Marble
Councilor Wilde

Paula Scott, Interim Town Manager/Clerk
Jessica Albee, Recording Clerk

Chair Wright called the meeting to order at 6:01 p.m.

1. Meeting Minutes – 11/04/2019 and 11/18/2019 – Motion made by Councilor Jarvi to approve the Meeting Minutes from 11/4/2019 and 11/18/2019, seconded by Councilor Marble; Vote was 5-1-0 on both.
2. Review & Sign Warrants – The Committee members reviewed and signed the disbursement warrants.
3. Unfinished Business
 - a. Town Manager Search update – Due to the snow storm, the Public Meet and Greet was rescheduled to December 4TH at 6:00 p.m.
 - b. Council rules discussion- The Council rules was discussed in detail.
4. New Business
 - a. Recommendation regarding review and approval of FY20 Service Charges - *Requested by Kelly Karter, Tax Assessor*

Motion made by Councilor Marble, seconded by Councilor McAvoy; Vote was 6-0-0.

- b. Recommendation for Council to award the contract for the Western Avenue sidewalk project to Maine Earth for \$244,723 – *Referral from Infrastructure Committee*

Motion made by Councilor Marble, seconded by Councilor Ryder;
Vote was 6-0-0.

- c. Recommendation for the expenditure of \$166.56 from Computer Reserve Account (3-711-00) to purchase a RAM upgrade and Windows 10 license for a Public Safety Toughbook – *Requested by Mike Chasson, IT Director*

Motion made by Councilor Wright, seconded by Councilor McAvoy;
Vote was 6-0-0.

5. Public Comment - None
6. Committee Member Comments - None
7. Manager's Comments - None
8. Adjourn – The meeting adjourned at 6:51 p.m.

Respectfully Submitted

Jessica Albee
Recording Clerk

HAMPDEN TOWN COUNCIL RULES OF PROCEDURE

Introduction & Statement of Purpose - Public Service, even at the local level, can be challenging. As elected officials' sphere of influence and relationship with citizens ebbs and flows according to issues and policy topics, it is sometimes challenging for said officials to be even-handed and broad minded in the sense of the whole community. This is why government service at all levels is guided by core values and ethical standards. In keeping with that idea, the following defines the way in which Hampden elected officials shall approach the matters that come before them:

A Simple Three-Way Test

Is it the truth?

Is it fair to all concerned?

Will it be beneficial for the Town?

The Hampden Councilor...

Will not act out of spite, bias, or favoritism

Will contribute to a climate of mutual trust and respect

Has the courage of his/her convictions

Never forgets that he/she is working for the people – all of the people

Will understand and demonstrate the elements of teams and teamwork

Will clearly define roles and relationships

Will establish and abide by a Council-staff partnership

And will allocate Council time and energy appropriately.

ARTICLE 1 Mayor/Deputy Mayor

- 1.1 At the commencement of the Calendar year, and pursuant to Section 204 of the Town Charter, the town's attorney shall preside over the Town Council's election of one of its members as Mayor for the ensuing year. The Mayor shall preside over all meetings of the Council at which he or she is present.
- 1.2 After the election, the Mayor shall preside over the election of Deputy Mayor. The Deputy Mayor shall serve as the presiding officer at any meeting at which the Mayor is absent and shall assume all duties of the Mayor until the Mayor is present. In the absence of the Deputy Mayor, the Mayor shall appoint, in advance, another Councilor to chair the meeting.
- 1.3 The Mayor shall recognize any Councilor who wishes to speak, shall state all motions that are before the assembly, rule on questions of parliamentary procedure and carry out all duties incumbent upon him under the laws of the State, the Town Charter, Town Ordinances, and the Rules of Procedure.

HAMPDEN TOWN COUNCIL RULES OF PROCEDURE

ARTICLE 2 Council

- 2.1 The Town Council shall only act by ordinance, order, or resolve. All ordinances, orders, and resolves shall be confined to one subject, which shall be clearly expressed in the title. All orders and resolves shall be dated, numbered, and signed by the Town Clerk and the Town Councilors will receive a copy. No action of the Council shall be binding or valid unless adopted by the majority vote of those present.
- 2.2 In all motions of command, the form of expression shall be 'ordered' and in all motions concerning principles, facts, or purposes, the form shall be 'resolved'.
- 2.3 All Town Councilors shall participate in the Maine Municipal Association's Elected Officials Course within 120 days of being sworn in as a Town Councilor. Documentation of that training shall be filed with the Town Clerk.
- 2.4 A new councilor orientation packet shall be provided to all Councilors at the time they are sworn in and they shall sign and date receipt of the orientation packet which will also be recorded in the minutes of the next Council meeting.

ARTICLE 3 Agenda

- 3.1 The Town Council meetings shall be guided by a written agenda in the following order.
 - (a) Pledge of Allegiance
 - (b) Approval of Agenda
 - (c) Consent agenda
 - (i) Signatures
 - (ii) Council Minutes
 - (iii) Communications
 - (iv) Committee Minutes
 - (d) Public Comments
 - (e) Policy Agenda
 - (i) News, Presentations and Awards
 - (ii) Public Hearings
 - (iii) Nominations, Appointments, Elections
 - (f) Committee Reports - will include requested Council actions out of committee and as this would not represent the first reading it can be acted upon, does not require a second, and will be of the form to recommend:
 - (i) adoption
 - (ii) referral
 - (iii) rejection, or

HAMPDEN TOWN COUNCIL RULES OF PROCEDURE

(iv) no action taken

Recommendations will include vote totals from assigned committee members who voted.

(g) Unfinished Business

(h) New Business - No new business will be acted on at its first reading and will be automatically tabled except by a majority vote of councilors to suspend this rule.

(i) Manager's Report

(j) Councilor Comments

(k) Adjournment

- 3.2 Any subject may be placed on the agenda for a council meeting by a council member, the town manager or at the request of any citizen. Any subject presented by a citizen must be received at the town office at least four business days prior to the council meeting. The name of the Councilor or other person(s) or group requesting an item on the agenda will be indicated on the agenda as part of the requested item.
- 3.3 The agenda shall be prepared and posted to the town website at least two business days prior to a scheduled council meeting.
- 3.4 Any item on the Consent Agenda can be set aside for discussion at the request of any Councilor, prior to a motion on the remainder of the Consent Agenda.
- 3.5 Any item on the Consent Agenda can be set aside for discussion at the request of any Councilor, prior to a motion on the remainder of the Consent Agenda.
- 3.6 Any item on the agenda may be taken up out of order by consent of a majority of Councilors present.
- 3.7 Special Town Council meetings, as defined under Article 4, shall be guided by a written agenda in the following order.
- (a) Call to order
 - (b) Topic(s) of the meeting
 - (c) Adjournment

ARTICLE 4 Meetings & Decorum

- 4.1 The first and third Mondays of each month are designated as Council meetings with the provision that a unanimous vote of the Councilors present would cancel or reschedule a meeting. Whenever a meeting falls on a legal holiday, such meeting will take place the following day except upon unanimous vote of the Councilors present to cancel or reschedule the meeting.

HAMPDEN TOWN COUNCIL RULES OF PROCEDURE

- 4.2 Special meetings of the Town Council may be scheduled for other dates for special purposes. The agendas for such meetings shall be posted at the Post Office, Town Office, Town Sign Board, and on the Town website, no less than 72 hours in advance of the meeting (unless an emergency meeting is needed for the purpose of dealing with an unanticipated Town emergency, in which case posting shall be to all normal posting locations and via email to local print media as soon as it is identified that a meeting will be held).
- 4.3 As a matter of courtesy, conduct for all Council and Committee members shall be as follows.
- (a) All cell phones shall be silenced during Council and Committee meetings;
 - (b) Councilors and staff shall refrain from texting or emailing during all Council or Committee meetings;
 - (c) cell phone use, texting and email may be done during breaks in meetings.
- 4.4 In all cases where the parliamentary proceedings are not determined by the foregoing rules and orders, "Roberts Rules of Order" shall be taken as authority to decide the course of proceedings.
- 4.5 When any Councilor is about to speak, they shall respectfully address the Mayor, confine themselves to the question under debate, and avoid personalities. No member speaking shall be interrupted by another but by a call to order.
- 4.6 When any Councilor speaks to staff, consultants, or to members of the public who are in attendance, they shall do so in a respectful and professional manner, shall confine themselves to the question under debate, and avoid conduct unbecoming an elected representative of the Town.
- 4.7 No business can be conducted without a quorum (representing the number personally present and not the number voting) defined as a simple majority of the Council (4) or Committee (2). Consideration may be given to 'table' important or controversial issues when only a simple majority is present.
- 4.8 No vote can be taken without a motion on the floor and the vote will be of the form:
- (a) all in favor
 - (b) all opposed

HAMPDEN TOWN COUNCIL RULES OF PROCEDURE

(c) those present (If a Councilor intends to vote present the declaration will be made before debate begins and the action is binding on that motion.)

The Mayor (or Chair) will announce the outcome and voting results.

- 4.9 The rules cannot be dispensed with or suspended if one or more members of the council shall object. No rule or order shall be amended or repealed without notice, in writing, being given at the preceding meeting.
- 4.10 Council Meetings shall not extend beyond 10 p.m. without an affirmative vote of the Town Council.
- 4.11 The Councilor Comment section of the agenda is reserved for any Council member to discuss matters not previously mentioned on the agenda. No official Council action can be taken during this portion of the meeting.

ARTICLE 5 Motions

- 5.1 "Rule of motion before discussion" - Until a motion is made and seconded, no discussion is in order. The chair should refuse a motion that is out of order or conflicts with statute, ordinance, laws or bylaws.
- 5.2 The member who made the motion is entitled to speak first in debate. Then members are called on in the order in which they are recognized by the chair, although members who have not spoken yet get preference over those who have. When possible, the chair alternates between someone in favor and someone against the motion.
- 5.3 The following motions do not require a second:
 - (a) nominations
 - (b) point of information
 - (c) point of order
 - (d) question of privilege
 - (e) leave to withdraw a motion
- 5.4 The following motions are non-debatable:
 - (a) adjourn
 - (b) lay on the table
 - (c) filling in the blank
 - (d) point of information
 - (e) point of order
 - (f) question of privilege
 - (g) leave to withdraw a motion
- 5.5 When a motion is under debate, the only motions that the Mayor shall entertain will be:
 - (a) to adjourn
 - (b) to lay on the table

HAMPDEN TOWN COUNCIL RULES OF PROCEDURE

- (c) the previous question
- (d) to postpone the previous question to a date certain
- (e) to refer the previous question to a committee or administrative official
- (f) to amend, or
- (g) to postpone the previous question indefinitely.

Motions shall have precedence in order in which they are introduced.

- 5.6 When a vote is passed, it shall be in order for any member who voted in the majority, or in the negative on a tie vote, to move a reconsideration thereof at the same, or the next stated meeting, but not afterwards; and when a motion of reconsideration is decided, that vote shall not be reconsidered.

DRAFT

Ivan P. McPike (Mayor, A/L)
Stephen L. Wilde (1)
Dennis R. Marble (2)

TOWN OF HAMPDEN
IN THE TOWN COUNCIL

Terry McAvoy (3)
David I. Ryder (4)
~~Eric Jarvi~~~~Mark S. Cormier~~ (A/L)
~~Shelby Wright~~~~Gregory J. Sirois~~

Order 201~~97-087~~

Adoption: **December 16, 2018, 2017**

ORDER ADOPTING UPDATED TRANSFER STATION DECAL POLICY

ORDERED, that the Town Council hereby approves an updated Transfer Station Decal Issuance Policy, as written below.

TRANSFER STATION DECAL ISSUANCE POLICY

The Hampden Transfer Station is for the use of Hampden residential property owners and ~~residents~~~~nters~~. No vehicle will be allowed entry to the Transfer Station without a current decal. A grace period ~~may be~~ provided for vehicles with a valid decal from the prior year, which ~~may will~~ be allowed entry during the month of January only. As of February 1, all vehicles without a valid decal will not be allowed to utilize the facility and will be turned away at the gate or asked to leave if found within the facility.

Decals may be purchased at the Town Office, during normal business hours at a cost specified in the Town of Hampden Fees Ordinance and by meeting the criteria as follows:-

1. The vehicle registration of the vehicle on which the decal will go ~~should~~~~must~~ be presented at the time of decal issuance.
2. To qualify for a residential decal, applicants must provide proof of current residence in Hampden. Residents who otherwise qualify for a decal but who have company-owned vehicles not registered in Hampden ~~may~~ receive a residential decal pursuant to Section 4 below.
3. Non-resident applicants must own property not used solely for rental purposes. An owner-occupant of property that includes one or more residential rental units will be eligible to purchase a decal. Non-resident property owners with rental units strictly used as income properties, shall not be eligible for a Transfer Station decal.
4. Businesses are not generally eligible to purchase decals or utilize the Transfer Station. Decals will only be issued for vehicles registered to a business, and/or with company name or logo on the vehicle, if the vehicle is owned by an eligible resident of Hampden or serves as the resident's personal vehicle. In this situation, the owner of the vehicle will be required to provide documentation that the company has a current commercial waste disposal contract. The requirement to document a commercial waste disposal contract may be waived for companies that do not generate commercial waste in the normal course of business (i.e. accountants, realtors).
5. Decals will not be issued to trucks other than pickups with a regular pick-up bed of no more than 8 feet.
6. Transfer station decals must be permanently affixed to the inside of the windshield on the lower driver's side of the vehicle for which it was issued. Plate numbers on the decal must match the plate number on the vehicle.

7. Vehicles without a decal or a Temporary Vehicle Pass will not be allowed access to the transfer station. All residents unwilling to leave upon request, may be reported to the Public Works Director and/or Police Department and depending on the severity, could face civil or criminal penalties.
8. Decals are non-refundable. A replacement decal will not be provided unless the original decal (or major portion of the decal) purchased is returned to the Town Office. A refund for Refrigerant Disposal Stickers will not be provided unless the original sticker purchased is returned to the Town Office in saleable condition.
9. A Temporary Vehicle Pass usable only on dates specified on the Pass will be sold to seasonal residents, and non-resident caretakers of local residents, at a cost specified in the Town of Hampden Fees Ordinance. Seasonal ~~residents~~residents seeking a Temporary Vehicle Pass will be required to provide documentation of the term of local rental. Non-resident caretakers of local residents will be required to provide documentation of their relationship-care responsibilities to the local resident(s) under their care. Upon documentation of local residence ~~(or seasonal occupancy)~~, a Temporary Vehicle Pass may be issued ~~for a rental car~~.
10. A Temporary Vehicle Pass may be issued to a non-Hampden resident living locally only upon documentation that the person is living in Hampden on a temporary basis due to displacement from their primary residence resulting from fire, mold remediation, etc.
11. The holder of a Temporary Vehicle Pass must accompany the vehicle for which the Pass was obtained. Commercial vehicles, ~~or~~ contractor vehicles or larger than a full-sized pick-up (8' body) are not eligible for a Temporary Vehicle Pass.
12. Residents without a pick-up may obtain a Temporary Vehicle Pass for specified dates, for a commercial rental vehicle (such as a Home Depot or U-Haul pick-up) as long as the vehicle regular pick-up bed of no more than 8 feet.

This policy was amended by the Hampden Town Council on 2/17/2009, 10/5/2015, 12/18/2017 and on 12/168/2019~~7~~. The effective date of the revised policy is December 169, 2019~~7~~.

Town Clerk:

ORDERED by a majority of the Town Council:

Paula Scott

Ivan P. McPike (Mayor, A/L)
Stephen L. Wilde (1)
Dennis R. Marble (2)

TOWN OF HAMPDEN
IN THE TOWN COUNCIL

Terry McAvoy (3)
David I. Ryder (4)
Eric Jarvi (A/L)
Shelby Wright (A/L)

Order 2019-08

Adoption: December 16, 2019

ORDER ADOPTING UPDATED TRANSFER STATION DECAL POLICY

ORDERED, that the Town Council hereby approves an updated Transfer Station Decal Issuance Policy, as written below.

TRANSFER STATION DECAL ISSUANCE POLICY

The Hampden Transfer Station is for the use of Hampden residential property owners and residents. No vehicle will be allowed entry to the Transfer Station without a current decal. A grace period may be provided for vehicles with a valid decal from the prior year, which may be allowed entry during the month of January only. As of February 1, all vehicles without a valid decal will not be allowed to utilize the facility and will be turned away at the gate or asked to leave if found within the facility.

Decals may be purchased at the Town Office, during normal business hours at a cost specified in the Town of Hampden Fees Ordinance and by meeting the criteria as follows:

1. The vehicle registration of the vehicle on which the decal will go should be presented at the time of decal issuance.
2. To qualify for a residential decal, applicants must provide proof of current residence in Hampden. Residents who otherwise qualify for a decal but who have company-owned vehicles not registered in Hampden may receive a residential decal pursuant to Section 4 below.
3. Non-resident applicants must own property not used solely for rental purposes. An owner-occupant of property that includes one or more residential rental units will be eligible to purchase a decal. Non-resident property owners with rental units strictly used as income properties, shall not be eligible for a Transfer Station decal.
4. Businesses are not generally eligible to purchase decals or utilize the Transfer Station. Decals will only be issued for vehicles registered to a business, and/or with company name or logo on the vehicle, if the vehicle is owned by an eligible resident of Hampden or serves as the resident's personal vehicle. In this situation, the owner of the vehicle will be required to provide documentation that the company has a current commercial waste disposal contract. The requirement to document a commercial waste disposal contract may be waived for companies that do not generate commercial waste in the normal course of business (i.e. accountants, realtors).
5. Decals will not be issued to trucks other than pickups with a regular pick-up bed of no more than 8 feet.
6. Transfer station decals must be permanently affixed to the inside of the windshield on the lower driver's side of the vehicle for which it was issued. Plate numbers on the decal must match the plate number on the vehicle.

7. Vehicles without a decal or a Temporary Vehicle Pass will not be allowed access to the transfer station. All residents unwilling to leave upon request, may be reported to the Public Works Director and/or Police Department and depending on the severity, could face civil or criminal penalties.
8. Decals are non-refundable. A replacement decal will not be provided unless the original decal (or major portion of the decal) purchased is returned to the Town Office. A refund for Refrigerant Disposal Stickers will not be provided unless the original sticker purchased is returned to the Town Office in saleable condition.
9. A Temporary Vehicle Pass usable only on dates specified on the Pass will be sold to seasonal residents, and non-resident caretakers of local residents, at a cost specified in the Town of Hampden Fees Ordinance. Seasonal residents seeking a Temporary Vehicle Pass will be required to provide documentation of the term of local rental. Non-resident caretakers of local residents will be required to provide documentation of their care responsibilities to the local resident(s) under their care. Upon documentation of seasonal occupancy, a Temporary Vehicle Pass may be issued.
10. A Temporary Vehicle Pass may be issued to a non-Hampden resident living locally only upon documentation that the person is living in Hampden on a temporary basis due to displacement from their primary residence resulting from fire, mold remediation, etc.
11. The holder of a Temporary Vehicle Pass must accompany the vehicle for which the Pass was obtained. Commercial vehicles, contractor vehicles or larger than a full-sized pick-up (8' body) are not eligible for a Temporary Vehicle Pass.
12. Residents without a pick-up may obtain a Temporary Vehicle Pass for specified dates, for a commercial rental vehicle (such as a Home Depot or U-Haul pick-up) as long as the vehicle is a regular pick-up with a bed of no more than 8 feet.

This policy was amended by the Hampden Town Council on 2/17/2009, 10/5/2015, 12/18/2017 and on 12/16/2019. The effective date of the revised policy is December 16, 2019.

Town Clerk:

ORDERED by a majority of the Town Council:

Paula Scott



memo

Town of Hampden-Recreation Department

To: Hampden Town Council
From: Shelley Abbott; Recreation Director *SA*
CC: Paula Scott; Interim Town Manager, Sean Currier; PW Director
Date: 11/13/2019
Re: Temporary Storage Western Avenue Recreation Area

Comments:

In advance of the work beginning at the Western Avenue Recreation Area preparation will need to be completed to ready the construction area. In order to continue to provide services at the field location during the project, relocation of field storage and portable facilities will need to occur during the winter months as the ground will be frozen and allow a few of the storage buildings to hopefully be salvageable.

The plan will be to relocate the team equipment box to the area in back of the pool along with the small shed which currently faces the play field. This shed we believe to be on a wooden platform that should allow the building to be slid to a new location out of the way of future development. Public works will work to complete this as weather and work load allow.

I will be requesting that the Bronco Travel Soccer Club move their own small equipment building to another location, offsite if possible. The large storage shed facing the existing parking lot along will be demolished due to its existing building construction not allowing for a move. The existing portable toilet surround will be dismantled in hopes of reinstalling it in a new location at a later date.

In the interim, additional temporary storage to replace the lost building space will be needed. I'd like to request permission and support with reserve funds (3-767-00) to rent a portable storage bin from Maine Trailer to be set onsite in early Spring near the back side of the pool building. This will allow staff to access equipment and provide services while maintaining security for the department's displaced items. The rental cost for a 20' container is \$100 per month plus delivery and pick up charges.



memo

A long term solution will need to be made to replace the storage loss. A request for Reserve funding will be made in the FY 21 budget. I have includes some sample materials cost for garage packages for pricing. Additional costs would be incurred for concrete services and labor for the construction of the storage space.

Thank you,
Shelley Abbott
Recreation Director

