

## FINANCE & ADMINISTRATION COMMITTEE MEETING

Monday, May 21<sup>st</sup>, 2018

6:00 p.m.

Hampden Town Office

1. Meeting Minutes
  - a. May 7th, 2018
2. Review & Sign Warrants
3. Unfinished Business
4. New Business
  - a. Executive Session – attorney-client consultation – pursuant to 1 MRSA § 405(6)(E)
  - b. Executive Session – personnel matters – pursuant to 1 MRSA § 405 (6)(A)
  - c. Executive Session – attorney-client consultation – pursuant to 1 MRSA § 405(6)(E)
  - d. Recommend Council authorization for the expenditure of \$490.00 from the Environmental Trust, Principal for the purpose of reimbursement of eligible landfill post-closure monitoring expenses – *referral from Environmental Trust Committee*
  - e. Recommend Council authorization for the expenditure of \$34,156.24 from the Environmental Trust, Income for the purpose of reimbursement of eligible stormwater management expenses – *referral from Environmental Trust Committee*
  - f. Recommend award of the foreclosed property bid, for property located at 114 Old County Road, furthered identified as Map 10 Lot 15 on the Town of Hampden Tax Maps
  - g. Request for Council authorization for the expenditure of an amount up to \$780.00 from the Personnel Reserve Account (3-733-00) for the purpose of offsetting costs associated with payroll expenses for a temporary part-time worker

- h.** Review of the RSU 22 proposed budget for FY19 – *referral from Council Budget meeting on May 14<sup>th</sup>*
- i.** Recommend appointment of James N. Chandler as Town Manager, effective June 7<sup>th</sup>, 2018
- j.** Recommend appointment of James N. Chandler as Treasurer, effective June 7<sup>th</sup>, 2018
- k.** Recommend acceptance of Manager Jennings' updated letter of resignation

**5.** Public Comment

**6.** Committee Member Comments.

**7.** Adjournment

## FINANCE & ADMINISTRATION COMMITTEE MEETING

Monday, May 7th, 2018

### MINUTES – DRAFT

Hampden Town Office

*Attending:*

*Councilor Terry McAvoy, Chair  
Councilor Mark Cormier  
Councilor Dennis Marble  
Councilor David Ryder  
Councilor Stephen Wilde*

*Town Manager Angus Jennings  
Town Clerk Paula Scott  
Myles Block, CEO  
Resident Eric Jarvi  
Resident Greg Dresser  
Resident James Larson*

*Chairman McAvoy called the meeting to order at 6:00 p.m.*

#### 1. Meeting Minutes

- a. **April 17th, 2018** – *There was a motion and a second to approve the minutes. Approved 5-0.*

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

#### 3. Old Business – *None.*

#### 4. New Business

- a. **Recommend Council authorization for the expenditure of \$600 from IT Reserve (3-711-00) for paying for the Payport interface for credit cards** – *Chairman McAvoy introduced the topic, and noted that it seems like a lot of money for fees. Manager Jennings clarified that the request is for hardware that will allow the credit card acceptance to interface with the TRIO accounting system, and will provide this interface for multiple work stations. There was a motion by Councilor Ryder seconded by Councilor Wilde to recommend Council authorization for the expenditure of \$600 from IT Reserve for paying for the Payport interface for credit cards. Motion passed 5-0.*
- b. **Recommend Council award of the Coldbrook Storm Drain Project contract to Eastwood Contractors in the amount of \$27,000 – referral from Infrastructure Committee** – *There was a motion by Councilor Marble seconded by Councilor Ryder to recommend Council award of the Coldbrook Storm Drain Project contract to Eastwood Contractors in the amount of \$27,000. Motion*

passed 5-0.

- c. Recommend Council award of the Mold Remediation and Restoration bid to Eastern Mold Remediation, Inc., and request for authorization for the expenditure of \$5,000 from Municipal Building Reserve (3-702-00) for the purpose of paying for mold remediation and related expenses – referral from Infrastructure Committee** – *There was a motion by Councilor Marble seconded by Councilor Ryder to recommend Council award of the Mold Remediation and Restoration bid to Eastern Mold Remediation, Inc., and request for authorization for the expenditure of \$5,000 from Municipal Building Reserve for the purpose of paying for mold remediation and related expenses. Chairman McAvoy said that he believes these two actions should be taken up as separate motions, and Manager Jennings agreed this would be in order. The original motion was withdrawn, and there was a new motion by Councilor Marble seconded by Councilor Ryder to recommend Council award of the Mold Remediation and Restoration bid to Eastern Mold Remediation, Inc., in the amount of \$72,176. Councilor Wilde asked about the wash bay and Manager Jennings said that was an add/alternate to the bid and was not recommended at this time due to lack of available funding. The motion passed 5-0. There was a motion by Councilor Marble seconded by Councilor Wilde to recommend Council authorization for the expenditure of \$5,000 from Municipal Building Reserve for the purpose of paying for mold remediation and related expenses. The motion passed 5-0.*
- d. Petition to authorize an additional agency liquor store in Hampden** – *Manager Jennings provided background on the initiative to request State authorization for an additional liquor store in Hampden. Members of the Committee expressed support for this effort. There was a motion by Councilor Cormier seconded by Councilor McAvoy to send a letter/petition to the State to make this request. The motion passed 5-0.*
- e. Town Manager’s presentation of proposed FY2019 Budget** – *Manager Jennings presented a summary of the proposed budget included in the meeting packet and posted to the Town website, and circulated a list of both expense and revenue items with the largest proposed changes (up or down) from the current FY18 budget. It was noted that the size of the proposed school funding increase was stunning. There was discussion of several items of the proposed budget.*

*Resident Greg Dresser of 11 Schoolhouse Lane expressed concern about the condition of Schoolhouse Lane, noting that stormwater*

*erosion is tunneling out beneath the road surface on the south side of the road. He said he thinks the whole road should be reconstructed. During discussion, Councilor Ryder said that the majority position in last week's Infrastructure Committee meeting was to do ½ the road, then look at the other side next year. Manager Jennings noted that this item would be a topic of discussion at upcoming budget meetings. Councilor Wilde said he supported reconstructing the whole road. Resident James Larson of 26 Schoolhouse Lane said he lives on the north side of Schoolhouse and that if the water is not captured it will continue to cause damage during heavy rain.*

**5. Public Comment – None.**

**6. Committee Member Comments – None.**

**7. Adjournment**

*There being no further business, the meeting was adjourned at 6:59 PM.*

Respectfully submitted –  
Angus Jennings, Town Manager

4-a  
4-b  
4-c

## EXECUTIVE SESSION STATUTES

The eight subjects permitted to be discussed in Executive Session are as follows:

PERSONNEL MATTERS:	1 M.R.S.A. § 405(6)(A)
SCHOOL STUDENT SUSPENSIONS/EXPULSIONS:	1 M.R.S.A. § 405(6)(B)
REAL ESTATE; ECONOMIC DEVELOPMENT:	1 M.R.S.A. § 405(6)(C)
LABOR CONTRACTS/NEGOTIATIONS:	1 M.R.S.A. § 405(6)(D)
ATTORNEY-CLIENT CONSULTATIONS:	1 M.R.S.A. § 405(6)(E)
CONFIDENTIAL RECORDS:	1 M.R.S.A. § 405(6)(F)
EMPLOYMENT EXAMINATIONS:	1 M.R.S.A. § 405(6)(G)
CODE ENFORCEMENT CONSULTATIONS:	1 M.R.S.A. § 405(6)(H)

EXHIBIT A  
FORM OF CERTIFICATE OF TOWN

[Name and Address of Institutional Trustees]

Re: Demand for Funds Pursuant to Trust Indenture Dated As of October 1, 1991 between Town of Hampden, as Grantor and [name of Trustee], as Institutional Trustee (the "Trust Indenture")

Gentlepersons:

This certificate is provided to you pursuant to the above-referenced Trust Indenture. Capitalized terms used herein without definition shall have the meaning set forth in the Trust Indenture.

The undersigned do hereby certify:

1. That they are the Individual Trustees of the Trust.
2. The Individual Trustees have approved use of property held in the Fund for purposes set forth in the Trust Indenture, in the amount set forth below.
3. You are hereby directed pay to **Town of Hampden, General Fund** the sum of \$490.00 from the Environmental Trust, Principal.

INDIVIDUAL TRUSTEES

Three handwritten signatures are written over three horizontal lines. The signatures are in cursive and appear to be: [Signature 1], [Signature 2], and Kerry L. Woodbury.

CERTIFICATE OF TOWN CLERK

The undersigned DOES HEREBY CERTIFY:

1. That he/she is the duly appointed and incumbent Clerk of the Town of Hampden, Maine.
2. That the foregoing certificate of the Individual Trustees was duly approved by a majority of the members of the Town Council of the Town of Hampden on \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
 Printed Name: \_\_\_\_\_  
 Clerk, Town of Hampden

cc: Town of Hampden

**Eligible Costs Incurred, Proposed for Environmental Trust Reimbursement**

Date	Paid	Vendor	Purpose	Expense	Category of Stormwater Management Cost					Source of Proposed Reimbursement			Date to Env. Trust
					Maintenance	Compliance Documentation	Supplies	Contracted Services	Training/Travel	Principal	Income	Receipt	
07/01/17	08/16/17	Bangor Area Stormwater Group	2017-18 membership dues	\$ 4,000.00		\$ 4,000.00					\$ 4,000.00	Y	9/12/2017
06/14/17	07/19/17	National Stormwater Center	Training fees for 2 employees to attend 2-day training	\$ 1,548.00				\$ 1,548.00			\$ 1,548.00	Y	9/12/2017
07/12/17	08/02/17	E.J. Prescott	Pipe/materials for culverts	\$ 180.00	\$ 180.00						\$ 180.00	Y	9/12/2017
07/19/17	08/09/17	E.J. Prescott	MDOT blanket	\$ 720.00		\$ 720.00					\$ 720.00	Y	9/12/2017
07/21/17	08/09/17	Whitmore Contracting Inc.	Griffin Ave culvert replacement	\$ 4,185.00			\$ 4,185.00				\$ 4,185.00	Y	9/12/2017
07/21/17	08/09/17	E.J. Prescott	MDOT blanket	\$ 540.00		\$ 540.00					\$ 540.00	Y	9/12/2017
08/15/17	09/13/17	E.J. Prescott	Materials for stormdrain ditch lining erosion control	\$ 813.60		\$ 813.60					\$ 813.60	Y	9/12/2017
08/22/17	09/13/17	E.J. Prescott	Materials for stormdrain ditch lining erosion control	\$ 813.60		\$ 813.60					\$ 813.60	Y	9/12/2017
09/04/17	09/06/17	Sean Currier	Mileage and expenses for DPW Director and Code Enf. Officer to attend 2-day stormwater training, Portland	\$ 340.77				\$ 340.77			\$ 340.77	Y	9/12/2017
06/14/17	07/19/17	National Stormwater Center	Training fees for 2 employees to attend 2-day training	\$ (1,548.00)				\$ (1,548.00)			\$ (1,548.00)	N/A <sup>1</sup>	12/12/2017
08/09/17	09/13/17	NASCO	Write-on bags for sampling	\$ 62.15		\$ 62.15					\$ 62.15	Y	12/12/2017
08/22/17	09/28/17	Harriman Sons	Digging out Patterson Rd culvert	\$ 900.00			\$ 900.00				\$ 900.00	Y	12/12/2017
09/14/17	09/20/17	00134 Drumlin LLC	TECHNICAL CONSULTANT	\$ 4,036.00					\$ 4,036.00			Y	12/12/2017
10/03/17	10/25/17	E.J. Prescott	Pipe/materials for culverts	\$ 838.40	\$ 838.40						\$ 838.40	Y	12/12/2017
10/04/17	10/25/17	E.J. Prescott	Pipe/materials for culverts	\$ 419.20	\$ 419.20						\$ 419.20	Y	12/12/2017
11/01/17	11/15/17	State of Maine	MS4 General Permit fee for Plan Year 5	\$ 185.00		\$ 185.00					\$ 185.00	Y	12/12/2017
11/09/17	11/29/17	E.J. Prescott	Pipe/materials for culverts	\$ 419.20	\$ 419.20						\$ 419.20	Y	12/12/2017
02/03/18	02/21/18	Stillwater Environmental	Stormwater consultant	\$ 5,705.50		\$ 5,705.50					\$ 5,705.50	Y	5/12/2018
04/23/18	05/09/18	Ti Sales, Water & Wastewater Supplies	catch basin frames, grates, flanges	\$ 1,450.74	\$ 1,450.74						\$ 1,450.74		
05/04/18	05/09/18	00134 Drumlin LLC	TECHNICAL CONSULTANT	\$ 490.00					\$ 490.00			Y	5/12/2018
	n/a	Eastwood Contractors	Coldbrook Rd storm drain installation (proposed for Council award of contract on 5/7/18)	\$ 27,000.00	\$ 27,000.00						\$ 27,000.00		budgeted project; pending contract award 5/12/2018

As of  
YTD reimbursed to General Fund: \$ 18,452.92 5/4/2018  
Total proposed for reimbursement to General Fund (5/12/18): \$ 34,646.24  
Acct #  
Total proposed for reimbursement to General Fund: \$ 53,099.16 R 01-48

	YTD	For 5/12/18
Total from Principal	\$ 4,526.00	\$ 490.00
Total from Income	\$ 48,573.16	\$ 34,156.24
Budgeted revenue	\$ 72,345.00	FY18 Town Budget
Remaining budgeted revenue (FY18)	\$ 19,245.84	

<sup>1</sup> Note: This expense was reimbursed by the Trust Committee at its 9/12/17 meeting. However it was reclassified as an FY17 expense, so the amount reimbursed is credited against the current reimbursement request.

Source: Angus Jennings, Town Manager 5/4/2018

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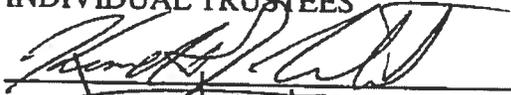
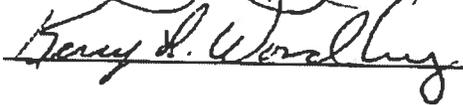
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Source: Angus Jennings, Town Manager 5/4/2018

**TOWN OF HAMPDEN**  
**FORECLOSED PROPERTY BID FOR**  
**114 OLD COUNTY RD**  
**BID SHEET**

**May 17<sup>th</sup>, 2018**  
**10:00 AM**

<b>BIDDER</b>	<b>BID AMOUNT</b>
Joshua Scroggins	\$31,000.
N & E Investments	\$71,000.
Jeff & Trudy Bacon	\$19,613.24
J & S Holdings	\$23,276.92
Gates Construction	\$41,001.01
Bald Guy 707, LLC	\$50,707.
Leland Carlisle	\$44,560.
WAS, Inc.	\$38,000.
Curt Gray	\$15,101.
Thomas Blais	\$53,500.
Tristan Blanchard	\$35,000.
Cash & Lynn Webb	<b>\$82,220.</b>

FORECLOSED PROPERTY SALE  
TOWN OF HAMPDEN, ME

The Town of Hampden is accepting sealed bids for a foreclosed property at 114 Old County Road in Hampden, ME. The property contains approx. 9 acres of land with building(s). Information on this bid is available on the Town website at [www.hampdenmaine.gov](http://www.hampdenmaine.gov) or by calling the Town Manager at 862-3034. A minimum bid of \$6,650 is required and will be used to cover all outstanding taxes, costs and interest on the parcel.

Sealed bids clearly marked **FORECLOSED PROPERTY SALE; 114 Old County Road** must be submitted by Thursday, May 17th, 2018 at 10 a.m. to the Hampden Town Office, 106 Western Avenue, Hampden, ME 04444 and must contain a certified check in the amount of 10% of the bid. Bids will be publicly opened at that time. The winning bidder shall have 30 days from award of the bid to complete the sale.

The Hampden Town Council will award the bid as part of its regular meeting on Monday, May 21<sup>st</sup>, 2018 at 7 p.m.

FORECLOSED PROPERTY SALE  
TOWN OF HAMPDEN, ME

**Bid Specifications**  
**LOT & LOCATION**

The Town of Hampden is accepting sealed bids for a foreclosed property at 114 Old County Road in Hampden, Maine. The property is located at 114 Old County Road, identified as Map 10, Lot 15, and real estate tax account #1369. The property contains approx. 9 acres of land with building(s) and contents.

A copy of the property card that lists acreage and assessments is attached to this notice. Information on this bid is available on the Town website at [www.hampdenmaine.gov](http://www.hampdenmaine.gov) or by calling the Town Manager at 862-3034. Tax maps showing location of the lot may be viewed at the Hampden Town Office Monday through Thursday between 7:30 am and 6:00 pm., or [www.hampdenmaine.gov](http://www.hampdenmaine.gov)

**BIDDER'S INSTRUCTIONS**

Sealed bids clearly marked **FORECLOSED PROPERTY SALE, 114 Old County Road** must be submitted by Thursday May 17<sup>th</sup>, 2018 at 10 a.m. to the Hampden Town Office, 106 Western Avenue, Hampden, ME 04444 and must contain a certified check in the amount of 10% of the bid. Bids will be publicly opened at that time. The Hampden Town Council will award the bid as part of its regular meeting on Monday, May 21<sup>st</sup>, 2018 at 7 p.m.

The winning bidder shall have 30 days from award of the bid to complete the sale. Failure to do so will result in forfeiture of the 10% deposit. In case of default, Town retains the right to negotiate with remaining bidders for sale of the lot.

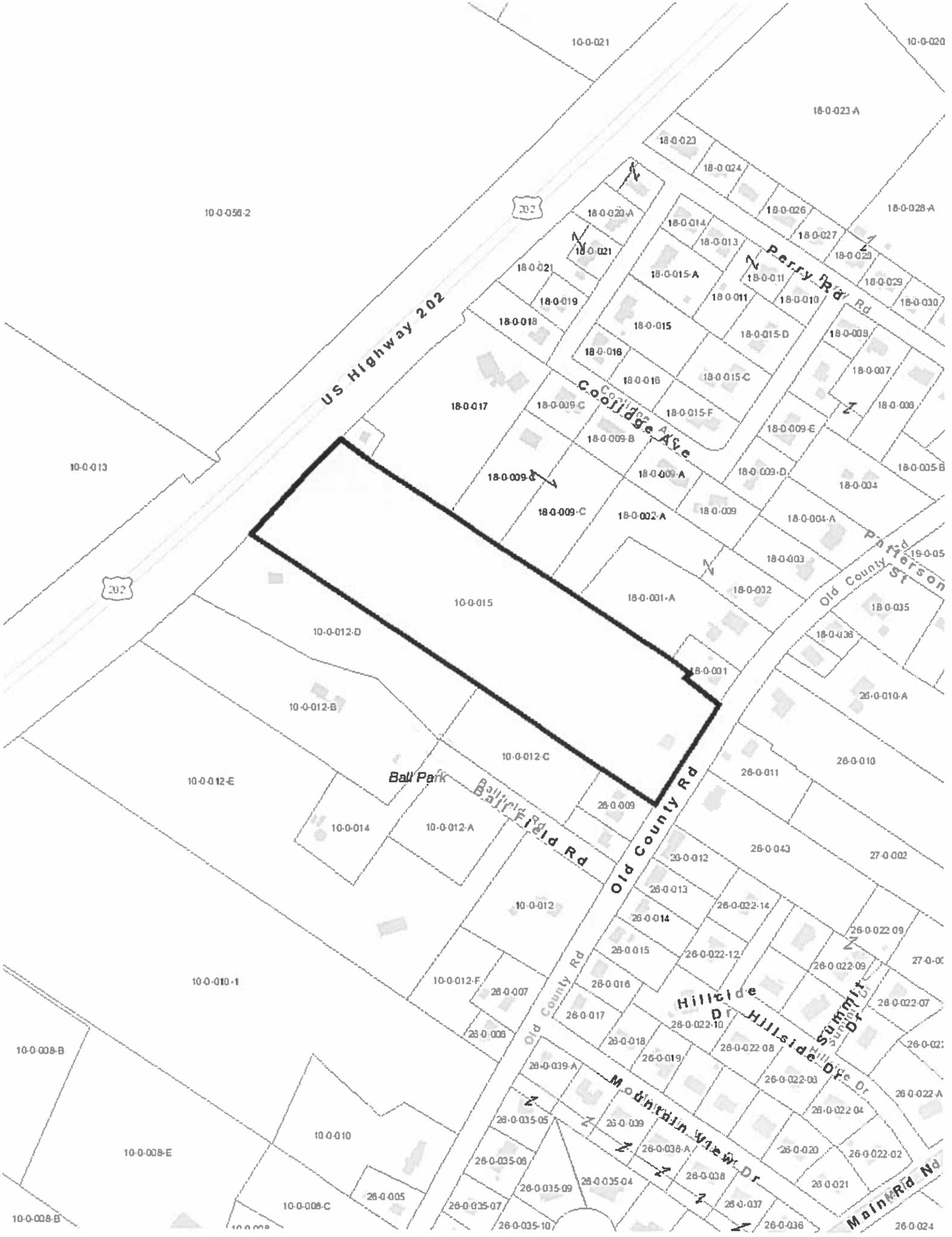
**MINIMUM BID**

Minimum bid for this property is \$6,650.

**OTHER INFORMATION**

The Town of Hampden retains the right to accept or reject any and all bids.

The Town shall issue a quitclaim deed without covenants to the successful bidder. It will be the bidder's responsibility to obtain warranty title to the property. Proceeds from the sale of the lot shall be used to clear all outstanding taxes, interest, and costs for the parcel. Properties will be sold with the property taxes cleared through June 30, 2018.



10-0-058-2

10-0-021

10-0-020

18-0-021-A

18-0-023

18-0-024

18-0-026

18-0-028-A



US Highway 202

Perry Rd

Coolidge Ave

Old County St

Old County Rd

Ball Field Rd

Hillside Dr

Mountain View Dr

Main Rd



10-0-013

18-0-021

18-0-019

18-0-018

18-0-017

18-0-009-D

18-0-009-C

10-0-015

10-0-012-D

10-0-012-B

10-0-012-E

10-0-014

10-0-012-A

10-0-012-C

Ball Park

10-0-010-1

10-0-012-F

10-0-008-B

10-0-008-E

10-0-008-B

10-0-010

10-0-008-C

28-0-005

28-0-035-07

28-0-035-10

18-0-020-A

18-0-014

18-0-013

18-0-011

18-0-010

18-0-015-A

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18-0-015-D

18-0-009

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18-0-009

18-0-004-A

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26-0-022-04

26-0-011

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26-0-011

26-0-022-02

26-0-021

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26-0-036

26-0-011

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: May 17, 2018  
RE: Request for authorization of expenditures from Personnel Reserve

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This is a follow-up to my previous memos of April 26 and November 29, 2017, which were taken up by the Finance Committee and Council at your May 1 and December 4 meetings, respectively.

A Town employee received a medical diagnosis last spring that requires some amount of time away from work for treatment. Time off has been provided, and will continue to be provided, in accordance with the Family and Medical Leave Act.

The Council has previously authorized funding from the Personnel Reserve fund to cover the cost of a temporary part-time worker in order to ensure staff coverage of key functions of this position during the absence.

This memo is a request for Council authorization of an additional \$780.00 from the Personnel Reserve in order to offset the costs of this part-time coverage for FY18. This amount will cover hourly wages and required FICA/Medicare contribution for 40 hours during this period.

The current account balance in the Personnel Reserve is approximately \$26,377. The requested allocation will ensure continuity of operations while preventing the department's wage expense account from being overspent in FY18.

D-5-1



**TOWN OF HAMPDEN**  
Certificate of Appointment  
by the Municipal Officers

To: James N. Chandler

Pursuant to: MRSA 30-A § 2633

The undersigned Municipal Officers of the Town of Hampden, Maine, do  
hereby appoint you as Town Manager.

Your term of office is from \_\_\_\_\_ to \_\_\_\_\_.

Given under our hands on this \_\_\_\_\_ day of \_\_\_\_\_ 201\_\_.

COPY

\_\_\_\_\_  
Mayor of the Town of Hampden, Maine

\_\_\_\_\_  
Councilor

\_\_\_\_\_  
Councilor

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Councilor

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Councilor

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Councilor

\_\_\_\_\_  
Councilor

D-5-j



**TOWN OF HAMPDEN**  
Certificate of Appointment  
by the Municipal Officers

To: James N. Chandler

Pursuant to: MRSA 30-A § 2601

The undersigned Municipal Officers of the Town of Hampden, Maine, do  
hereby appoint you as Treasurer.

Your term of office is from \_\_\_\_\_ to \_\_\_\_\_.

Given under our hands on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_.

COPY

\_\_\_\_\_  
Mayor of the Town of Hampden, Maine

\_\_\_\_\_  
Councilor

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Councilor

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Councilor

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Councilor

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Councilor

\_\_\_\_\_  
Councilor

**Budget Timeline  
2018 - 2019**

4-9

**Town of Hampden  
RECEIVED**

**MAY 15 2018**

**Office of the  
Town Manager**

- May 15**                      **Budget Committee endorses FY 19 Budget**
  
- May 16**                      **Budget Committee recommends FY 19 Budget to Board of  
Directors**
  
- May 25**                      **Link 22 publication received by citizens**
  
- June 4**                        **Public Informational Session**
  
- June 7**                        **District Budget Meeting**
  
- June 12**                      **Budget Validation Referendum (BVR)**

**May 8, 2018**

Hampden Proposed FY19 Budget									
	2017 Budget	2017 Actual	FY18 Budget June 19, 2017	2018 YTD 4/30/2018	Percent Complete 83.0%	FY19 Initial May 1, 2018	FY19 Town Mgr May 16, 2018	Town Manager Change FY18 to FY19	Notes (FY19)
<b>Dept/Div: 65-10 ED GEN'L SVS / EDUCATION GENERAL SERVICES</b>									
MISC									
55-20 ED GEN'L SVS	6,308,863		\$ 6,370,594	5,308,829	83.3%	\$ 7,194,360	\$ 6,941,926	571,332	<i>Hampden share of proposed RSU-22 budget; <b>UPDATED</b> as proposed by School Board 5/16/18.</i>
<b>RSU-22 TOWN ASSESSMENT</b>	<b>6,308,863</b>	<b>6,308,862</b>	<b>\$ 6,370,594</b>	<b>5,308,829</b>	<b>83.3%</b>	<b>\$ 7,194,360</b>	<b>\$ 6,941,926</b>	<b>571,332</b>	

**RSU #22**  
**FY19 Budget Articles**  
**Presented April 3, 2018**  
**Updated MAY 15, 2018**  
**Workshop #6**

**Town of Hampden**  
**RECEIVED**  
**MAY 15 2018**  
**Office of the**  
**Town Manager**

Workshop

ID			<b>FY18</b>	<b>FY19</b>	<b>Variance</b>	
5/1/18	Article 1	Regular Education	\$10,941,074.79	\$11,354,647.85	\$413,573.06	
5/1/18	Article 2	Special Education	\$5,478,931.04	\$5,990,097.15	\$511,166.11	
	Article 3	CTE	\$392,018.55	\$0.00	<b>-\$392,018.55</b> *	
4/10/18	Article 4	Other Instruction	\$780,410.97	\$809,674.19	\$29,263.22	
5/15/18	Article 5	Student/Staff Support	\$2,404,535.09	\$2,576,283.38	\$171,748.29	
5/8/18	Article 6	System Admin	\$854,848.89	\$841,537.21	<b>-\$13,311.68</b>	
5/8/18	Article 7	School Admin	\$1,378,854.45	\$1,436,933.57	\$58,079.12	
4/10/18	Article 8	Transportation	\$1,247,778.77	\$1,382,785.53	\$135,006.76	
4/24/18	Article 9	Facilities	\$3,487,850.06	\$3,716,082.92	\$228,232.86	
4/10/18	Article 10	Debt Service	\$3,973,638.91	\$3,828,019.33	<b>-\$145,619.58</b>	
4/10/18	Article 11	All Other Expenses	\$33,000.00	\$0.00	<b>-\$33,000.00</b>	
			<u>\$30,972,941.52</u>	<u>\$31,936,061.13</u>	<u>\$963,119.61</u>	3.11%

\* Beginning in FY19, Article 3 CTE will be paid directly by State, so is no longer a direct expense to RSU-22. State revenue is also reduced to reflect this change.

	<u>FY18</u>	<u>FY19 Proposed</u>	<u>\$ inc/(dec)</u>	<u>% inc/(dec)</u>
<b><u>Expenditures:</u></b>	30,972,941.52	31,936,061.13	963,119.61	3.11%
<b><u>Total Expenses:</u></b>	30,972,941.52	31,936,061.13	963,119.61	3.11%
<b><u>Revenues:</u></b>				
State Allocation	18,720,256.54	18,923,671.79	203,415.25	1.09% *
SAC	<u>175,000.00</u>	<u>150,000.00</u>	<u>-25,000.00</u>	<u>-14.29%</u>
Total State	18,895,256.54	19,073,671.79	178,415.25	0.94%
Local Earned Revenue				
Rental Fees	3,000.00	3,000.00	0.00	0.00%
Gate Receipts	10,000.00	10,000.00	0.00	0.00%
Athletic Part. Fee	30,000.00	30,000.00	0.00	0.00%
E-rate	19,000.00	0.00	-19,000.00	-100.00%
IRS interest reimburse.	62,542.26	47,268.24	-15,274.02	-24.42%
Energy rebate (one-time)	139,705.00	0.00	-139,705.00	-100.00%
Expense reimburse (NB, VHS)	41,000.00	37,800.00	-3,200.00	-7.80%
One-time donations for Pre-K	60,000.00	0.00	-60,000.00	-100.00%
Other (VZ, etc.)	63,500.00	0.00	-63,500.00	-100.00%
Miscellaneous (Coke, MSMA)		13,300.00	13,300.00	N/A
MaineCare	20,000.00	20,000.00	0.00	0.00%
Tuition	<u>285,000.00</u>	<u>285,000.00</u>	<u>0.00</u>	<u>0.00%</u>
Total Local Revenue:	733,747.26	446,368.24	-287,379.02	-39.17%
Prior Year Balance	440,000.00	440,000.00	0.00	0.00%
<b><u>Assessment:</u></b>				
Local Allocation	8,534,116.50	<u>9,166,972.00</u>	632,855.50	7.42%
Non-State Debt Service	493,800.85	487,239.92	-6,560.93	-1.33%
Local w/o State participation	<u>1,876,020.37</u>	<u>2,321,809.18</u>	<u>445,788.81</u>	<u>23.76%</u>
Total Local Share:	10,903,937.72	11,976,021.10	1,072,083.38	9.83% net increase
<b><u>Total Revenues:</u></b>	30,972,941.52	31,936,061.13	963,119.61	3.11%

\* FY19 State Allocation reflects reduction of funding for Article 3 CTE, which will now be paid directly by State, not through RSU-22.

2018-2019 COST SHARING UNDER DISTRICT FORMULA

TABLE 4

TOWN	% VALUATION	% PUPILS	VALUATION 80%	PUPILS 20%	=	FY19 % COST	COMPARISON FY18 %
HAMPDEN	57.91%	55.33%	46.33%	11.07%		57.40%	57.74%
NEWBURGH	9.62%	11.15%	7.69%	2.23%		9.92%	9.98%
WINTERPORT	24.70%	25.77%	19.76%	5.15%		24.91%	24.77%
FRANKFORT	<u>7.77%</u>	<u>7.76%</u>	6.22%	1.55%		7.77%	<u>7.51%</u>
TOTAL	100.00%	100.00%	80.00%	20.00%		100.00%	100.00%

2018-2019 LOCAL COST

TABLE 5

TOWN	LOCAL EPS COMMITMENT	LOCAL ONLY DEBT SERVICE	OTHER LOCAL SHARE	= TOTAL FROM TAXES
HAMPDEN	\$5,308,963.50	\$279,659.19	\$1,332,639.75	\$6,921,262.45
NEWBURGH	\$881,636.00	\$48,350.72	\$230,402.16	\$1,160,388.87
WINTERPORT	\$2,263,872.75	\$121,371.69	\$578,363.73	\$2,963,608.17
FRANKFORT	<u>\$712,499.75</u>	<u>\$37,858.32</u>	<u>\$180,403.54</u>	<u>\$930,761.61</u>
TOTAL	\$9,166,972.00	\$487,239.92	\$2,321,809.18	\$11,976,021.10
				\$11,976,021.10
	\$9,166,972.00	<b>\$487,239.92</b>	\$2,321,809.18	\$11,976,021.10
	\$0.00	\$0.00	\$0.00	\$0.00

CHANGES IN TOWN ASSESSMENTS

TABLE 6

TOWN	2018 ASSESSMENT	2019 ASSESSMENT	\$ CHANGE	% CHANGE
HAMPDEN	\$6,351,540.27	\$6,921,262.45	569,722.17	8.97%
NEWBURGH	\$1,068,339.16	\$1,160,388.87	92,049.72	8.62%
WINTERPORT	\$2,655,662.22	\$2,963,608.17	307,945.95	11.60%
FRANKFORT	<u>\$828,396.07</u>	<u>\$930,761.61</u>	<u>102,365.54</u>	12.36%
TOTAL	\$10,903,937.72	\$11,976,021.10	\$1,072,083.39	9.83%

**FY19 Proposed Adult Education Budget - Separate Warrant Article**

	<u>FY18</u>	<u>FY19 Proposed</u>	<u>\$ inc/(dec)</u>	<u>% inc/(dec)</u>
<u>Expenditures:</u>	<u>68,000.00</u>	<u>72,000.00</u>	<u>4,000.00</u>	5.88%
<u>Revenue:</u>				
State	13,000.00	12,000.00	-1,000.00	-7.69%
Registrations	10,000.00	12,000.00	2,000.00	20.00%
Carryover	12,000.00	12,000.00	0.00	0.00%
Local	<u>33,000.00</u>	<u>36,000.00</u>	<u>3,000.00</u>	9.09%
Total Revenue:	68,000.00	72,000.00	4,000.00	

<u>Allocations:</u>	<u>Cost Share</u>	<u>FY19 Adult Ed. Split</u>	<u>Comparison: FY18 Split</u>	<u>Variance</u>	
Hampden	57.40%	20,662.78	19,054.20	1,608.58	8.44%
Newburgh	9.92%	3,572.42	3,293.40	279.02	8.47%
Winterport	24.91%	8,967.62	8,174.10	793.52	9.71%
Frankfort	7.77%	<u>2,797.18</u>	<u>2,478.30</u>	<u>318.88</u>	12.87%
		36,000.00	33,000.00	3,000.00	

Allocations Including Adult Education:

		<u>FY18</u>	<u>\$ variance</u>	<u>% variance</u>
Hampden	6,941,925.23	6,565,928.13	375,997.10	5.73%
Newburgh	1,163,961.29	1,105,034.75	58,926.54	5.33%
Winterport	2,972,575.79	2,746,789.21	225,786.58	8.22%
Frankfort	<u>933,558.80</u>	<u>856,308.42</u>	<u>77,250.38</u>	9.02%
Total	12,012,021.10	11,274,060.51	737,960.59	6.55%



**TOWN OF HAMPDEN**  
Certificate of Appointment  
by the Municipal Officers

To: James N. Chandler

Pursuant to: MRSA 30-A § 2633

The undersigned Municipal Officers of the Town of Hampden, Maine, do  
hereby appoint you as Town Manager.

Your term of office is from \_\_\_\_\_ to \_\_\_\_\_.

Given under our hands on this \_\_\_\_\_ day of \_\_\_\_\_ 201\_\_.

\_\_\_\_\_  
Mayor of the Town of Hampden, Maine

\_\_\_\_\_  
Councilor

\_\_\_\_\_  
Councilor

\_\_\_\_\_  
Councilor

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Councilor

\_\_\_\_\_  
Councilor

COPY



Angus Jennings <townmanager@hampdenmaine.gov>

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## Town Manager Transition

1 message

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**Angus Jennings** <townmanager@hampdenmaine.gov>  
To: AllStaff <allfulltimestaff@hampdenmaine.gov>

Wed, May 9, 2018 at 5:31 PM

Hi all,

As you may know, the Town Council voted on Monday night to extend an offer to Jim Chandler to become the Hampden Town Manager and Treasurer at the conclusion of my tenure. Jim has accepted the offer and provided notice of his departure from Dexter, where he has been serving as Town Manager and Treasurer.

Jim has an extensive and varied background in town management, county level program management, transportation planning, and emergency management. He holds a bachelor's degree in Government from the College of William & Mary (Williamsburg, VA) and a Master's of Public Administration from George Mason University (Fairfax, VA). Among many other affiliations, Jim is a member of the International City/County Management Association (ICMA), Maine Town, City and County Management Association (MTCMA) and the American Planning Association (APA). He has received a number of certifications for completion of specialized training in a wide range of disciplines.

At their meeting on May 21st the Town Council, having already voted to extend the job offer, will vote to formally appoint Jim the Town Manager and Treasurer, to be sworn in on Thursday, June 7th. He will begin work on Monday, June 4th, and he and I will work together that week, with staff, to ensure an effective transition. I will submit an updated letter of resignation with an effective date of June 7th, for Council acceptance on May 21st.

Although my official responsibilities will end after June 7th, I will be back in the office on Thursday, June 28th to work with Tammy and finance staff to close out FY18, and to program TRIO with the (presumably) approved FY19 budget. This will help to provide continuity of accounting practices into FY19.

Jim will be in attendance at the May 21st Council meeting. Whether at that time or otherwise, I hope you'll join me in extending both congratulations and welcome to Jim!

Thanks,  
Angus

--

Angus Jennings  
*Town Manager*

*Town of Hampden  
106 Western Avenue  
Hampden, ME 04444  
(207)-862-3034  
[townmanager@hampdenmaine.gov](mailto:townmanager@hampdenmaine.gov)*

**Please check out our new website: [www.hampdenmaine.gov](http://www.hampdenmaine.gov)**

Under Maine's Freedom of Access ("Right to Know") law, all e-mail and e-mail attachments received or prepared for use in matters concerning Town Business or containing information relating to Town business are likely to be regarded as public records which may be inspected by any person upon request, unless otherwise made confidential by law. If you have received this message in error, please notify us immediately by return email. Thank you for your cooperation.



**TOWN OF HAMPDEN**  
Certificate of Appointment  
by the Municipal Officers

To: James N. Chandler

Pursuant to: MRSA 30-A § 2601

The undersigned Municipal Officers of the Town of Hampden, Maine, do  
hereby appoint you as Treasurer.

Your term of office is from \_\_\_\_\_ to \_\_\_\_\_.

Given under our hands on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_.

COPY

\_\_\_\_\_  
Mayor of the Town of Hampden, Maine

\_\_\_\_\_  
Councilor

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Councilor

Angus Jennings  
1 Frances Drive  
Hampden, ME 04444

4-k

May 17, 2018

Town Council  
Town of Hampden  
106 Western Ave.  
Hampden, ME 04444

Dear Members of the Council,

Pursuant to Sec. 3(C) of my employment agreement with the Town of Hampden, I hereby submit this updated resignation as the Town Manager and the Town Treasurer, with an effective date of June 7, 2018. My prior letter of resignation was effective June 30, but the Town's hiring of Jim Chandler, and his availability to begin work in early June, will allow an earlier transition.

As I have previously discussed with the Council, I am available and willing to assist with fiscal year-end responsibilities in order to ensure continuity. I have discussed with Jim and with current staff a plan to return for the day of Thursday, June 28<sup>th</sup> in order to assist in closing out FY18, and in programming the (anticipated) approved FY19 budget into TRIO. I will hold this date in my calendar unless Jim advises me otherwise after he's sworn in, and will make myself available to him to respond to questions that may arise in the meantime. This work would be completed as a vendor, not staff, payable at my present gross hourly rate.

The Town of Hampden has proven to be a wonderful home for me and my family during our time here, and it is easy to see how the Town has gained its reputation as a high quality community for young families. We have been delighted to get to know the greater Bangor region, and we have developed friendships that will far outlast our time as residents.

Professionally, I wish nothing but success to the Town of Hampden, and its residents and businesses. I have tremendous confidence in the competence, professionalism, and work ethic of the Town's Department Heads. With the support of the Town Council, and with the leadership of the new Town Manager, I trust that their continued good work will allow the Town to build on the successes of recent years.

It has been and continues to be an honor to serve the Town of Hampden.

Sincerely,



Angus Jennings