

FINANCE & ADMINISTRATION COMMITTEE MEETING

Monday, July 2nd, 2018

6:00 p.m.

Hampden Town Office

1. Meeting Minutes
 - a. June 18th, 2018
2. Review & Sign Warrants
3. Unfinished Business
4. New Business
 - a. Recommend Council authorization for the expenditure of \$2,514.65 from the Roads/Streets Reserve account (03-761-00) for the purpose of repairs to the pedestrian traffic signal at the intersection of Western Avenue and Route 1A – *requested by DPW Director Sean Currier*
 - b. Recommend Council authorize Town Manager to respond to the MMA with a completed ballot voting for the two local area managers nominated to fill the two positions representing District 10 for the Legislative Policy Committee. Nominees are: Serena Bemis-Goodall, Town Manager in Corinna, and Kevin Howell, Town Manager in Carmel. – *Requested by Jim Chandler, Town Manager*
5. Public Comment
6. Committee Member Comments.
7. Adjournment

FINANCE & ADMINISTRATION COMMITTEE MEETING

Monday, June 18th, 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**Manager Jim Chandler**Planner Karen Cullen**Town Clerk Paula Scott**DPW Director Sean Currier**Recreation Director Shelley Abbott**Several Citizen Observers waiting for
the Council Meeting**Former Manager Angus Jennings**Chairman McAvoy called the meeting to order at 6:00 p.m.***1. Meeting Minutes**

- a. June 4, 2018** – *There was a motion by Councilor Marble seconded by Mayor McPike to approve the minutes. Approved 6-0.*

2. Review & Sign Warrants**3. Unfinished Business** – *None.***4. New Business**

In the absence of Ms. Abbott, committee agreed to pass over these two items pending her arrival, as she was delayed by the need to work a track meet. Actions below reflect discussion and ultimately the motions and votes taken after Shelley arrived.

- a.** Recommend Council authorization for the expenditure of \$15,871 from the Recreation Area Reserve account (3-767-00) for the purpose of repair to outdoor basketball courts at the VFW Drive – requested by Recreation Director Shelley Abbott.

Motion by Councilor McPike seconded by Councilor Marble to recommend referral to Council for authorization of requested funds for stated purpose. Motion passed 6-0.

- b. Recommend Council authorization for the expenditure of \$3,651 from the Recreation Area Reserve account (3-767-00) for the purpose of crack repair to the VFW tennis courts - requested by Recreation Director Shelley Abbott.

Motion by Councilor Marble seconded by Councilor McPike to recommend referral to Council for authorization of requested funds for stated purpose. Motion passed 6-0.

- c. Recommend Council authorization for the expenditure of \$1,415.85 from the IT Computer Reserve account (03-711-00) for the purpose of purchasing a Surface Pro tablet for the new town manager – requested by IT Specialist Kyle Severance.

Motion by Councilor McPike seconded by Councilor Wilde to recommend referral to Council for authorization of requested funds for stated purpose. Motion passed 6-0.

- d. Discussion on the verdict of the Service Charge litigation and whether to appeal further

Discussion focused on cost/benefit of pursuing further and Chairman McAvoy suggested the process of determining what constitutes student housing be investigated further, and others generally agreed. One observation included discussion about determining costs of public safety services to these locations. It was decided the manager would do additional research to determine the cost/benefit of pursuing the matter with another court appeal.

- e. Recommend Council referral to public hearing for July 2, 2018, amendments to the Fees Ordinance for applications for conditional use to reflect proposed amendments to the Zoning Ordinance – requested by Town Planner Karen Cullen

Discussion of the need to adopt a new fee structure to reflect the changes authorized in the updated Zoning Ordinance that has already been forwarded to Council for Public Hearing. It was decided the matter should be referred to the Planning & Development Committee for immediate action, so that the gap between adoption of the new ordinances and the implementation of the necessary complimentary fee structure, particularly fees related to Conditional Use Permits would be minimized. Consensus of the committee was to recommend the matter be handled as soon as practical, so the public hearing may be scheduled for July 2, 2018. Matter placed on the P&D Committee Agenda for June 20, 2018.

5. Public Comment – *None.*

6. Committee Member Comments – *None.*

7. Adjournment

Meeting adjourned at 6:48 PM.

Respectfully submitted –
Jim Chandler, Town Manager



4-A

TOWN OF HAMPDEN
DEPARTMENT OF PUBLIC WORKS

106 WESTERN AVE.
HAMPDEN, ME 04444

TEL 862-3337

FAX 862-5067

June 26, 2018

To: Jim Chandler
From: Sean Currier
Subject: Roads/Streets Reserve Fund Request

The Public Works Department is requesting approval to use Roads/Streets reserve funds (**03-761-00**) in the amount of \$2,541.65 to pay for the repair of the pedestrian traffic signal completed by the City of Bangor in June 2018.

The repair was an unbudgeted expense, therefore reserve funds are being requested.

Thank you for your consideration.

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

Sean Currier



INVOICE: 5200001743 PAGE 1
 DATE: Jun 21, 2018 OF 1
 SERVICE: PUBLIC WORKS
 CUSTOMER PO:
 CUSTOMER PH:
 TERMS: 30 DAYS
 DUE DATE: Jul 21, 2018

CUSTOMER NO: 0000059109

HAMPDEN, TOWN OF
 106 WESTERN AVENUE
 HAMPDEN, ME 04444

RECEIVED
 JUN 25 2018
 BY:

SERVICE ADDRESS:

HAMPDEN, TOWN OF
 106 WESTERN AVENUE
 HAMPDEN, ME 04444

-----DESCRIPTION-----	QTY	UNIT PRICE	TOTAL PRICE	TAX
W.O.#4826-N. MAIN ST. @ WESTERN AVE.-TROUBLESHOOT PED. WIRING MATERIALS:SMART MMU & ECONO- LITE CONTROLLER	1.00	2,279.230	2,279.23N	
PUBLIC WORKS ADMIN COSTS	1.00	103.180	103.18N	
CITY WIDE OVERHEAD	1.00	57.240	57.24N	
ELECTRICAL MATERIALS	1.00	102.000	102.00N	

need to o Request 3-761-00

Acct. No. 3-761-00
 DEPARTMENT HEAD SIGNATURE [Signature]
 DATE 6/26/18

FOR QUESTIONS CONCERNING THIS INVOICE,
 PLEASE CONTACT THE PUBLIC WORKS
 DEPARTMENT AT (207) 992-4507.

TOTAL CHARGES: 2,541.65
 TOTAL TAX: 0.00

 TOTAL INVOICE: 2,541.65
 PAYMENTS: 0.00
 ADJUSTMENTS: 0.00
 TOTAL DUE: 2,541.65



Maine Municipal Association

60 COMMUNITY DRIVE
AUGUSTA, MAINE 04330-9486
(207) 623-8428
www.memun.org

4-B

Memorandum

To: Key Municipal Officials of MMA's Member Municipalities
From: Linda C. Cohen, President, Maine Municipal Association
Date: June 14, 2018
Re: Ballots for Election to MMA'S Legislative Policy Committee



MMA's member municipalities have made their nominations for the 2018-2020 Legislative Policy Committee (LPC). It is now time to elect your representatives to serve on the Committee. The election ballot is enclosed. The ballot must be completed by the Board of Selectmen or Town or City Council of your municipality.

Number of votes

Most municipalities are asked to vote for two candidates, because there are two elected LPC members for most districts. Some municipalities only vote for one candidate, because the other LPC member in that district is appointed. *You are instructed on the ballot (above the list of candidates) whether to vote for two candidates or just one.*

Candidate profiles

If you are not familiar with any of the candidates, please review the Candidate Profiles on the back of the ballot. Feel free, also, to contact the candidates directly.

Write-in candidates

In addition to the candidates listed on the ballot, you may vote for a candidate whose name is not on the ballot by writing that person's name in. The write-in candidate need not be from your municipality, but must be an elected or appointed official from a municipality in your Senate/LPC District. *Check to be sure the write-in candidate is willing to serve if elected!* Write-in candidates should be communicating their interest in serving among the municipal officers within their district.

If you are instructed to vote for two candidates and only one candidate is on the ballot, please use the "write-in" line for your second vote if you know of someone who is willing to serve.

Deadline for returning ballot

Return ballot by 5:00 p.m. on **August 2, 2018** to:

State and Federal Relations Dept.
Maine Municipal Association
60 Community Drive, Augusta, ME 04330
FAX: 624-0129

Your participation is important - Thank You!

OFFICIAL BALLOT – District 10

Maine Municipal Association's Legislative Policy Committee
July 1, 2018 – June 30, 2020

VOTE FOR TWO:



Serena Bemis-Goodall, Manager, Town of Corinna

Kevin Howell, Manager, Town of Carmel

_____ (name) (position) (municipality) (write in)

Candidate Profiles Are On Reverse Side

MUNICIPALITY: HAMPDEN DATE: _____

BY SELECTMEN/COUNCILORS:

signature

signature

signature

signature

signature

print name

Return by 5:00 p.m., August 2, 2018 to:

Laura Ellis, Maine Municipal Association
60 Community Drive, Augusta, ME 04330
Fax: 624-0129

(over)

LPC Senate District 10

Carmel
Corinna
Corinth
Dixmont
Etna

Exeter
Glenburn
Hampden
Hudson
Kenduskeag

Levant
Newburgh
Newport
Plymouth
Stetson

Candidate Profile:

Serena Bemis-Goodall has served as manager in the Town of Corinna for almost 4 years and prior to that had over 20 years of management experience. Serena served this past term on the LPC and would like to continue her service because she believes that the LPC is an important voice for the Legislature to listen to on many important issues. She also enjoyed serving with other municipal officials who are like minded and equally dedicated to serving at the local level.

Kevin Howell has served the Town of Carmel in several capacities over the past 3 years, including as: manager, clerk, tax collector, treasurer, code enforcement officer, local plumbing inspector, road commissioner, general assistance administrator, E-911 addressing officer and deputy registrar. Kevin has participated in over 50 MMA-sponsored events in the past 3 years and believes that local government is a fundamental component of a democratic system of government. He would like to serve on the LPC and will uphold the role of the LPC as defined in the Committee Handbook by establishing open lines of communication with legislators and acting as a liaison with municipal officers within his district.