

FINANCE & ADMINISTRATION COMMITTEE MEETING

Monday, August 6th, 2018

6:00 p.m.

Hampden Town Office

1. Meeting Minutes

a. July 16th, 2018

2. Review & Sign Warrants

3. Unfinished Business

4. New Business

- a. Recommend authorization for the expenditure of \$2,600 from Municipal Building Reserve Account (3-702-00) for the replacement of existing lighting in the Community Room – *requested by DPW Director Sean Currier*
- b. Recommend authorization for the expenditure of \$4,200 from Municipal Building Reserve Account (3-702-00) to decommission the hot water heater and re-pipe to the existing boiler – *requested by DPW Director Sean Currier*
- c. Recommend authorization for the expenditure of \$2,000 from Municipal Building Reserve Account (3-702-00) to remove the existing VCT flooring and apply epoxy coating in the town office lobby – *requested by DPW Director Sean Currier*
- d. Recommend authorization for the expenditure of \$2,816 from Municipal Building Reserve Account (3-702-00) to remove the carpeting and apply epoxy coating in upstairs rooms of public safety – *requested by DPW Director Sean Currier*
- e. Recommend authorization for the expenditure of \$1,200 from Municipal Building Reserve Account (3-702-00) for the installation of wiring and a switch to the town Christmas tree – *requested by DPW Director Sean Currier*
- f. Recommend authorization for the expenditure of \$3,500 from Municipal Building Reserve Account (3-702-00) for the installation

of ADA compliant door openers for the Public Safety entrance -
requested by DPW Director Sean Currier

- g. Recommend Council referral to Public Hearing the proposed Ordinance Authorizing Appropriation and Borrowing of Funds to Finance Road and Bridge Improvements 2018 Roads and Bridges Bond – *referral from Infrastructure Committee*

5. Council rules review – Item 17.f – *Continued from July 16th Finance & Administration meeting*

FINANCE & ADMINISTRATION COMMITTEE MEETINGMonday, July 16th, 2018

6:00 p.m.

Hampden Town Office

MINUTES - DRAFT**Attending:***Chair, Councilor McAvoy**Mayor McPike**Councilor Cormier**Councilor Wilde**Councilor Marble**Councilor Wright**Councilor Ryder**Manager Jim Chandler**DPW Director Sean Currier**Town Clerk Paula Scott**Eric Jarvi***1. Meeting Minutes**

- a. **July 2nd, 2018** – *Mayor McPike made a motion, seconded by Councilor Marble to accept the minutes as presented. Unanimous vote in favor, 7-0*

2. Review & Sign Warrants – *Councilors signed the disbursement warrant.***3. Unfinished Business** - *None***4. New Business**

- a. **Recommend contract award for the 2018 Paving program** – *requested by DPW Director Sean Currier* – *Director Currier spoke to committee and recommended Wellman Paving. Mayor McPike made a motion, seconded by Councilor Marble, to refer to Council for award to Wellman Paving. Unanimous vote in favor, 7-0.*
- b. **Recommend annual authorization for the establishment of a Tax Club for 2019 taxes pursuant to Title 36 § 505-506** – *requested by Tax Collector Barbara Geaghan* – *The Tax Collector explained that a tax club must be approved annually and answered questions about the abatement process. Councilor Marble made a motion, seconded by Mayor McPike to refer to Council to authorize the establishment of a tax club for 2019 under the law cited. Unanimous vote in favor, 7-0.*

- c. Recommend authorization for the expenditure of \$ 3,628.00 from Reserve Account (3-719-00) for the restoration of vital records pursuant to Title 5 § 95-B –requested by Paula Scott, Town Clerk – Councilor McAvoy inquired about the number of records and the years encompassed. The Clerk explained that this was started in 2017 with the oldest and most at risk records being preserved first. The goal is to work forward to the modern records that exist in duplicate and are also held at the State. Mayor McPike made a motion, seconded by Councilor Wilde, to refer to Council and recommend the expenditure as cited. Unanimous vote in favor, 7-0.**
- d. Recommend authorization for the expenditure of \$ 4,868.35 from IT Computer Reserve Account (3-719-00) for the TRIO SQL conversion and maintenance fee increase – requested by Kyle Severance, IT Specialist – Specialist Severance explained the process of the migration from old to new technology. There is also a 20% increase for the TRIO software maintenance. Manager Chandler commented on the conversion process statewide. Councilor Wright, seconded by Councilor Ryder, to refer to Council and recommend the expenditure as cited. Unanimous vote in favor, 7-0.**
- e. Committee discussion and recommendation to engage the firm of Eaton Peabody as bond counsel for a bond referendum to finance the cost increase for the Route 1-A project - Councilor Wright asked about the restoration of the projected shortfall in the project. Manager Chandler spoke to the possibility of BACTS honoring a 6th year. Councilor Ryder inquired about the availability of funds and assurances to the DOT that the Town was committed. Manager Jennings stated that if a bond is approved in November that it would be ahead of the RFP. Discussion followed on the funding, project and upcoming meeting with BACTS. Director Currier stated that an additional consideration to include might be the Manning Mill and Sawyer Rd. Bridges that need repair. Councilor Ryder stated that if we put everything into one shot it would be better than to keep coming back with different bonds. Committee consensus is to move forward with bond counsel.**
- f. Committee discussion and recommendation to engage the firm of Eaton Peabody as bond counsel for a bond referendum to finance water line installation for fire suppression service in the Business Park – Chair McAvoy inquired of the Director if this was his initiative, to which Manager Chandler stated that it was he who added this for discussion. He explained that FW Webb is going**

to build a substantial building in the Business Park, and one issue that came up is the fire suppression flow requirements. In a nutshell, the pipes are too small for a suppression system in a building that size, according to the State Fire Marshall's office. The Town has a vested interest into the success of the Business Park, but Manager Chandler has some questions about the return to the Town in water infrastructure. He stated that this was put on the agenda to make Council aware of the issue.

- g. Council Rules review– requested by Councilor Wilde –**
Councilor Wilde stated that in previous meetings updating and reviewing the rules has been discussed. He wanted to know what Council wants to do, see if they are adequate, throw them out, work on them or not. The Clerk spoke to the history of this becoming an agenda item, going back to questions about committee structure, reducing the number of committee meetings, structure of the agenda and so on. She spoke to the fact that when Councilor Sirois was still empaneled he had requested that items be added to the rules; Councilor Wilde has requested review on more than one occasion. She reiterated that these rules are Councils rules and they are theirs to change, or not, that she had been tasked with helping to rewrite them at a previous F & A Committee meeting. Chairman McAvoy stated that this could be a standing item to which Council could make suggestions to be voted on at each subsequent meeting. Councilor Wilde stated that he feels there are a lot of areas that need to be looked at, such as committee structure because all Councilors attend all committee meetings, and he stated that maybe they could be scaled back. Councilor Wright stated that attendance is a choice unless you are on that committee. She stated that Councilors should trust other Councilors to look at topics, discuss them, and bring recommendations to the Council. It is there that she will either support something or not, but that she trusts her fellow Councilors to make sound decisions for the Town. Councilor Wright inquired as to which version is the adopted one. The Clerk stated that the red-lined version is the draft that is in essence the same but has a couple of suggested additions by Councilors. She stated that the adoption or revision of the rules, or not, is the vote of the Council, as the Charter states that Council shall determine its own rules. Councilor Wright stated that information can be found and divested in other ways besides going to every committee meeting. Councilor Cormier pointed to the section that allows non-committee Councilors to vote at committee meetings as an area to look at changing. Manager Chandler stated that in essence, there are about 6 Council meetings a month because of that rule, which allows it. It is highly unusual. Consensus was to add the topic of the Committee structure to the

next agenda.

5. Public Comment - *None*
6. Committee Member Comments - *None*
7. Adjournment – *With no further business, the meeting adjourned at 6:55 p.m.*

Respectfully Submitted,

A handwritten signature in black ink that reads "Paula A. Scott". The signature is written in a cursive, flowing style.

*Paula A. Scott, CCM
Town Clerk*

4-6 to f



TOWN OF HAMPDEN
DEPARTMENT OF PUBLIC WORKS

106 WESTERN AVE.
HAMPDEN, ME 04444

TEL 862-3337

FAX 862-5067

July 31, 2018

To: Jim Chandler
From: Sean Currier
Subject: Municipal Building Reserve Fund Request

The Public Works Department is requesting approval to use Municipal Building Reserve funds (3-702-00) for the (6) six proposed and budgeted items below (one item is a unbudgeted change order for the mold remediation project as noted): These items were included in the proposed FY19 capital improvement plan and incorporated in the Municipal Reserve budget.

1. Public Works is requesting Municipal Building Reserve funds (03-702-00) in the amount up to **\$2,600.00** for the replacement of existing lighting in the Community Room by Hampden Electric. Up-lighting and ceiling lighting will be replaced with LED fixtures which are eligible for Efficiency of Maine rebates.
2. Public Works is requesting Municipal Building Reserve funds (03-702-00) in the amount up to **\$4,200.00** for the decommission of the existing hot water heater and repiping to the existing boiler. Work shall be completed by Penobscot Temperature Controls.
3. Public Works is requesting Municipal Building Reserve funds (03-702-00) in the amount up to **\$2,000.00** for Bob Ryan Painting to remove the existing VCT flooring and apply epoxy coating with flakes in the lobby of the Town office. Also, we are requesting up to **\$2816.00** to remove carpeting and epoxy coat flooring in rooms upstairs in Public Safety as recommended by ESHA (Environmental Safety & Hygiene Associates). This one cost of \$2816 was an unbudgeted expense but highly recommended by ESHA as part of the mold remediation efforts.
4. Public Works is requesting Municipal Building Reserve funds (03-702-00) in the amount up to **\$1,200.00** for the installation of wiring and a switch to the Town Christmas tree. Work will be done by Public Works and Hampden Electric.
5. Public Works is requesting Municipal Building Reserve funds (03-702-00) in the amount up to **\$3,500.00** for the installation of another set of ADA compliant door openers for the Public Safety entrance. The new door opener will be the same as the opener at the front entrance of the Town Office. Work shall be completed by Hampden Electric and PDQ Door.

The total request for reserve funds from the Municipal Reserve account are in the amount of **\$16,316.00**

Thank you for your consideration.

Handwritten signature of Sean Currier.

Sean Currier

Bob Ryan Painting
2496 Ohio Street
Bangor, Maine 04401
Ph. 207-735-5577
Email: bobryanpainting@gmail.com

Date: July 25, 2018

Proposal submitted to:
Town of Hampden
Attn: Sean Currier
106 Western Ave
Hampden, ME 04444
Email: Publicworks@Hampdenmaine.gov

Work to be performed at:
Public Works Building

We hereby propose to furnish the materials and perform the labor necessary for the completion of the project at the above address.

All material is guaranteed to be as specified. Work to be completed in a substantial workmanlike manner.

Prep concrete floors to accept epoxy coatings. Apply one (1) coat primer, two (2) coats epoxy, broadcast flake and one (1) coat of clear.

Garage - 100% solids - prep, prime and one (1) coat epoxy broadcast flakes and clear coat.

Garage - Polyamide - prep, prime and two (2) coats epoxy, broadcast flakes and clear coat,

Rooms:

- 1 - \$504.00
- 2 - \$520.00
- 3 - \$440.00
- 4 - \$442.00
- 5 - \$442.00
- 6 - \$468.00

Municipal Bld work related to mold project. This is to remove carpet upstairs + epoxy coat floors as recommended by ESHA Engineering firm.

Garage - \$4,205.00 - 100% Solids - Primer/Epoxy/Clear

Garage - \$3,364.00 - Polyamide - same product as used in the other four (4) phases.

NOTE: This proposal may be withdrawn by us if not accepted within 30 days.

TOWN OF HAMPDEN

ORDINANCE AUTHORIZING APPROPRIATION AND BORROWING OF FUNDS TO FINANCE THE ROAD AND BRIDGE IMPROVEMENTS THROUGH THE ISSUANCE OF GENERAL OBLIGATION BONDS OR NOTES OF THE TOWN OF HAMPDEN, WHICH MAY BE CALLABLE, IN A PRINCIPAL AMOUNT NOT TO EXCEED \$1,400,000.

The Town of Hampden hereby ordains as follows:

Section 1. That pursuant to Section 5772 of Title 30-A Maine Revised Statutes, as amended, the Charter of the Town and any other applicable authority under Maine law, the Town of Hampden is hereby authorized to borrow from a lending institution approved by the Town Treasurer and a majority at least of the Town Council a principal amount not to exceed One Million Four Hundred Thousand dollars (\$1,400,000), said amount to be payable over a period not to exceed thirty (30) years, less the term of any Note described below, at such interest rates and on such further terms and conditions as may be approved by the Treasurer and a majority of the Town Council, the proceeds of said loan to be used to finance road and bridge repairs and replacements in the Town, including but not limited to: completion of repairs to Route 1A in conjunction with the Maine Department of Transportation, signal replacement and upgrades at the intersection of Western Avenue and Route 1A, replacement of culvert and retaining walls on the Sawyer Road bridge, and replacement of the surface and related improvements on the Manning Mill Road bridge (collectively, the "Project"). The loan shall be evidenced by a general obligation bond or Bonds of the Town (the "Bond"), to be executed and delivered on behalf of the Town by the Town Treasurer and countersigned by a majority at least of the Town Council. The Bond may be subject to call for redemption as determined by the Town Treasurer and a majority of the Town Council.

Section 2. That in anticipation of the receipt of the Bond proceeds for the Project, pursuant to the Charter of the Town and Section 5772 of Title 30-A of the Maine Revised Statutes, as amended, and any other applicable authority under the laws of the State of Maine, the Town of Hampden is hereby authorized to borrow from a lending institution approved by the Town Treasurer and a majority at least of the Town Council a principal amount not to exceed One Million Four Hundred Thousand dollars (\$1,400,000) and in evidence thereof to execute and deliver one or more General Obligation Bond Anticipation Notes (each, a "Note") of the Town for a period not to exceed one year and to bear interest at such rate and said Note to be subject to such further terms and conditions as the Town Treasurer and a majority at least of the Town Council shall approve, and said Note, together with interest thereon, to be a general obligation of the Town, and intended to be repaid from the proceeds of the Bond, said Note to be executed and delivered on behalf of the Town by the Town Treasurer and countersigned by a majority at least of the Town Council, and such Note may be refunded from time to time for a period not to exceed an aggregate of three years with proceeds to be used to provide temporary funds to accomplish the Project.

Section 3. That the Town Manager, Mayor, or other officers designated by the Town Council be and each of them hereby is authorized to execute such documents and do all things necessary or convenient in order to issue the Bond and the Note and to execute and deliver such loan applications as may be necessary or appropriate to such lender or lenders as they select. The Treasurer, Mayor, or other officers designated by the Town Council are further authorized to execute any and all loan agreements or resolutions required by any such lender as may be selected by the Town Treasurer and approved by a majority at least of the Councilors, in such form as may be required by each such lender.

Section 4. That the Town Clerk shall distribute a copy of this ordinance to each Council member and the Town Manager, and shall file a reasonable number of copies of this ordinance in the office of the Town Clerk and shall post a copy of this ordinance together with a Notice of Public Hearing at the following public places: Municipal Building, Post Office, Dyer Library, Hampden Transfer Station, Hannaford's and Pizza Gourmet, as well as such other places as may be directed by the Town Manger.

Section 5. That a Public Hearing be held at 7:00 p.m. in the Hampden Municipal Building in Hampden, Maine on August 20th, 2018, for the purpose of taking testimony and comments from the public with respect to the proposed issuance of the Bond, and that notice of the public hearing be given by the Town Clerk by publishing a summary of this ordinance and a place where copies of the complete ordinance have been filed and times available for inspection in the Bangor Daily News on or before August 13th, 2018, together with a notice setting forth the time and place for the public hearing, and for the consideration of the proposed ordinance by the Town Council at a meeting to be held on August 20th, 2018, immediately following the public hearing.

Section 6. That all actions heretofore taken by the Town Council of the Town of Hampden relating to the selling of the Town's Bond and Note authorized hereby be and they hereby are ratified, approved and confirmed.

Section 7. That pursuant to the requirements of the Internal Revenue Code of 1986, as amended, the Town designated the Bond and Note to be "qualified tax exempt obligations" of the Town.

Section 8. That the Town shall take any and all actions required under the Internal Revenue Code of 1986, as amended, to maintain the tax exempt status of the interest on the Note and Bonds, and to maintain the status of the Bond and the Note as "qualified tax exempt obligations" of the Town; and that in connection with the Note and Bond, the Town Treasurer shall be authorized to execute and deliver on behalf of the Town one or more such Arbitrage and Use of Proceeds Certificates in form approved by the Town's bond counsel, and to covenant on behalf of the Town to file any information report and to pay any rebate due to the United States in connection with the issuance of the Bond and Note; and that the Note and the Bond may be subject to such further terms and conditions as may be agreed to by a majority at least of the

Councilors and the Treasurer of the Town, their signatures on the Note or the Bond serving as evidence of their agreement, to carry into effect the full intent of this ordinance.

Section 9. That the law firm of Eaton Peabody shall act as bond counsel for the Town to advise the Town with respect to the issuance and sale of the Bond and the Note, and to prepare such documents and render such opinions as may be necessary or convenient for that purpose.

Section 10. That the Town Council and officials of the Town are hereby authorized to execute all documents and certificates, and to take all action, including affixing the seal of the Town, as may be necessary or convenient to carry out the full intent of this ordinance, and to accomplish the project and issue the Bond and the Note, including approval and signing of contracts and other agreements obligating the Town.

Section 11. That pursuant to Section 902 of the Town Charter, this ordinance shall go into effect only upon approval by the voters of the Town of Hampden. Be it further ordained that a referendum of the Town of Hampden be held to decide this question on November 6, 2018, pursuant to the Town Charter and the laws of Maine. The ballot question shall be substantially as follows:

**TOWN OF HAMPDEN
BALLOT QUESTION NO. 1**

Ordinance authorizing appropriation and borrowing of funds to finance road and bridge repairs and replacements in the Town of Hampden, including but not limited to: completing repairs to Route 1A in conjunction with the Maine Department of Transportation, signal replacement and upgrades at the intersection of Western Avenue and Route 1A, replacement of culvert and retaining walls on the Sawyer Road bridge, and replacement of the surface and related improvements on the Manning Mill Road bridge through issuance of general obligation bonds or notes of the Town of Hampden, which may be callable, in a principal amount not to exceed \$1,400,000.

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

Yes

No

ADOPTED: Hampden Town Council, August 20, 2018.

A True Copy, Attest: _____
Paula Scott
Town Clerk

TOWN OF HAMPDEN

Treasurer's Financial Statement
General Obligation Bond

1. Total Town Indebtedness

A. Bonds outstanding and unpaid *	\$[NTD]
B. Bonds authorized and unissued	\$ [NTD]
C. Bonds to be issued under this Ordinance:	\$1,400,000

TOTAL [NTD]

* Excludes the Town's share of the \$[NTD] debt of RSU 22 outstanding, approximately 90% of which will be paid by the State.

2. Costs

At an estimated interest rate of 3.8% for a term of 30 years, the estimated costs of this bond issue will be:

Principal	\$1,400,000
Interest	\$937,756
Total Debt Service	\$2,337,756

3. Validity

The validity of the bonds is not affected by any errors in the above estimates. If the actual amount of the total debt service for the bond issue varies from the estimate, the approval by the councilors is nevertheless conclusive and the validity of the bond issue is not affected by reason of the variance.

Jim Chandler
Treasurer
Town of Hampden, Maine