

FINANCE & ADMINISTRATION COMMITTEE MEETING

Tuesday, April 17th, 2018

6:00 p.m.

Hampden Town Office

1. Meeting Minutes
 - a. April 2nd, 2018
2. Review & Sign Warrants
3. Old Business
4. New Business
 - a. Licensing of Solid Waste Commercial Haulers pursuant to the Solid Waste Flow Control Ordinance
 - b. Status of real estate and personal property tax collections as of April 5th, 2018 – *Barbara Geaghan, Tax Collector*
 - c. Recommend award of the 2018 mowing bid – *requested by DPW Director Currier*
 - d. Recommend award of the 2018 cruiser bid – *requested by Public Safety Director Rogers*
 - e. Recommend authorization to sell tax foreclosed property located at 114 Old County Road – *requested by Barbara Geaghan, Tax Collector*
 - f. Recommend authorization for the use of up to \$4,000 of Planning & Commissions reserve funds (3-725-00) for unbudgeted legal costs related to Town Attorney review of proposed Zoning Ordinance amendments
 - g. Recommend endorsement of a letter of support for the Hampden Historical Society for a capital campaign grant application – *requested by The Hampden Historical Society*
 - h. Town Council rules

- i. Discussion of proposal to add new full-time staff position to Administration Department in FY19 budget, and to reorganize and reassign some staff responsibilities for remainder of FY18

5. Public Comment

6. Committee Member Comments

7. Adjournment

FINANCE & ADMINISTRATION COMMITTEE MEETING

Monday, April 2nd, 2018

MINUTES – DRAFT

Hampden Town Office

Attending:

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

*Town Manager Angus Jennings
Town Clerk Paula Scott
James Wadman, CPA, Auditor
Kellie Bowden, CPA, Auditor
Danielle Simons
Residents*

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

1. Meeting Minutes

- a. **March 19th, 2018** – *There was a motion and a second to approve the minutes. Approved 6-0.*

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

3. Old Business – *None.*

4. New Business

- a. **Confirm dates for FY19 Town Council Budget Work Sessions** – *The Councilors discussed the draft meeting dates. It was agreed to change the proposed May 8 meeting to Wednesday, May 9, to be held in the Public Safety Training Room due to the Planning Board's public hearing on the zoning amendments. All Councilors were in agreement with the revised dates and the Town Clerk will circulate and post a final meeting schedule this week.*
- b. **Summary of meeting held earlier today (April 2nd) between RSU-22 Administration and Town Managers regarding FY19 School Budget** – *Manager Jennings summarized the meeting. RSU-22 Administrators provided the Managers information regarding costs that will be increasing in FY19 – including contractual wage increases, potential wage increases from current contract negotiations, transportation costs, turf replacement costs, etc. – as well as losses of revenue including one-time Honeywell monies, pre-K donations, and reduction in the Veazie contract. However, a proposed budget number is not yet available. Manager Jennings*

cautioned that his take-away from the meeting is that there is likely to be a significant cost increase proposed in the school budget. He reported that the RSU-22 Finance Committee's first meeting on the budget will be tomorrow night (April 3rd) at 7 PM.

- c. Discussion of March 29, 2018 MRC correspondence announcing a change to the destination of Hampden's Municipal Solid Waste effective April 1, 2018, and review of Town Manager complaint filed with MRC Board of Directors – Manager Jennings asked if any Councilors thought that his complaint filed with the MRC Board had gone too far, and the Councilors expressed support for what had been submitted. Chairman McAvoy, referring to an MRC Board meeting that he, Councilor Marble and Manager Jennings had attended not long ago, referred to a contract that he had understood had been signed at that meeting and questioned what had been agreed between MRC and PERC and what had fallen through. Councilor Marble said that he could understand the aggravation that this situation has caused.**
- d. Recommend Council authorization to waive the performance guarantee required to accept West Carey Drive as a public way – There was a motion by Councilor Marble seconded by Chairman McAvoy to recommend Council authorization to waive the performance guarantee required to accept West Carey Drive as a public way, as detailed in the memo from Manager Jennings. Motion passed 6-0.**
- e. Recommend Council approval of the Edythe L. Dyer Library Card Policy – requested by the Edythe L. Dyer Library Board of Trustees – Manager Jennings said that the policy in the Committee's packet had been approved by the Library Board and was before the Council for their approval. He noted that he will direct the Library Director to provide redlined revisions in the future so it is clear what aspects of the policy are changing. Motion by Mayor McPike seconded by Chairman McAvoy to recommend Council approval of the Library Card Policy. Motion passed 6-0.**
- f. Recommend Council authorization of up to \$18,625 from Host Community Benefit account (1-351-00) for purchase of 2nd flashing pedestrian beacon, and acceptance of bid price for installation of two crosswalks and two flashing pedestrian beacons on Main Road North at Cottage Street and at the Kiwanis Civic Center driveway – Manager Jennings reported that bids had been received on Thursday March 29 and that the Water District was moving quickly toward recommending a vendor and entering a contract, but he said that if the Council chose to wait until**

its next meeting to act this may still allow the work to proceed without delay. Councilor Ryder asked if the bid document shows two crosswalks and Manager Jennings said that it does. Chairman McAvoy noted that the Host Community Benefit account is not a reserve account and Manager Jennings agreed, but said that Council approval has traditionally been obtained before authorizing use of HCB funds. Motion by Councilor Marble seconded by Mayor McPike to recommend Council authorization of up to \$18,625 from Host Community Benefit account for purchase of a 2nd flashing pedestrian beacon, and acceptance of bid price for installation of two crosswalks and two flashing pedestrian beacons on Main Road North at Cottage Street and at the Kiwanis Civic Center driveway. Members of the public expressed their approval for this motion. Chairman McAvoy said that his only concern is the proximity of the proposed Kiwanis/Irving crosswalk to the signalized intersection and the potential for back-ups, but it was noted that the work is in a MDOT layout and approved by the District Engineer. The motion passed 6-0.

g. Recommend Council authorization to re-allocate up to \$10,000 of authorized but unspent funds from the Planning & Community Development Reserve Account (3-725-00) for the purpose of retaining the contract planner through the remainder of FY18 – *Manager Jennings summarized his memo, noting that the contract planner has allowed the Town Planner to stay focused on the zoning amendments by handling the Planning Board permitting activity, and that there were four public hearings at the recent Planning Board meeting. He said that these funds had been previously allocated toward the Business Park Covenants amendments but that the consultant's work was well less than budgeted so the proposal is to reallocate those funds for this purpose. There was a motion by Mayor McPike seconded by Councilor Marble to recommend Council authorization to re-allocate up to \$10,000 of authorized but unspent funds from the Planning & Community Development Reserve Account for the purpose of retaining the contract planner through the remainder of FY18. Motion passed 5-1 with Councilor Wilde opposed.*

h. Proposal to add new full-time staff position to Administration Department in FY19 budget, and to reorganize and reassign some staff responsibilities for remainder of FY18 – *Manager Jennings noted that he'd hoped to include a detailed proposal in this packet but that the events on Thursday including the MRC notice of change to waste destination had cut into the time available. He said that a proposed position would assist in several areas of the organization, and would ensure that the daily and monthly finance functions noted in the Audit would be completed. He said that with*

the current structure the Town has a part-time Manager and a part-time Treasurer, and that the demands on the Manager's time come at a cost to the day-to-day financial tasks. He said he is not looking for a Committee recommendation tonight but wanted to preview this proposal in the upcoming budget. Councilor Wilde said he is open to consideration of supporting this, and Chairman McAvoy said he tends to support the idea in part to ensure a separation of duties between the Manager and Treasurer rather than one individual being in charge of all of the finances.

- i. Manager's report on Council Goals and Priorities – Manager Jennings** presented the information in the packet and said that he hopes this will be a helpful reference for the Council, and for the new Manager in directing staff in accordance with endorsed priorities. Councilor Marble said that the numbering system in the report isn't as clear to him but that the information is good and if there are questions about why certain items are prioritized as they are these could be asked in the future. The discussion was limited to allow time for the presentation of the Audit.
- j. Presentation of Hampden FY2017 Audit – James W. Wadman, CPA** – Chairman McAvoy invited Mr. Wadman to the podium to present his findings. Mr. Wadman handed out a 2-page document [appended to these minutes]. Mr. Wadman reported that there were some management comments in the report, where improvements to internal controls are needed, but that this is an "unmodified opinion" and that there were no disclosures of differences with management. Councilor Wilde noted that the Council has been setting aside more funds toward reserve, and Mr. Wadman said those funds are not part of Unassigned Fund Balance because they're dedicated to specific purposes. Chairman McAvoy asked whether the Host Community Benefit funds have always been reported as part of the Unassigned Fund Balance and Mr. Wadman said yes. Chairman McAvoy asked if that makes sense to do so, and Mr. Wadman said yes, they are rolled together in the financial statements but separated in some of the exhibits. Mr. Wadman said that because HCB funds are unconstrained and can be used for purposes deemed appropriate by the Council they are appropriately considered Unassigned. Chairman McAvoy said that several years ago there was \$3-4 million in HCB.

Mr. Wadman summarized different elements of the Audit, saying the financial statements begin on page 9, pages 9-10 include all assets and liabilities, page 10 expenses include estimated depreciation and do not indicate outflows of cash. He described that they look at the asset, and the estimated life of the asset, using a police cruiser as an example of something that would be shown as depreciation over

time. Mayor McPike said we don't have RSU-22 as an asset but it is a write-off. Mr. Wadman said that amount is a monthly assessment. Chairman McAvoy asked what would be the depreciation of a plow truck and Kellie Bowden said 10 years. Chairman McAvoy said so we should be putting that amount into reserve? Mr. Wadman said yes, in accordance with a Capital Improvement Plan. Chairman McAvoy asked if we have been doing so and Manager Jennings said no, referring to his memo in the June 2017 Infrastructure Committee packet that shows that, the eight years or so following adoption of the 2010 Capital Program the Town had only allocated about half of the recommended funds toward Public Works vehicles and equipment. Manager Jennings noted that he has conducted this analysis of other reserve accounts, relative to the 2010 Capital Program, and found that the Town had properly budgeted in some areas but had underfunded many reserve accounts during that time period. Mr. Wadman referred to the sewer financial statements on pages 15-17. Councilor Wilde asked a question about page 24 noting that the Town doesn't have a minimum fund balance policy and asked if other towns do. Mr. Wadman said that a minimum fund balance policy is becoming more common in larger towns. Manager Jennings noted that Ms. Bowden had provided his office a copy of a sample policy in effect in Bar Harbor. Councilor Wilde recommended adding consideration of such a policy to the Council's list of projects.

Mr. Wadman continued with his presentation, noting that there was an increase of \$483,600 in Hampden's Unassigned Fund Balance in FY17 due to a combination of revenues above projections and expenditures lower than budgeted amounts.

Manager Jennings highlighted one area where revenues were greater, which was the partial resolution of the decade-plus backlog of developer escrow accounts. He said these revenues were above budget in FY17 but that an estimate of the remaining amounts to be resolved had been budgeted as revenues in FY18 so it will be important to complete this work before closing out the current fiscal year.

Mr. Wadman discussed the net pension liability on page 42, and Mayor McPike noted this amount had doubled in 2 years. Mr. Wadman said the estimated return rate was reduced this year by the Board overseeing the pension fund, and that that had reduced the estimated value of the assets. Manager Jennings asked if he had seen towns budget reserve funds for those unfunded pension liabilities and Mr. Wadman said not in Maine. Manager Jennings said he has seen this done in Massachusetts. Councilor Marble asked how much does Hampden owe? Mr. Wadman referred to page 9, that

current liabilities were just under \$7.4 million, including about \$5.6 million in debt and capital leases.

Chairman McAvoy noted that the meeting time was just about over. Councilor Marble commended the Town Manager for his work and Chairman McAvoy thanked the Town Manager.

- 5. Public Comment – None.**
- 6. Committee Member Comments – None.**
- 7. Adjournment**

There being no further business, the meeting was adjourned at 7:05 PM.

Respectfully submitted –
Angus Jennings, Town Manager

TOWN OF HAMPDEN
AUDITED FINANCIAL STATEMENTS PRESENTATION
APRIL 2, 2018

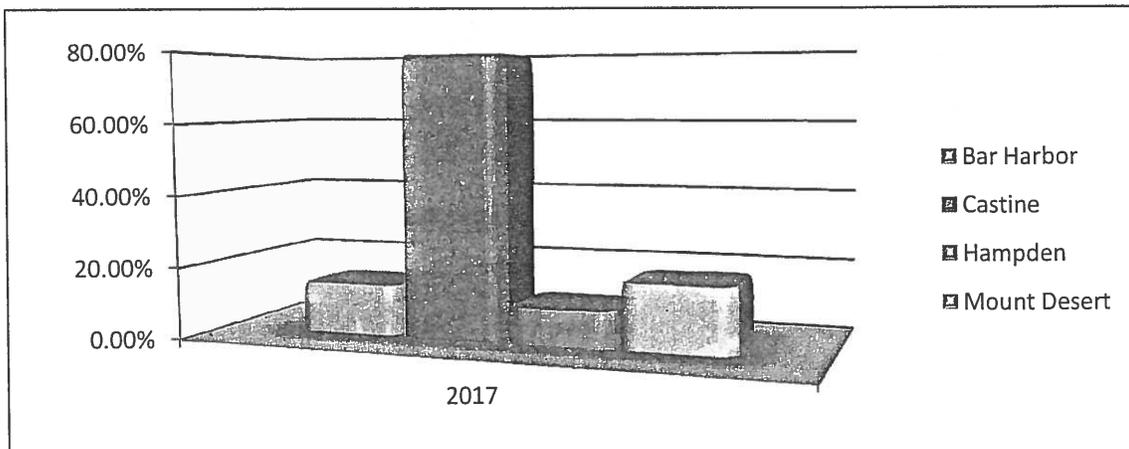
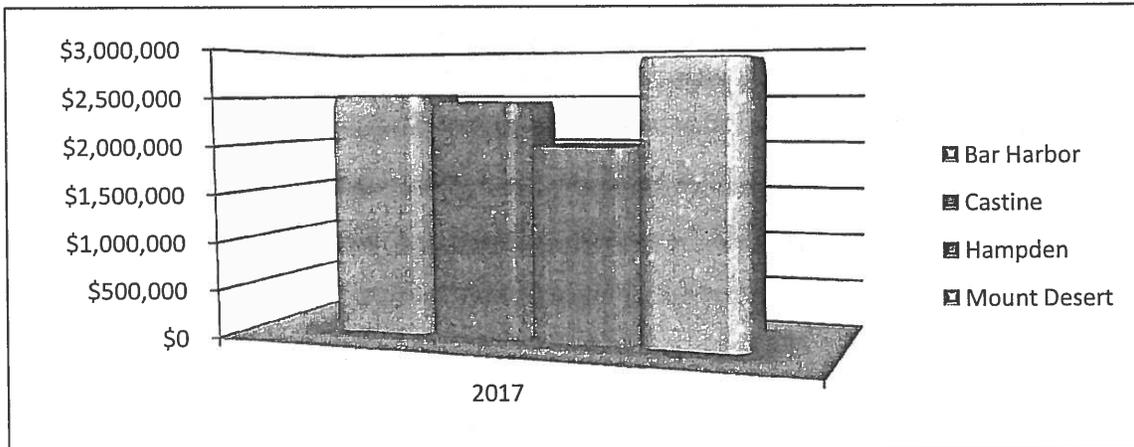
Page
 1-2 Opinion Letter - "Unmodified" Opinion - clean opinion on financial statements and note disclosures.
 3 Managements Discussion and Analysis - Fund Highlights paragraph: Unassigned Fund Balance

<i>Bar Harbor</i>	<u>2017</u>	<u>2016</u>	<u>2015</u>
Amount	\$621,603	\$509,311	\$322,092
% of Expenditures	5.40%	2.90%	1.90%
With Working Capital Reserve	\$2,526,603	\$2,387,311	\$2,141,092
% of Expenditures	14.07%	13.71%	11.05%

<i>Castine</i>	<u>2017</u>	<u>2016</u>	<u>2015</u>
Amount	\$2,448,148	\$2,239,965	\$2,015,191
% of Expenditures	79.20%	70.00%	21.50%

<i>Hampden</i>	<u>2017</u>	<u>2016</u>	<u>2015</u>
Amount	\$2,002,205	\$1,247,072	\$1,051,925
% of Expenditures	10.00%	7.20%	7.40%

<i>Mount Desert</i>	<u>2017</u>	<u>2016</u>	<u>2015</u>
Amount	\$2,893,357	\$2,479,562	\$1,681,759
% of Expenditures	18.00%	16.00%	10.70%



Maine Municipal Association recommends a minimum of 10-12% for municipalities.

3-8 Provides a narrative discussion of the year's financial highlights. Managements Discussion and Analysis contains the basic requirements under Governmental Accounting Standards Board (GASB) Statement No. 34 and related subsequent statements.

9-10 Government-Wide Financial Statements - Contain all funds of the Town; contain fixed assets, depreciation, debt - both short-term and long-term assets and liabilities. Also includes GASB Statement #68 Pension related disclosures.

11-end Financial statements and schedules on the same accounting basis as the Town's records Governmental fund assets and liabilities are short-term only.

15-17 Financial statements for Proprietary Fund - Wastewater Department.

24-25 Notes to Financial Statements - GASB 54 Fund Balance Classifications.

34-38 Notes to Financial Statements - GASB 68 Pension Plan disclosures.

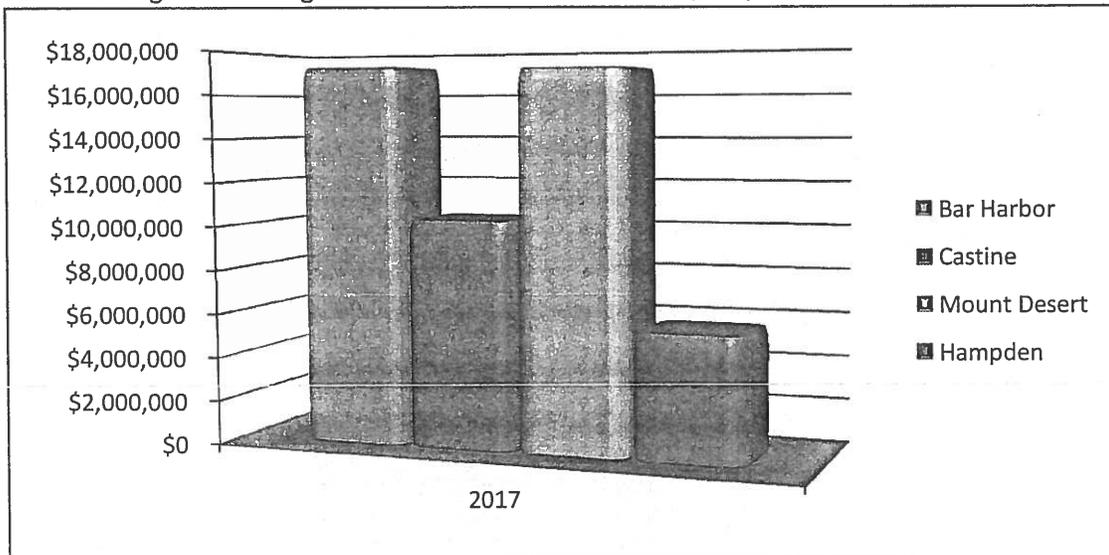
41 Budget vs. Actual Operations Statement - budget was no change to unassigned fund balance.

42 Pension Disclosure Schedule - 3 yr comparison

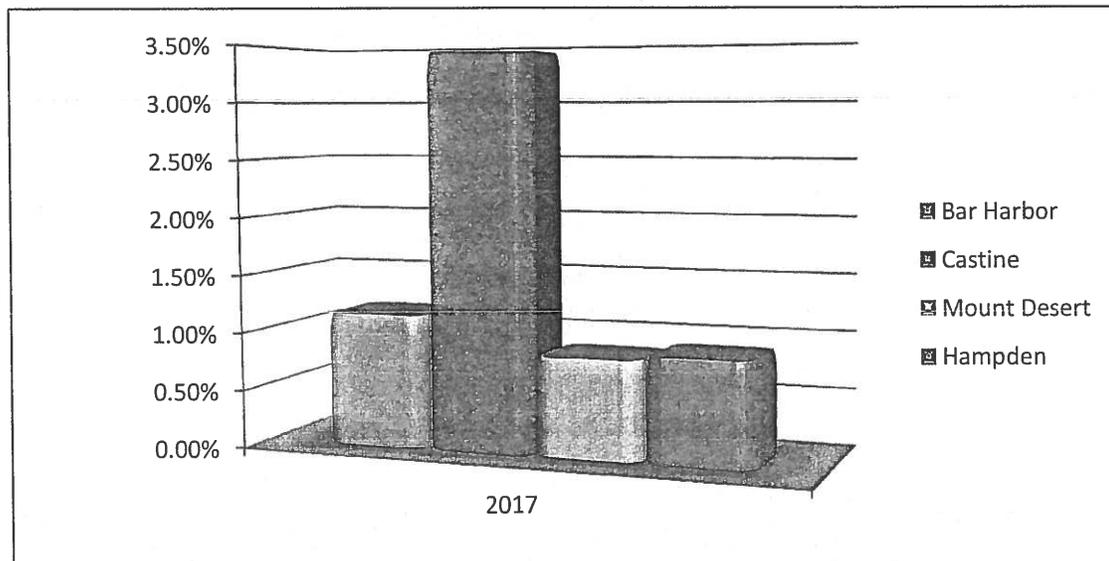
48 Schedule of Changes in Unassigned Fund Balance - Increase of \$483,600.

Long-Term Debt

Dollars



% State Valuation





4-a

Check One: _____ \$200.00 (Initial Fee Up to 4 vehicles)
_____ \$250.00 (Initial Fee Over 4 vehicles)
_____ \$ 50.00 (Annual Fee per vehicle)

APPLICATION FOR SOLID WASTE COMMERCIAL HAULING LICENSE
DUE ANNUALLY BY APRIL 1ST

In accordance with the authority granted under MRSA 38 § 1304-B and MRSA 30-A § 3001 et seq., and the authority granted under the Town of Hampden Solid Waste Flow Control Ordinance, the applicant,

(Name & Business)

is hereby granted the license to collect and transport Acceptable Solid Waste within the limits of the Town of Hampden to be disposed of at the Solid Waste Facility designated by the Town Manager.

LICENSE DATA: Check one: _____ Initial License _____ Renewal License

NAME: _____ LAST FIRST MI

NAME OF BUSINESS: _____

ADDRESS: _____ STREET TOWN ZIP

MAILING ADDRESS (if different): _____

TELEPHONE: _____ HOME WORK

EMAIL: _____ ANY PRIOR VIOLATIONS? _____ Y _____ N

VEHICLE INFORMATION: (For all vehicles to be used for commercial hauling) -see reverse for more info

Table with 6 columns: Year, Make, Model, VIN #, Plate #, Volume (CY). Contains 4 rows for vehicle information.

FOR TOWN USE ONLY: Date Application Received: _____ Date Fee Paid: _____
ISSUE DATE: _____ EXPIRATION DATE: _____
AUTHORIZED BY: _____ ISSUED BY: _____

ADDITIONAL VEHICLE INFORMATION: (For all vehicles to be used for commercial hauling)

Year	Make	Model	VIN #	Plate #	Volume (CY)
Year	Make	Model	VIN #	Plate #	Volume (CY)
Year	Make	Model	VIN #	Plate #	Volume (CY)
Year	Make	Model	VIN #	Plate #	Volume (CY)
Year	Make	Model	VIN #	Plate #	Volume (CY)
Year	Make	Model	VIN #	Plate #	Volume (CY)
Year	Make	Model	VIN #	Plate #	Volume (CY)
Year	Make	Model	VIN #	Plate #	Volume (CY)
Year	Make	Model	VIN #	Plate #	Volume (CY)
Year	Make	Model	VIN #	Plate #	Volume (CY)

SAMPLE
LICENSE

LICENSE CERTIFICATE

No.

Licensed as.....

Granted to.....

Residing at.....

Issued.....

Expires.....

Fee.....

.....

.....

No..... Municipality of.....
OFFICE OF MUNICIPAL CLERK

Date.....

To all whom these presents may concern:

Know Ye, that.....residing
at..... in consideration of
.....Dollars,
receipt of which is hereby acknowledged, having complied with all the requirements of Law has been
duly Licensed.....
in the Municipality of.....

The License is subject to the strict observance of all Laws and Regulations in such case made and provided, and is to
continue in the force until the.....day of.....2.....unless sooner revoked

..... Municipal Clerk.

T356 Marks Printing House
Belfast, ME 1-800-734-4443



Real Estate & Personal Property Tax Collections: as of 04/5/18

	<u>Total Billed Accounts</u>	<u>Beginning Balance</u>	<u>Payments</u>	<u>Remaining Balance</u>	<u>Percentage Collected</u>	<u>Total Outstanding Accounts</u>
2018 Real Estate	3236	\$11,102,383.36	\$10,329,532.81	\$772,850.55	93%	591
2018 Personal Property Taxes	125	\$505,414.88	\$21,798.26	\$68,652.46	86%	39

	<u>Total Outstanding Accounts</u>	<u>Payments</u>	<u>Outstanding Balance</u>
2017 PROPERTY TAX LIENS	74	\$10,446.24	\$95,867.47
2012-2017 PERSONAL PROPERTY TAX	25	\$10,427.71	\$24,641.19

	<u>Total Accounts</u>	<u>Total Payments</u>
Prepayment for 2019 Real Estate Taxes	51	\$36,986.72
Prepayments for 2019 Personal Property Taxes	1	520.72

Submitted by:

Barbara Geaghan, Tax Collector

4/5/2018

Town of Hampden
106 Western Avenue
Hampden, Maine 04444



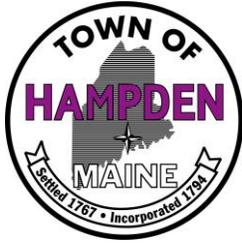
Phone: (207) 862-3034
Fax: (207) 862-5067
Email:
townmanager@hampdenmaine.gov

TO: Finance Committee and Town Council
FROM: Angus Jennings, Town Manager
DATE: April 12, 2018
RE: RFP for mowing

Please find enclosed the RFP for mowing for summer 2018, which was prepared and advertised at the direction of the Infrastructure Committee.

Bids will be received and reviewed by staff on April 17, and a recommendation will be made at that evening's Finance Committee meeting.

As you know, bidding out mowing would depart from past practice of hiring part-time staff to support mowing during the summer. The DPW Director will be prepared to present his estimates of costs to continue to do the work in-house, in support of the Council's consideration. The Rec Director has also placed comments on record to ensure these are taken into account in the Council's deliberations.



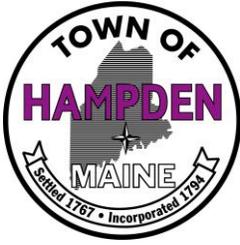
Town of Hampden
106 Western Avenue
Hampden, Maine 04444

Town of Hampden

-Invitation to bid on Town Mowing Services-

**Offers shall be clearly labeled:
"Mowing Services 2018"**

**Bid Opening: Tuesday, April 17, 2018 at 10:00 A.M.
106 Western Ave. Hampden, Maine 04444**



Town of Hampden
106 Western Avenue
Hampden, Maine 04444

General Information for Bidders

Note: The following terms, conditions and instructions apply to all Town of Hampden solicitations whether they are bids, proposals, requests for information, requests for qualifications, etc. The term “bidder” is used generally to describe the bidder, proposer, vendor, contractor, consultant or any other term applying for someone responding to a request from the Town. Any response by a vendor to requests from the Town means that the vendor intends to adhere to the following:

1. Acceptance
The Town will select the offer deemed most advantageous, appropriate and beneficial to the Town.
2. Addenda
In the event that an addendum to a solicitation is issued, all solicitation terms and conditions shall remain in effect unless they are specifically changed by the addendum. Offers shall include acknowledgement of all addenda or be subject to rejection. The Town will post all Addenda on the Town of Hampden website <http://www.hampdenmaine.gov> under “Public Notices and Bids” and shall email the addendum to all bidders whom have received a bid package, or who notify the Town Manager in writing that they wish to be considered a prospective bidder.
3. Independent Contractor
Successful bidder will serve in the capacity of independent contractor and shall not be deemed an employee or representative of the Town. Successful bidder understands and agrees that he/she is an Independent Contractor for whom no Federal or State Income Tax will be deducted by the Town, and for whom no insurance or other benefits available to Town employees will accrue. Successful Bidder further understands that annual information returns as required by the Internal Revenue Code and/or Maine law will be furnished to the Successful Bidder for his/her tax records.
4. Assignment/Subcontracting
The bidder shall not assign or subcontract any agreement, sublet or subcontract any portion of the work without the written consent of the Town. The bidder shall bind all subcontractors approved by the Town to all the terms and conditions of the contract.
5. Award/Results
As soon as practicable after evaluation, the Town shall make available the award decision and a tabulation of all bids/proposals received.
6. Compliance with Laws
The bidder is assumed to be familiar with and agrees to observe and comply with all Federal, State and local laws, statutes, ordinances and regulations. The bidder shall fully indemnify, save harmless and protect the Town, their successors, assigns, agents, customers, affiliates, agents and

employee's against any loss, claim liability damage, and expense arising from the bidder's actual or alleged noncompliance with such laws and regulations.

7. Deliveries

All deliveries shall be to the designated Town property stated in the solicitation and must be Freight on Board (FOB) Hampden, Maine with all delivery, handling, surcharges and other changes included in the offered price. Failure to do so may cause rejection of bid. The Town will not pay additional surcharges.

8. Equal Employment Opportunity

Bidders agree not to discriminate against any employee or applicant for employment because of age, race, color, religion, sex, sexual orientation or national origin. Bidders shall comply with applicable laws, executive orders, and regulations concerning nondiscrimination in employment, including the Equal Opportunity Clause of Section 202, Executive Order 11246, as amended, which is hereby incorporated by reference.

9. Freedom of Access Act (FOAA)

Under Maine's Freedom of Access Act, all records in possession of the Town and related to the transaction of its business are public, unless designated by law as confidential, privileged, or otherwise exempt. Accordingly, any documents you submit may be available to the public.

10. Incurring Cost

All costs incurred in the preparation and submission of an offer will be borne by the bidder.

11. Informalities

The Town reserves the right to waive informalities, irregularities or minor defects in an offer response or variation from the exact requirements of the solicitation provided that the defects or variations do not affect the price, quality, quantity or delivery of the service.

12. Inspections/Examination of Documents

The bidder is responsible for thoroughly inspecting the site of the proposed work, carefully examining the solicitation and for becoming completely familiar with any circumstances under which the work will be performed or equipment, material etc. to be provided. Each bidder shall make his/her own examinations and estimates and shall not hold the Town, its agents or employees responsible for any information received from them.

13. Late Bids

It is the responsibility of the bidder to see that their offers have sufficient time to be received by the Town of Hampden before the submittal deadline. Any offer, portion of an offer, or unrequested revision received at the Town Office after the time and date specified, will not be considered.

14. Permits

In connection with any work to be performed, the bidders shall procure all necessary permits and licenses applicable (State, Federal, Local or otherwise) to the performance of work contained in the solicitation.

15. Materials

All material submitted becomes the property of the Town of Hampden and shall become public information.

16. Questions
All questions must be directed in writing to the specified person from the Town of Hampden in the solicitation.
17. Rejection
The Town of Hampden reserves the right to reject any and all offers or to accept a higher cost offer if it is deemed to be in the best interest of the Town of Hampden. The Town also reserves the right to negotiate with the lowest cost responsive Bidder. Rejection of any proposal shall be construed as meaning simply that the Town does not deem the offer to be acceptable or that another offer is deemed to be more advantageous to the Town for the particular services offered.
18. Taxes
The Town of Hampden is exempt from paying sales or use tax by the State of Maine Statute and has been issued a permanent Exemption Certification by the State of Maine.
- Permanent Exemption Certificate Number: **E45923**
Federal Identification Number: **01600019000**
19. Termination
a. Termination for Convenience: The Town may terminate any contract, in whole or in part, whenever the Town determines that such termination is in the best interest of the Town, without showing cause, upon giving written notice to the bidder.
- b. Termination for Default: When the bidder has not performed or has unsatisfactorily performed the work, the Town may terminate the contract for default. Upon termination for default, payment may be withheld at the discretion of the Town. Failure on the part of the bidder to fulfill contractual obligations shall be considered just cause for termination.
20. Withdrawal
No bidder may withdraw his/her offer for a period of sixty (60) days from date of opening. All offers will be subject to acceptance by the Town during that time.

TOWN OF HAMPDEN

MOWING SERVICES 2018

Town of Hampden
-Invitation to bid on Mowing Services 2018-

Offers shall be clearly labeled:
“Bid Proposal: Mowing Services 2018”

106 Western Ave. Hampden, Maine 04444
Bid Opening: Tuesday, April 17, 2018
10:00 A.M.

The Town of Hampden is seeking qualified bidders for Mowing and Trimming Services with associated field and park maintenance. The following specifications detail the extent of the proposed work. In order to be considered, potential bidders must complete and **submit the enclosed bid sheet, proof of insurance, references, equipment list and any pertinent information that may help the Town make a decision** and return these items in a sealed envelope to the following address by **10:00 A.M. on Tuesday, April 17, 2018.**

“Bid Proposal: Mowing Services 2018”

Attention: Public Works Director

106 Western Avenue

Hampden, Me. 04444

The Town Council will consider all bids but reserves the right to reject any or all bids at their discretion.

1. INTRODUCTION

The Town of Hampden is requesting proposals for seasonal mowing and string-trimming of Town owned facilities, parks and recreation fields, along with annual Spring debris clean up at the following locations: VFW Complex, Dorothea Dix Park, Lura Hoit Pool/Field Complex, Skehan Center Complex, Ballfield Road Complex, Lakeview Cemetery field, Hampden Business Park and Papermill Park. The scope also includes Fall aeration of (3) three facilities; VFW playing fields, Ballfield Road playing field and Lura Hoit Pool fields with the possibility of an additional Spring aeration (include cost in bid). Rolling of the same three facilities shall be conducted in the Spring. Papermill Park shall be mowed (high at approx. 4"-5") (3) three times per year. Services requested will start in April and conclude at the end of October.

Administration of these contracted services will be through the Director of Public Works and coordination of services will be both with Public Works and the Director of Recreation.

It is the intent of the Town to procure, from an established and experienced contractor, the services for mowing and string-trimming of parks and recreation fields. The goal of the Town is to find the most cost effective method of maintaining Town facilities while keeping a high level of service to the citizens of Hampden. It is anticipated that the spring clean-up would commence prior to May, while mowing will commence the beginning of May through October.

2. INSTRUCTIONS AND INFORMATION FOR BIDDERS

This request for quote represents the requirements of the Town to procure parks and recreation field services for the mowing, string-trimming and annual spring debris clean up on the above listed Town owned facilities. The following describes a general description of information required in the proposals and the format to be followed. Bidders must furnish all information requested and follow the instructions as noted herein. Additional information may be submitted if contractor believes it would be helpful in the selection process by Town Council.

All facility mowing times shall be scheduled with the Hampden Recreation Director. Fields are typically unoccupied Monday through Friday, 7am to 3pm.

3. SCOPE OF WORK

The spring cleanup shall take place before the first mowing, typically during the third week in April. Debris is defined as leaves, grass clippings, twigs, branches, trash, any gravel, rock, pavement, sod, loam, etc. Rake all necessary areas, repair any field damage, re-seed and mulch as necessary over patched areas, to provide a smooth, continuous playing surface. Any areas of repair must be staked and flagged to prevent public interference with growth. All debris must be removed from the site and properly disposed of by the contractor.

Aeration using professional aeration (core) equipment equal to John Deere CA2060 core aerator, 0.75" spoon diameter that penetrates to a depth of 4.5", must be conducted at minimum, in the Fall at the end of October. Aeration must be two complete passes, both directions, and again two complete passes at a 90 degree angle to the original passes. Spring aeration shall be conducted at the direction of the Hampden Recreation Director. Snow load and spring field conditions will also dictate the appropriateness of the aeration in the Spring. All fields receiving aeration shall also be rolled (in the beginning of the season) with a minimum 5' wide, 800 pound roller. Fields receiving aeration and rolling are VFW, Ballfield and Lura Hoit playing fields.

Unless otherwise noted below, the sports field/ ballfield grass height must be maintained at 3" for optimal root growth and development (minimum 2 ½"), with maximum height not more than 3 ½ ". Mow in opposite directions each rotation. String-trim entire complex as necessary including, but not limited to all stones, posts, trees, fences, decorations etc. Take precautions to not damage any tree bark or fence posts during trimming operations. Non-sports field surfaces shall be maintained

between 3" and a maximum height of 4". All clippings must be raked or vacuumed and removed from the site and properly disposed of by the contractor.

VFW Complex The playing fields shall be mowed two times weekly from April 23th to June 30th, on Tuesday and Friday and once a week July through early October, on Friday. Additional mowings may be necessary to not exceed maximum height requirements. String-trim entire complex as necessary to maintain previously stated grass height. Other complex grass (non-sports fields) to be cut sufficiently to maintain lengths stated above. String-trim entire complex as necessary to maintain same height diligence.

Dorothea Dix Park - Dorothea Dix Park grass to be cut, to maintain lengths stated above, early May through end of October. String-trim the entire complex as necessary to maintain same height diligence.

Lura Hoyt Pool / Field Complex The playing fields shall be mowed two times weekly from May to mid-June and one time per week from late June to August or every other week if field is not in use (to be determined by the Hampden Recreation Director), keep longer (height determined by Recreation Director) during mid to late summer if not in use to reduce summer drought burnout. Mowing should continue one time per week in September and as needed in October to maintain height diligence. Additional mowings may be necessary to not exceed maximum height requirements. Other complex grass to be cut to maintain lengths stated above. String-trim entire complex as necessary to maintain same height diligence.

Skehan Center Complex - (Old Hampden Academy-full complex) Lower playing field shall be mowed one time a week throughout the season early May through the end of October. Other complex grass, to be cut to maintain lengths stated above, early May through end of October. String-trim the entire complex as necessary to maintain same height diligence.

Ballfield Road Complex (includes parking lot and open space across the street) The playing fields shall be mowed two times weekly from April 23th to June 30th, on Tuesday and Friday and once a week July through late August, on Monday. Mowing should occur once a week, on Fridays if possible, during September and October. String-trim entire complex as necessary to maintain previously stated grass height. Other complex grass to be cut to maintain height diligence stated above. String-trim entire complex as necessary to maintain same height diligence.

Please Note: Ballfield Road temporary outfield fence in place late April-late June. Care must be taken to not cut the fence with mower or trimmer. Both sides of the fence must be maintained as close as safely possible. Any damage to fence will be the responsibility of the contractor.

Lakeview Cemetery Field - Lakeview Cemetery Field grass to be cut to maintain lengths stated above early May through end of October. String-trim the entire complex as necessary to maintain same height diligence.

Hampden Business Park - Hampden Business Park grass to be cut to maintain lengths stated above early May through end of October. String-trim the entire complex as necessary to maintain same height diligence. Mow both sides of road (15' from pavement) and the entry area on right at the mouth of the road.

Papermill Park - Papermill Park shall be mowed a minimum of (3) three times per year at a height of 4"-5". A small portion of the first field (a milkweed patch protected for butterfly habitat) shall be left to grow until the conclusion of growing season. At that time, the entire field shall be mowed to same height. Public Works will stake and ribbon the area to be left untouched for the growing season.

4. PREPARATION

Proposals should be prepared in a straightforward, concise delineation of capabilities proposed to satisfy the requirements of this request. Completeness and clarity of content are requested. All brochures, presentations and items submitted in support of proposal will become part of the bid submission. Contractor shall provide price quote to maintain each facility individually and a total lump sum figure on the bid sheet.

5. CONTRACTOR QUALIFICATIONS

No contract will be awarded except to a responsible bidder capable of performing the work set forth in the proposal. Contractor's employees must be trained and qualified to work on mowing and ground maintenance equipment. Bidders must have three (3) references, preferably from other municipalities, and five (5) years minimum in the lawn and ground maintenance business.

6. INSURANCE

Contractor must provide proof of liability insurance, with a minimum of \$400,000.00 coverage naming the Town of Hampden as additionally insured, for personal injury, death and property damage claims which may arise from the performance of the mowing contract as well as evidence of insurance to satisfy the requirements of the Workman's Compensation Act.

7. EQUIPMENT LIST

An equipment list must be provided with the year make and model of all equipment being used. Please attached a separate sheet with the equipment being used listed. If an equipment list is not provided, the proposal will not be considered.

8. BID PROPOSAL ACCEPTANCE

The bid proposal acceptance will be reviewed by the Public Works Director, Town Manager and Recreation Director for completeness, to ensure scope of work and specifications are met.

9. AWARD OF CONTRACT

A recommendation by the Public Works Director to the Town Council shall be made at the regularly scheduled Finance meeting on April 17, 2018, at 6pm, which then may be put forth to the full Council at 7pm on April 17, 2018. The Council has the right to reject any or all bid proposals. A mandatory meeting with the Town Manager and contractor awarded the bid will be held at the Recreation Department prior to any mowing or cleaning activities.

10. BID SHEET

The attached bid sheet must be filled out and submitted with proof of insurance, references and equipment list. Any supporting items the contractor may want to submit for consideration shall also be enclosed.

11. CONTRACTOR SIGNATURE SHEET

The attached contractor signature sheet shall be completed in its entirety for consideration.

12. LOCATION MAP

See attached location map for areas of contractor responsibility in addition to narrative above.

BID SHEET

<u>LOCATION</u>	<u>COST</u>
<u>MOWING SERVICES</u>	
VFW COMPLEX	\$ _____
DOROTHEA DIX PARK	\$ _____
LURA HOIT POOL/FIELD COMPLEX	\$ _____
SKEHAN COMPLEX	\$ _____
BALLFIELD ROAD COMPLEX	\$ _____
LAKEVIEW CEMETERY (FIELD ONLY)	\$ _____
HAMPDEN BUSINESS PARK	\$ _____
PAPERMILL ROAD	\$ _____
<u>AERATION AND ROLLING SERVICES</u>	
LURA HOIT POOL FIELD	\$ _____
BALLFIELD ROAD SOFTBALL FIELD	\$ _____
VFW DRIVE LITTLE LEAGUE FIELDS (2)	\$ _____
<u>Total Bid Price 2018</u>	\$ _____

CONTRACTOR SIGNATURE SHEET

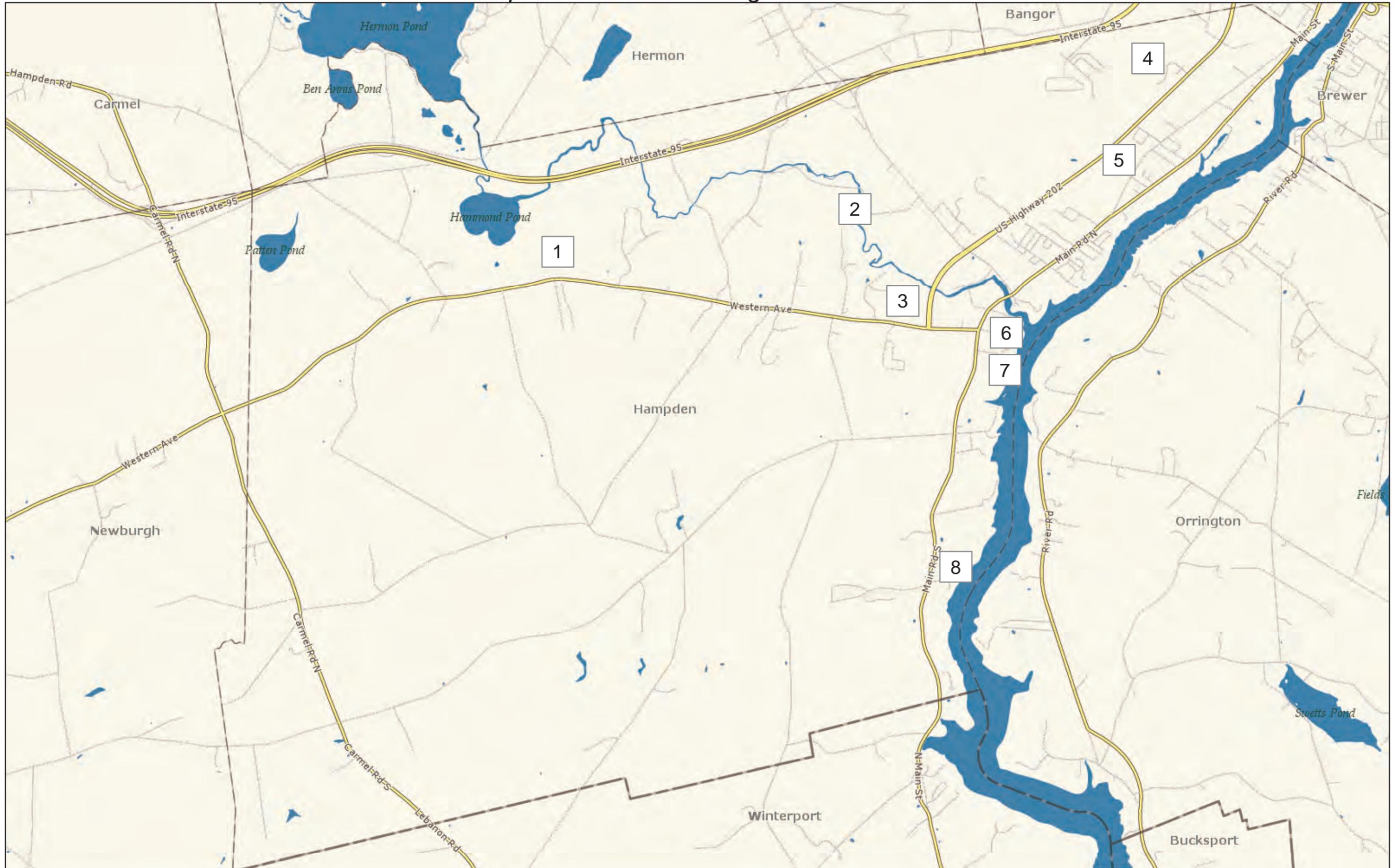
Company Name

Company Address

Company Representative

Signed

Hampden Summer Mowing Locations 2018

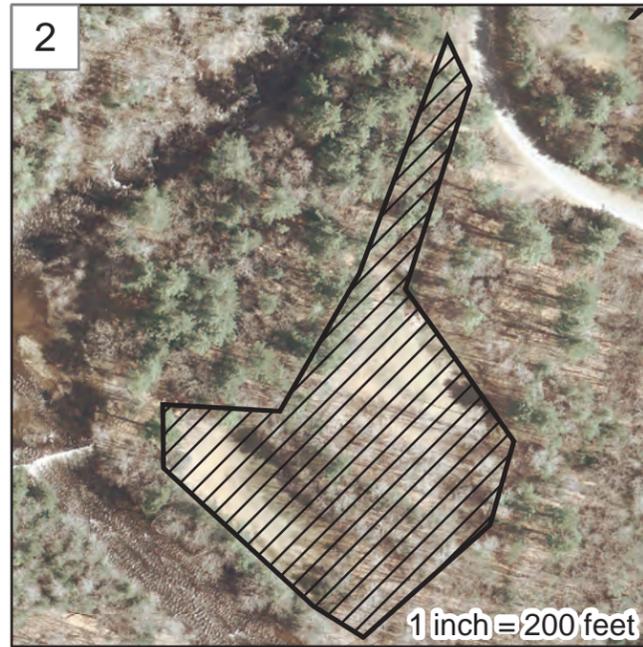


Hampden Summer Mowing Locations 2018

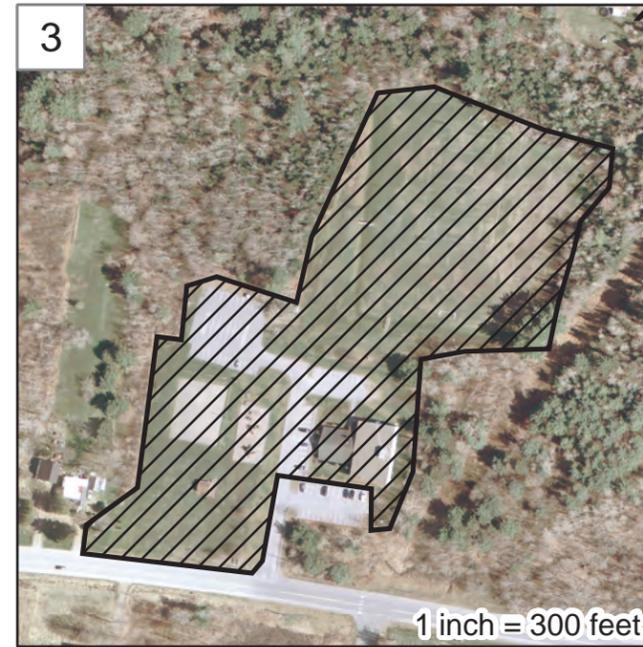
Note: Aerial Photos taken May 2015



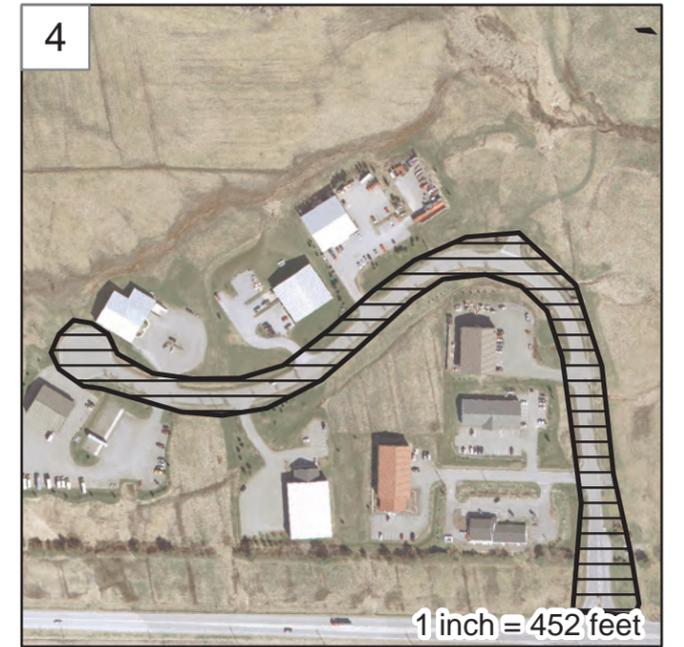
Lakeview Cemetery Fields
828 Western Ave



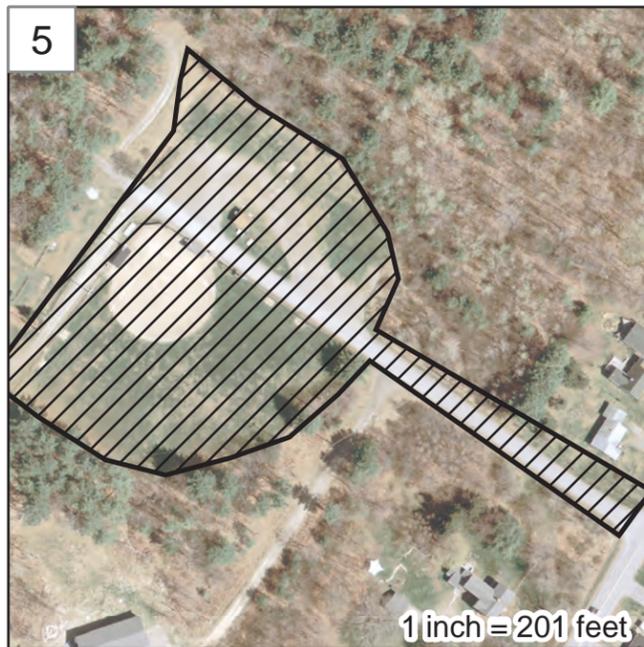
Papermill Park
~ .5 Miles off Coldbrook Rd on the left



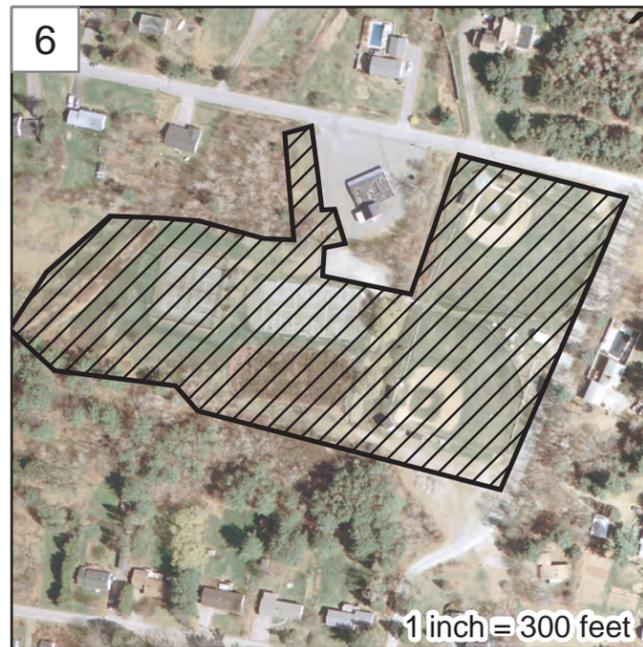
Lura Hoyt Pool Field
146 Western Ave



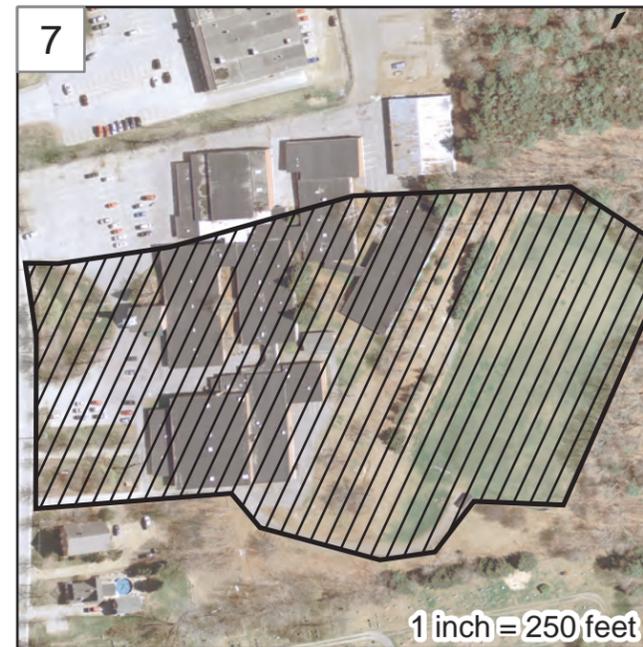
Business Park
Route 202



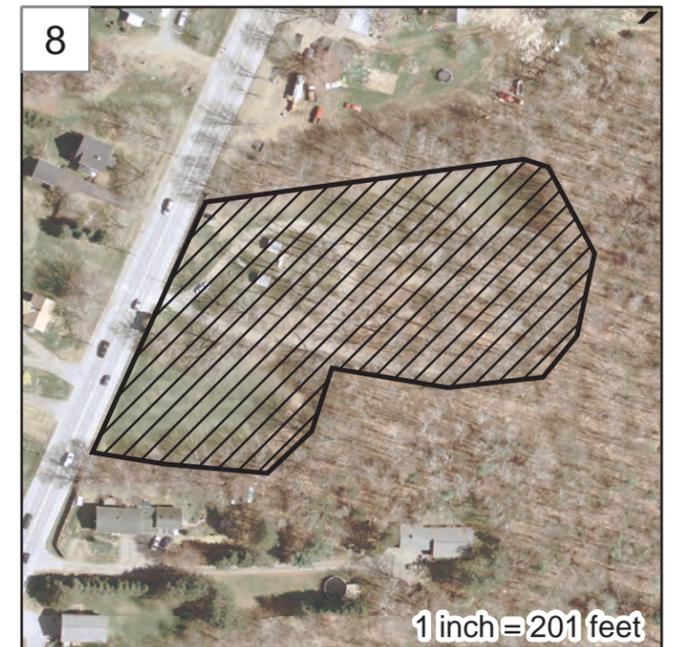
Ballfield Rd
Between 94 and 102 Old County Rd



VFW Fields
53 Canoe Club Rd



Skehan Center & Lower Football Field
1 Main Rd N



Dorothea Dix Park
Across from 222 Main Rd S



Recreation Department-Skehan Recreation Center

To: Hampden Town Council
Town Manager Angus Jennings

From: Recreation Director Shelley Abbott

CC: PW Director Sean Currier

Date: 4/10/2018

Re: Mowing Services 2018-Recreation and Park Facilities

**Town of Hampden
RECEIVED**

APR 11 2018

**Office of the
Town Manager**

Comments:

I would like to request careful consideration of any contract position for Mowing Services by the Council. The RFP created contains a large amount of detail for requested services in order to guarantee the level of service needed and minimize the amount of staff time required for oversight to insure that the services are correctly performed.

A large amount of time, resources, and research has been spent in the last two mowing seasons to rectify ongoing field issues and optimize playability and turf sustainability for the facilities the town owns. A well thought out, budgeted, and executed turf maintenance and management plan is essential for the Town of Hampden and the recreation community we serve. This task is currently ongoing based on direction from the Council's Services Committee.

The Public Works Department works tirelessly to provide support and services for Recreation Department. The crew's attention to detail and pride in stewardship is always evident. They are very responsive to department needs and accommodating with any special project or variation in facility scheduling.

I strongly urge your consideration to retain Mowing Services for 2018 for the Recreation Fields and Parks as part of the responsibilities of the town's Public Works Department.

Thank you for your time and consideration.

Shelley Abbott
Recreation Director



Recreation Department-Skehan Recreation Center

Town of Hampden
RECEIVED

APR 11 2018

Office of the
Town Manager

To: Hampden Town Council
Town Manager Angus Jennings

From: Recreation Director Shelley Abbott

CC: PW Director Sean Carrier

Date: 4/10/2018

Re: Plowing Services 2017-2018-Skehan Recreation Center/HHA LLC.

Comments:

The following is a review of the vendor contract for contracted plowing services for the 2017-2018 season at the Skehan Recreation Center and HHA LLC.

- Initial issues with shoveling entrances/exits and areas to be plowed (back of Skehan and walkway from crosswalk) were resolved by mid-season.
- Issues with timeliness of services were rectified by mid-season, however entrances and exits to the facility were not serviced ongoing throughout storm clean up creating hardened build up at entrances and exits as a result of storm response by MEDOT on Main Road. This issue was ongoing throughout the season.
- Large volume of snow in several storms with little opportunity for melt created large piles in both front parking areas. Snow was relocated from front to back dirt parking lot one time this season. This was an issue that further limited parking in both lots. Relocation and/or removal need to be further defined in any future contracts as to the required pile height/depth for removal and the removal schedule so as to not impede business or contractors time.
- High bank height at the entrances and exits created safety concerns for the facility users as they tried to pull onto Main Street. This issue was seen all season. Knocking down of banks and/or removal of snow at the entrances and exits need to be further defined in any future contracts as part of the scope of work of storm clean up.
- Ongoing issues with plowing snow against tank fills for oil for the Skehan portion of the building over the entire season. This resulted in a stoppage of service for 1 week period in March. Public Works rectified the situation so oil delivery service would be resumed. This area will need to be defined for specific clean out in any future contracts as part of the scope of work of storm clean up.
- Communication lines are cloudy which created some issues for staff and building owners and demand on staff time. Complaints on service conditions, facility damages and user group limitations were dealt with this season and response times were lengthened and often muddled due to the arrangement of contracting for services.
- The following items were noted for contracted service damage and will need to be rectified if not already done so:



-
1. Electrical box destroyed and service disrupted to center island lighting (December 2017)
 2. Window broken in Wing 3 (Journey Church)-rectified with building owners due to access issue (January 2018)
 3. Pavement/curbing damages (seasonal)
- Other items for consideration:
 1. Marking of property pre-season to prevent damages
 2. Overnight parking by tenant's vehicles
 3. Tree sales/holiday lighting-piling snow in center circle

These observations are offered to inform the Council's considerations with regard to potential trade-offs related to contracted services, relative to level of service, staff time, and accountability.

Thank you for your time and consideration.

Shelley Abbott
Recreation Director

4-d



HAMPDEN PUBLIC SAFETY
Police - Fire - EMS
106 Western Avenue
Hampden, Maine 04444
Phone 207-862-4000
Fax: 207-862-4588



Memo

To: PSD Rogers
From: Sgt Webber
RE: 2018 Cruiser Recommendation
Date: 4/9/18

Based on a review of the received bids for the 2018 new cruiser purchase, I recommend that we award the bid to Quirk Auto Group for a 2018 Ford Interceptor SUV for a purchase price of \$29,280.

This recommendation comes after a thorough review of the bids and in consultation with FF Joe Dunton. This vehicle is the lowest priced bid that we received that meets all the specifications we requested in the RFP.

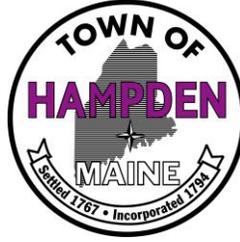
**TOWN OF HAMPDEN
PUBLIC SAFETY DEPARTMENT**

**POLICE VEHICLE
BID SHEET**

**March 29, 2018
12:00 p.m.**

BIDDER	VEHICLE	BID AMOUNT
O'Connor GMC Buick	2018 Chevy Tahoe	\$ 37,025.00
Central Maine Motors	2018 Dodge Durango – V8	\$ 29,450.00
	2018 Dodge Durango – V6	\$ 26,887.00
Quirk Auto Group	2018 Chevy Tahoe	\$ 36,957.00
	W/dealer install grill/brush guard	\$ 590.00 (Add)
Quirk Auto Group	2018 Ford Interceptor	\$ 29,280.00
	W/dealer install grill/brush guard	\$ 590.00 (Add)
	W/Trailer hitch	\$ 390.00 (Add)
	W/Eco boost	\$ 3,290.00 (Add)

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: April 10, 2018
RE: Request for reserve funds, legal costs

This is a request for Council authorization of up to \$4,000 from Planning & Commissions reserve funds to support Town Attorney review of proposed zoning amendments. The reserve fund's available balance (including one invoice paid on this week's warrant but not yet posted) is just over \$45,000.

The approved legal budgets for FY18 are as follows:

Expense line	Approved Budget	Costs (YTD, 4/10)	Remaining Balance
01-01-35-01 Legal – Admin	\$17,000	\$9,941.83	\$7,058.17
01-25-35-01 Legal – Assessing/Planning	\$3,500	\$3,500	\$0

Additional costs have been incurred but not yet invoiced, so the actual amount remaining will be less. (Amounts above do not include costs to the Town Attorney related to the Manager search, which are paid from reserve funds, or Bond Counsel costs associated with sewer borrowing, which are paid from the Sewer Fund).

The primary reason why the approved FY18 legal budgets have proven inadequate is the litigation related to the Service Charge Ordinance, which comprises nearly \$5,000 of legal costs year to date.

In order to authorize the Town Attorney to review the extensive zoning amendments that will proceed to public hearing this spring, at an estimated cost of \$3-4,000, I request authorization of reserve funds.

Current Account Status

G 3-725-00 RESERVE ACCT / PLAN & COMM

-5,265.39 = Beg Bal
0.00 = Adjust

-40,719.77 = YTD Net
0.00 = YTD Enc

-45,985.16 = Balance

Per	Jrnl	Check	Date	Vendor-----	Description-----	RCB / Type	Debits	Credits
10	0296		10/12/17		10/12/2017 C/R	R CR	0.00	15,000.00
10	0307		10/17/17		PLANNING/COMM	R GJ	0.00	30,000.00
01	0528	1912	01/03/18	01185 THE MUSSON G	BUS PARK COVENANTS REVIEW	R AP	2,434.00	0.00
02	0658	1920	02/21/18	00633 PETTY CASH	PETTY CASH	R AP	34.23	0.00
03	0739	1925	03/15/18	01185 THE MUSSON G	BUS PARK COV REVIEW	R AP	1,530.00	0.00
03	0759	1926	03/21/18	00040 BANGOR DAILY	BUS.PARK COV.LEGAL AD	R AP	189.00	0.00
04	0801	1928	04/05/18	00415 REGISTER OF	RECORD BUS.PARK PLANS	R AP	93.00	0.00
Totals-							4,280.23	45,000.00

Monthly Summary

Month	--Regular Entries--		--Balance Entries--	
	Debits	Credits	Debits	Credits
October	0.00	45,000.00	0.00	0.00
January	2,434.00	0.00	0.00	0.00
February	34.23	0.00	0.00	0.00
March	1,719.00	0.00	0.00	0.00
April	93.00	0.00	0.00	0.00
Totals	4,280.23	45,000.00	0.00	0.00

4-g

Town of Hampden
106 Western Avenue
Hampden, Maine 04444



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

April 17, 2018

To whom it may concern:

The members of the Town Council for the Town of Hampden Maine would like to recommend to you the work of the Hampden Historical Society (HHS) and encourage you support their capital campaign *"Our History Lives Here."*

The HHS has been an exemplary town citizen since its inception in 1970. The Martin Kinsley House Museum and Katherine Trickey Archive are open Tuesdays, April through October for free tours of the museum, barn and Hannibal Hamlin law office or for research in the archive. The Museum and Archive house and preserve much of Hampden's history from the earliest day of its settlement. Members of HHS have used its rich resources to provide courses for our adult education program and to provide historical programs for our children in RSU22.

Every second year the HHS provides a Heritage Day event for the citizens of Hampden at no charge. During the event, school children and adults are treated to demonstrations of crafts from previous eras including spinning and weaving, candlemaking, blacksmithing, making of cedar shakes and many others. There are games for the children, taffy pulls and farm animals for petting. The event is always well attended and much enjoyed.

The HHS has also supported other local organizations and events in the town. They have participated in our annual Children's Day parade and the Community Volunteer Day event sponsored by the town. Each July the HHS takes on the Hampden Neighborhood Food Cupboard as a special project and encourages its members to donate food and/or money to the Cupboard.

It is our pleasure to provide this recommendation and it is our hope that you will consider support for this worthy project.

Sincerely,

Mayor McPike
Deputy Mayor McAvoy
Councilor Wilde
Councilor Cormier
Councilor Marble
Councilor Ryder

Cc: file

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: April 12, 2018
RE: Town Council Rules

Following on discussions in recent months among the Council's Committees, the Town Clerk and I prepared the enclosed draft revisions which are primarily intended to clarify the current Town Council Rules through improved formatting and verbiage. Some substantive changes are also proposed, intended to be responsive to prior discussions.

Recognizing that this will require some deliberation, this topic is included only on the Finance Committee's agenda. Upon Committee referral, whether on Tuesday or at a future date, any amendments to the Rules would be placed on a future Council agenda for adoption.

One item which is not addressed in the current or proposed Rules but which is timely for consideration is the matter of recording and broadcasting of Council meetings. During my tenure, Council meetings have been broadcast on local cable, but Committee meetings have not. One exception that I recall was a Services Committee meeting in fall 2017 which was broadcast upon agreement between me and Chairman Marble, due to the subject matter being of particular public interest and due to advance public advertising of the subject.

One option the Council may wish to consider is to place the decision of whether a given Committee meeting is to be broadcast with the Committee Chair, to specifically allow for such discretionary judgment calls in the future.

Another related near-term question relates to broadcasting of the Council's meetings regarding the proposed FY19 Budget to be held in May. Although these meetings have been considered meetings for the purposes of Councilor attendance records, they have not traditionally been broadcast.

This year, I recommend broadcasting the budget meetings in part because they are of broad public interest, and in part to make it easier for the candidates for the open Council seat to stay apprised of the budget considerations on which the elected candidate will be required to vote. I discussed this matter at a Department Head meeting earlier this week and there was unanimous support to broadcast this year's budget meetings.

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 or her 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
 3. Communications
 4. Reports
 - C. Public Comments
 - D. Policy Agenda
 1. News, Presentations & Awards
 2. Public Hearings
 3. Nominations-Appointments – Elections
 4. Unfinished Business
 5. New Business
 - E. Committee Reports
 - F. Manager's Report

HAMPDEN TOWN COUNCIL RULES OF PROCEDURE

G. Councilor Comments

H. Adjournment

2. Any subject may be placed on the agenda for a Council meeting by a Councilor, the Town Manager, or at the request of any citizen. Any subject presented by a citizen must be received at the town office at least 5 calendar days prior to the Council meeting. If an item is added to an agenda at the request of a Councilor or citizen, 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).

HAMPDEN TOWN COUNCIL RULES OF PROCEDURE

3. As a matter of courtesy, conduct for all Council and Committee meetings shall be as follows:
 - 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:

HAMPDEN TOWN COUNCIL RULES OF PROCEDURE

- a. Nomination
 - b. Point of information
 - c. Point of order
 - d. Question 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 the 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,

HAMPDEN TOWN COUNCIL RULES OF PROCEDURE

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.
- 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, and other items related to public works services provided in the community.

HAMPDEN TOWN COUNCIL RULES OF PROCEDURE

- 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:
- 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. The Committee Chair, in conjunction with the Town Manager or the assigned staff person, shall have discretion over agenda items.
 - 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

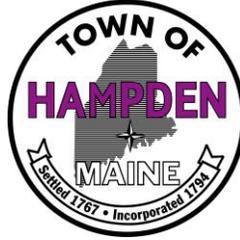
Amended: January 21, 2014
April 7, 2014

May 19, 2014
February 1, 2016

HAMPDEN TOWN COUNCIL RULES OF PROCEDURE

September 19, 2016
May XX, 2018

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: April 12, 2018
 RE: Administration staffing

Please find enclosed the agreed Scope of Work for our Auditor to provide support in my office's preparation of a proposed new position to support the Town's financial administration and other work.

The Administration departments process thousands of transactions every year, covering a wide variety such as car, boat and ATV registrations, receipting tax and sewer payments, marriage licenses and certificates, birth and death certificates, dog licenses, transfer station permits, voter registration, absentee voting, and notarizing documents. Each of these transactions is governed by a different set of local and/or state regulations, and some specific transactions can include significant complexity.

To illustrate the volume of activity, I have enclosed a report on certain functions of the Administration departments. I have also enclosed current job descriptions in order to provide greater insight regarding current staff responsibilities.

Although I am in hopes of having a complete proposal for inclusion as an exhibit to the proposed FY19 Budget to be presented at the May 7 Council meeting, some details may take longer to work out and would be subject to review at the May 14 budget working meeting regarding the Administration departments.

The basic outline of my proposal, in draft form, is as follows:

1. Modify the Town Clerk's job description in order that the position may take on a more direct role in support of the Town Manager. Modified responsibilities to include additional roles relative to project management, inter-departmental coordination, personnel management, and public communications.
2. In order to free up time for new responsibilities, shift some of the Town Clerk's current responsibilities to the new staff position, to include:
 - a. Property/Casualty insurance
 - b. Workers' Comp
3. Create a new full-time position to include those responsibilities outlined above, in addition to:
 - a. Serve as Town Treasurer
 - b. Prepare financial statements in preparation for annual Audit, and incorporate audit adjustments into town accounting
 - c. Centralize and standardize procurement / purchasing
 - d. Monitor and maintain compliance with labor regulations and policies

- e. Support preparation of the annual budget
- f. Post and monitor encumbrances of funds upon execution of contracts, purchase orders etc.
- g. Financial oversight of all TIF Districts and Credit Enhancement Agreements, including required record-keeping and reporting
- h. Maintain Capital Program including tracking changes in projects, project costs, and financing sources and terms
- i. Provide staff support to Finance Committee
- j. Provide staff support to Environmental Trust Committee

I understand that the Committee may wish to defer discussion of this proposal until I can be present; however I wanted to share this additional information to follow up on the brief discussion at the April 2 Finance Committee meeting. Even if the Committee does prefer to discuss this concept at its April 17 meeting, I would not expect any formal recommendation on this proposal until, at the earliest, the May 14 meeting. I also recognize that the Council may hold off on taking a position on this proposal until it refers out its proposed budget on June 4.

Although the details are still coming together, this proposal will be intended to enable the new Town Manager to provide a comparable level of effort toward management responsibilities that I have provided, with a stronger support staff structure to ensure that all “baseline” responsibilities may also be accomplished on a current basis.

Thank you for your consideration.

RECORDED IN THIS OFFICE FROM 07/01/2015 – 06/30/2016 THE FOLLOWING STATISTICS ARE HEREBY PRESENTED:			
IF & W LICENSES ISSUED:		VITAL STATISTICS RECORDED:	
A total of 580 License Authorities were issued. Those authorities are comprised of the following:		Births	60 Certified copies 104
Muzzleload	14	Hunting	105
Turkey Permits	27	Fishing	195
Waterfowl	18	Combination	198
Archery	23	Burial	32
RECREATIONAL VEHICLES REGISTERED:		DOG LICENSES SOLD:	
Boats	621	Neutered/Spayed	691
Snowmobiles	298	Male/Female	51
ATV's	237	Service/Search & Rescue	1
		Kennel Licenses	3
VICTUALER'S LICENSES		21	
RECORDED IN THIS OFFICE FROM 07/01/2016 – 06/30/2017 THE FOLLOWING STATISTICS ARE HEREBY PRESENTED:			
IF & W LICENSES ISSUED:		VITAL STATISTICS RECORDED:	
A total of 552 License Authorities were issued. Those authorities are comprised of the following:		Births	71 Certified copies 34
Muzzleload	15	Hunting	96
Turkey Permits	26	Fishing	170
Waterfowl	16	Combination	191
Archery	38	Burial	28
RECREATIONAL VEHICLES REGISTERED:		DOG LICENSES SOLD:	
Boats	572	Neutered/Spayed	895
Snowmobiles	319	Male/Female	102
ATV's	241	Service/Search & Rescue	1
		Kennel Licenses	4
VICTUALER'S LICENSES		19	

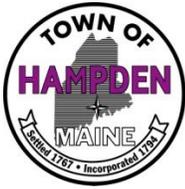
**MOTOR VEHICLE REGISTRATIONS, ALL TYPES/ALL TELLERS (2016-17) 6,161
NO MV DATA AVAILABLE FOR 2015-16**

Work Scope for Supplemental Advisory Services

The Town of Hampden is evaluating potential changes to the staff structure, level of staffing, and responsibilities of different positions, in the areas of finance, treasurer, collector, clerk and human resources. The Town Manager's proposed FY19 Budget will include a new full-time position in order to expand the Administration Department's capacity to strengthen and improve certain existing functions, and to expand its capacity to take on new functions if and as the need arises. At the same time, the Town Manager would like to implement a job description, which does not presently exist, for the Town Manager position. The CONSULTANT will support the Town's efforts as follows:

1. Review existing job descriptions (attached) for the following positions:
 - a. Finance/Accounting and Human Resources Officer
 - b. Town Clerk/Registrar of Voters
 - c. Tax Collector/General Assistance Administrator/Deputy Clerk/Deputy Treasurer
 - d. Front Office Clerk (2 positions, same title, with slight variations between the two job descriptions based on division of labor in the office)
2. Review the Town Manager's proposed outline of changes to be proposed relative to the potential new position, and changes in existing position's job descriptions. Provide feedback and direction on this outline.
3. Upon preparation, by the Town Manager, of a proposed new job description (for the new position) and proposed revisions to current job descriptions, provide detailed advice regarding whether the changes result in a staffing structure that adequately address all aspects of municipal financial management that are required, customary or advisable.
4. Upon preparation, by the Town Manager, of a proposed job description for the Town Manager position (no job description currently exists), provide detailed advice regarding whether the changes result in a staffing structure that adequately address all aspects of municipal financial management that are required, customary or advisable.
5. Provide advice suitable for transmittal to the Town's elected officials regarding how the Town of Hampden's staffing levels compare to other municipalities which handle a comparable number and range of finance activities, with which the CONSULTANT is familiar.
6. Provide on-site training to certain Hampden personnel regarding how to efficiently and accurately perform certain recurring financial management functions, including but not necessarily limited to monthly bank reconciliations and monthly posting of interest and fair market value changes to reserve accounts. Related to this training, participate with the Town in communications with Bangor Savings Bank in order to optimize the format of information that BSB provides to the Town documenting fair market value changes, so that this information can be incorporated into Town personnel' functions as seamlessly as possible, with minimal opportunity for error.

Tasks 1 through 4 to be completed on or before April 30, 2018. Task 5 to be complete no later than May 3. Task 6 to be scheduled in April or May at mutual convenience.



FINANCE/ACCOUNTING AND HUMAN RESOURCES OFFICER JOB DESCRIPTION

Reports to: Town Manager

Supervises: N/A

Position Grade: 20

The position of Finance/Accounting and Human Resources Officer includes responsibilities in two aspects of town administration. One set of core functions of this position is to supervise, control, interpret and communicate the fiscal operations of the Town, under the supervision of the Town Manager, and to work with the Town Manager to evaluate, develop and recommend fiscal policy that will result in sound fiscal management. The second set of core functions of this position is to administer the town's Human Resources responsibilities in accordance with Local, State and Federal policies, ordinances, regulations and laws under the supervision of the Town Manager.

RESPONSIBILITIES INCLUDE:

Finance and Accounting:

- Maintain all official accounting records in conformance with generally accepted government accounting principles
- To reconcile all the accounts to the General Ledger and keep accurate records
- Participate with the Town Manager in the preparation of the annual budget
- Participate with the Town Manager in the annual audit to reconcile the ledgers and cash
- Analyze, interpret and communicate financial operating results to provide information to Town Manager and Department Heads
- Monitor status of all bank accounts and report to Town Manager
- Maintain records regarding debt obligations and payment due dates for all bonds, notes, leases or other financial commitments of the Town's General Fund and Sewer Fund
- Maintain a comprehensive, accurate and timely financial system for the Town
- Assume full responsibility for the Finance department in the absence of the Town Manager
- Maintain current knowledge of municipal finance regulations, statutes, policies and legislation, and keep the Town Manager apprised of information regarding issues that are or may be applicable to the Town of Hampden
- Assist Town Manager as requested with special projects requiring research into subjects including but not limited to historical payroll, accounts payable, and budget information

Payroll:

- Execute all payroll processing and related activities
- Solve problems concerning payroll, answer inquiries and enforce payroll policies
- Assist in development of overall payroll procedures by recommending improvements or changes when deemed necessary for greater efficiency.
- Maintain Employee Payroll Data
- Reconcile all payroll accounts on monthly basis
- Reconcile quarterly federal and state taxes and execute payment
- Provide payroll information for/to Auditors as needed
- Prepare and provide year-end W-2s to all employees
- Provide training in Payroll for other Administration employees

Accounts Payable:

- Review all invoices, date and distribute to department heads for approval
- Prepare coded and dated invoices approved by appropriate department heads for payment
- Print checks and distribute appropriately
- Prepare Warrants for Town Manager and Council Approval. Research/follow up on problem invoices.
- Maintain all Account Payable Reports, spreadsheets and files
- File and maintain paid invoices by vendor
- Review vendor accounts for proper posting
- Answer vendor inquiries
- Set up new vendor accounts
- Process W-9 forms and maintain accurate records
- Responsible for End of Year reconciliations of General Fund, Sewer Fund and Reserve Fund in preparation for annual audit
- Provide training in Accounts Payable for other Administration employees

Human Resources:

- Maintain an Employee Handbook and personnel policies and procedures including working on updates on a periodic and as-needed basis
- Prepare paperwork required to place an employee on payroll and establish a personnel file
- Maintain employee personnel files for all full and part-time employees, keeping records up to date and in compliance with applicable legal requirements
- Conduct new employee Human Resource Orientation
- Process personnel action forms and assure proper approvals
- Review performance evaluation forms and revise as necessary for compliance with applicable laws and regulations
- Monitor and maintain compliance with all labor regulations and policies. Maintain required records and logs to conform to labor regulations

- Reporting as required under the Affordable Care Act (or successor Federal law)
- Prepare job description manual and update as needed in consultation with Department Heads and Town Manager
- Perform customer service functions by answering employee requests and questions. Handle information requests related to former employees
- Administer various Human Resource plans and procedures for all personnel
- In conjunction with the Town Manager, administer an Employee Assistance Program (EAP) that may include employee relations counseling and outplacement counseling
- Conduct exit interviews with employees at time of separation, as directed
- Participate in Administrative staff meetings and attend other meetings and seminars as required by the Town Manager
- Reconcile benefit statements
- Verify I-9 documentation and maintain accurate records
- Maintain current knowledge of municipal human resources regulations, statutes, policies and legislation, and keep the Town Manager apprised of information regarding issues that are or may be applicable to the Town of Hampden

Perform additional duties as assigned

Last updated: September 20, 2017



TOWN CLERK/REGISTRAR OF VOTERS

JOB DESCRIPTION

Reports to: Town Manager
Supervises: N/A
Position Grade: 15

The position of Town Clerk is responsible for administrative, supervisory, and clerical work in regard to the custody of Town records and the operation of the municipal offices. The position is responsible for the preparation and maintenance of official documents; supervision of elections and election personnel; supervision of voter registration activities; issuance of various licenses and permits; recording various documents, and preparation of reports. Work includes extensive public interaction and is performed in accordance with Town, State, and Federal policies, ordinances, regulations and laws. Work is reviewed through audits, records, and reports.

RESPONSIBILITIES:

TOWN CLERK/REGISTRAR OF VOTERS

This position has the primary responsibility for the following:

- Attends Town Council meetings bi-weekly and as scheduled, prepares and posts meeting agendas and prepares packets for distribution to Council and upload to Town website; prepares Town Council orders and resolutions; prepares minutes of the proceedings of Town Council meetings and maintains indices; and preserves and indexes all permanent Council and other Town records.
- Plans and supervises the conduct of all elections; prepares polls, ballot boxes, voting machines and ballots; instructs and trains election officials as to election laws and procedures; issues absentee ballots; processes all election ballots and reports results to the Secretary of State; serves as Registrar of Voters supervising all voter registration functions including weekly update of the central voter registration system (CVR).
- Validates official documents; oversees posting of official notices, ordinances, and advertisements; records papers with County, State and Federal governments as needed; swears in municipal officers as necessary and maintains records of terms of office for Council/Board/Committee members.
- Serves as Agent for the Department of Inland Fisheries and Wildlife and supervises the issuance of recreational licenses and vehicle registrations through the Maine Online Sportsman Electronic System (MOSES), and maintains all inventory and records in relation thereto and processes monthly reports.

- Supervises the issuance of dog licenses and maintains all inventory and records in relation thereto and processes monthly reports.
- Issues Victualers Licenses and Outdoor Wood-fired Boiler licenses and maintains records of expiration dates for said licenses; mails renewal applications to licensees prior to expiration of current license.
- Maintains and certifies records of births, deaths and marriages; issues marriage licenses; and processes quarterly reports to the State of Maine Office of Vital Statistics.
- Maintains a public information service and in response to reasonable requests, furnishes information and material concerning the Town Government to interested parties.
- Acts as the custodian of the official Town Seal.
- Updates Town Charter, Codes, Ordinances and Policies as necessary.
- Prepares annual budget for Town Clerk and Elections.
- Genealogy research.
- May serve as Acting Town Manager during Town Manager's absence.
- Assists the Town Manager with special projects as requested.
- Sets up and maintains a record retention, preservation and destruction system for the Municipal Clerk/Elections system records.
- Cross trains other employees in the duties/responsibilities of the Clerk function.

WEBSITE/PUBLICATIONS/CABLE TV

This position has the primary responsibility for the following:

- Maintains portions of Town website and acts as resource to Department Heads in updating individual department web pages.
- Oversees operation of Town Cable TV programming.
- Compiles and prepares Town's Annual Report.

OTHER RESPONSIBILITIES

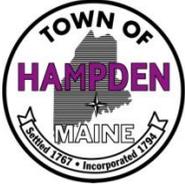
- Counter work – waiting on customers, issuing licenses, permits, and cash receipts as necessary.
- Cash up of daily receipts – this is done daily, on a rotating basis with other Administration personnel.
- Telephones – answers phone and assists customers, routing to appropriate personnel, and/or taking messages for absent employees.
- Communications – responds to print, email and verbal inquiries from members of the public, Town officials and staff as needed.
- Insurance Records – Processes insurance claims for work-related injuries and property & casualty losses; maintains records of town-owned equipment and ensures that all equipment bought or sold is added to or deleted from insurance coverage.
- Prepares and maintains town inventory list in accordance with GASB 34

REQUIREMENTS

- Thorough knowledge and understanding of State Statutes and regulations relating to the duties and responsibilities of Town and City Clerks; ability to rapidly acquire and assimilate knowledge of the provisions of the Town ordinances relating to the operation of the office and Town government, and ability to communicate this to office staff and the public.
- Knowledge of modern office procedures and practices, and proficiency in the use of all necessary equipment. Proficiency with Trio municipal software is a plus.
- Ability to establish and maintain effective working relationships with other Town Officials, employees and the general public.
- Ability to maintain records and prepare reports.
- Attend training classes in municipal law, records management, election law and vital statistics, as provided by Maine Municipal Association and Maine Town and City Clerk's Association, and to obtain and maintain certification from the Maine Town and City Clerk's Association.
- Considerable experience in secretarial and clerical work of a responsible nature including experience with public interaction. Associates degree in public administration or business administration is desirable, however graduation from a

standard high school with emphasis on business training is acceptable; or any equivalent combination of experience and training in work of a highly technical and confidential nature.

Last updated: September 20, 2017



**TAX COLLECTOR / GENERAL ASSISTANCE ADMINISTRATOR /
DEPUTY CLERK / DEPUTY TREASURER**

JOB DESCRIPTION

Reports to: Town Manager

Supervises: N/A

Position Grade: 15

The position of Tax Collector/G.A. Administrator/Deputy Clerk/Deputy Treasurer involves administrative, supervisory, and specialized clerical work in addition to program operation of a highly sensitive and confidential nature according to Local, State, and Federal policies, ordinances, regulations, and laws.

RESPONSIBILITIES INCLUDE:

Tax Collector

This position shall have the primary responsibility as Tax Collector for the Town of Hampden including but not limited to the following duties:

- Supervise collection of and collect taxes
- Prepare annual Tax Bills
- Set up and operate annual Tax Club Program
- Process 30-day notices, liens, foreclosures, discharges and maintain appropriate tax files
- Process abatements/supplementals as necessary
- Run monthly tax/lien reports, reconcile to General Ledger
- Assist Auditors with year-end tax information
- Maintain all Real Estate, Personal Property billing/payment records
- Assist Taxpayers/mortgage holders/Title companies with billing/payment questions, information requests and problems
- Transfer responsibility to Treasurer when taxes reach lien status. Assist Treasurer with delinquent payment arrangements and foreclosure list for Council action
- Prepare annual budget for Tax Collector

Motor Vehicle Agent

This position shall have the primary responsibility as Motor Vehicle Agent for the Town of Hampden and shall maintain all inventory, file all reports including Rapid Renewal, and resolve questions as necessary. This position shall also have the responsibility of insuring that any and all training required for Town personnel in regard to motor vehicle registration is up-to-date, and disseminating rule change information to employees as well.

General Assistance Administrator

This position is responsible for the operation and recordkeeping of the Town General Assistance Program including but not limited to the following duties:

- Hold regular office hours
- Interview clients
- Research applications for completeness and eligibility
- Prepare/maintain documentation for client files
- Prepare information for Fair Hearings as necessary
- Prepare annual budget request for department
- Prepare monthly State General Assistance
- Reimbursement requests
- Prepare monthly Council report of G.A. activity
- Serve on Local Food Cupboard Board

Deputy Town Clerk

This position shall also serve as Deputy Town Clerk and shall include but not be limited to the following duties:

- Assist with Elections, as needed
- Document signatures on vital record issuances in the absence of the Clerk

Deputy Treasurer

This position shall also serve as Deputy Treasurer and shall include but not be limited to the following duties:

- Monthly reconciliations of all bank accounts (General Fund, Sewer Fund, Reserve Fund) & preparation of necessary journals to post interest/adjustments.
- Monthly reconciliations of reserves to fair market value and preparation of necessary journals to post market gains/losses
- Assist Treasurer with levying and collection of Service Charges under the Service Charge Ordinance
- Assists Treasurer in managing cash investments for the Town

Other Responsibilities

- Counter work: Assisting customers in the issuance of licenses, permits, registrations as necessary. This is a shared responsibility with other administrative personnel.
- Telephone: Assisting customers/routing calls to appropriate personnel or taking messages as necessary. This is a shared responsibility with other Administration personnel.
- Cash up: Assist with cash up of daily receipts on a rotating basis with other Administration personnel.
- Special Projects: Assist Town Manager or other staff with projects
- Cross train in Accounts Payable, cross train others in tax collection, G.A., Motor Vehicle Agent work
- Notary Public
- Back-up to accounts payable when Finance/Accounting and Human Resources Officer is on vacation, sick or otherwise unavailable.
- Complete quarterly tax collection reports to Census

Office Manager

- Plan, organize, supervise and review work of Administration Department staff, and support Town Manager's preparation of office staff performance reviews as needed.
- Perform employee orientation for new Administration Department staff
- Plan and organize required Department of Labor trainings for staff working in the Municipal Building (but not including Public Safety or Public Works), and maintains records documenting employees' completion of trainings
- As needed, develop Administration office procedures and documents

Desired Qualifications

- Experience as a Municipal Tax Collector/Deputy Tax Collector and/or Treasurer
- Experience as a General Assistance Administrator
- Experience as a designated Motor Vehicle Agent
- Strong Customer service skills
- Computer proficiency
- Willingness to attend training as available
- Bondable

Last updated: September 21, 2017



FRONT OFFICE CLERK "NORTH" JOB DESCRIPTION

Reports to: Town Manager

Supervises: N/A

Position Grade: 6

The position of Front Office Clerk includes administrative and clerical support responsibilities to the Town Manager, Treasurer, Tax Collector, Town Clerk and Accounting/Finance/Human Resource Officer, under the direction of the Town Manager. The position has primary responsibility for customer service in person, and by email and phone, and is responsible to handle a range of customer transactions. Most transactions are processed using Trio software.

The Front Office Clerk duties include the following:

- Registration of all types of motor vehicles, boats, ATV's, snowmobiles, and campers
- Issue hunting and fishing licenses using MOSES and Trio
- Issue birth, death, and marriage certificates through the DAVE system (Database Application of Vital Events)
- Dog licensing
- Input and maintain transfer station decal records
- Print transfer station decal applications including seasonal , temporaries and paper permits
- Process tax and sewer payments using Trio
- Answer telephones, greet the public, provide customer assistance
- Assist in daily cash-ups
- Order office supplies as needed
- Receipt daily deposits from other municipal departments including recreation, pool and library
- Order and coordinate delivery of E911 house numbering signs
- Check scanning of daily deposits to bank and/or take deposits to bank
- Assist the Town Clerk, Treasurer, Tax Collector, Accounting/Finance/Human Resources Officer and Town Manager with records management as needed and perform special projects as assigned
- Attends Council meetings, takes notes and prepares minutes of meetings in the absence of the Town Clerk
- Prepare meeting minutes for Committees of the Town Council based on the Town Manager's meeting notes and/or review of the meeting recording.
- Enter voter registration/changes in CVR and maintain card file under the direction of the Town Clerk

- Assist in the posting of news and information to the Town's website and social media
- Assist the Town Clerk in maintaining statistical data for Annual report and other purposes
- Review newspaper classifieds daily, clip Hampden legal ads and public hearing notices, and file in the appropriate project folder(s)
- Support Town Clerk with elections, absentee voting, etc.
- Support Treasurer/Deputy Treasurer with reconciliation of Trio and monthly bank and investment statements, check reconciliation, and posting of interest in Trio
- Backup DMV agent (reporting) *upon training and certification*
- Other duties as assigned

Last updated: September 20, 2017



FRONT OFFICE CLERK "SOUTH" JOB DESCRIPTION

Reports to: Town Manager

Supervises: N/A

Position Grade: 6

The position of Front Office Clerk includes administrative and clerical support responsibilities to the Town Manager, Treasurer, Tax Collector, Town Clerk and Accounting/Finance/Human Resource Officer, under the direction of the Town Manager. The position has primary responsibility for customer service in person, and by email and phone, and is responsible to handle a range of customer transactions. Most transactions are processed using Trio software.

The Front Office Clerk duties include the following:

- Registration of all types of motor vehicles, boats, ATV's, snowmobiles, and campers
- Issue hunting and fishing licenses using MOSES and Trio
- Issue birth, death, and marriage certificates through the DAVE system (Database Application of Vital Events)
- Dog licensing
- Mail sorting/distributing
- Process tax and sewer payments using Trio
- Answer telephones, greet the public, provide customer assistance
- Assist in daily cash-ups
- Receipt daily deposits from other municipal departments including recreation, pool and library
- Check scanning of daily deposits to bank and/or take deposits to bank
- Assist the Town Clerk, Treasurer, Tax Collector, Accounting/Finance/Human Resources Officer and Town Manager with records management as needed and perform special projects as assigned
- Prepare meeting minutes for Committees of the Town Council based on the Town Manager's meeting notes and/or review of the meeting recording.
- Prepare meeting minutes for the Environmental Trust Committee and maintain the Committee's files, including records of financial distributions and activity
- Billings and collections for the monthly Solid Waste receivables
- Quarterly gas/diesel refund report to State
- Support Treasurer/Deputy Treasurer with reconciliation of Trio and monthly bank and investment statements, check reconciliation, and posting of interest in Trio
- Backup DMV agent (reporting) *upon training and certification*

- Serve as Program Coordinator for Hampden Town Office Hazard Communication Program. Ensure that all hazardous chemical containers are labeled with manufacturers' or approved town-made labels. Maintain/Update Safety Data Sheets (SDS) and Hazard Communication Policy as per OSHA requirements
- Assist in the posting of news and information to the Town's website and social media
- Other duties as assigned

Last updated September 20, 2017