

FINANCE & ADMINISTRATION COMMITTEE MEETING

Monday, June 4th, 2018

6:00 p.m.

Hampden Town Office

1. Meeting Minutes
 - a. May 21st, 2018
2. Review & Sign Warrants
3. Unfinished Business
4. New Business
 - a. Recommend Council authorization to expend funds from the Personnel Reserve Account (3-733-00) for the purpose of paying accrued vacation and a portion of accrued sick time to a departing employee
 - b. Recommend award of the concrete work for the DPW Salt Building bid to C W Martin Concrete – *requested by DPW Director Currier*
 - c. Request for Council authorization for the expenditure of an amount not to exceed \$40,400 from the Solid Waste Reserve Account (3-777-00) for concrete work for the new DPW Salt Building – *requested by DPW Director Currier*
 - d. Recommend award of the carpentry work for the DPW Salt Building bid to Complete Construction – *requested by DPW Director Currier*
 - e. Request for Council authorization for the expenditure of an amount not to exceed \$35,000 from the Solid Waste Reserve Account (3-777-00) for carpentry work for the new DPW Salt Building – *requested by DPW Director Currier*
 - f. Committee review and discussion regarding the possible waiver and consent agreement with Waste Management to allow delivery of MSW to PERC for a waiver fee

g. Recommend Council waiver of the residency requirement for new Town Manager James Chandler

h. Recommend Council referral of proposed FY19 budget to public hearing for June 18th

5. Public Comment

6. Committee Member Comments.

7. Adjournment

FINANCE & ADMINISTRATION COMMITTEE MEETING

Monday, May 21st, 2018

MINUTES – DRAFT

Hampden Town Office

Attending:

Councilor Terry McAvoy, Chair

Mayor Ivan McPike

Councilor Mark Cormier

Councilor Dennis Marble

Councilor David Ryder

Councilor Stephen Wilde

Town Manager Angus Jennings

Town Attorney Ed Bearor

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

1. Meeting Minutes

- a. **May 7th, 2018** – *There was a motion by Mayor McPike seconded by Councilor Marble to approve the minutes. Approved 6-0.*

2. **Review & Sign Warrants** – *Warrants were not present so this item was passed over.*

3. **Unfinished Business** – *None.*

4. New Business

- a. **Executive Session – attorney-client consultation – pursuant to 1 MRSA § 405(6)(E)** – *There was a motion by Chairman McAvoy seconded by Mayor McPike to enter Executive Session for attorney-client consultation, to include the Town Manager and Town Attorney Ed Bearor. A voice vote was taken: Councilor Ryder, yes; Councilor Marble, yes; Councilor Wilde, yes; Councilor Cormier, yes; Mayor McPike, yes; Chairman McAvoy, yes. The Committee exited Executive Session at 6:36 p.m.*

- b. **Executive Session – personnel matters – pursuant to 1 MRSA § 405 (6)(A)** – *There was a motion by Chairman McAvoy seconded by Mayor McPike to enter Executive Session to discuss personnel matters, to include the Town Manager and Town Attorney Ed Bearor. A voice vote was taken: Councilor Ryder, yes; Councilor Marble, yes; Councilor Wilde, yes; Councilor Cormier, yes; Mayor McPike, yes; Chairman McAvoy, yes. The Committee exited Executive Session at*

6:54 p.m.

- c. **Executive Session – attorney-client consultation – pursuant to 1 MRSA § 405(6)(E)** – *There was a motion by Chairman McAvoy seconded by Mayor McPike to enter Executive Session for attorney-client consultation, to include the Town Manager and Town Attorney Ed Bearor. A voice vote was taken: Councilor Ryder, yes; Councilor Marble, yes; Councilor Wilde, yes; Councilor Cormier, yes; Mayor McPike, yes; Chairman McAvoy, yes. The Committee exited Executive Session at 6:58 p.m.*
- d. **Recommend Council authorization for the expenditure of \$490.00 from the Environmental Trust, Principal for the purpose of reimbursement of eligible landfill post-closure monitoring expenses – referral from Environmental Trust Committee** – *Due to time constraints this item was passed over, to be taken up directly by the Town Council.*
- e. **Recommend Council authorization for the expenditure of \$34,156.24 from the Environmental Trust, Income for the purpose of reimbursement of eligible stormwater management expenses – referral from Environmental Trust Committee** – *Due to time constraints this item was passed over, to be taken up directly by the Town Council.*
- f. **Recommend award of the foreclosed property bid, for property located at 114 Old County Road, furthered identified as Map 10 Lot 15 on the Town of Hampden Tax Maps** – *Due to time constraints this item was passed over, to be taken up directly by the Town Council.*
- g. **Request for Council authorization for the expenditure of an amount up to \$780.00 from the Personnel Reserve Account (3-733-00) for the purpose of offsetting costs associated with payroll expenses for a temporary part-time worker** – *Due to time constraints this item was passed over, to be taken up directly by the Town Council.*
- h. **Review of the RSU 22 proposed budget for FY19 – referral from Council Budget meeting on May 14th** – *Due to time constraints this item was passed over, to be taken up directly by the Town Council.*
- i. **Recommend appointment of James N. Chandler as Town Manager, effective June 7th, 2018** – *Due to time constraints this item was passed over, to be taken up directly by the Town Council.*

- j. **Recommend appointment of James N. Chandler as Treasurer, effective June 7th, 2018** – *Due to time constraints this item was passed over, to be taken up directly by the Town Council.*
- k. **Recommend acceptance of Manager Jennings' updated letter of resignation** – *Due to time constraints this item was passed over, to be taken up directly by the Town Council.*

5. **Public Comment** – *None.*

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

7. **Adjournment**

There being no further business, the meeting was adjourned at 6:58 PM.

Respectfully submitted –
Angus Jennings, Town Manager

Town of Hampden
106 Western Avenue
Hampden, Maine 04444



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

TO: Finance Committee and Town Council
FROM: Angus Jennings, Town Manager
DATE: May 31, 2018
RE: Request for Authorization from Personnel Reserve Account

The Hampden Personnel Rules and Policies Ordinance provides that an employee, upon separation of service from the Town in good standing, is entitled to compensation for 100% of accrued vacation time, 25% of accrued sick time and 100% of accrued comp time.

I request Council authorization for expenditure of \$8,735.21 from the Personnel Reserve Account (3-733-00) for payment to a departing employee for unused vacation time and 25% of unused sick time.

Taking into account authorized but as-yet unspent funds, the unencumbered account balance in the Personnel Reserve Account is \$12,794.



TOWN OF HAMPDEN
DEPARTMENT OF PUBLIC WORKS

106 WESTERN AVE.
HAMPDEN, ME 04444

TEL 862-3337

FAX 862-5067

May 23, 2018

To: Angus Jennings
From: Sean Currier
Subject: Salt Building Quotes – Recommendation of Contractors for award

On October, 16 2017, the Council voted to waive the RFP process to allow the solicitation of quotes for constructing a new salt building at the existing Public Works facility. Multiple contractors bid on concrete and carpentry work associated to construct the building. The bids for concrete work ranged from \$40,400 to 56,000.00 with CW Martin Concrete being the lowest bidder. The carpentry ranged from \$35,000.00 to over \$60,000.00 with Complete Construction being the lowest bidder.

I would like to recommend the acceptance of the two contractors for the work associated with the construction of the new salt building. We plan to work with CW Martin and Calderwood Engineering to reduce the scope of the potential over conservative nature of the concrete as designed. Any new plans for the foundation will be reviewed with Code for acceptance prior to starting work.

Again, I would like to recommend the award to Complete Construction, not to exceed \$35,000.00 and CW Martin Concrete not to exceed \$40,400.00 (minus any savings from reduced concrete scope by engineer). Funding for this project is proposed from Solid Waste Reserve 3-777-00.

Respectfully,

A handwritten signature in black ink, appearing to be "S. Currier", written over a light blue horizontal line.

Sean Currier



Public Notice: Special Board Meeting, May 31, 2018

1 message

Municipal Review Committee <municipal.review.committee1@gmail.com>
 Reply-To: glounder@mrcmaine.org
 To: townmanager@hampdenmaine.gov

Fri, May 25, 2018 at 10:25 AM



**PUBLIC MEETING
 MUNICIPAL REVIEW COMMITTEE, INC. (MRC)
 SPECIAL BOARD OF DIRECTORS MEETING
 Orono Municipal Building, 59 Main Street, Orono, Maine
 May 31, 2018, 10:30 AM**

The MRC Board of Directors will meet next week to discuss and vote on a waiver and consent agreement with Waste Management, among other items. This agreement would allow MRC Joining Members to deliver MSW to PERC during the interim period in exchange for a waiver fee. The full agenda is available [here](#). The MRC encourages Joining Members to attend and provide comments. If you are unable to attend and have questions or comments, please contact Greg Lounder at (207) 664-1700 or glounder@mrcmaine.org or contact a [MRC Board Member](#).

Questions for MRC? Let us come to you!

We understand you may have questions from residents in your community about the MRC and construction progress at the Fiberright facility. Let Greg Lounder and/or a Board Member answer questions from your Council, Select Board, Town Officials, and/or community residents. Contact Greg contact at (207) 664-1700 or glounder@mrcmaine.org to set up a meeting.

Like, Share, Follow and Retweet

Does your city or town have Facebook page or Twitter? Please "Like" the MRC's [Facebook Page](#) and follow us on [Twitter](#) for updates regarding recycling and solid waste issues and progress at the Hampden facility. Sharing our posts and tweets circulate news from our organization and helps keep your residents up to date on our work.

[Join Our Mailing List!](#)

Follow us on [twitter](#)

Like us on Facebook

PUBLIC MEETING - PLEASE POST
MUNICIPAL REVIEW COMMITTEE, INC. (MRC)
BOARD OF DIRECTORS MEETING
Orono Municipal Building, 59 Main Street, Orono, Maine
May 31, 2018

AGENDA

1. 10:30 AM - Call to Order
2. Consideration of a Waiver and Consent Agreement with Waste Management Disposal Services of Maine.

Note: The agreement would provide that, in exchange for a Waiver Fee, Joining Members would be granted a limited waiver from the exclusivity provisions of the Crossroads Agreement to allow for interim delivery of MSW to PERC and to provide assurance that such deliveries would not constitute a default under the Crossroads Agreement.

3. Consideration of a form of Waiver and Consent Agreement with MRC Joining Members.
4. Consideration of follow up steps relating to Joinder Agreement matters of non-compliance described in an April 4, 2018 letter to Blue Hill/Surry.
5. Discussion on Coastal payments equivalent to Site Lease payments for the interim period between April 1, 2018 and the Commercial Operation Date.
6. Report on interim delivery period administration
7. Report on Fiberright/Coastal Recycling Agreement template
8. Adjourn

MRC Members and the public are welcome to attend.



Angus Jennings <townmanager@hampdenmaine.gov>

Notes from MRC Meeting 5/31/18

1 message

Myles Block <codeenforcement@hampdenmaine.gov>
To: Angus Jennings <townmanager@hampdenmaine.gov>

Thu, May 31, 2018 at 1:57 PM

The MRC Board talked about initiating and approved (7-2 vote) joining members being able to sign a Waiver and Consent Agreement with MRC to take MSW to PERC instead of the facility designated by the original agreement.

If a joining member chooses to pursue this Waiver it will not default the town on the original agreement.

There will be a waiver fee of \$30/ton paid by the Town and the current PERC tipping fee is \$90/ton, based on a current agreement with PERC. Documentation and payment of the fee will have to occur monthly.

The current contract tipping fee is \$70/ton for MSW... If the Town decides to enter into the waiver agreement the PERC tipping fee of \$90/ton will be paid by the Town PLUS the \$30/ton waiver fee. For a total fee of \$120/ton. PERC is offering a 30-day "Courtesy Discount" of \$80/ton to start.

The board discussed a bit that the 30-day "Courtesy" was in hopes that MRC and PERC might negotiate a new contract but that was met with a lot of dissent from the Board that no more staff time should be spent on this issue.

This Waiver Agreement does include an indemnification clause that MRC is not taking liability if there is a suit against the Town or not upholding the original agreement with Coastal.

The board discussed that is the MSW is taken to PERC they want to be certain it is "processed" by PERC and diverted to a landfill. The board attorney stated that the current contract with PERC states that any MSW from MRC communities would have to be "processed" and not landfilled for the \$90/ton fee if it is landfilled then the tipping fee goes to \$14/ton.

There is nothing in the waiver agreement that states ALL MSW from a Town has to now go to PERC, ie commercial and residential can go to different places as part of the waiver agreement.

Other discussions:
For the Month of April MRC paid \$22,757,79 to communities for the increase in transportation costs.

They are working on a recycling contraction with CRM/Fiberight.

It was also stated in the meeting that the "wet-end" startup would be December and fully operational by Jan 2019.

There is a site visit scheduled for, I believe, July 11th.

-Myles

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Myles M. Block
Code Enforcement Officer
Local Plumbing Inspector
Firefighter/Paramedic

President, Professional Firefighters of Hampden, I.A.F.F. Local 4903
Secretary/Treasurer, Northern Chapter of Maine Building Officials and Inspector Association



Hampden Public Safety
Police - Fire - EMS - Code Enforcement
106 Western Avenue
Hampden, ME 04444
207-862-4500/4000 office
207-862-8427 direct desk
207-852-6663 cell
codeenforcement@hampdenmaine.gov

Town of Hampden
106 Western Avenue
Hampden, Maine 04444



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

TO: Finance Committee and Town Council
FROM: Angus Jennings, Town Manager
DATE: May 31, 2018
RE: Request for approval of Manager residency

The Town Charter Sec. 401 provides that the Town Manager “may reside outside the town while in office only with approval of the Council.”

The incoming Town Manager Jim Chandler will continue to reside in Dexter for the next several months or more. Within its agreement to his employment contract terms, the Council has previously agreed to his residency outside of Hampden, but this request is now brought forward for a formal vote to ensure conformance with the Town Charter.