

FINANCE & ADMINISTRATION COMMITTEE MEETING

Monday, March 20th, 2017

6:15 p.m.

Hampden Town Office

1. Meeting Minutes
 - a. March 6, 2017
2. Review & Sign Warrants
3. Old Business
4. New Business
 - a. Request for authorization for the expenditure of \$2,425.00 from the Municipal Building Reserve Account for the purpose of replacing lighting at the Town Office; request for authorization for the expenditure of \$123.10 from the Municipal Building Reserve Account for the purpose of paying for a service call for the municipal building generator – total requested: \$2,548.10 – *requested by DPW Director Currier*
 - b. Request for authorization for the expenditure of \$25,451.15 from the Personnel Reserve Account for the purpose of offsetting costs associated with payroll expenses in Administration, Elections and Economic Development
 - c. Contract award for the CCTV and Cleaning of Sanitary and Storm Sewer Systems Bid – *recommended by DPW Director Currier*
 - d. Request for authorization for the expenditure of \$14,643.95 from the Conservation/Recreation Account for the purpose of funding eligible projects – *referral from Services Committee*
 - e. Request for authorization for the expenditure of \$2,000.00 from snowmobile registration fees to Goodwill Riders Snowmobile Club – *referral from Services Committee*

f. Committee consideration and recommendation to Council, the appointment of an Interim Director to the RSU 22 Board of Directors from the following candidates:

- a. James Davitt
- b. Thomas Dorrity
- c. Lindsay Harmon
- d. Cindy Mitchell

g. Designation of representatives for the March 27th meeting with the RSU, other Town's within the RSU, and State representatives; and review of topics to be discussed

5. Public Comment

6. Committee Member Comments

7. Adjournment

FINANCE & ADMINISTRATION COMMITTEE MEETING

Monday, March 6th, 2017

MINUTES – DRAFT

Hampden Town Office

Attending:

Mayor David Ryder, Acting Chair

Town Manager Angus Jennings

Councilor Mark Cormier

Councilor Dennis Marble

Councilor Terry McAvoy

Councilor Ivan McPike

Councilor Greg Sirois

Mayor Ryder called the meeting to order at 6:00 p.m.

1. Meeting Minutes

- a. **February 6, 2017** – *Motion by Councilor Marble seconded by Councilor McAvoy to approve the meeting minutes. Motion passed 6-0.*
- b. **February 21, 2017** – *Motion by Councilor Marble seconded by Councilor McAvoy to approve the meeting minutes. Motion passed 6-0.*

2. Review & Sign Warrants – *Warrants were reviewed and signed.*

3. Old Business

4. New Business

- a. **Executive Session – Pursuant to 1 M.R.S.A. § 405(6)(A) – Personnel Matters** – *There was a motion by Councilor Sirois seconded by Councilor McAvoy to go into Executive Session to discuss personnel matters pursuant to 1 M.R.S.A. §405(6)(A). Mayor Ryder called for a voice vote. Councilor McAvoy – aye; Councilor Cormier – aye; Councilor Marble – aye; Councilor McPike – aye; Councilor Sirois – aye; Mayor Ryder – aye. The Committee convened in Executive Session. The Committee returned to open session for the purpose of resuming the Committee meeting at 6:35 PM.*
- b. **Request for authorization for the expenditure of \$250.00 from the Host Community Benefit Account for the purpose of paying for a second printing of Senior Yellow Pages – referral from Services**

Committee – There was a motion by Councilor Marble seconded by Councilor McPike to recommend Council authorization for the expenditure of \$250.00 from the Host Community Benefit Account for the purpose of sponsoring a second printing of Senior Yellow Pages by the not-for-profit organization Gateway Seniors Without Walls.

c. Service Fees – Abatement requests based on 2% revenue threshold:

Community Housing of Maine, requested abatement \$1,794.62
OHI George Street, requested abatement \$1,265.83
OHI Patterson Road, requested abatement \$1,453.99
Penquis Mental Health Services, requested abatement \$1,744.63
The Housing Foundation, requested abatement \$15,606.11

Manager Jennings summarized the five abatement requests included in the packet, noting that an additional two Service Charges have been appealed to the Board of Assessment Review. Councilor McPike noted that one of the five properties hadn't paid any amount in FY16 and Manager Jennings stated that in that case the FY16 invoice had been sent again, with the FY17 invoice, with a letter stating that the property owner is responsible for both charges.

Councilor Marble asked how the amounts were assessed and Manager Jennings said the Assessor follows the methodology in the Service Charge Ordinance. Because the Assessor is out on sick leave she was unable to attend tonight.

There was a motion by Councilor Sirois seconded by Councilor Cormier to approve the requested abatements, and the motion passed 5-1 with Councilor McPike opposed. During discussion, it was noted that all abatement requests had been accompanied by audited financial statements except for Penquis. Committee members indicated that they'd like to hear from the Assessor regarding how the fees are assessed. Councilor Cormier withdrew his second of the original motion, and it was agreed that these requests would be tabled until the Assessor could be present at a future meeting.

d. Summary of Council / Manager FY18 Goal Setting session held on Saturday, February 18, 2017 – Manager Jennings presented a working draft of a summary memo and tables illustrating key outcomes of the Goals Setting session. It was agreed that Manager Jennings would work with the Chairs of the four Committees in order

to refine this list of priorities in order to present it for formal endorsement at future meetings of the Committees, and eventually by the Council.

5. Public Comment – None.

6. Committee Member Comments – None.

7. Adjournment

There being no further business, the meeting was adjourned at 6:59 p.m.

Respectfully submitted –
Angus Jennings, Town Manager

f. Committee consideration and recommendation to Council, the appointment of an Interim Director to the RSU 22 Board of Directors from the following candidates:

- a. James Davitt
- b. Thomas Dorrity
- c. Lindsay Harmon
- d. Cindy Mitchell

g. Designation of representatives for the March 27th meeting with the RSU, other Town's within the RSU, and State representatives; and review of topics to be discussed

5. Public Comment

6. Committee Member Comments

7. Adjournment



TOWN OF HAMPDEN
DEPARTMENT OF PUBLIC WORKS

106 WESTERN AVE.
HAMPDEN, ME 04444

TEL 862-3337

FAX 862-3910

March 9, 2017

To: Angus Jennings
From: Sean Currier
Subject: Municipal Building – Reserve Request

The Public Works department is requesting approval to use Municipal Building Reserve funds in the amount of \$2,425.00 to hire Hampden Electric to replace lighting in the Council Chambers and the Town Office lobby. The existing lighting over the Council bench is a safety hazard and the wall sconces in the lobby and the Chambers are inefficient and slow to turn on. LED lighting would turn on immediately.

The second request is in the amount of \$123.10 for CMD Powersystems, Inc. The Municipal Building back-up generator was showing fault codes. The request is for a service call.

I would like to recommend approval of \$2,425.00 for the lighting work and \$123.10 for the generator service call for a total request of \$2,548.10.

Thank you for your consideration.

A handwritten signature in black ink, appearing to read "Sean Currier".

Sean Currier

Town of Hampden
106 Western Avenue
Hampden, Maine 04444



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

TO: Finance Committee and Town Council
FROM: Angus Jennings, Town Manager
DATE: March 16, 2017
RE: Request for authorization of expenditures from Personnel Reserve

The need for periodic allocations from Personnel Reserve was anticipated during the FY17 budget process; the backup in the approved budget reads "Contingency for FY17 personnel changes; including retiring employee amounts due."

We have incurred expenses as a result of personnel changes in FY17; greater than anticipated need for temporary and election clerk staffing associated with early voting and the high-turnout November election; and increased election clerk costs projected for the June 2017 election resulting from the minimum wage increase.

The Council is requested to authorize the expenditure of funds from Personnel Reserve in the following amounts in order to reimburse expense line items used to pay these incurred and anticipated costs, which were or are expected to be above budget:

Expense Account	Costs over budget	Timeframe	Justification
01-01-01-01 (Admin Wages)	\$10,023.17	July 1 to Nov. 23, 2016	Former Town Clerk part-time staffing during transition: hiring and training 2 new Office Clerks; time toward November election.
01-01-05-01 (Admin FICA/ Medicare)	\$947.74		
01-01-01-01 (Admin Wages)	\$9,893.41	2000 to 2016 (tenure of retired employee)	One-time payout of accrued vacation, comp and 25% sick time to the retired Tax Collector, pursuant to the Personnel Rules and Policies Ordinance for departing employees in good standing.
01-01-05-01 (Admin FICA/ Medicare)	\$1,049.91		
01-01-01-01 (Admin Wages)	\$1,682.54	Dec. 16-29, 2016	Two weeks when both Tax Collectors were on payroll for transition / training.
01-01-05-01 (Admin FICA/ Medicare)	\$179.26		
01-20-01-05 (Elections Wages)	\$793.12	Nov. 1 to 8, 2016	Additional election workers and early voting days
01-20-01-05 (Elections Wages)	\$882.00	June 13, 2017	Restore budgeted amount used in Nov. election; adjusted for min. wage
TOTAL	\$25,451.15		

The current account balance in the Personnel Reserve is \$37,283.54 and the requested allocation will prevent these expense accounts from being overspent in FY17.

The Town's funding of this Reserve account allowed us to carefully FY17 budget compensation expense line items based on projected 52-week compensation terms. However, this careful (conservative) budgeting does not take into account employee turnover and associated costs, since doing so could result in raising more from taxation than ends up being needed. Instead, the budget relies on "if needed" allocation from Reserves such as proposed here.

**TOWN OF HAMPDEN
 BID OPENING
 REQUEST FOR QUALIFICATIONS FOR
 CCTV CLEANING OF SANITARY AND STORM
 AND SEWER SYSTEMS
 March 8, 2017 at 1:00 p.m.**

\$12,000 is for 60 mh's
 = \$200.00 ea.

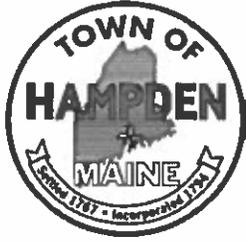
BIDDER	PRICES		TOTAL
Environmental Services, Inc	#1 \$8,794	#6 \$1,470	\$52,194 \$40,394 ✓
	#2 \$8,265	#7 \$4,900	
	#3 \$1,305	#8 \$12,000	
	#4 \$4,350	#9 \$1,800	
	#5 \$9,310		
Hartigan Wastewater Services	No prices, no submission		
Ted Berry Company, Inc	#1 \$1,000	#6 \$1,650	\$40,848 ✓
	#2 \$11,875	#7 \$5,500	
	#3 \$1,875	#8 \$ 208	
	#4 \$6,250	#9 \$2,040	
	#5 \$10,450		

Both will be reviewed for completeness and references checked.
 A recommendation will be sent to Council for next meeting.

TOWN OF HAMPDEN
REQUEST FOR QUALIFICATIONS

The Town of Hampden will receive sealed proposals stating qualifications for CCTV and Cleaning of Sanitary and Storm Sewer Systems services. Proposals are required to be submitted to the Hampden Town Office, located at 106 Western Avenue, Hampden, Maine 04444, on or before March 8, 2017 at 1pm. Packages will be publicly opened. A recommendation shall be presented at the next regularly scheduled Council meeting, on March 20, 2017, at which time the qualified contractor will be selected.

Request for Qualifications and pertinent information is available at www.hampdenmaine.gov, under "Public Notices and Bids". Questions regarding this RFQ may be directed to Sean Currier, Public Works Director by calling 862-3337.



Town of Hampden
106 Western Avenue
Hampden, Maine 04444

CCTV AND CLEANING OF SANITARY AND
STORM SEWER SYSTEMS

REQUEST FOR QUALIFICATIONS

FEBRUARY 25, 2017

Town of Hampden
106 Western Avenue
Hampden, Maine 04444



Phone: (207) 862-3337
Fax: (207) 862-5067
email: Publicworks@hampdenmaine.gov

Request for Qualifications

CCTV AND CLEANING OF SANITARY AND STORM SEWER SYSTEMS FOR THE TOWN OF HAMPDEN

1. Invitation

The Town of Hampden, Maine is soliciting qualification packages from contractors interested in providing services including CCTV and flushing/cleaning of storm and sanitary sewer systems. The project consists of multiple phases of cctv video inspection and cleaning of storm and sewer mains, manholes and catch basins throughout the Town.

Beginning on February 25, 2017, the documents pertaining to the Request for Qualifications may be found on the Town of Hampden website under "Public Notices and Bids". <http://www.hampdenmaine.gov> or by contacting the Public Works Department at (207) 862-3337.

2. Responses:

Qualification packages shall be delivered to the Town of Hampden, Town Office located at 106 Western Avenue, Hampden Maine 04444 no later than Wednesday, March 8, 2017 at 1:00PM. (2) Two complete copies of all materials shall be submitted.

3. Questions:

Prospective bidders may submit written questions regarding this Request for Qualifications to the Public Works Director, on or before March 3, 2017 at 1:00pm. Questions may be submitted at the Municipal Building, Monday through Thursday from 7:30am until 6:00pm or via email to publicworks@hampdenmaine.gov. The Town will prepare written responses to all questions received, and will provide responses in an Addenda to all prospective bidders that participate in the pre-bid meeting, or who notify the Public Works Director in writing that they wish to be considered a prospective bidder.

4. Project Definition:

This project is a multi-phase/multi-year project involving a wide variety of services to clean and inspect our sanitary and storm sewer systems to assist the Town in its capital planning process and future system improvement projects.

5. Project Schedule:

Issuance of RFQ: On or before February 25, 2017

Receipt of Responses: On or before March 8, 2017 by 1:00PM

Short List Contractors to be Interviewed: Week of March 13, 2017

Selection of Contractor for scoped work: Week of March 13, 2017

Selected Contractor Referred to Council for Final Approval: March 20, 2017

6. Scope of Phase 1 Services:

Phase 1 (2017) of the sewer inspection services for which qualifications are being sought include items listed below.

Note: All manholes and pipes shall be given a unique identifier per MACP/PACP protocol. These identifiers shall be provided to the selected contractor by the Town of Hampden GIS/IT Department.

- Project meeting to coordinate efforts with the Town of Hampden Public Works Department.
- All necessary traffic control for work within the Right of Way.
- Capture location of manhole(s) as specified and document condition of manholes in compliance with NASSCO's Manhole Assessment Certification Program (MACP) Level II compliant protocols and format. These inspections will be supplemented by the following:
 - Location of manhole structure based on various map sources of varying accuracy and Public Works knowledge.
 - Gathering sub-meter GPS coordinates for each manhole cover in latitude/longitude format.
- Video inspect the condition of the manhole (360 degrees) from rim to invert including manhole wall and pipe connections.
- Perform light cleaning of sewer main prior to NASSCO (PACP) CCTV video inspection.
- CCTV video inspection of approximately 16,000 feet of sewer main in compliance with NASSCO's Pipeline Assessment Certification Program (PACP) compliant protocols and format. Size of sewer main ranges from 8" to 12" inches in diameter, with the vast majority of the pipe being 8" pvc. Other pipes to be inspected consist of 10" vc and 12" pvc.

- Delivery of digital MACP/PACP compliant database records in ESRI ArcGIS ready format (exact format to be specified by GIS/IT Dept.). Digital as well as paper copies (PDF) of manhole and pipe condition assessment per MACP/PACP standards shall be provided in non-proprietary format and pre-approved by the Town. (typical format for GIS data to the Town is UTM 19N, NAD 83, Meters. Contractor shall verify format with GIS staff prior to submission of any shape or CAD files)
- Clean catch basin sumps of approximately 30 structures (approx. 1' silt depth).
- Provide costs associated with items found in Appendix A – Bid Form. The contractor selection will not be solely based on cost. Cost proposals are being required to assess the best overall value to the Town.

7. Submittal Requirements

- Company introduction: provide a general description of qualifications, Company contact information, address, availability (and lead time needed for on-call projects), location of closest branch to Hampden, Maine etc.
- Description of approach: Provide up to two pages describing the Contractors typical approach on similar projects.
- Background/bio of the team to provide services for the Town of Hampden.
- Provide description of at least three similar projects completed for a municipality and contact information for references.
- Provide completed Bid Form found in Appendix A.
- Provide completed Bidder's Addendum Acknowledgement Form found in Appendix B.
- Provide completed Bidder's Statement of Qualifications found in Appendix C.
- Any other information you feel would help the Town of Hampden assess the Contractor's ability and reliability. This request will prequalify the Contractor for future services that the Town may need assistance with regarding the maintenance of the existing sanitary and storm sewer system.

Request for Qualifications

CCTV AND CLEANING OF SANITARY AND STORM SEWER SYSTEMS

Appendix A

Bid Form

**QUANTITIES REQUESTED TO HELP SELECT CONTRACTOR BASED
ON BEST OVERALL VALUE TO THE TOWN**

BID FORM

CCTV AND CLEANING OF SANITARY AND STORM SEWER SYSTEMS

Note:

Proposals shall include this form as well as items listed in "6. Submittal Requirements". Failure to submit all requested materials may result in disqualification of proposal. The costs listed below will be used to calculate value for the completed work.

Item #.	Estimated Qty.	Pay item/units	Total Price
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1.	1 LS	Mobilization	\$ _____ /LS
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Per lump sum (\$ _____)/LS

-Includes but not limited to the cost of initiating the contract, general contract admin., procuring insurance and bonds, moving equipment, supplies, materials to the site, traffic control and all incidentals.

2.	9,500 LF (approx.)	8" Light Cleaning Clay, PVC or Ductile iron Pipe	\$ _____
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Per linear foot (\$ _____)/LF

- Includes but not limited to light cleaning of sewer main (mostly pvc), and disposal of any grit.

3.	1,500 LF (approx.)	10" Light Cleaning Clay, PVC or Ductile iron Pipe	\$ _____
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Per linear foot (\$ _____)/LF

- Includes but not limited to light cleaning of sewer main (mostly pvc), and disposal of any grit.

4.	5,000 LF (approx.)	12" Light Cleaning Clay, PVC or Ductile iron Pipe	\$ _____
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Per linear foot (\$ _____)/LF

- Includes but not limited to light cleaning of sewer main (mostly pvc), and disposal of any grit.

5.	9,500 LF (approx.)	8" CCTV Video Inspection Clay, PVC or Ductile iron Pipe	\$ _____
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Per linear foot (\$ _____)/LF

-Includes but not limited to CCTV video inspection of sewer main.

Item #.	Estimated Qty.	Pay item/units	Total Price
6.	1,500 LF (approx.)	10" CCTV Video Inspection Clay, PVC or Ductile iron Pipe	\$ _____
	Per linear foot (\$ _____)/LF		
	-Includes but not limited to CCTV video inspection of sewer main.		
7.	5,000 LF (approx.)	12" CCTV Video Inspection Clay, PVC or Ductile iron Pipe	\$ _____
	Per linear foot (\$ _____)/LF		
	-Includes but not limited to CCTV video inspection of sewer main.		
8.	8 VF (avg. depth)	4' CCTV Video Inspection Concrete, Barrel Block or Brick Manhole	\$ _____
	Per vertical foot (\$ _____)/VF		
	-Includes but not limited to CCTV video inspection of sewer manhole.		
9.	30 LS	Vacuum Catch Basin Sump Remove grit from cb and deliver to DPW	\$ _____
	Per structure (\$ _____)/LS		
	-Includes but not limited to vacuuming/cleaning grit/debris from catch basin sump and delivering the material to the Public Works garage for disposal.		

Request for Qualifications

CCTV AND CLEANING OF SANITARY AND STORM SEWER SYSTEMS

Appendix B

Bidder's Addendum Acknowledgement Form

Bidder's Addendum Acknowledgement Form

CCTV AND CLEANING OF SANITARY AND STORM SEWER SYSTEMS

I hereby acknowledge by my signature that each numbered addendum has been received:

Addendum #1. _____
Contractor's Signature

Addendum #2. _____
Contractor's Signature

Addendum #3. _____
Contractor's Signature

Addendum #4. _____
Contractor's Signature

Note: Signature required to acknowledge receipt of each addendum issued.

Request for Qualifications

CCTV AND CLEANING OF SANITARY AND STORM SEWER SYSTEMS

Appendix C

Bidder's Statement of Qualifications

STATEMENT OF BIDDER'S QUALIFICATIONS

1. Name of Bidder: _____

Bidder is: Corporation () Partnership () Individual ()

2. Permanent Main Office Address: _____

3. Federal ID Number (Employer's ID No.): _____

4. If a corporation, where incorporated? _____

5. How many years have you been engaged in business under your present firm or trade name?

6. Similar projects (including 2 minimum Municipal projects) completed or in process, including client name and contact information:

7. Names and resumes of all proposed personnel for the project.

8. Company names and qualifications summary for all proposed sub-consultants for the project.

9. A detailed list of all included services summarized by major tasks.

10. An estimated schedule for starting and completing the project. (project shall start as soon as frost free conditions permit due to some buried manhole covers).

11. A detailed explanation of proposed compensation terms and an estimated budget for each major task.

12. Any other information you feel would help the Town of Hampden assess the Bidder's ability and reliability.

13. A financial statement may be required of the successful bidder prior to award.

The Undersigned hereby authorizes and requests any person, firm, or corporation to furnish any information requested by the Town of Hampden in verification of the recitals comprising this Statement of Bidder's Qualifications.

Name of Bidder: _____

Attested By: _____

Title: _____

Date: _____

Town of Hampden
106 Western Avenue
Hampden, Maine 04444



Phone: (207) 862-3337
Fax: (207) 862-5067
email: Publicworks@hampdenmaine.gov

CCTV AND CLEANING OF SANITARY AND STORM SEWER SYSTEMS Addendum #1

- 1) **Question:** Is it only 8 manholes that are going to be inspected in MACP format?

Answer: No. The typical depth of our manholes is 8 vertical feet deep. There are approximately 60 manholes that will need to be inspected as part of Phase 1. They are all associated with the pipe to be inspected at this time.

- 2) **Question:** Is there a prevailing wage requirement?

Answer: No.

- 3) **Question:** Is the contractor responsible for traffic control flagger costs when they are needed on busy town streets?

Answer: Yes. All traffic control shall be carried by the contractor. Public works may or may not be available to assist at the time of services.

- 4) **Question:** Will the Town provide water for flushing.

Answer: Yes. No cost to the Contractor.

- 5) **Question:** Are all the manholes and catch basins located on pavement or are some located within remote cross country easements?

Answer: For this phase, all structures will be within the pavement. Future cctv and flushing work will involve some cross country pipes/manholes with limited access. Public Works plans on clearing some easements this summer to give access with off road type vehicles. Pricing should account for a possible 20% off road cleaning/cctv process. Most cross country runs should be under 2000'. One pipe run may stretch 3000'. The system is approximately 26 miles of sewer pipe. Storm and Sewer system is still being mapped. Pipes range from 8" to 24" in diameter.

- 6) **Question:** Are the 30 catch basin sumps (bid item 9) part of the pipeline system to be inspected or are they separate?

Answer: The storm and sewer system in Hampden is believed to be completely separated. These structures will be separate from the sewer cctv/flushing work. Grit from the catch basins can be disposed of at the Public Works garage located at 355 Canaan Road in Hampden.

Town of Hampden
106 Western Avenue
Hampden, Maine 04444



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

TO: Finance Committee and Town Council
FROM: Angus Jennings, Town Manager
DATE: March 16, 2017
RE: Proposed uses for balance of Conservation / Recreation Account

As you know, last spring the Council authorized up to \$69,364 from the Conservation/Recreation account (3-769-00) toward certain specified purposes.

The authorized work is complete, and FY16 and FY17 spending totaled \$54,212.66 since that vote. Other than any costs toward Item 7 (Community Center Plan), there are no remaining expenses toward the specified purposes. I have earmarked \$800 for that purpose, leaving a balance of \$14,643.95 that is available and unencumbered.

The Recreation, Pool and DPW Directors and I prepared a list of potential projects for Committee recommendation and Council authorization to put this unexpended balance toward eligible expenses set out in the Conservation/Recreation Fund Policy, attached. The attached list was recommended by the Services Committee at their meeting on March 13.

The proposed amount of funding exceeds somewhat the available balance, but if the Council authorizes more projects than available funding will support, this is a reasonable outcome in my opinion as long as the projects are prioritized. That way, if higher priority project costs come in under estimates, it will allow us to proceed with work further down the list without need for additional Committee and Council action.

<u>Category</u>	<u>Item</u>	<u>Cost Estimate</u>	<u>Source (cost)</u>
Parks Improvements			
	Additional sand added to the volleyball courts (cost incl. delivery)	\$ 1,600.00	Materials pricing - vendor
	Playground pressure treated edging replacement	\$ 1,500.00	Staff estimate
	VFW fields parking area: Two temporary/portable rubber 12' speed bumps; delivered and secured by DPW	\$ 1,400.00	Materials pricing
	Replacement of Electric Panel and Light Timers at VFW Tennis Courts (not working due to corrosion?). (Cost may rise if there are other issues found after the corrosion corrected)	\$ 950.00	Vendor estimate
	Playground Chip Replenishment-2017 (the year in the 3 year cycle) to top off surfacing at LHP and DD Park playgrounds. Bangor has agreed to share a 120 yard tractor trailer load with us and split the cost. This option is \$15/yard plus 1100 delivery. (in 8/2014-we paid \$54/yard from Hodgdon locally) Sharing this could save us HUGE \$.	\$ 1,450.00	Vendor estimate
	LHP Field Bridge Replacement- 2 access bridges to field level for handicap accessibility. Wood Rot and failing condition.	\$ 1,500.00	Staff estimate
	Poison Ivy Treatment at Marina and Papermill Parks....If we want to encourage use through signage it would be best to try to control the overrun of poison ivy in both areas as to not have complaints on public "contact". Cost estimate for herbicide treatment for both areas.	\$ 1,980.00	Staff estimate for annual costs: \$495/application, 2 parks, twice/year
Signage			
	On-site signage, Papermill Park	\$ 275.00	Vendor estimate
	Double-faced directional signage toward Papermill Park from Coldbrook Road	\$ 500.00	Vendor estimate
	Signage needed at all new outdoor facilities/ball fields for updated outdoor facility ordinance language (prohibiting vaping); and "Go Slow" signs for VFW	\$ 400.00	Staff estimate
Grubs			
	Grub prevention, Dorothea Dix Park	\$ 675.00	Staff estimate
	Grub prevention. All rec fields will need to be retreated with preventative this spring season...Timing will be critical depending on other field maintenance work/applications. (Rec hopes to have the funds in FY17 maintenance line item for fields). Cost estimate for all three fields...these are annual cost treatments.	\$ 3,205.00	Vendor estimate
	Grub prevention, front lawn area at LHP. Has not been treated for grubs but needs to be. There was substantial damage to the front lot visible last summer. The treatment quote for this area is \$715 (annually)	\$ 715.00	Vendor estimate
		\$ 16,150.00	
	Available balance, C/R Account	\$ 14,643.95	<i>as of 2/8/17, net of \$800 for Comm. Ctr. Plans</i>
	Surplus / (Deficit)	\$ (1,506.05)	

Town of Hampden
106 Western Avenue
Hampden, Maine 04444



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

TO: Finance Committee and Town Council
FROM: Angus Jennings, Town Manager
DATE: March 16, 2017
RE: Proposed authorization of funds to Goodwill Riders Snowmobile Club

At their March 13 meeting, the Services Committee recommended that the Council support the request of the Goodwill Riders Snowmobile Club and authorize and expenditure of \$2,000 from funds received by the Town during its registration of snowmobiles.

The approved FY17 budget included projected snowmobile revenues of \$2,654 which is in line with what was received the prior couple of years. The actual amount received was \$2,177.98 based on fewer registrations than has been typical.

The approved FY17 Recreation budget includes \$1,000 in expenses toward Snowmobile. This request is brought to the Council to seek authorization of the requested funding of \$2,000.

**GOODWILL RIDERS SNOWMOBILE CLUB
844 WESTERN AVENUE
HAMPDEN, MAINE 04444**

March 8, 2017

Angus Jennings, Town Manager
Town of Hampden
Western Avenue
Hampden, Maine 04444

RE: Registration Reimbursement for Snowmobile Club

Dear Angus,

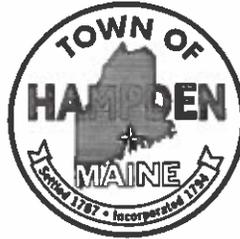
I am writing this letter to formally request the \$2000 reimbursement monies that the Town and the club agreed to last year. This money is a portion of the funds that the Town receives each year from the Registration of Snowmobiles.

Sincerely,

Rich Armstrong, President
Goodwill Riders S.C.

Finance 4-f

Town of Hampden
106 Western Avenue
Hampden, Maine 04444



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

TO: Finance Committee and Town Council
FROM: Angus Jennings, Town Manager
DATE: March 16, 2017
RE: Appointment of Interim Member of RSU-22 School Board

As you know, Jason Sharpe's resignation last month from the RSU-22 Board of Directors created a vacancy. It is the Town Council's responsibility under the Town Charter to appoint an Interim Board Member to serve until the next municipal election in November 2017.

Four applications have been received for the vacancy on the School Board, and are enclosed.

All candidates have been invited to attend the Finance Committee meeting to state their interest and respond to any questions Councilors may have, with the expectation that the Committee would make a recommendation for Council appointment later that night.



Finance 4-f-a

TOWN OF HAMPDEN
REQUEST FOR TOWN COUNCIL APPOINTMENT
TO FILL INTERIM VACANCY ON THE RSU 22 BOARD OF DIRECTORS

NAME: DAVITT JAMES E
LAST FIRST MI
ADDRESS: 25 SUMMER STREET HAMPDEN 04444
STREET TOWN ZIP
MAILING ADDRESS (if different):
TELEPHONE: 207-862-8113 HOME WORK
EMAIL: jim.davitt@yahoo.com
OCCUPATION: ASSOCIATE PROFESSOR, UMA

Please attach separately your responses to the following questions and include any other relevant information as to your qualifications for or interest in appointment to the School Board:

- How would your experience, education and/or occupation be a benefit to this board?
• Are there any issues you feel this board should address, or should continue to address?

Filing deadline: Thursday, March 16th, 2017 at 2 PM to the Town Clerk's Office

Consent of Candidate: I consent to the proposed interim appointment to the RSU 22 Board of Directors and agree to serve until the next municipal election to be held November 7, 2017. I understand that if I seek election to the board for the unexpired term, I must take out nomination papers and obtain the required signatures before my name is placed on the ballot.
Signature: [Handwritten Signature] Date 03/13/2017

CLERK'S RECEIPT:
RECEIVED AND FILED AT THE OFFICE OF THE TOWN CLERK OF HAMPDEN, ME. MAR 13 2017
SIGNATURE: [Handwritten Signature] DATE:
COUNCIL ACTION: Finance + Admin / Council DATE: 3/20/17
DATE APPOINTMENT EXPIRES:

JIM DAVITT
25 SUMMER STREET
HAMPDEN, ME

EXPERIENCE: Georgetown University, BA. 1964; JD 1967

Member of the Maine Bar

Currently Associate Professor of Justice Studies, UMA

Past school board member, 2012 - 2014

Representative, 127th Maine Legislature

I have had a career in education since 1993 and, based on my prior membership on the School Board, a grasp of the issues facing not only local but state education, from elementary to higher education.

The continuing issue we face in RSU 22 is to how to manage a budget that provides quality education to all students; that provides proper support and pay for all teachers; and to work collaboratively with other districts to further proper and full state support of public education. It has long been apparent that the voters of Maine want full funding of public education but that goal will continue to elude us unless we make the case to the Legislature and the Governor that Maine needs a well educated work force for the future. Without that basis we have little hope of growing the Maine economy.

A handwritten signature in black ink, appearing to read "Jim Davitt", with a horizontal line underneath it.



TOWN OF HAMPDEN
REQUEST FOR TOWN COUNCIL APPOINTMENT
TO FILL INTERIM VACANCY ON THE RSU 22 BOARD OF DIRECTORS

NAME: DORRITY TOM P
LAST FIRST MI
ADDRESS: 46 COTTAGE STREET HAMPDEN 04444
STREET TOWN ZIP
MAILING ADDRESS (if different): _____
TELEPHONE: 207-944-3892 207-974-2241
HOME WORK
EMAIL: TDORRITY@GMAIL.COM
OCCUPATION: COMMERCIAL CREDIT ANALYST

Please attach separately your responses to the following questions and include any other relevant information as to your qualifications for or interest in appointment to the School Board:

- How would your experience, education and/or occupation be a benefit to this board?
- Are there any issues you feel this board should address, or should continue to address?

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Signature: [Signature] Date 2/22/2017

CLERK'S RECEIPT:
RECEIVED AND FILED AT THE OFFICE OF THE TOWN CLERK OF HAMPDEN, ME.
SIGNATURE: Paula A Scott DATE: 2/22/17
COUNCIL ACTION: Finance + Admin/Council DATE: 3/20/17
DATE APPOINTMENT EXPIRES: _____

- 1) I currently work in the Commercial Credit department of TD Bank, providing financial analysis to loans, industries, and customers in TD's portfolio (I currently manage 6 relationships with municipalities and boards of education in Maine). I have built a strong foundation in financial risk assessment along with industry risk analysis. I have a bachelor's in business from UMO and previously worked at IBM in Slovakia where I lived for four years. I spent my years at IBM within the sales cycle connecting and building relationships with my clients in the United Kingdom and Ireland. I attended Hampden Academy from 2002 through 2006 and was a 5th generation graduate of Hampden Academy. (I graduated exactly 100 years after my great grandfather Scott Nickerson Class of 1906). I intend for my son to grow up in this community and want my influence and experience to help shape a better region for his generation and those that follow.

- 2) At this time, no. I recently moved back to the Hampden area and want to become more involved in the community. I feel that joining the school board will allow me to use some of my skills while helping the community and identifying other areas of interest in public service.

How would your experience, education and or occupation be a benefit to this board?

I am a career educator and proponent of public education. I have been a resident of Hampden for 15 years. I taught at Hampden Academy for 7 years prior to adopting our daughter from India and becoming a stay at home Mom. When my daughter began school I went back to work on a part time basis at Husson University. Both my undergraduate and graduate degrees are in Social Studies education and therefore participating in local government has always been of interest to me. Currently at Husson, I teach Social Studies Methods to future teachers as well as serve as a field placement supervisor, visiting our students in various K-12 schools in the region.

I believe my background working at RSU 22, coupled with my education and my current position at Husson make me a unique fit for the Board. My daughter is a third grader at Weatherbee and I have volunteered throughout her elementary experience both at McGraw and Weatherbee. My family loves Hampden and even though I have not taught at the Academy in almost 8 years, I still say we "bleed purple". We love attending basketball games, musical events and many other extra curricular events offered through our district.

Are there any issues you feel this board should address or should continue to address?

I believe the board should continue to address issues of transparency and greater communication between the community, the town, the board and the teachers. I believe the board should do all possible to retain and attract high quality of teachers and administrators. I also believe at the same time we need to be fiscally responsible and make sure that money is being spent as effectively as possible.

Thank You so much for considering me for this interim vacancy.

Lindsay Harmon
12 Constitution Avenue
Hampden



TOWN OF HAMPDEN
REQUEST FOR TOWN COUNCIL APPOINTMENT
TO FILL INTERIM VACANCY ON THE RSU 22 BOARD OF DIRECTORS

NAME: M. McNeil LAST Cindy FIRST J MI

ADDRESS: 85 Summer St STREET Hampden TOWN 04444 ZIP

MAILING ADDRESS (if different):

TELEPHONE: 207 979-4445 HOME WORK

EMAIL: cjmitch@colby.edu

OCCUPATION: Chief Information Officer - Higher Education

Please attach separately your responses to the following questions and include any other relevant information as to your qualifications for or interest in appointment to the School Board:

- How would your experience, education and/or occupation be a benefit to this board?
• Are there any issues you feel this board should address, or should continue to address?

Filing deadline: Thursday, March 16th, 2017 at 2 PM to the Town Clerk's Office

Consent of Candidate: I consent to the proposed interim appointment to the RSU 22 Board of Directors and agree to serve until the next municipal election to be held November 7, 2017. I understand that if I seek election to the board for the unexpired term, I must take out nomination papers and obtain the required signatures before my name is placed on the ballot.
Signature: [Handwritten Signature] Date 3/1/2017

CLERK'S RECEIPT:
RECEIVED AND FILED AT THE OFFICE OF THE TOWN CLERK OF HAMPDEN, ME
SIGNATURE: Paula A Scott DATE: MAR 06 2017
COUNCIL ACTION: Finance & Admin / Council DATE: 3/20/17
DATE APPOINTMENT EXPIRES:

Interim RSU22 Board of Directors Vacancy Questions

**Cindy Mitchell
85 Summer St
Hampden ME 04444**

207 949 4445

How would your experience, education and/or occupation be a benefit to this board?

My experience as a school board member for twelve years brings a deep knowledge of the history, challenges, opportunities, community relationships impacting the town and RSU22. I have lived in Hampden 28 years and understand the hills and valleys of school and community relationships, collaborations, and interdependencies. I served on the budget committee for many years and understand the deep challenges of the district and the community to come to terms with increasing costs and declining revenue. I served on the education committee and have a programmatic and policy understanding of the challenges of delivering high quality education, the regulations which can be difficult to respond to, and the deep pride RSU22 has in producing well educated young people.

My occupation as Chief Information Officer at a private college and my long career in higher education in public higher education provide me with a unique perspective on the public partnership of education from K-16. My many years of experience managing large organizations, large budgets, and policy implementation provide a good perspective on the complexity of serving such a large enterprise.

Are there any issues you feel this board should address, should continue to address?

I am very concerned about the future of public education, the devaluation of it not just for our children but for the deep and critical role it plays in our communities. The board needs to work very closely with the community governments to advocate for appropriate funding at the state and federal level and to continue to promote the schools as a cornerstone of our communities – as an economic asset, but also as a center for community culture and pride. Our schools cannot become a community financial burden but a center of culture, service, and educational pursuit across all age groups.

Finance 4-g

Town of Hampden
106 Western Avenue
Hampden, Maine 04444



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

TO: Finance Committee
FROM: Angus Jennings, Town Manager
DATE: March 16, 2017
RE: Upcoming meeting with RSU-22 Administration and Augusta delegation

Following on prior direction from the Council, a meeting has been scheduled among representatives from the four RSU-22 Towns, the RSU-22 Administration and Board representatives, and Senator Cushing, Senator Thibodeau, and Representative Gillway.

The meeting will take place on Monday, March 27 at 9 AM at Hampden Academy.

In order to maintain an overall attendance number that facilitates good dialogue (and fits the room size), the expectation is that each Town will be represented by 2-3 people (3 max), including the Manager (if applicable).

On Monday I'd like the Committee to recommend two Councilors to attend.

Superintendent Lyons is preparing a meeting agenda with input from the Towns. So far, this is expected to include:

- Sustainability and composition of school funding formula
- Advocacy of public education; how can entities cooperate on this message
- The delayed timing of this year's information about School funding, and the significant challenges this creates relative to Town adoption of a budget (and whether this information can be made available earlier than projected).
- The importance of Municipal Revenue Sharing to offset the costs of State-mandated municipal functions, and how significantly this funding has dropped in recent years beginning in 2005 but really accelerating since 2009.
- The financial impact of Homestead Act changes on Towns' revenues.
- Advocating for the State to meet its obligations under the school funding formula.

With the other Towns, we are still reviewing the proposed budget and proposed legislation, and may have policies we will reference in addition to Homestead.

If the Finance Committee has additional issues or concerns you want reviewed on the 27th, we can add those to the agenda coming out of Monday's meeting.