

FINANCE & ADMINISTRATION COMMITTEE MEETING

Monday, August 20th, 2018

6:00 p.m.

Hampden Town Office

1. Meeting Minutes

- a. August 6th, 2018

2. Review & Sign Warrants

3. Unfinished Business

- a. Council rules review – Item 17.f – *Continued from August 6th Finance & Administration meeting*

4. New Business

- a. Recommend authorization for the expenditure of \$29,280 from Police Cruiser Reserve account (3-753-00) for the purchase of a new cruiser – *requested by Joe Rogers, Public Safety Director*
- b. Discussion on cost estimates for Manning Mill Bridge project – *requested by Councilor Ryder*
- c. Discussion on cost estimates for Sawyer Rd. Bridge project – *requested by Councilor Ryder*
- d. Request for estimated yearly payment for total of all projects included in the proposed bond – *requested by Councilor Ryder*
- e. Consideration of a Municipal Snowmobile Grant / Trail Grant on behalf of Goodwill Riders Snowmobile club – *referral from Services Committee*
- f. Review of mil rate calculation form and recommend mil rate for 2018-2019 – *requested by Kelly Karter, Tax Assessor*

FINANCE & ADMINISTRATION COMMITTEE MEETINGMonday, August 6th, 2018

6:00 p.m.

Hampden Town Office

MINUTES – DRAFT**Attending:***Chair McAvoy**Mayor McPike**Councilor Cormier**Councilor Wilde**Councilor Marble**Councilor Wright**Councilor Ryder**Manager Chandler**Town Clerk Paula Scott**Chief Joe Rogers**CEO Myles Block**Chairman McAvoy called the meeting to order at 6:00 p.m.***1. Meeting Minutes**

- a. **July 16th, 2018** – *Councilor Marble made a motion, seconded by Mayor McPike, to accept the 7/16/18 minutes. Unanimous, 7-0.*

2. Review & Sign Warrants – *Finance Committee reviewed and signed the disbursement warrants.***3. Unfinished Business** - *None***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- Councilor Wright made a motion, seconded by Mayor McPike to recommend the authorization. Councilors McAvoy, Marble, Wright, Ryder and Mayor McPike voted in favor. Councilor Wilde voted in opposition. Motion carries, 6-1**

- 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 – Mayor McPike made a motion, seconded by Councilor Wright, to recommend the authorization. Unanimous, 7-0.**
- 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 – Councilor Marble made a motion, seconded by Councilor Wilde, to recommend the authorization. Unanimous, 7-0.**
- 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 – Mayor McPike made a motion, seconded by Councilor Ryder to recommend the authorization. Unanimous, 7-0.**
- 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 – Councilor Marble made a motion, seconded by Mayor McPike, to recommend the authorization. Discussion followed regarding the cost, and to obtain other quotes. Discussion ceased, and the motion was brought to vote. Councilor Wright and Mayor McPike voted in favor. Councilors McAvoy, Cormier, Wilde and Ryder voted in opposition. Motion fails, 2-5.**
- 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 – Councilor Wright made a motion, seconded by Councilor Marble, to recommend the authorization. Unanimous, 7-0.**
- 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 – Manager Chandler noted that he had forgotten to include a memo in the packet regarding this borrowing. (Attached as Exhibit A) Councilor Wilde made a motion, seconded by Councilor Marble to recommend approval of the Ordinance. Discussion followed**

regarding the cost breakdown of each item within the proposed bond/appropriation Ordinance. Manager Chandler spoke to the Route 1-A shortfall and the estimate on the signal. The clerk spoke to the cost estimates for signals that Old Town is facing due to losses during windstorm of 2017. Manager Chandler spoke to the increase to original estimates by Woodard & Curran on the minor bridge replacements. Manager Chandler stated that borrowing would only for what is needed if it falls below the requested amount of the bond. Discussion ceased, and the motion was brought to vote. Unanimous, 7-0.

5. Council rules review – Item 17.f – Continued from July 16th Finance & Administration meeting – Tabled until August 20th.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Paula A. Scott".

**Paula A. Scott, CCM
Town Clerk**

Exhibit A

Town of Hampden
106 Western Avenue
Hampden, Maine 04444



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

TO: Finance & Administration Committee & Town Council
FROM: Jim Chandler, Town Manager & Sean Carrier, Public Works Director
DATE: August 6, 2018
RE: Roads & Bridges Bond – Proposed Ordinance for Borrowing Authority

Please find attached the proposed Ordinance language prepared in conjunction with our Bond Counsel Dan Pittman at Eaton Peabody.

Background

As previously discussed, The Bangor Area Comprehensive Transportation System (BACTS) Policy Committee approved the Town's request for additional federal and state support to cover an anticipated funding shortfall of approximately one million (\$1,000,000) dollars for the Route 1A reconstruction project scheduled to begin in the Spring of 2019.

Additionally, the Maine Department of Transportation (MDOT) routinely inspects three locally-maintained bridges and identified deficiencies or preventative maintenance issues with two bridges within the Town. Specifically, the Manning Mill Bridge and Sawyer Road Culvert were assessed and are the subject of comprehensive reports provided to the Town in November 2017. This issue was discussed at the July 23rd Infrastructure Committee meeting, where a positive referral was recommended.

Additional discussion included consideration of adding another stream crossing road/bridge/culvert project for the Sucker Brook crossing of Old County Road; however, this stream was recently designated "Urban Impaired" thus requiring additional research regarding a potentially modified scope of work. Further, this may also make the project eligible for non-tax source funding of the needed repairs. For these reasons, staff has is not included in this request.

Recommendation of Projects for Bond Funding

Staff recommends Council seek public support for a bond to cover the Town's share of the Rt. 1A shortfall, and the additional road projects listed below:

- Route 1A reconstruction - \$600,000
- Route 1A/Western Avenue Signaled Intersection - \$350,000
- Sawyer Road Bridge - \$300,000
- Manning Mill Bridge - \$150,000

Fiscal Impacts

The total cost of the requested borrowing authority is \$1,400,000 and the anticipated source would be the Maine Municipal Bond Bank. However, these are conservative estimates and once the project bids are received only the required funds will be secured.

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. 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.
2. After the election of the Mayor, he or she 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.
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

4. The Mayor shall take the chair at the appointed time for the meeting, call the members to order, and proceed with the order of business.

ARTICLE 2 Council

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. 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'.
3. Town Councilors shall, pursuant to 1 MRSA § 412, participate in Freedom of Access Act training through 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.
4. A New Councilor orientation packet shall be provided to all Councilors at the time they are sworn in.

ARTICLE 3 Agenda

1. The Town Council meetings shall be guided by a written agenda in the order of the following items:
 - A. Pledge of Allegiance
 - B. Consent Agenda
 1. Signatures – Treasurer's Warrants, etc.
 2. Secretary's ~~Report~~ Minutes
 3. Communications
 4. ~~Reports~~ Committee minutes
 - C. Public Comments
 - D. Policy Agenda
 1. News, Presentations & Awards
 2. Public Hearings
 3. Nominations-Appointments – Elections
 4. ~~Old~~ Unfinished Business
 5. New Business
 - E. Committee Reports
 - F. Manager's Report
 - G. Councilor Comments

HAMPDEN TOWN COUNCIL RULES OF PROCEDURE

H. Adjournment

2. The Mayor (or Deputy Mayor), in conjunction with the Town Manager, shall have the sole discretion over agenda items. Individual Councilors may petition to have an item added, and if granted, the name of the Council member or other person, persons, or group requesting an item on the agenda will be indicated on the agenda with the item.
3. An item on the agenda may be taken up out of order by unanimous consent.
4. A non-agenda item may be added to the agenda on the night of the meeting by unanimous consent of all Councilors present.
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.
6. Special Town Council meetings, as defined under Article 4, shall be guided by a written agenda in the order of the following items:
 - a. Call to Order
 - b. Topic(s) of the Meeting
 - c. Adjourn

ARTICLE 4 Meetings and Decorum

1. The first and third Mondays of each month are designated as 'regular' Council meetings with the provision that a unanimous vote of the Councilors present would cancel or reschedule a meeting. Whenever a regular 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.
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).
3. As a matter of courtesy, conduct for all Council and Committee meetings shall be as follows:

HAMPDEN TOWN COUNCIL RULES OF PROCEDURE

- i. Cell phones shall be silenced during Council & Committee meetings by Town Councilors, staff, and the public.
 - ii. Councilors and staff shall refrain from texting or emailing during all Council or Committee meetings.
 - iii. Cell phone use, texting, and email may be done during breaks in regular or special Council meetings or committee meetings.
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
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, or to correct a mistake.
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.
7. Every member present, when a question is put, shall give their vote, unless the Council, for special reasons, shall excuse them. Application to be recused must be made before debate on the issue and the decision on the application shall be made by a majority vote of the council without debate.
8. 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.
9. Council Meetings shall not extend beyond 10 p.m. without an affirmative vote of the Town Council.
10. 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

1. The following motions do not require a second:
 - a. Nominations
 - b. Point of information

HAMPDEN TOWN COUNCIL RULES OF PROCEDURE

- c. Point of order
 - d. Questions of privilege
 - e. Leave to withdraw a motion
2. 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
3. When a question is under debate, the only motions that the Mayor shall entertain will be a motion to adjourn, or a motion to lay on the table the previous question, or to postpone the previous question to a date certain, or to refer the previous question to a committee or some administrative official or to amend, or a motion to postpone the previous question indefinitely. Motions shall have precedence in order in which they are introduced.
4. 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.

ARTICLE 6 Public Participation

1. Any person wishing to address the Town Council will be given the opportunity to do so in accordance with the following procedure:
 - a. Persons wishing to address the Council on an item which appears on the agenda shall wait until the Mayor announces the consideration of such item, at which time they may address the Council on that particular item. There shall be a five-minute limit on such comments per person, per item. In the event that a large number of persons wish to speak on an issue, this limit may be changed to ensure that all who wish to speak have the opportunity to do so. Once public comment on an item has closed and a motion and second has been made by members of the Town Council, further public comment is only allowed if approved by a unanimous vote of the Town Council.

HAMPDEN TOWN COUNCIL RULES OF PROCEDURE

- b. Any person wishing to address the Council on an item not appearing on the agenda shall be allowed to do so only in that section of the agenda referred to as "Public Comments". There shall be a five-minute limit on such comments per person per subject raised. Items heard during Public Comment may be agendaed for a subsequent meeting or referred to a Committee or staff member for discussion/action. No votes may be taken by the Council on a subject raised during Public Comment without a vote by the Council to set aside the rules and add it to the regular agenda for consideration.
- c. Any person wishing to address the Council shall signify their desire by raising their hand and, when recognized by the Mayor, such person shall thereupon request permission to address the Council, giving their name and the name of the road on which they live and then designating the subject matter on which they desire to address the Council.
- d. The general public shall be allowed to comment on subjects at Special meetings in the same manner as for Regular Council meetings. There shall be no general Public Comment section for items not contained on the agenda for Special Council meetings

ARTICLE 7 Council Committees

1. At the commencement of the Calendar year, or as soon thereafter as possible, there shall be chosen the following Committees, each Committee to consist of three (3) or four (4) members of the Council as the Mayor may designate, or, upon a motion, the Council may ballot.
 - a. Finance & Administration – The purpose of this Committee shall be to review all items related to their fiscal impact on the Town as well as all matters that pertain to items of administrative procedures. This committee will also have the responsibility for the review and signature of all payment warrants.
 - b. Services Committee – The purpose of this Committee shall be to review all matters related to services provided by the Town related to recreation, parks, trails, the library, the pool, communications and other items related to non-emergency or public works services provided in the community.
 - c. Infrastructure – The purpose of this Committee shall be to review all matters pertaining to public infrastructure including buildings, roads, and all town capital equipment.
 - d. Planning & Development – The purpose of this Committee shall be to review all matters related to all ordinances of the Town and all proposals for economic & community development.
2. Committee procedure shall be governed as follows:

HAMPDEN TOWN COUNCIL RULES OF PROCEDURE

- a. All Committees will be required to post an agenda at least 48 hours prior to the meeting
- b. It shall be the responsibility of the Committee Chair to discuss the development of the meeting agenda with the assigned staff person at least 24 hours before the meeting is required to be posted.
- c. The assigned staff member shall prepare and post the agenda.
- d. Draft minutes of each meeting will be prepared by the staff member supporting the committee within a reasonable time.
- e. Committee meeting minutes shall be posted on the Town website following their approval by the Committee.
- f. Non-committee Council members attending a Committee meeting will have voting rights if they have been present for the entire discussion of an issue, providing that at least two of the three appointed members of the committee are present. Voting rights shall encompass the ability to make a motion or to second any motion.
- g. Two appointed members of the Committee shall constitute a quorum.
- h. The Mayor shall serve as a member of all Committees for quorum purposes.
- i. The Mayor may appoint members of the Council and/or citizens of the Town to special committees as authorized by the Council.

ARTICLE 8 Sanctions

1. Council members who intentionally and repeatedly do not follow council rules, or whose conduct is that unbecoming an elected official, may be reprimanded or formally censured by the Council. Serious infractions of Council Rules could lead to other sanctions as deemed appropriate by the Town Council.

This policy replaces the Council Rules last updated September 19, 2016.

Adopted by Town Council: May 21, 2012

Amended: January 21, 2014
 April 7, 2014
 May 19, 2014
 February 1, 2016
 September 19, 2016
 Date 2018

HAMPDEN TOWN COUNCIL RULES

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: *(Added 2/1/2016)*

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Will understand and demonstrate the elements of teams and teamwork

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And will allocate Council time and energy appropriately.

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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'.
3. The name of the Council member or other person, persons, or group requesting an item on the agenda will be indicated on the agenda with the said item.
4. As a matter of courtesy, conduct for all Council and Committee meetings shall be as follows:
 - a. Cell phones shall be silenced during Council & Committee meetings by Town Councilors, staff, and the general public.
 - 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 regular or special Council meetings or committee meetings.
5. Town Councilors shall participate in Freedom of Access Act training within 120 days of being sworn in as a Town Councilor and documentation of that training shall be filed with the Town Clerk.
6. Town Councilors shall participate in Elected Officials training offered by the Maine Municipal Association within the first year of office. If a Councilor is unable to complete this training within the first year, the deadline may be extended upon petition by the Councilor and assent of a majority of the Council. *(Amended 2/1/2016)*
7. A New Councilor orientation packet shall be provided to all Councilors at the time they are sworn in.
8. The Mayor shall take the chair at the appointed time for the meeting, call the members to order, and proceed to the following order of business:
(Amended 1/21/2014; 4/7/2014; 5/19/14)
 - A. Pledge of Allegiance
 - B. Consent Agenda
 1. Signatures – Treasurer's Warrants, etc
 2. Secretary's Report
 3. Communications
 4. Reports
 - C. Public Comments
 - D. Policy Agenda
 1. News, Presentations & Awards
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 4. Unfinished Business
 5. New Business
 - E. Committee Reports
 - F. Manager's Report
 - G. Councilor Comments
 - H. Adjournment
9. In the absence of the Mayor, the Deputy Mayor shall preside over the Town Council meeting. In the absence of the Deputy Mayor, the Mayor shall appoint, in advance, another Councilor to chair the meeting. *(Amended 9/19/2016)*
10. When a question is under debate, the only motions that the Mayor shall entertain will be a motion to adjourn, or a motion to lay on the table the previous question, or to postpone the previous question to a day certain, or to refer the previous question to a committee or some administrative official or to amend, or a motion to postpone the previous question indefinitely. Motions shall have precedence in order in which they are introduced. *(Amended 9/19/2016)*
11. 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.

12. When any member 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, or to correct a mistake.
13. Every member present, when a question is put, shall give their vote, unless the Council, for special reasons, shall excuse them. Application to be so excused must be made before debate on the issue and the decision on the application shall be made by a majority vote of the council without debate.
14. 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.
15. Any person wishing to address the Town Council will be given the opportunity to do so in accordance with the following procedure:
 - a. Persons wishing to address the Council on an item which appears on the agenda shall wait until the Mayor announces the consideration of such item, at which time they may address the Council on that particular item. There shall be a five minute limit on such comments per person, per item. In the event that a large number of persons wish to speak on an issue, this limit may be changed to insure that all who wish to speak have the opportunity to do so. Once public comment on an item has closed and a motion and second has been made by members of the Town Council, further public comment is only allowed if approved by a unanimous vote of the Town Council.
 - b. Any person wishing to address the Council on an item not appearing on the agenda shall be allowed to do so only in that section of the agenda referred to as "Public Comments". There shall be a five minute limit on such comments per person per subject raised. Items heard during Public Comment may be agendaed for a subsequent meeting or referred to a Committee or staff member for discussion/action. No votes may be taken by the Council on a subject raised during Public Comment without a vote by the Council to set aside the rules and add it to the regular agenda for consideration.
 - c. Any person wishing to address the Council shall signify their desire by raising their hand and, when recognized by the Mayor, such person shall thereupon request permission to address the Council, giving their name and the name of the road on which they live and then designating the subject matter on which they desire to address the Council. *(Amended 2/1/2016)*
16. At the commencement of the Calendar year, or as soon thereafter as possible, there shall be chosen the following Committees, each Committee to consist of three (3) or four (4) members of the Council as the Mayor may designate, or, upon a motion, the Council may ballot. *(Amended 2/1/2016)*

- a. Finance & Administration – The purpose of this Committee shall be to review all items related to their fiscal impact on the Town as well as all matters that pertain to items of administrative procedures. This committee will also have the responsibility for the review and signature of all payment warrants. *(Amended 9/19/2016)*
 - b. Services Committee – The purpose of this Committee shall be to review all matters related to services provided by the Town related to recreation, parks, trails, the library, the pool, communications and other items related to non-emergency or public works services provided in the community. *(Amended 2/1/2016, 9/19/2016)*
 - c. Infrastructure – The purpose of this Committee shall be to review all matters pertaining to public infrastructure including buildings, roads, and all town capital equipment.
 - d. Planning & Development – The purpose of this Committee shall be to review all matters related to all ordinances of the Town and all proposals for economic & community development.
17. Committee procedure shall be governed as follows:
- a. All Committees will be required to post an agenda at least 48 hours prior to the meeting and no issue may be voted on unless it is agendaed.
 - b. It shall be the responsibility of the Committee Chair to discuss the development of the meeting agenda with the assigned staff person at least 24 hours before the meeting is required to be posted.
 - c. The assigned staff member shall prepare and post the agenda.
 - d. Draft minutes of each meeting will be prepared by the staff member supporting the committee within three business days.
 - e. Committee meeting minutes shall be posted on the Town website following their voted approval by the Committee.
 - f. Non-committee Council members attending a Committee meeting will have voting rights if they have been present for the entire discussion of an issue, providing that at least two of the three appointed members of the committee are present.
 - g. Two appointed members of the Committee shall constitute a quorum.
 - h. The Mayor shall serve as a member of all Committees for quorum purposes. *(Amended 2/1/2016)*
18. The Mayor may appoint members of the Council and/or citizens of the Town to special committees as authorized by the Council. *(Amended 2/1/2016)*
19. 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.
20. The first and third Mondays of each month are designated as ‘regular’ Council meetings with the provision that a unanimous vote of the Councilors present would cancel or reschedule a meeting. Whenever a regular 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. *(Amended 9/19/2016)*

21. 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 Bulletin Board, 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). The agenda for a Special Meeting shall be prepared as follows;

- A. Call to order
- B. Subject(s) for meeting
- C. Adjourn

The general public shall be allowed to comment on subjects at Special meetings in the same manner as for Regular Council meetings. There shall be no general Public Comment section for items not contained on the agenda for Special Council meetings.

22. 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.
23. Council Meetings shall not extend beyond 10 p.m. without an affirmative vote of the Town Council.
24. The Councilor Comment section of the agenda is reserved for the purpose of enabling any Council member to discuss matters not previously mentioned on the agenda. No official Council action can be taken at this time.
25. Sanctions – Council members who intentionally and repeatedly do not follow council rules may be reprimanded or formally censured by the Council. Serious infractions of Council Rules could lead to other sanctions as deemed appropriate by the Town Council. *(Added 2/1/2016)*

This policy replaces the Council Rules last updated February 1, 2016.

Adopted by Town Council: May 21, 2012

Amended: January 21, 2014
April 7, 2014
May 19, 2014
February 1, 2016
September 19, 2016

Sgt. T.D. Stewart
 Sgt. Chris Bailey
 Ofc. J.D. Burke
 Ofc. Shawn Devine
 Ofc. Wm. Miller
 Ofc. Tony Lorenz
 Ofc. Jeff Rice
 Kandy McCullough, Office Manager
 Chief Joseph L. Rogers, Director of Public Safety

Sgt. Scott Webber
 Inv. Joel Small
 Ofc. Ben Eyles
 Ofc. Marc Egan
 Ofc. David Mushrall
 Ofc. Hunter Cotton



Lt. Dan Pugsley, Jr.
 Lt. Jason Lundstrom
 FF Jared LeBarnes
 FF Shaun McNally
 FF Matt Roope
 FF Gavin Webb
 FF Larry Hayward
 FF Ken Roy
 FF Oliver Bianchi

Lt. Matt St.Pierre
 CHL Joe Danton
 FF Matt Thomas
 CEO Myles Block
 FF Chris Liepold
 FF Ed Gardella
 FF Dani Green
 FF Chad Sparrn

POLICE FIRE EMS CODE ENFORCEMENT LOCAL HEALTH OFFICE

TO: Town Council, Jim Chandler, Town Manager
FROM: Joe Rogers, Director of Public Safety
RE: Police Cruiser Reserve Fund
DATE: August 8, 2018

I am requesting that \$29, 280 be released from the police cruiser reserve fund account for the purchase of a police SUV.

**COMMITMENT & INTEGRITY
DRIVE RESULTS**

One Merchants Plaza | Suite 501
Bangor, Maine 04401
www.woodardcurran.com

T 800.564.2333
T 207.945.5105
F 207.945.5492



March 30, 2017

Sean Currier, Public Works Director
Town of Hampden, Maine
106 Western Avenue
Hampden, ME 04444

Re: Manning & Sawyer Bridges Maintenance

Dear Sean:

Thanks for forwarding a copy of the Manning & Sawyer Bridge Inspection Report completed by the MDOT and provided to you by Benjamin Foster, P.E. As you know, we met onsite with Ben to discuss their assessment and to observe the conditions that concern the MDOT.

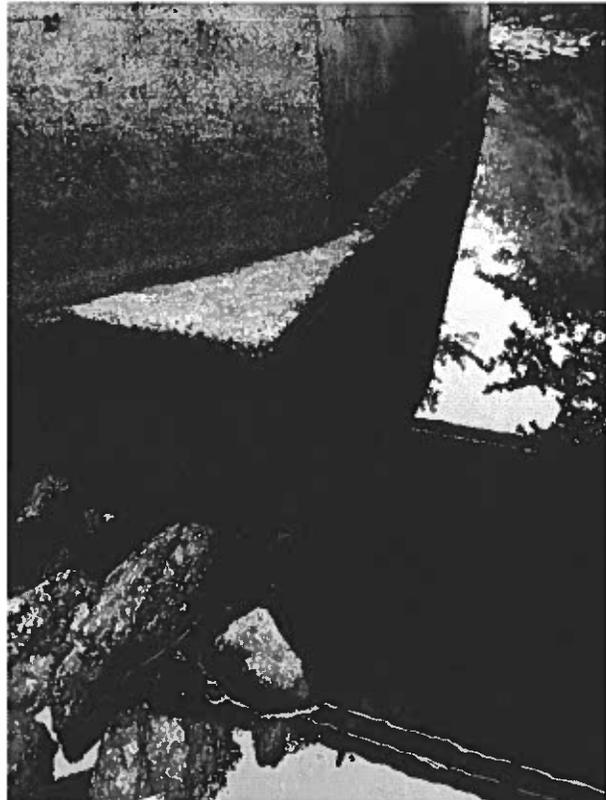
Manning Bridge MDOT #3366

We observed the undermining that has occurred, primarily on the upstream and center channel side of the center pier foundation. It appears a portion of the pier foundation may be constructed directly on bedrock but there is no question that some granular soil has eroded.

The Repair: MDOT has suggested a pumped grout repair to fill the void which seems reasonable. This would involve waiting until the stream flow is at its lowest during the late summer or fall and using grout bags, placed by divers, to control the flow of grout beneath the foundation. We suggest using qualified contractors that have provided this work with the MDOT in the past. A budget of \$10,000 should be anticipated (items 10-13 on attached opinion of cost).

The Inspection report also sights delamination of the steel girders. Based on observations, it appears the rust and scale is primarily surface deterioration and not yet affecting the structural integrity of the steel

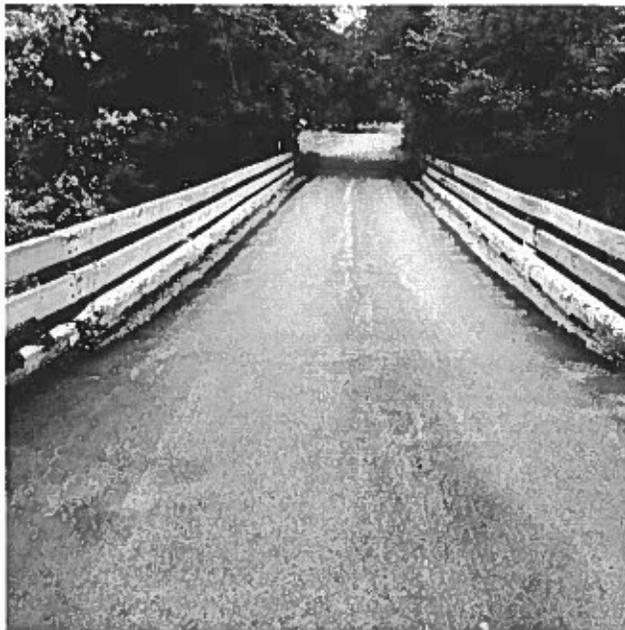
members. Based on what we can see, it's apparent that there is probably rust and scale on the tops of the girders like what we can see on the exposed bottom.





The Repair: Removal of the wood deck, sand blasting the steel (including recovery of the blast media), recoating the steel framing and reinstalling the deck would be required. For the purposes of this budget estimate, we have assumed composite deck material may be used when the bridge is re-decked. This repair should get the bridge to a condition that would require little or no maintenance for 20-25 years. The budget for sandblasting, recoating and deck replacement would be approximately \$43,500

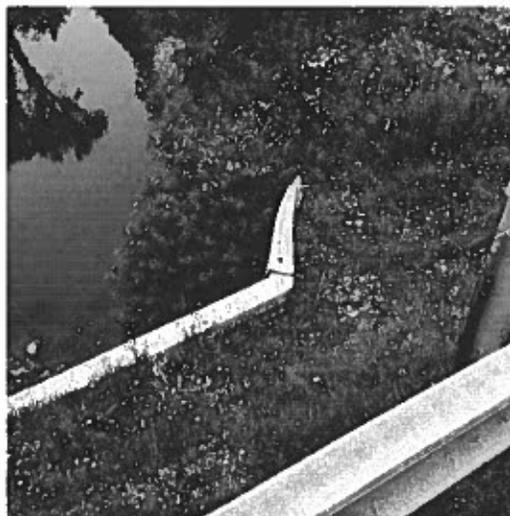
Summary: The total budget for the repairs at the Manning Bridge with contingency and design/admin would be approximately \$67,000. As noted in the letter from Ben Foster of MDOT, there is little funding available from the State for bridges of this nature so it is unlikely that matching funds would be available now. Once the Town is ready to move forward with repairs, a request should be forwarded to MDOT well in advance to gauge their ability to provide financial assistance.



Sawyer Bridge MDOT #0863



The inspection report identifies failure of the SE and NE wing walls. We observed several areas on each wall where movement has occurred and damaged the aluminum structure. These initial failures are allowing bowing of the wing walls which in turn allows some settlement of the road.



The report also indicates that there is water flowing beneath the floor plates of the "culvert" section. During our site visit, the flow in the stream was quite low and we could walk onto the bottom plates and confirm the MDOT's assessment. Water can flow below the plates leading to erosion and a trampoline effect that likely contributes to the damage of the wing walls.

The Repair: During our site walk, Ben indicated that he felt the damage was significant but he also agreed that annual monitoring with additional site visits following large storm would allow the Town and MDOT to understand the timeline for repairs/replacement much better.

The issues with this bridge can be traced back to the original construction. A bridge of this type should have included a cut off plate that would have been installed on the bottom side of the floor plates perpendicular to the flow of the stream. Its purpose would have been to ensure the stream could not flow beneath the plates and erode the soils. The absence of that plate has led to voids beneath the aluminum floor plates. We discussed the possibility of stabilizing the situation by adding a concrete throat to the culvert or pumping a grout mixture into the voids. This however is not possible because concrete would be corrosive to the existing aluminum. Ultimately, any repairs we've considered to stabilize the floor and walls would be complex and expensive. We suggest continuing to monitor the condition of the bridge and if the damage continues, full replacement may eventually be necessary.

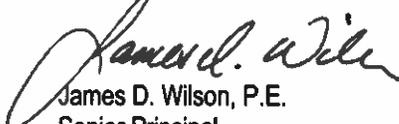


Summary: The cost of removal of the aluminum culvert and wing walls and replacement of both with concrete box culverts and wing walls respectively would be approximately \$150,000 or more, based on today's construction cost and a general concept for replacement. It's important to note that this is a more complex replacement and without full design, it is more difficult to ensure the costs are on target. We recommend completing a preliminary design phase and coordination with the MDOT and MDEP on this project so that a more accurate estimate can be prepared before the Town considers replacement. We also suggest using an inflation of at least 3% per year for every year beyond the 2017 construction season for budgeting purposes.

We will inspect the bridge with the Town later this year to determine whether the bridge is getting noticeably worse. MDOT should be providing annual reports as well that should help establish a timeframe for replacement/repair.

Sincerely,

WOODARD & CURRAN


James D. Wilson, P.E.
Senior Principal

JDW/eap

Enclosure

PN: 213357.00



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(4-b)

TOWN OF HAMPDEN, ME
MANNING BRIDGE (#3366) MAINTENANCE
PROJECT NO. 213357.00 PHASE 013
OPINION OF PROBABLE COST
March 30, 2017

No.	Description	Unit	Unit Price	Quantity	Total
1	Mobilization/demobilization	LS	\$2,000	1	\$2,000.00
2	General Condition (bonds & insurance)	LS	\$1,400	1	\$1,400.00
3	Remove existing wear surface & deck	SF	\$1	1,024	\$1,024.00
4	Disposal	Allowance	\$1,000	1	\$1,000.00
5	Sandblast existing structural steel	LF	\$10	480	\$4,800.00
6	Paint existing structural steel	LF	\$5	480	\$2,400.00
7	Provide and install composite deck	SY	\$150	115	\$17,250.00
8	Provide & install sheet membrane waterproofing	SY	\$21	115	\$2,415.00
9	Provide & install bit. wear surface (3" thickness)	Ton	\$450	25	\$11,250.00
10	Prep stream bottom for grout beneath pier (diver)	MH	\$250	8	\$2,000.00
11	Provide & install pumped grout support of pier	CY	\$750	8	\$6,000.00
12	Sed & erosion control	LS	\$1,000	1	\$1,000.00
13	Traffic control/barriers	LS	\$1,000	1	\$1,000.00
CONSTRUCTION SUBTOTAL					\$53,539
CONTINGENCY (15%)					\$8,031
DESIGN & CONSTRUCTION ADMIN					\$5,364
TOTAL					\$66,924



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(4-c)

TOWN OF HAMPDEN, ME
SAWYER BRIDGE (#0863) MAINTENANCE
PROJECT NO. 213357.00 PHASE 013
OPINION OF PROBABLE COST
March 30, 2017

No.	Description	Unit	Unit Price	Quantity	Total
1	Mobilization/demobilization	LS	\$5,000	1	\$5,000.00
2	General Condition (bonds & insurance)	LS	\$3,000	1	\$3,000.00
3	Remove existing wear surface & deck	SF	\$1	1,500	\$1,500.00
4	Soil excavation	CY	\$10	250	\$2,500.00
5	Remove existing metal culvert & walls	LS	\$8,000	1	\$8,000.00
6	Modular block retaining wall system	CY	\$350	40	\$14,000.00
7	Disposal	Allowance	\$3,500	1	\$3,500.00
8	Precast box culverts (3)	LF	\$500	100	\$50,000.00
9	Backfill & compaction (native soils)	CY	\$10	125	\$1,250.00
10	Base & subbase aggregate	CY	\$40	125	\$5,000.00
11	New guard rail	LF	\$21	100	\$2,100.00
12	Provide & install bit. wear surfacen (3" thickness)	Ton	\$450	30	\$13,500.00
13	Sed & erosion control	LS	\$3,000	1	\$3,000.00
14	Traffic control/barriers	LS	\$3,000	1	\$3,000.00
CONSTRUCTION SUBTOTAL					\$115,350
CONTINGENCY (15%)					\$17,303
DESIGN & CONSTRUCTION ADMIN					\$17,303
TOTAL					\$149,956

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



Paula Scott <clerk@hampdenmaine.gov>

Municipal Grant

1 message

Rich Armstrong <rich@snowprint.com>

Thu, Aug 16, 2018 at 1:57 PM

To: "clerk@hampdenmaine.gov" <clerk@hampdenmaine.gov>

Paula, below is a more thorough explanation of what the Municipal Grant is.

Hello Rich,

I'll try and explain the grant as best I can through this e-mail. The municipal grant is a grant that is offered to municipalities and counties only (not directly to clubs) to help snowmobile clubs offset the cost of maintaining high traffic main artery snowmobile trails. This grant is geared to keeping communities and main artery snowmobile trails open to the public to stimulate economic growth. The approximant dollars to the Maine economy is around \$350 million dollars with a new economic impact study in the works with the University of Maine.

The town or county does not actually do the work unless they chose too, however in almost all cases it is the local snowmobile clubs that perform all the grooming and trail maintenance. This grant pays out at 70% with the other 30% coming from in-kind, donations or other funding from the snowmobile club. The county or municipality can help with costs if the decision is made to also contribute to the local snowmobile club, but it is not required.

The Goodwill Riders of Hampden have been very active in trail maintenance and upgrading equipment to offer an enjoyable experience for snowmobilers in that area. The local towns of Hermon, Bangor and Winterport have appreciated the effort that these volunteers have made as it reflects on that region. This club maintains ITS82 which is considered a trail of statewide significance which makes the town of Hampden eligible for this grant.

I hope this helps and let me know if there is anything you need.

Joe Higgins

*Supervisor Off-Road Vehicle Program
State of Maine
Dept. of Agriculture Conservation and Forestry
Bureau of Parks and Public Lands
Off Road Vehicle Office
(207) 287-4959
Fax (207) 287-8111*

Rich

Municipality: Hampden

Data entry fields

BE SURE TO COMPLETE THIS FORM BEFORE FILLING IN THE TAX ASSESSMENT WARRANT

1. Total taxable valuation of real estate	1	\$620,642,600 <small>(must match MVR Page 1, line 6)</small>
2. Total taxable valuation of personal property	2	\$27,498,500 <small>(must match MVR Page 1, line 10)</small>
3. Total taxable valuation of real estate and personal property (Line 1 plus line 2)	3	\$648,141,100 <small>(must match MVR Page 1, line 11)</small>
4. (a) Total exempt value for all homestead exemptions granted	4(a)	\$35,845,800 <small>(must match MVR Page 1, line 14f)</small>
(b) Homestead exemption reimbursement value	4(b)	\$22,403,625
5. (a) Total exempt value of all BETE qualified property	5(a)	\$10,078,300 <small>(must match MVR Page 2, line 15c)</small>
(b) Enhanced BETE exemption reimbursement value	5(b)	\$5,326,828
6. Total valuation base (Line 3 plus line 4(b) plus line 5(b))	6	\$675,871,553

ASSESSMENTS

7. County tax	7	\$911,927.00
8. Municipal appropriation	8	\$9,311,157.00
9. TIF financing plan amount	9	\$336,280.00 <small>(must match MVR Page 2, line 16c + 16d)</small>
10. Local education appropriation (Local share/contribution) <small>(Adjusted to municipal fiscal year)</small>	10	\$6,941,926.00
11. Total appropriations (Add lines 7 through 10)	11	\$17,501,290.00

ALLOWABLE DEDUCTIONS

12. Anticipated state municipal revenue sharing	12	\$416,958.00
13. Other revenues: All other revenues that have been formally appropriated to be used to reduce the commitment such as excise tax revenue, tree growth reimbursement, trust fund or bank interest income, appropriated surplus revenue, etc. (Do Not Include any Homestead or BETE Reimbursement)	13	\$3,943,089.00
14. Total deductions (Line 12 plus line 13)	14	\$4,360,047.00
15. Net to be raised by local property tax rate (Line 11 minus line 14)	15	\$13,141,243.00

16.	\$13,141,243.00 <small>(Amount from line 15)</small>	x	1.05	=	\$13,798,305.15	Maximum Allowable Tax
17.	\$13,141,243.00 <small>(Amount from line 15)</small>	+	\$675,871,553 <small>(Amount from line 6)</small>	=	0.01944	Minimum Tax Rate
18.	\$13,798,305.15 <small>(Amount from line 16)</small>	+	\$675,871,553 <small>(Amount from line 6)</small>	=	0.02042	Maximum Tax Rate
19.	\$648,141,100.00 <small>(Amount from line 3)</small>	x	0.01960 <small>(Selected Rate)</small>	=	\$12,703,565.56 <small>(Enter on MVR Page 1, line 13)</small>	Tax for Commitment
20.	\$13,141,243.00 <small>(Amount from line 15)</small>	x	0.05	=	\$657,062.15	Maximum Overlay
21.	\$22,403,625 <small>(Amount from line 4b.)</small>	x	0.01960 <small>(Selected Rate)</small>	=	\$439,111.05 <small>(Enter on line 8, Assessment Warrant)</small>	Homestead Reimbursement
22.	\$5,326,828 <small>(Amount from line 5b.)</small>	x	0.01960 <small>(Selected Rate)</small>	=	\$104,405.83 <small>(Enter on line 9, Assessment Warrant)</small>	BETE Reimbursement
23.	\$13,247,082.44 <small>(Line 19 plus lines 21 and 22)</small>	-	\$13,141,243.00 <small>(Amount from line 15)</small>	=	\$105,839.44 <small>(Enter on line 5, Assessment Warrant)</small>	Overlay

(If Line 23 exceeds Line 20 select a lower tax rate.)

Results from this completed form should be used to prepare the Municipal Tax Assessment Warrant, Certificate of Assessment to Municipal Treasurer and Municipal Valuation Return.