

## **FINANCE & ADMINISTRATION COMMITTEE MEETING**

Monday, October 16th, 2017

**6:00 p.m.**

Hampden Town Office

1. Meeting Minutes
  - a. October 2nd, 2017
2. Review & Sign Warrants
3. Old Business
  - a. Contract award for the Snowplowing, Salting & Removal services at the Skehan Center
4. New Business
  - a. Tax Collector report on the status of 2017-2018 tax collections
  - b. Refer to Council for referral to public hearing the proposed amendments to the Town of Hampden Fees Ordinance
  - c. Recommend Council authorization for the expenditure of up to \$80,000.00 from the Solid Waste Reserve Account (3-777-00) for the purpose of replacing the DPW Salt Shed
  - d. Recommend Council authorization for waiver, pursuant to Sec. 4(a) of the Bid Procedures for Public Purchasing, to allow replacement of DPW Salt Shed components using a quotation system instead of an Invitation for Bids, to reduce the amount of time needed for purchasing and allow potential replacement this calendar year
  - e. Recommend Council acceptance of \$18,580.00 from the Lura Hoit Pool Board of Trustees to be deposited to the Pool Facility Reserve Account 3-771-00 for the purpose of paying invoices for facility improvements
  - f. Recommend Council authorization for the expenditure of \$18,280.00 from the Pool Facility Reserve Account 3-771-00 for the purpose of paying \$5,200.00 to Lee Builders for the removal of a broken fiberglass shower stall and installation of a new tile shower stall;

\$8,675.00 to Eaton Paving for removal of sidewalks and installation of curbing, sidewalk and parking stalls; and \$4,405.00 to Blue Collar Yard for Pool maintenance and repair services performed

- g. Consideration of proposed staffing or contract support for Town office Finance Department – *request of Chairman Sirois*
- h. Recommend Council authorization for the expenditure of up to \$20,000.00 from the Personnel Reserve Account (3-733-00) for the purpose of supplementing Town staff capacity to manage upcoming finance work, including potential to outsource payroll
- i. Recommend Council authorization for the transfer of \$30,000.00 from the Matching Grants Reserve Account (3-780-00) to the Planning & Community Development Reserve Account (3-725-00) for the purpose of providing eligible funding to support upcoming planning and economic development consultant costs
- j. Recommend Council authorization for the expenditure of up to \$15,000.00 from the Planning & Community Development Reserve Account (3-725-00) for the purpose of retaining consultant support for revisions to the Hampden Business and Commerce Park Restrictive Covenants and related revisions of the Zoning Ordinance

5. Public Comment

6. Committee Member Comments

7. Adjournment

**FINANCE & ADMINISTRATION COMMITTEE MEETING**

Monday, October 2nd, 2017

**MINUTES – DRAFT**

Hampden Town Office

*Attending:*

*Councilor Greg Sirois, Chair*  
*Councilor Stephen Wilde*  
*Councilor Terry McAvoy*

*Councilor Mark Cormier*  
*Councilor Dennis Marble*  
*Town Manager Angus Jennings*  
*Town Clerk Paula Scott*

*Chairman Sirois called the meeting to order at 6:30 p.m.*

**1. Meeting Minutes**

- a. September 18<sup>th</sup>, 2017** – *Motion by Councilor McAvoy seconded by Councilor Marble to approve the minutes as written. Passed 5-0.*

**2. Review & Sign Warrants** – *Warrants were reviewed and signed.***3. Old Business**

- a. Invitation for the Town of Hampden to participate in the 2020 Census Local Update of Census Addresses (LUCA) Operation** – *Manager Jennings presented information regarding work the Town will need to do before mid-December to provide the Census with information it has requested for its 2020 Census.*
- b. Review of the status of the service charge appeal by Acadia Hospital and discussion regarding FY2018 service charge billing** – *Manager Jennings summarized the Court's opinion and said a new hearing has been scheduled to hear each sides' arguments. The FY18 invoices will be sent as usual, with the expectation that the appealing party will likely appeal again if the Court has not disposed of the case by that time. Councilor McAvoy said we ought to come up with a better way to handle this and Manager Jennings said that it is in the work plan to transition to PILOT agreements but that this will take some time to put in place.*
- c. Review of November Council and Committee meeting schedule** – *Manager Jennings withdrew the request to consider rescheduling the November 6 meeting due to anticipated business that may come before the Council that night. If the Town Clerk is not available due to election preparation the meeting can be staffed otherwise.*

#### 4. New Business

- a. **Referral to Council for referral to public hearing a proposed ordinance authorizing the trade-in of the John Deere backhoe and the purchase and financing of a new John Deere backhoe** – *referral from Infrastructure Committee – Manager Jennings summarized the materials in the packet and requested that the Committee refer the ordinance to Council for referral to public hearing, at which point the Council would make a decision. Councilor Wilde asked if the hearing would be in two weeks and Manager Jennings said yes. Motion by Councilor Marble seconded by Councilor McAvoy to refer the borrowing authorization ordinance to Council for referral to public hearing. Motion passed 5-0.*
- b. **Notification of the IS 402 ICS required training course for elected officials on October 11th at the Newburgh Town Office** – *Manager Jennings presented the invitation to attend the upcoming training, which is required of elected officials in order to maintain eligibility for certain public safety grants. Councilors McAvoy and Marble both said they could be available to join Manager Jennings at the training.*
- c. **Update regarding 2017 Candidates' Forum** – *Manager Jennings and Town Clerk Paula Scott summarized that there has been very little response to the League of Women Voters' invitation to this year's Candidates' Forum and a couple of invitees have said they don't think it's worth holding due to there being only one contested race. A couple of Councilors said they don't really see the purpose this year but after discussion it was agreed that if even a single candidate was interested in participating the event should go forward as scheduled.*
- d. **Discussion about Bangor moratorium on forensic psychiatric facilities, potential impact to Hampden, and potential to consider moratorium to study potential impacts and applicable public policy** – *requested by Chairman Sirois – Chairman Sirois summarized his concern based on recent news articles regarding the proposal, and subsequent moratorium, in Bangor. Councilor Marble said he's not sure if we have exposure because his understanding was that a site for the proposed use would need to be owned by the State and that Hampden doesn't have large State-owned parcels. Manager Jennings said staff would keep an eye on this and would keep the Councilors apprised if any such proposal, or other proposed land uses that may cause concern, were timely presented to the Councilors.*

**5. Public Comment** – *None.*

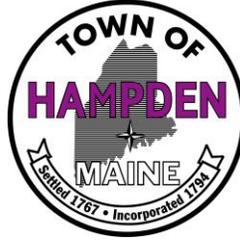
**6. Committee Member Comments** – *Councilor Marble suggested that the Council begin its meeting tonight with a moment of silence, prior to the Pledge of Allegiance. The other Councilors agreed.*

**7. Adjournment**

*There being no further business, the meeting was adjourned at 6:59 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:** October 14, 2017  
**RE:** Recommended contract award for Skehan Center snow services

Based on the results of the RFP process, it is recommended that the Council authorize award of the Skehan Center plowing and snow removal contract to Wellman Paving, Inc. for Option A, at a cost of \$14,000.

This amount is included in the approved Recreation/Skehan Center operating budget:

Hampden		Approved FY18 Budget						Change	
		Expense				FY18		FY17 to FY18	
		2016	2016	2017	2017	2017	FY18		
		Budget	Actual	Budget	YTD	YTD % 6/1	Town Council	Notes	
Dept/Div: 20-07 RECREATION/CULTURE / SKEHAN CENTER						91.8%	June 19, 2017		
15-25 LEASE RELATED EXPENSES				0.00			\$ 19,501	\$19,501	Taxes (\$2400), insurance (\$1100), lease (\$1), snow removal (\$14,000), misc (paving patch work, etc) (\$2000).

As was discussed during the FY18 budget process, leading up to the approved budgeting for this contracted service, the benefit of contracting snow plowing will result in a demonstrated cost savings (relative to the value of DPW labor and equipment doing the work in-house). (See Director Currier's Sept. 22 memo, enclosed).

It is my opinion that the greater public benefit to result from contracting plowing will be improved level of service for property tax payers in certain residential neighborhoods.

Please view the attached excerpt of the DPW Plow Routes Map. The relevant route is one of those shown in green, with the typical morning plowing scope for public facilities including, in sequential order, the Pool; Municipal Building; Skehan Center; and Library. After that, the route is able to support snow removal in the Westbrook Terrace neighborhood. Obviously, this support arrives later in the sequence due to the time spent at the Skehan Center.

Last winter, there were a number of complaints from Westbrook Terrace saying plowing wasn't as timely as it had been a few years ago.

The Skehan Center is privately owned. Snow removal at the Skehan Center is the Town's responsibility due to the terms of its lease. In addition to the staff objective to improve the Westbrook Terrace level of service, we are philosophically concerned about prioritizing public resources toward a private facility before those resources can be deployed to meet the Town's responsibilities on public roads. This effectively deprives the Director of operational decision making ability during snow events in a way that has demonstrably affected the level of service in certain residential neighborhoods.





**TOWN OF HAMPDEN**  
**DEPARTMENT OF PUBLIC WORKS**

106 WESTERN AVE.  
HAMPDEN, ME 04444

TEL 862-3337

FAX 862-3910

September 22, 2017

To: Angus Jennings  
From: Sean Currier  
Subject: 2017/18 Skehan Complex Plowing – Recommendation of Award

The Public Works department solicited bids for the 2017/18 plowing season for the Skehan Center Complex. Five (5) contractors bid on the requested work with bids for plowing services ranging from \$14,000.00 to \$22,000.00 (base bid "Option A"). Bids for an alternate scope of work ("Option B"), including all of the original scope plus the rear gravel parking lot, ranged from \$16,500 to \$48,962.00.

Wellman Paving Inc., located in Winterport, Maine was the low bid on both items. Wellman provided the Town's 2017 paving contract and were easy to deal with and responded timely to any repairs or rework that was requested. I have also checked with the Winterport Town Manager regarding the quality of work of Wellman for plowing services and he had high regards for their competence.

Funding for this work will come from approved amounts in the FY18 operating budget 20-07-15-25 that was authorized by the Council this past budget season.

Public Works conducted a cost analysis for plowing at the facility for the 2016/2017 season. Personnel, equipment and materials were entered in to the same spreadsheet as the annual plowing cost analysis and a final cost to plow the facility was determined. The cost for Public Works labor and equipment to maintain the facility last winter was \$16,155. The cost of materials was estimated at \$1,966. The total approximate cost to plow the facility in the 2016/2017 season was \$18,121. While this is a savings, we believe that cost alone is not the only factor to consider. Subcontracting this work will allow the Public Works crew to better maintain public infrastructure and plow public roads in a more timely manner.

I would like to recommend awarding the 2017/18 plowing contract for the Skehan Center Complex to Wellman Paving up to the amount of \$16,500.00 with understanding that the currently approved work is for Option A only in the amount of \$14,000.00 until such time as requested by the complex owner to provide services for Option A and B.

Thank you,

Sean Currier

Attachment: 2017 Plowing bid and results  
Cc: Shelley Abbott

**TOWN OF HAMPDEN**

**SNOW PLOWING, SALTING & REMOVAL SERVICES  
SKEHAN CENTER  
BID SHEET**

**September 11, 2017  
2:00 PM**

<b>BIDDER</b>	<b>OPTION A</b>	<b>OPTION B</b>
Austin, Roger DBA Austin's Lawncare & Snowplowing	Did not bid	\$48,962
Wellman Paving, Inc.	\$14,000	\$16,500
Eastwood Contractors, Inc.	\$18,800	\$ 2,500
Matt's Property Maintenance & Construction, LLC	\$ 20,000	\$24,500
Harriman & Sons	\$22,000	\$ 5,400

**Town of Hampden**  
106 Western Avenue  
Hampden, Maine 04444



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

**Winter 2017/2018**  
**RFQ Snow Plowing, Salting and Snow Removal Services**

Town of Hampden  
106 Western Avenue  
Hampden, ME 04444  
207-862-3034

Dear Vendor:

The Town of Hampden Public Works Department and Recreation Department are requesting written quotes for the provision of Snow Plowing, Salting, and Snow Removal Services for the 2017/2018 winter season. Please return the attached quote form to the Hampden Town Office ATTN: Sean Currier, no later than 2:00 PM, September 11, 2017. Quotes should be submitted by mail or in person to:

Town of Hampden  
Attn: Sean Currier  
106 Western Avenue  
Hampden, Maine 04444

Service Request Address:

Historic Hampden Academy Complex, 1 Main Road North, Hampden, ME 04444  
Term of Contract: 2017/2018 Season, October 1, 2017-May 1, 2018

**Services Required**

All snow and ice removal services will be conducted in a safe manner with care given to the safety of the general public. This includes having all equipment outfitted with proper lighting devices so as to be visible while operating.

**Option A:**

**-Historic Hampden Academy Complex-**

Plowing and salting of the facility access roads, driveways, and parking areas by 6 AM and routinely throughout the entirety of the storm. Final cleanup at the conclusion of the storm will include knocking down piles at entrances and exits to minimize visual obstructions to the Maine DOT right of way. This includes a small portion of gravel parking lot (see map Option A). Snow shall not be piled near or against the building. Stacking (stockpiling) snow with a front end loader may be necessary in the main parking area along the fence.

-Skehan Recreation Center-Town of Hampden Leased Area-

Shoveling (or other pre-approved method) and salting of walkways (2 total-see map #1, #2) and Skehan Center emergency exits (6 total-see "0" on attached map).

**Option B:**

Option B includes all items in Option A, plus plowing and sanding the entire gravel parking (see map Option B) at the rear of the complex. The gravel parking lot is the only area where sand may be used.

This bid shall include removal of snow from the facility by truck, and disposed of off-site, as necessary during the season depending on season snow fall. A typical winter may necessitate snow removal 3-5 times from the complex.

**Bidder's Information**

- State of Maine Statute provides that no snow shall be plowed across a public right of way.
- All insurance, Worker's Compensation, Comprehensive General Liability, and/or Automobile shall be maintained at the expense of the Contractor during the term of the awarded contract.
- Contractors will be notified in writing of any property damage that occurs as a result of snow and ice management services. Notification will be within 72 hours of Director of Public Works becoming aware of such property damage. Contractor will be solely and wholly financially liable for any damaged property as a result of negligence by the contractor. The contractor shall repair, to the satisfaction of the Public Works Director, and property owner, any damaged property in a timely manner after the terms of the contract. All damages reported to the contractor shall be repaired prior to May 1, 2018
- The Town of Hampden reserves the right to reject any and all quotes received as a result of the RFQ.
- If a quote is accepted, it will be the most advantageous regarding price, quality of service, the contractor's qualifications and capabilities to provide the specified services.
- The Town of Hampden reserves the right to inspect the contractor's work during the term of the contract and request additional plowing / salting services.
- The Town of Hampden Reserves the right to cancel services at any time for failure to perform contracted services as agreed.

**BID FORM**

2017/2018 Seasonal Service Option A \$ \_\_\_\_\_

2017/2018 Seasonal Service Option B \$ \_\_\_\_\_

Submitted by: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

**Please provide any references or additional material you feel would help the Town to understand the contractor's capabilities and make a sound decision.**



1A

by Camy

#1

#2

Option A

Option B

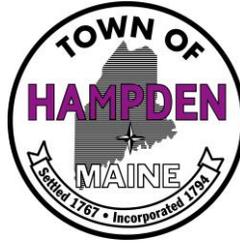
229 ft

© 2016 Google

Google Ea

Imagery Date: 5/11/2015 Lat: 41.7701100 Lon: -69.9201100 elev: 156.8 ft

**Town of Hampden**  
106 Western Avenue  
Hampden, Maine 04444



**Phone:** (207) 862-3337  
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**Winter 2017/2018**  
**RFQ Snow Plowing, Salting and Snow Removal Services**

Town of Hampden  
106 Western Avenue  
Hampden, ME 04444  
207-862-3034

**ADDENDUM 1 CLARIFICATION:**

**Option A:**

**-Historic Hampden Academy Complex-**

Plowing and salting of the facility access roads, driveways, and parking areas by 6 AM and routinely throughout the entirety of the storm. Final cleanup at the conclusion of the storm will include knocking down piles at entrances and exits to minimize visual obstructions to the Maine DOT right of way. This includes a small portion of gravel parking lot (see map Option A). Snow shall not be piled near or against the building. Stacking (stockpiling) snow with a front end loader may be necessary in the main parking area along the fence.

**-Skehan Recreation Center-Town of Hampden Leased Area-**

Shoveling (or other pre-approved method) and salting of walkways (2 total-see map #1, #2) and Skehan Center emergency exits (6 total-see "0" on attached map).

**Option B:**

Option B includes all items in Option A, plus plowing and sanding the entire gravel parking (see map Option B) at the rear of the complex. The gravel parking lot is the only area where sand may be used.

**NOTE:**

This bid (**for option A and option B**) shall include removal of snow from the facility by truck, and disposed of off-site (**at the Town owned snow dump on Kennebec Road, 1.9 miles from Skehan Center**), only as necessary determined by the Hampden Public Works Director, during the season depending on season snow fall. A typical winter may necessitate snow removal 3-5 times from the complex.

**Real Estate & Personal Property Tax Collections: as of 10/5/18**

	Total Billed	<u>Beginning Balance</u>	<u>Payments</u>	<u>Remaining Balance</u>	<u>Percentage Collected</u>
	<u>Accounts</u>				
*2018 Real Estate	3236	\$11,102,383.36	\$4,489,052.81	\$5,788,867.03	52%
2018 Personal Property Taxes	125	\$505,414.88	\$134,951.62	\$244,312.83	48%

	Total Outstanding	<u>Payments</u>	<u>Outstanding Balance</u>
	<u>Accounts</u>		
**2016 PROPERTY TAX LIENS	38	\$7,790.17	\$49,903.44
2017 PROPERTY TAX LIENS	90	\$8,422.06	\$133,383.94
2012-2017 PERSONAL PROPERTY TAX	35	\$53,866.51	\$35,262.23

\* 2017 collection rate was 56%, as of 10/5/16

\*\*2016 unpaid Tax Liens will foreclose on 2/24/2018

Submitted by:  
Barbara Geaghan, Tax Collector  
10/10/2017

**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:** October 11, 2017  
**RE:** Annual Review of Fees Ordinance

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The enclosed materials are introduced for Committee and Town Council review pursuant to Article 9.1 of the Town of Hampden Fees Ordinance, which requires that “an itemized listing of fees for each town department will be submitted to the Town Council by the Town Manager on or before October of each year for the Council’s review, revision and approval.”

In preparation, staff members with administrative oversight of one or more sections of the Fees Ordinance reviewed the document. The attached redlined version of the current Fees Ordinance reflects potential changes that were recommended by staff, including some changes I am recommending based on my review.

The Pool Fees section is proposed for the most significant amendments. This is a direct result of the increase in minimum wages that took effect on January 1, and the additional minimum wage increase that will take effect on January 1, 2018. The Pool Director’s backup, showing proposed increases by percentage and cost, is attached.

We are also proposing to delete Sections 5.2.1. through 5.2.3 under “Solid Waste Fees.” These fees appear to duplicate (and are inconsistent with) the fees in Sec. 2.10 Solid Waste Flow Control Ordinance. Review with office staff confirms that these fees have not been applied in memory, so removing them will eliminate potential confusion as we move forward to license haulers pursuant to the revised Solid Waste Flow Control Ordinance.

One policy item that warrants attention is the proposal to waive certain building permit and inspection fees for locally-based non-profit organizations (see page 4, prior to Article 1). I am told that such waivers were approved by the Town Manager in the past, prior to my tenure, and my goal is to verify that this reflects the Council’s intent and, if so, to clarify this in the ordinance. The proposed practice is what I have seen applied in other communities I have worked in, and I think makes sense.

Upon review, I recommend that the Council refer the proposed amendments, as may be revised, to public hearing.

Lura Hoit Pool  
Proposed Fee increases

		Current	Increase	Amount	Actual	Proposed
8.2	<b>Annual Resident Membership Fees:</b>					
8.2.1	Family	\$ 268.00	3%	\$ 8.04	\$ 276.04	\$ 276.00
8.2.2	Single Adult	\$ 163.00	3%	\$ 4.89	\$ 167.89	\$ 168.00
8.2.3	Youth/Teen	\$ 126.00	3%	\$ 3.78	\$ 129.78	\$ 130.00
8.2.4	Senior	\$ 152.00	3%	\$ 4.56	\$ 156.56	\$ 157.00
8.3	<b>Six Month Resident Membership Fees:</b>					
8.3.1	Family	\$ 168.00	3%	\$ 5.04	\$ 173.04	\$ 173.00
8.3.2	Single Adult	\$ 103.00	3%	\$ 3.09	\$ 106.09	\$ 106.00
8.3.3	Youth/Teen	\$ 81.00	3%	\$ 2.43	\$ 83.43	\$ 83.00
8.3.4	Senior	\$ 98.00	3%	\$ 2.94	\$ 100.94	\$ 101.00
8.4	<b>Three Month Resident Membership Fees:</b>					
8.4.1	Family	\$ 103.00	3%	\$ 3.09	\$ 106.09	\$ 106.00
8.4.2	Single Adult	\$ 65.00	3%	\$ 1.95	\$ 66.95	\$ 67.00
8.4.3	Youth/Teen	\$ 55.00	3%	\$ 1.65	\$ 56.65	\$ 57.00
8.4.4	Senior	\$ 60.00	3%	\$ 1.80	\$ 61.80	\$ 62.00
8.5	<b>Annual Non-Resident Membership Fees:</b>					
8.5.1	Family	\$ 294.00	5%	\$ 14.70	\$ 308.70	\$ 309.00
8.5.2	Single Adult	\$ 189.00	5%	\$ 9.45	\$ 198.45	\$ 198.00
8.5.3	Youth/Teen	\$ 152.00	5%	\$ 7.60	\$ 159.60	\$ 160.00
8.5.4	Senior	\$ 179.00	5%	\$ 8.95	\$ 187.95	\$ 188.00
8.6	<b>Six Month Non-Resident Membership Fees:</b>					
8.6.1	Family	\$ 184.00	5%	\$ 9.20	\$ 193.20	\$ 193.00
8.6.2	Single Adult	\$ 119.00	5%	\$ 5.95	\$ 124.95	\$ 125.00
8.6.3	Youth/Teen	\$ 98.00	5%	\$ 4.90	\$ 102.90	\$ 103.00
8.6.4	Senior	\$ 113.00	5%	\$ 5.65	\$ 118.65	\$ 119.00
8.7	<b>Three Month Non-Resident Membership Fees:</b>					
8.7.1	Family	\$ 113.00	5%	\$ 5.65	\$ 118.65	\$ 119.00
8.7.2	Single Adult	\$ 76.00	5%	\$ 3.80	\$ 79.80	\$ 80.00
8.7.3	Youth/Teen	\$ 65.00	5%	\$ 3.25	\$ 68.25	\$ 68.00
8.7.4	Senior	\$ 70.00	5%	\$ 3.50	\$ 73.50	\$ 74.00
8.8	<b>Daily swim fee for non-members:</b>					
8.8.1	Single Swim - Resident	\$ 4.00		\$ -		\$ 5.00
8.8.2	Single Swim - Non-Resident	\$ 5.00		\$ -		\$ 6.00
8.8.3	Resident 12 Use Punch Card	\$ 36.00		\$ -		\$ 48.00
8.8.4	Non-Resident 12 Use Punch Card	\$ 48.00		\$ -		\$ 60.00
8.9	<b>Resident Swim Lessons</b>					
8.9.1	Members	\$ 4.50	5%	\$ 0.23	\$ 4.73	\$ 5.00
8.9.2	Non-Member	\$ 6.00	8%	\$ 0.48	\$ 6.48	\$ 6.50

Lura Hoit Pool  
Proposed Fee increases

		Current	Increase	Amount	Actual	Proposed
8.10.	<b>Non-Resident Swim Lessons</b>					
8.10.1	Members (per class)	\$ 6.50	5%	\$ 0.33	\$ 6.83	\$ 7.00
8.10.2	Non-Members (per class)	\$ 8.00	8%	\$ 0.64	\$ 8.64	\$ 9.00
8.11	<b>Private Swim Lessons</b>					
8.11.1	<b>Resident Member (per class)</b>					
	1 Child	\$ 15.00	5%	\$ 0.75	\$ 15.75	\$ 16.00
	2 Children	\$ 20.00	5%	\$ 1.00	\$ 21.00	\$ 21.00
8.11.2	<b>Resident Non-Member (per class)</b>					
	1 Child	\$ 20.00	5%	\$ 1.00	\$ 21.00	\$ 21.00
	2 Children	\$ 25.00	5%	\$ 1.25	\$ 26.25	\$ 26.00
8.11.3	<b>Non-resident Member (per class)</b>					
	1 Child	\$ 20.00	5%	\$ 1.00	\$ 21.00	\$ 21.00
	2 Children	\$ 25.00	5%	\$ 1.25	\$ 26.25	\$ 26.00
8.11.4	<b>Non-resident Non-member</b>					
	1 Child	\$ 25.00	5%	\$ 1.25	\$ 26.25	\$ 26.00
	2 Children	\$ 30.00	5%	\$ 1.50	\$ 31.50	\$ 32.00
8.14.	<b>Adult Aqua Exercise Drop In Fee:</b>					
8.14.1	Residents	\$ 4.00		\$ -	\$ 4.00	\$ 5.00
8.14.2	Non-residents	\$ 5.00		\$ -	\$ 5.00	\$ 6.00
8.16.	<b>Pool Party Package (New)</b>					
8.16.1	Resident Pool Rental (50 total guests)	\$ 97.00	3%	\$ 2.91	\$ 99.91	\$ 100.00
8.16.2	<b>Resident Lounge Rental (Delete)</b>					
8.16.3	Non-resident Pool Rental (50 total guests)	\$ 119.00	5%	\$ 5.95	\$ 124.95	\$ 125.00
8.16.4	<b>Non-resident Lounge Rental (Delete)</b>					
8.16.5	<b>Additional 10 Guests (Delete)</b>					
8.17.	<b>Swim Diaper</b>	\$ 1.00				\$ 1.00
	<b>Additional changes to Pool Party Package</b>					
	Must pay full amount at time of rental					
	On-line rental reservations or in person (no phone reservations)					
	Payment with a credit card,cash or check					

**TOWN OF HAMPDEN**

The Town of Hampden Hereby Ordains  
Proposed Amendments to the [INSERT NAME OF ORDINANCE] Ordinance

Deletions are ~~Strikethrough~~      Additions Double Underlined

**TOWN OF HAMPDEN, MAINE**  
**FEES ORDINANCE**

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ADOPTED:      Hampden Town Council October 20, 1986  
Effective: November 19, 1986

AMENDED:      Hampden Town Council December 7, 1987  
Effective: January 5, 1988

AMENDED:      Hampden Town Council March 21, 1991  
Effective: April 21, 1991

AMENDED:      Hampden Town Council July 6, 1993  
Effective: August 5, 1993

AMENDED:      Hampden Town Council December 20, 1993  
Effective: January 19, 1994

AMENDED:      Hampden Town Council May 6, 1996  
Effective: June 6, 1996

AMENDED:      Hampden Town Council February 7, 1998  
Effective: March 18, 1998

AMENDED:      Hampden Town Council November 17, 2003  
Effective: December 17, 2003

AMENDED:      Hampden Town Council March 21, 2005  
Effective: April 20, 2005

AMENDED:	Hampden Town Council April 4, 2005 Effective: May 4, 2005	
AMENDED:	Hampden Town Council October 6, 2008 Effective: November 5, 2008	
AMENDED:	Hampden Town Council June 15, 2009 Effective: July 15, 2009	
AMENDED:	Hampden Town Council August 3, 2009 Effective: September 2, 2009	
AMENDED:	Hampden Town Council January 19, 2010 Effective: February 18, 2010	
AMENDED:	Hampden Town Council September 19, 2011 Effective: October 19, 2011	8.8.4, 8.9, 8.10, 8.11, 8.15, 8.16.1, 8.16.3, 8.16.5 (new 8.11 added and remainder of Article 8 re-numbered)
AMENDED:	Hampden Town Council April 23, 2012 Effective: May 23, 2012	New 1.13 added and remainder of Article 1 re-numbered, 3.5, 3.6, 3.7, 3.8, 7.2, 7.3, added 7.4 and 7.5
AMENDED:	Hampden Town Staff, November 27, 2012 Effective: December 27, 2012	Deleted Article 8.12 and 8.13
AMENDED:	Hampden Town Council, April 22, 2014 Effective: May 22, 2014	Articles 6.2, 6.3 and 6.4
AMENDED:	Hampden Town Council, September 2, 2014 Effective: October 2, 2014	Articles 8.1, 8.2, 8.3, 8.4, 8.5, 8.6, 8.7, 8.8, 8.9, 8.10, and 8.16
AMENDED:	Hampden Town Council, December 1, 2014 Effective: December 31, 2014	Articles 3.1, 3.3, 3.5, 3.7 and 3.8; 3.9 and corrected numbering of Article 3; and Articles 4.2, and 4.4
AMENDED:	Hampden Town Council, February 16, 2016 Effective March 17, 2016	Article 2.9
AMENDED:	Hampden Town Council, April 19, 2016 Effective May 19, 2016	Articles 1.8, 1.9, 1.15 (new), 2.3, 2.5, 2.7, 2.8, 2.13, 5.1, 5.2, 8.1, 8.3, 8.4, 8.6, 8.7, 8.10, 8.14, and 8.16
AMENDED:	Hampden Town Council, May 16, 2016 Effective June 16, 2016	Articles 2.6, 2.12.2, 2.12.4, 2.16.2, 2.16.4, 2.16.5, and 2.16.8
AMENDED:	Hampden Town Council, September 8, 2016 Effective October 8, 2016	Article 6.3.8, 6.3.9, and 6.4.4
AMENDED:	Hampden Town Council, February 21, 2017 Effective March 21, 2017	Articles 6.2.1- 6.2.7, 6.3.1 – 6.3.4, 6.3.11
AMENDED:	Hampden Town Council, May 15, 2017 Effective June 14, 2017	Preamble, Articles 1.2, 1.6, 1.10, 1.16, 1.17 2.9.1, 2.9.3, 2.9.4, 2.9.5, 2.12, 2.12.4 – 2.12.6, Footnote 1, 2.15, 2.16.2.1 – 2.16.2.5,

2.16.4, 2.16.4.1 – 2.16.4.3, 2.16.5, 2.16.9,  
2.16.9.1 – 2.16.9.2, 2.16.10.4, Footnote 2,  
2.16.10.4.1 – 2.16.10.4.4, 2.16.11.1, 2.16.12,  
2.16.12.1 – 2.16.12.3, 5.2.5

AMENDED: Hampden Town Council, August 7, 2017  
Effective September 6, 2017

Article 2.1

AMENDED: Hampden Town Council, \_\_\_\_\_, 2017  
Effective \_\_\_\_\_, 2017

Article \_\_\_\_\_

CERTIFIED BY: \_\_\_\_\_  
Paula Scott, Town Clerk

Affix Seal

**TOWN OF HAMPDEN, MAINE  
FEES ORDINANCE**

The Town of Hampden hereby ordains:

In addition to those Town fees and charges, the authorization of which is provided for by Town Ordinances, the following schedule of fees for Town services is approved:

**Note: Exemptions:** All Town Government activities and projects shall be exempt from these fees except in the case where Maine Statutes dictate otherwise. Organizations located in Hampden with a not-for-profit status recognized by the Internal Revenue Service pursuant to 501(c)(3) shall be exempt from building permit fees (2.16.1), demolition fees (2.16.2(1-3)), sign permit fees (2.16.3), fees for certificates of occupancy and compliance (2.16.4) and additional inspection fees (2.16.5).

**ARTICLE 1  
ADMINISTRATION**

*Amended 11-17-03, 3-21-05, 6-15-09, 4-23-12, 4-19-16, 5-15-17*

<b>1.1. Business or Corporation filing</b>	State Regulated
<b>1.2. Copy of (Marriage/Birth/Death) Certificate</b> (Amended 5/15/17)	State Regulated
<b>1.3. Copy of Subdivision Ordinance</b>	At Cost
<b>1.4. Copy of Zoning Ordinance</b>	At Cost
<b>1.5. Copy of other ordinances</b>	
1.5.1. up to 20 pages	\$0.25/page
1.5.2. and a page after that	\$0.15/page
<b>1.6. Photocopies</b>	
1.6.1. 8 <sup>1</sup> / <sub>2</sub> inch x 11 inch or smaller (B&W)	\$0.25/page
1.6.2. 8 <sup>1</sup> / <sub>2</sub> inch x 14 inch (B&W)	\$0.50/page
1.6.3. 11 inch x 17 inch (B&W)	\$0.75/page
1.6.4. 8 <sup>1</sup> / <sub>2</sub> inch x 11 inch or smaller (color) (Amended 5/15/17)	\$1.00/page
1.6.5. 8 <sup>1</sup> / <sub>2</sub> inch x 14 inch (color) (Amended 5/15/17)	\$1.25/page
<b>1.7. Marriage License</b>	State Regulated
<b>1.8. Notary Fee</b>	Free for Hampden residents \$3.00 for non-residents
<b>1.9. Record Search</b>	\$15.00/hour (for hours over 1)
<b>1.10. Recording of Pole Permits</b> (Amended 5/15/17)	\$4.00
<b>1.11. Tax Maps</b>	
1.11.1. (11 inch x 17 inch)	\$50.00/complete set
1.11.2. (24 inch x 36 inch) (Amended 05/15/17)	\$8.00 map
<b>1.12. Compact Disk copies of ordinances, <u>or</u> documents <u>or</u></b>	\$5.00

**recorded meetings (audio only)**

- |   |  |
|---|--|
| <b>1.13. DVD copies of <u>video</u> recorded meetings</b> <i>(Added 4/23/12)</i>                                      | <b><u>\$3.00 \$5.00</u></b>  |
| <b>1.14. Liquor License</b> <i>(Amended 6/15/09)</i><br>(Public hearing not required)<br>(Public hearing is required) | \$ 50.00<br>\$125.00   |
| <b>1.15. Incoming Faxes</b>   | \$1.00/page  |
| <b>1.16. Hunting on Town Land Authorization and Map Book</b><br><i>(Amended 5/15/17)</i>                              | <b><u>\$15.00 \$12.00 (resident)</u></b><br><b><u>\$17.00 (non-resident)</u></b> |
| <b>1.17. Dog Licensing:</b>   |  |
| 1.17.1. Spayed/Neutered dog <i>(Amended 5/15/17)</i>  | State Regulated  |
| 1.17.2. Male/Female dog <i>(Amended 5/15/17)</i>  | State Regulated  |
| 1.17.3. Late Fee <i>(Amended 5/15/17)</i>   | State Regulated  |

ARTICLE 2  
**FEEES FOR ACTIVITIES REGULATED BY TOWN ORDINANCE**  
*Amended 11-17-03, 3-21-05, 6-15-09, 8-3-09, 4-19-16, 05/15/17*

<b>2.1. Animal Control Ordinance</b>	
2.1.1. Animal Impoundment Fee ( <i>Amended 8/7/17</i> )	\$35.00 First offense \$45.00 Second offense \$55.00 Third offense
<b>2.2. Cable Television Ordinance</b>	
2.2.1. Initial Franchise Application Filing Fee	\$500.00
2.2.2. Renewal Franchise Application Filing Fee	\$500.00
2.2.3. Modification of a Franchise Agreement	\$500.00
2.2.4. Combined Filing Fee for participating towns	\$7,000.00
<b>2.3. Cemetery Ordinance</b>	
2.3.1. Lot Fees including perpetual care.	
2.3.1.1. Resident	\$325.00
2.3.1.2. Resident - Infant or Cremation	\$325.00
2.3.1.3. Non-Resident	\$450.00
2.3.1.4. Non-Resident Infant or Cremation	\$450.00
2.3.2. Interment fees	
2.3.2.1. Grave Openings Weekdays Adult	\$400.00
2.3.2.2. Grave Openings Weekdays Infant or Cremation	\$125.00
2.3.2.3. Grave Openings Weekends or Holidays Adult	\$600.00
2.3.2.4. Grave Openings Weekends or Holidays Infant or Cremation	\$200.00
2.3.3. Town Crypt Fees	
2.3.3.1. Resident	Free
2.3.3.2. Non-Resident	\$50.00
2.3.4. Disinterment	\$1,000.00
2.3.5. Vault Cremation	\$400.00
2.3.6. Public Works Dept. Labor After 3:00 PM	\$35.00/hour
<b>2.4. Concourse Gathering Ordinance</b>	
2.4.1. Concourse Gathering Permit Fee	\$100.00
<b>2.5. Floodplain Management Ordinance</b>	
2.5.1. Application Fee	\$100.00
2.5.2. Experts Fee	\$500.00 horizontal review \$1,000.00 vertical review and horizontal review. This is a draw account established for a professional to establish flood elevation data where possible. Any unspent funds are to be returned to the applicant
2.5.3. Cost for public notices and mailings <i>(Any "at cost" fee must be paid to the Town before the issuance of approved permits or variances, or action on a board order is undertaken).</i>	At cost

<b>2.6.</b>	<b><i>Harbor Ordinance</i></b>	
2.6.1.	Private mooring	\$100.00 annual fee.
<b>2.7.</b>	<b><i>Historic Preservation Ordinance</i></b>	
2.7.1.	Certificate of Appropriateness Application Fee	\$75.00
2.7.2.	Historic Site or Landmark Designation Application Fee	\$150.00
2.7.3.	Cost of public notices and mailings	At cost
<b>2.8.</b>	<b><i>Mobile Home Park Ordinance</i></b>	
2.8.1.	Annual Mobile Home Park License <i>(This includes application review, initial inspection of premises and a follow-up inspection).</i>	\$200.00
2.8.2.	Additional Inspection Fee <i>(If the town needs to perform additional inspections as a result of applicant deficiencies, each inspection will be charged prior to the inspection).</i>	\$200.00
<b>2.9.</b>	<b><i>Sewer Ordinance</i></b> <i>(Amended 8/3/09, 2/16/16)</i>	
2.9.1.	Sewer Service Charge Rate <i>(Amended 8/3/09) (Amended 5/15/17)</i>	\$11.60 per 100 cubic feet of water (c.f.w.) consumed as indicated by consumer’s water meter.
2.9.1.1.	Sewer Charge Flat Rate Town Water No Meter <i>(Amended 5/15/17)</i>	\$111.29
2.9.1.2.	Sewer Charge Flat Rate Well Water No Meter <i>(Amended 5/15/17)</i>	\$182.66
2.9.2.	Sewer Service Capital Charge	
2.9.2.1.	Base Rate for 1 to 2,999 c.f.w. consumed	\$0.00
2.9.2.2.	3,000 to 5,999 c.f.w. consumed (double base)	\$0.00
2.9.2.3.	6,000 to 8,999 c.f.w. consumed (triple base)	\$0.00
2.9.2.4.	Other c.f.w. amount	\$0.00
2.9.3.	Sewer Service Minimum Charge Rate <i>(Amended 5/15/17)</i>	\$31.39
2.9.4.	Sewer Service “Ready to Serve” Charge <i>(Amended 5/15/17)</i>	\$31.39
2.9.5.	Special Sewer Service Charge (Sewer Ord. Sec. 10.4) <i>(Amended 5/15/17)</i>	As determined by Town Council.
2.9.6.	Sewer Service Charge Rate Outside Town Limits	As determined by Town Council.
<b>2.10.</b>	<b><i>Solid Waste Flow Control Ordinance</i></b>	
2.10.1.	License Application Fee ( <u>initial</u> one-time fee, Per <u>Vehicle Company, up to 4 Vehicles</u> ) <i>(Amended 5/15/17)</i>	<del>\$100.00</del> <u>\$200.00</u>
2.10.2	<u>License Application Fee (initial one-time fee, Per Vehicle Company, more than 4 Vehicles)</u>	<del>\$100.00</del> <u>\$250.00</u>
<u>2.10.3.</u>	<u>Annual License Fee Per Vehicle</u> <i>(Amended 5/15/17)</i>	<del>\$100.00</del> <u>\$ 50.00</u>
<b>2.11.</b>	<b><i>Special Amusement Ordinance</i></b>	
2.11.1.	Permit Application Fee	\$50.00

**2.12. Subdivision Ordinance**

2.12.1. Subdivision Sketch Plan	No Charge
2.12.2. Minor Subdivision <i>(Amended 5/15/17)</i>	\$100.00 plus \$20.00/lot
2.12.3. Minor Subdivision Review/Inspection Draw	not required.
2.12.4. Major Subdivision Preliminary Plan	
on existing road <i>(Amended 5/15/17)</i>	\$150.00 plus \$50.00/lot
with new road	\$500.00 plus \$50.00/lot
Draw Account Deposit (for technical review) <sup>1</sup> <i>(Amended 5/15/17)</i>	\$2,000.00
2.12.5. Major Subdivision Final Plan <i>(Amended 5/15/17)</i>	
Following Preliminary Plan	\$150.00 plus \$20.00 per lot
If no Preliminary Plan	\$500.00 plus \$50.00 per lot
Draw Account Deposit (for technical review) <sup>1</sup>	None if Preliminary Plan completed and no significant modifications to infrastructure made; otherwise \$2,000.00.
2.12.6 Cost for public notices and mailings <i>(Amended 5/15/17)</i>	At cost

**2.13. Victualers Ordinance** *(Amended 6/15/09, 4/19/16)*

2.13.1. Victualers License Application	
2.13.1.1. Public hearing not required	\$100.00
2.13.1.2. Public hearing is required	\$150.00
2.13.1.3. Cost for public notices and mailings	At cost

*The above fees include all inspections required by Town of Hampden Victualers Ordinance. If an inspection is performed and the Code Enforcement Officer or Fire Inspector, or their alternate, believe a reinspection is needed because of a fault of the applicant or agent then a fee per 2.16.5 will be charged and due prior to the issuance of the Victualers License.*

**2.14. Waste Disposal Facility Licensing Ordinance**

2.14.1. Application Fee	\$50,000.00
<i>This is a draw account to be used by the Council to hire consultants as necessary to review the proposal. If at any time balance drops to \$10,000.00 the applicant shall deposit an additional \$10,000.00. Any unexpended balance shall be returned after a final decision on the application is rendered.</i>	

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<sup>1</sup> *In addition to the Planning Board application fees the applicant must make a deposit for a Peer Technical Review draw account when the nature of the review exceeds the technical capability of Town personnel. Applications which require subsequent re-review of additional information, or amended submittals shall be responsible to provide additional funds to cover the full peer review costs. Upon exhausting in excess of 75% of the funds in the original deposit, the applicant shall provide additional funding increments of 50% of the original deposit. Any remaining funds held in the draw account upon completion of the review process shall be returned to the applicant. (Amended 5/15/17)*

**2.16. Zoning Ordinance**

2.16.1. Building Permit Applications for all Construction	\$25.00 plus \$0.10 per sq. ft. of total building area including but not limited to finished areas, basements, attics, decks, pools, porches, sheds, garages, etc.
<i>(Plumbing Permit Application)</i>	<i>State Regulated</i>
2.16.2. Demolition/Earth Moving Permit Application	
2.16.2.1 Demolition (residential-with sewer connection) <i>(Amended 5/15/17)</i>	\$100.00
2.16.2.2 Demolition (residential-no sewer connection) <i>(Amended 5/15/17)</i>	\$ 50.00
2.16.2.3 Demolition (commercial) <i>(Amended 5/15/17)</i>	\$150.00
2.16.2.4 Earth Moving (Code Enforcement Issued) <i>(Amended 5/15/17)</i>	\$100.00
2.16.2.5 Earth Moving (Planning Board Issued) <i>(Amended 5/15/17)</i>	\$200.00
2.16.3. Sign Permit Application	\$25.00 per sign
2.16.4. Certificate of Compliance or Occupancy	
2.16.4.1 Certificate of Compliance Application <i>(Amended 5/15/17)</i>	\$100.00
2.16.4.2 Certificate of Occupancy Application <i>(Amended 5/15/17)</i>	\$100.00
2.16.4.3 Dual applications (filed together) <i>(Amended 5/15/17)</i>	\$150.00
2.16.5. Additional Inspections <i>(If the town needs to perform additional inspections as a result of applicant deficiencies). (Amended 5/15/17)</i>	\$35.00 per hour per inspector
2.16.8. Zoning Board of Appeals Variance Application	
2.16.8.1. General Variance	\$250.00
2.16.8.2. Dimensional Variance	\$250.00
2.16.8.3. Disability Variance	Free
2.16.8.4. Administrative Appeal Application	\$250.00
2.16.8.5. Cost for public notices and mailings	At cost
2.16.9. Zoning Ordinance Map Amendment Request <i>(Amended 5/15/17)</i>	
2.16.9.1. Amendment Application <i>(Amended 5/15/17)</i>	\$650.00
2.16.9.2. Cost for public notices and mailings	At cost
2.16.10. Site Plan Review Applications	
2.16.10.1. Minor Development <i>This includes reuse proposal or new structures with less than 3,000 sq. ft., and total site improvements of less than 5,000 sq. ft</i>	\$75.00

2.16.10.2.	Major Development <i>This includes new structures in excess of 20,000 sq. ft or developments with more than 50,000 sq. ft. of site improvements</i>	\$500.00
2.16.10.3.	All Others	\$150.00
2.16.10.4	Draw Account Deposit (for technical review) <sup>2</sup> <i>(Amended 5/15/17)</i>	
2.16.10.4.1	General Engineering <i>(Amended 5/15/17)</i>	\$800.00
2.16.10.4.2	Stormwater Analysis <i>(Where proposed use disturbs more than one acre of land). (Amended 5/15/17)</i>	\$600.00
2.16.10.4.3	Traffic Analysis <i>(Where proposed use will generate at least 350 average daily trip ends). (Amended 5/15/17)</i>	\$1,000.00
2.16.10.5	Cost for public notices and mailings <i>(Amended 5/15/17)</i>	At cost
2.16.11.	Commercial Secure Landfill Applications <i>(Application to expand or construct a Commercial Secure Landfill in addition to the above fees).</i>	\$0.005/cubic yard of capacity
2.16.11.1	Cost for public notices and mailings <i>(Amended 5/15/17)</i>	At cost
 <b>2.16.12 DELETED</b> <i>(Amended 5/15/17)</i>		
2.16.12.1 <b>DELETED</b> <i>(Amended 5/15/17)</i>		
2.16.12.2 <b>DELETED</b> <i>(Amended 5/15/17)</i>		
2.16.12.3 <b>DELETED</b> <i>(Amended 5/15/17)</i>		

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<sup>2</sup> *In addition to the Planning Board application fees the applicant must make a deposit for a Peer Technical Review draw account when the nature of the review exceeds the technical capability of Town personnel. Applications which require subsequent re-review of additional information, or amended submittals shall be responsible to provide additional funds to cover the full peer review costs. Upon exhausting in excess of 75% of the funds in the original deposit, the applicant shall provide additional funding in increments of 50% of the original deposit. Any remaining funds held in the draw account upon completion of the review process shall be returned to the applicant. (Amended 5/15/17)*

ARTICLE 3  
FIRE DEPARTMENT  
Amended 11-17-03, 4-4-05; 4-23-12; 12-1-14

- 3.1. **DELETED** (Amended 12-1-14)
- 3.2. **Report Copies** \$10.00
- 3.3. **DELETED** (Amended 12-1-14)
- 3.4. **Fee for pumping: 1 time emergency** Free
- 3.5. **DELETED** (Amended 12-1-14)
- 3.6. **Advanced Life Support 1 Rates** (Amended 4-23-12)
- 3.6.1. ALS 1 Base Rate \$685.00
  - 3.6.2. ALS 2 Base Rate \$885.00
  - 3.6.3. ALS Non-Emergency Rate \$475.00
  - 3.6.4. ALS Mileage \$ 17.00
  - 3.6.5. ALS Backup Fee \$100.00
- 3.7. **Basic Life Support Rates** (Amended 4-23-12; 12-1-14)
- 3.7.1. BLS Base Rate \$550.00
  - 3.7.2. BLS Non-Emergency Rate \$450.00
  - 3.7.3. DELETED (Amended 12-1-14)
  - 3.7.4. BLS Mileage \$ 17.00
- 3.8. **Ambulance Stand-by fee for special events** \$143.06 per EMS staff member  
(Amended 4-23-12; 12-1-14) per 0 to 4 hour event. Each additional 0 to 4 hour event shall be billed at an additional \$143.06 per EMS staff member.
- 3.9. **DELETED** (Amended 12-1-14)

ARTICLE 4  
**POLICE DEPARTMENT**  
*Amended 11-17-03; 12-1-14*

- |             |   |  |
|-------------|---|--|
| <b>4.1.</b> | <b><i>Report Copies</i></b> (accident or criminal)  | \$10.00 for the first page<br>plus .25 per page<br>thereafter  |
| <b>4.2.</b> | <b><i>Special Detail</i></b> (Dances, games, guard duty, etc.) ( <i>Amended 12-1-14</i> ) | \$143.06 per officer for the first<br>two hours. Each additional hour<br>shall be billed at the current<br>average overtime rate plus<br>administrative fee. |
| <b>4.3.</b> | <b><i>Concealed Weapons (Hand Gun) Permit</i></b>   |  |
|             | 4.3.1. First Permit - State Maximum   | \$35.00  |
|             | 4.3.2. Renewal  | \$20.00  |
| <b>4.4.</b> | <b><i>DELETED</i></b> ( <i>Amended 12-1-14</i> )  |  |

ARTICLE 5  
**PUBLIC WORKS**  
Amended 11-17-03, 4-19-16

**5.1. Additional Fees**

5.1.1.	Public Works Dept. Labor After 3:00 PM	\$200.00 per person (up to 4 hours); \$50.00 per person per hour for every hour above 4.
5.1.2.	Street Opening/Utility Connection Permit	\$50.00
5.1.3.	Sewer Connection	Determined based on proposed use and flow in accordance with Sewer Connection Fee Calculation Worksheet and Sewer Connection Fee Schedule.

**5.2. Solid Waste Fees**

5.2.1.	<del>DELETED</del> Business Companies Hauling Trash	\$200.00/annually
5.2.2.	<del>DELETED</del> Business Hauling directly to Pine Tree Landfill or to the transfer station	\$25.00/annually
5.2.3.	<del>DELETED</del> Non-resident Business working on Hampden Project (temp permit)	\$25.00/annually
5.2.4.	Resident Transfer Station <del>Sticker</del> <u>Decal</u>	\$10.00
5.2.5.	Replacement of lost Transfer Station <del>Sticker</del> <u>Decal</u>	\$5.00

(Amended 5/15/17)

ARTICLE 6  
**RECREATION**  
Amended 11-17-03, 4-22-14

**6.1. Recreation Fee Waiver Policy:** Any person interested in any Hampden Recreation program that feels they do not have the financial means to afford the full fee shall receive a waiver at the sole discretion of the Recreation Director. Full or partial fee waivers may be given as determined by financial need and the recreation program for which the waiver is requested.

**6.2. Program Fees:**

6.2.1. Kids Kamp (full week) (Amended 2-21-17)	\$140.00-\$160.00
6.2.2. Kids Korner AM Program (day) (Amended 2-21-17)	\$ 8.00-\$11.00
6.2.3. Kids Korner PM Program (day) (Amended 2-21-17)	\$12.00-\$15.00
6.2.4. Kids Korner Half Day Program (12-6 PM) (day)	\$25.00-\$30.00
6.2.5. Kids Korner Full Day Program (7 AM-6 PM) (day)	\$40.00-\$45.00
6.2.6. Team Sport-Resident (depend on session length)	\$35.00-\$40.00
6.2.7. Team Sport-Non Resident (depend on session length)	\$40.00-\$45.00
6.2.8. Program Registration Late Fee (per person, per program)	\$10.00

**6.3. Skehan Recreation Center Fees:**

*(all requests are subject to availability and require advance written reservation contract and payment)*

6.3.1. Gymnasium Rental-1/2 Gym (Amended 2-21-17)	\$25.00-\$40.00/hour
6.3.2. Gymnasium Rental-Full Gym (Amended 2-21-17)	\$50.00-\$75.00/hour
6.3.3. Allen Fitness Room Rental (Amended 2-21-17)	\$25.00-\$40.00/hour
6.3.4. Interior Classroom Rental (Amended 2-21-17)	\$25.00-\$40.00/hour
6.3.5. Gymnasium Rental Full Day	negotiated at contract
6.3.6. Allen Fitness Room Rental Full Day	negotiated at contract
6.3.7. Interior Classroom Rental Full Day	negotiated at contract
6.3.8. Affiliated Program Rental 1/2 Gym	negotiated at contract
6.3.9. Affiliated Program Rental Full Gym	negotiated at contract
6.3.10. Gymnasium Rental-Multi Day/Multi Week	negotiated at contract
6.3.11. Private Party Rental (Amended 2-21-17)	\$100.00-\$150.00

2 hours full gym includes classroom for any food consumed

**6.4. RESERVED Outdoor Play Field/Space Rental Fees:** Ball Field or Soccer Field

*(all requests are subject to availability and require advance written reservation contract and payment)*

6.4.1. Single Field/Single Game-Resident	\$25.00
6.4.2. Single Field/Full Day-Resident	\$50.00
6.4.3. Single Field-Multi Day/Multi Week-Resident	negotiated at contract
6.4.4. Affiliated Program Rental	negotiated at contract
6.4.5. Single Field/Single Game-Non Resident	\$50.00
6.4.6. Single Field/Full Day- Non Resident	\$100.00
6.4.7. Single Field-Multi Day/Multi Week-Non Res.	negotiated at contract
6.4.8. Single Field-Light Use	\$15.00 per event

ARTICLE 7  
**LIBRARY**

*Amended 11-17-03, 1-19-10; 4-23-12*

<b>7.1.</b>	<b><i>Library Fees</i></b>	
7.1.1.	Resident Annual Fee	Free
7.1.2.	Non-Resident Annual Fee	\$35.00/year
7.1.3.	Overdue Fees	
7.1.3.1.	Books and Periodicals	\$0.10/day
7.1.3.2.	Audio or Video	\$0.10/day
7.1.3.3.	Maximum Overdue Fee	\$3.00/item
<b>7.2</b>	<b><i>Self-service Photocopies</i></b> <i>(Amended 4/23/12)</i>	\$0.25/page
<b>7.3</b>	<b><i>Self-service Printer Pages</i></b> <i>(Amended 4/23/12)</i>	\$0.25/page
<b>7.4</b>	<b><i>Self-service Sending of Faxes</i></b> <i>(Added 4/23/12)</i>	
7.4.1.	Within United States	\$1.00/page
7.4.2.	International	\$2.00/page
<b>7.5</b>	<b><i>Receiving of Faxes</i></b> <i>(Added 4/23/12)</i>	Not Allowed

ARTICLE 8  
**POOL**

*Amended 11-17-03, 4-4-05, 10-6-08, 9-19-11, 11-27-12, 9-2-14, 4-19-16*

**8.1. Susan G. Abraham Memorial Endowed Scholarship** provides the opportunity to learn to swim (see 8.9 & 8.10) to those who could not otherwise afford it. The scholarship is based on individual assessment of financial need and recipient must be resident of RSU #22 District.  
*(Amended 9/19/2011; 9/2/2014)*

**8.2. Annual Resident Membership Fees:** *(Amended 9/2/2014)*

8.2.1. Family	<del>\$268.00</del> <u>\$276.00</u>
8.2.2. Single Adult	<del>\$163.00</del> <u>\$168.00</u>
8.2.3. Youth/Teen	<del>\$126.00</del> <u>\$130.00</u>
8.2.4. Senior	<del>\$152.00</del> <u>\$157.00</u>

**8.3. Six Month Resident Membership Fees:** *(Amended 9/2/2014; 4/19/16)*

8.3.1. Family	<del>\$168.00</del> <u>\$173.00</u>
8.3.2. Single Adult	<del>\$103.00</del> <u>\$106.00</u>
8.3.3. Youth/Teen	<del>\$ 81.00</del> <u>\$ 83.00</u>
8.3.4. Senior	<del>\$ 98.00</del> <u>\$101.00</u>

**8.4. Three Month Resident Membership Fees:** *(Amended 9/2/2014; 4/19/16)*

8.4.1. Family	<del>\$103.00</del> <u>\$106.00</u>
8.4.2. Single Adult	<del>\$ 65.00</del> <u>\$ 67.00</u>
8.4.3. Youth/Teen	<del>\$ 55.00</del> <u>\$ 57.00</u>
8.4.4. Senior	<del>\$ 60.00</del> <u>\$ 62.00</u>

**8.5. Annual Non-Resident Membership Fees:** *(Amended 9/2/2014)*

8.5.1. Family	<del>\$294.00</del> <u>\$309.00</u>
8.5.2. Single Adult	<del>\$189.00</del> <u>\$198.00</u>
8.5.3. Youth/Teen	<del>\$152.00</del> <u>\$160.00</u>
8.5.4. Senior	<del>\$179.00</del> <u>\$188.00</u>

**8.6. Six Month Non-Resident Membership Fees:** *(Amended 9/2/2014; 4/19/16)*

8.6.1. Family	<del>\$184.00</del> <u>\$193.00</u>
8.6.2. Single Adult	<del>\$119.00</del> <u>\$125.00</u>
8.6.3. Youth/Teen	<del>\$ 98.00</del> <u>\$103.00</u>
8.6.4. Senior	<del>\$113.00</del> <u>\$119.00</u>

**8.7. Three Month Non-Resident Membership Fees:** *(Amended 9/2/2014; 4/19/16)*

8.7.1. Family	<del>\$113.00</del> <u>\$119.00</u>
8.7.2. Single Adult	<del>\$ 76.00</del> <u>\$ 80.00</u>
8.7.3. Youth/Teen	<del>\$ 65.00</del> <u>\$ 68.00</u>
8.7.4. Senior	<del>\$ 70.00</del> <u>\$ 74.00</u>

**8.8. Daily Swim Fee for non-members** *(Amended 9/19/2011; 9/2/2014)*

8.8.1. Single Swim - Resident	<del>\$ 4.00</del> <u>\$ 5.00</u>
8.8.2. Single Swim – Non-Resident	<del>\$ 5.00</del> <u>\$ 6.00</u>
8.8.3. Resident 12 Use Punch Card	<del>\$ 36.00</del> <u>\$ 48.00</u>
8.8.4. Non-Resident 12 Use Punch Card	<del>\$ 48.00</del> <u>\$ 60.00</u>

- 8.9. Resident Swim Lessons** (Amended 9/19/2011; 9/2/2014)
- 8.9.1. Members ~~\$4.50~~ \$5.00 per class
- 8.9.2. Non-Members ~~\$6.00~~ \$6.50 per class
- 8.10. Non-Resident Swim Lessons** (Amended 9/19/2011; 9/2/2014; 4/19/16)
- 8.10.1. Members ~~\$6.50~~ \$7.00 per class
- 8.10.2. Non-Members ~~\$8.00~~ \$9.00 per class
- 8.11. Private Swim Lessons** (Amended 9/19/2011)
- 8.11.1 Resident Member
- 1 Child ~~\$15.00~~ \$16.00 per class
- 2 Children ~~\$20.00~~ \$21.00 per class
- 8.11.2. Resident Non-member
- 1 Child ~~\$20.00~~ \$21.00 per class
- 2 Children ~~\$25.00~~ \$26.00 per class
- 8.11.3 Non-resident Member
- 1 Child ~~\$20.00~~ \$21.00 per class
- 2 Children ~~\$25.00~~ \$26.00 per class
- 8.11.4 Non-resident Non-member
- 1 Child ~~\$25.00~~ \$26.00 per class
- 2 Children ~~\$30.00~~ \$32.00 per class
- 8.12. Deleted** November 27, 2012
- 8.13. Deleted** November 27, 2012
- 8.14. Adult Aqua Fitness:** (Amended 4/19/16)
- 8.14.1. Residents ~~\$4.00~~ \$5.00/class
- 8.14.2. Non-Residents ~~\$5.00~~ \$6.00/class
- 8.15. Gentle Aerobics** (deleted 9/19/2011)
- 8.16. Pool Party Package Facility Rental Fees** (Limited Availability): (Amended 9/19/2011; 9/2/2014; 4/19/16)
- 8.16.1. Resident Pool/Lounge Rental (up to ~~30~~ 50 total guests) ~~\$77.00~~ \$100.00/hour
- 8.16.2. ~~DELETED~~ Resident Lounge Rental ~~\$20.00~~ \$20.00/hour
- 8.16.3. Non-Resident Pool/Lounge Rental (up to ~~30~~ 50 total guests) ~~\$94.00~~ \$125.00/hour
- 8.16.4. ~~DELETED~~ Non-Resident Lounge Rental ~~\$25.00~~ \$25.00/hour
- 8.16.5. ~~DELETED~~ Every 10 Additional Guests (As Required by Rules) ~~\$15.00~~ \$15.00/hour
- Note: Pool Party Package payments due in full at time or rental. Payments may be made online or in person, and may be paid by cash, check or credit card.
- 8.17. Swim Diaper** \$1.00

ARTICLE 9  
**ANNUAL REVIEW BY TOWN COUNCIL**

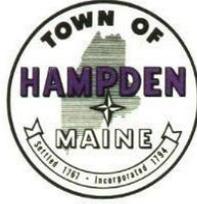
- 9.1** An itemized listing of fees for each town department will be submitted to the Town Council by the Town Manager on or before October of each year for the Council's review, revision, and approval.





**Appendix B: Town of Hampden**  
**Sewer Connection Fee Schedule**

Amusement Park		Determined by Public Works Director
Apartment Building	185	gpd/unit
Auto Body Shop	0.05	gpd/ft <sup>2</sup>
Auto Sales Garage	0.05	gpd/ft <sup>2</sup>
Bakery	0.15	gpd/ft <sup>2</sup>
Bank	0.1	gpd/ft <sup>2</sup>
Barber Shop	0.35	gpd/ft <sup>2</sup>
Beauty Salon	0.75	gpd/ft <sup>2</sup>
Boarding House	50	gpd/bed
Bowling Alley	75	gpd/lane
Car Wash		Determined by Public Works Director
Church (sanctuary)	185	gpd
Day Care	10	gpd/child
Dry Cleaners	0.15	gpd/ft <sup>2</sup>
Duplex, any Combination	270	gpd/unit
Fast Food Restaurant (no table service)	20	gpd/seat
Funeral Home	0.05	gpd/ft <sup>2</sup>
Government Building	0.1	gpd/ft <sup>2</sup>
Health Club	0.15	gpd/ft <sup>2</sup>
Hospitals	150	gpd/bed
Hotels/Motels	100	gpd/unit
Industrial (process flow)		Determined by Public Works Director
Laundry	2.0	gpd/20lb machine
Lodge	0.25	gpd/ft <sup>2</sup>
Medical/Dental	0.15	gpd/ft <sup>2</sup>
Mobile Homes	270	gpd
Nursing	100	gpd/bed
Offices	0.06	gpd/ft <sup>2</sup>
Restaurant	35	gpd/seat
Retail	0.05	gpd/ft <sup>2</sup>
Retirement	120	gpd/unit
Schools	10	gpd/student
Senior Housing Facility	65	gpd/island
Single Family Homes	270	gpd
Supermarket	0.05	gpd/ft <sup>2</sup>
Taverns, Bars, Lounges	0.09	gpd/ft <sup>2</sup>
Theater	3	gpd/seat
Train/Bus Stations	0.075	gpd/ft <sup>2</sup>
Utilities	0.01	gpd/ft <sup>2</sup>
Veterinarians	0.65	gpd/ft <sup>2</sup>
Warehouse	0.05	gpd/ft <sup>2</sup>



**TOWN OF HAMPDEN**  
**DEPARTMENT OF PUBLIC WORKS**

106 WESTERN AVE.  
 HAMPDEN, ME 04444

TEL 862-3337

FAX 862-3910

October 12, 2017

To: Angus Jennings  
 From: Sean Currier  
 Subject: Solid Waste/Garage – Reserve Request

The Public Works department currently has a salt storage shed at the facility located at 355 Canaan Road. This building holds approximately 90 tons of salt and is in severe disrepair. MMA has completed an assessment of the building and has recommended replacement and to dismantle the existing building for safety reasons due to the condition of the concrete foundation walls.

Public Works is proposing to replace the building with a concrete foundation and wood framed structure. The proposed building will be approximately 32' by 40' and hold roughly 350 tons of salt. This would reduce the frequency of deliveries and time necessary to push salt into the stockpile.

Typical building costs for similar structures would be in the \$90-100/sf range subcontracting all construction including general contractor fees and overhead. We are proposing to act as the general contractor and expect to be able to construct the building at or under the budgeted amount of \$80,000.00. The estimated budget is as follows:

Engineering Services (stamped design plans):	\$4,500
Foundation:	\$24,000
Materials:	\$35,000
Labor:	\$15,000
Electrical Service:	\$1,500

Paving shall be provided out of the current operating budget account 10-01-10-70.

The department is requesting approval to use SW/Garage Reserve funds (3-777-00) up to the budgeted amount of \$80,000.00 for the project. The goal of acting as the general contractor will be to build the structure under budget. Due to the time of year and condensed construction season in front of us, we are requesting a waiver from the rfp/bid process specified in the Bid Procedure for Public Purchasing, 3.b. Supplies of Services Estimated to Cost More than \$10,000 but Less than \$50,000.00. This would allow us to work under the quotation system and solicit at least 3 quotes for any such services requested.

Thank you for your consideration.

Sean Currier

**Town of Hampden**  
106 Western Avenue  
Hampden, Maine 04444



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

TO: Finance Committee and Town Council  
FROM: Angus Jennings, Town Manager  
DATE: October 14, 2017  
RE: Recommended Council acceptance of Pool Reserve contribution, and authorization of Pool Reserve expenses

---

Three contractors provided service to the Pool in recent months, with contractors and costs provided on the meeting agenda.

The Pool Board voted to authorize expenditure of funds from Pool endowment in an amount that will cover these costs (with an additional \$300, which resulted from an actual expense that came in under expected cost at the time of the Pool Board's vote).

The Town Auditor has advised that the cleanest method for payment of the expenses will be through the Pool Reserve.

Therefore it is recommended that the Council:

- a) vote to accept the Pool Board's contribution of funds; and then
- b) authorize the expenditure of funds to pay the vendors.

If these requests are not supported the vendors will still be paid; the service contracts would not have been executed if the funding source (Pool Board funds) was in doubt. In fact, to avoid delayed vendor payments some costs have been paid out of Pool operating costs, with the intent that these costs would be repaid from Pool Reserve (or directly from the Pool Board contribution). However, processing the invoices through the Reserve Account will result in clearer financial reporting.

**Current Account Status**

**G 3-771-00 RESERVE ACCT / POOL FACILTY**

-52,034.09 = Beg Bal  
0.00 = Adjust

5,180.00 = YTD Net  
0.00 = YTD Enc

-46,854.09 = Balance

Per	Jrnl	Check	Date	Vendor-----	Description-----	RCB / Type	Debits	Credits
09	0232		09/19/17		09/19/2017 C/R	R CR	0.00	5,000.00
09	0239	1890	09/20/17	00000 R & M PAINTI	INTERIOR REPAIR/REPAINT	R AP	10,180.00	0.00
<b>Totals-</b>							<b>10,180.00</b>	<b>5,000.00</b>

**Monthly Summary**

Month	--Regular Entries--		--Balance Entries--	
	Debits	Credits	Debits	Credits
September	10,180.00	5,000.00	0.00	0.00
<b>Totals</b>	<b>10,180.00</b>	<b>5,000.00</b>	<b>0.00</b>	<b>0.00</b>

LURA HOIT POOL TRUSTEES  
PH. 207-862-3034  
108 WESTERN AVENUE  
HAMPDEN, ME 04444

509

52-8808/2112  
BFCH07

9-25-17

Date

Pay to the Order of Town of Hampden

\$ 18,580.00

Eighteen thousand five hundred and eighty and 00/100

Dollars



*Handwritten signature*

For



# Invoice

## LEE BUILDERS

383 Sawyer Road  
HAMPDEN, ME 04444  
(207) 991-2334  
LEE9912334@GMAIL.COM

Number 8339  
Date Sep 7, 2017

Bill To  
Lura Hoyt Pool  
Attn: Darcey Peakall  
146 Western Ave  
Hampden ME 04444  
lurahoytpool@hampdenmaine.gov

Qty	Description	Unit	Ext
1	Tile shower Remove existing broken fiberglass shower stall and install new tile shower stall	5,200.00	5,200.00

**PAID**  
SEP 13 2017  
BY: *[Signature]*

**RECEIVED**  
SEP 13 2017  
BY: \_\_\_\_\_

20-20-20-05  
Darcey Peakall

Subtotal	\$5,200.00
Tax 5.50%	\$0.00
Total	\$5,200.00
Payments	\$0.00
Balance	\$5,200.00



Tammy Ewing &lt;financehr@hampdenmaine.gov&gt;

---

**Invoices**

3 messages

---

**Darcey Peakall** <lurahoitpool@hampdenmaine.gov>  
To: Tammy Ewing <financehr@hampdenmaine.gov>

Wed, Oct 4, 2017 at 7:04 AM

Good morning Tammy,  
The Lee invoice of \$5200 was correct  
I called Eaton Paving and they are good with payment on Oct. 18

Thanks

---

Darcey Peakall  
Lura Hoyt Pool Director  
106 Western Avenue  
Hampden, ME 04444

---

**Tammy Ewing** <financehr@hampdenmaine.gov>  
To: Darcey Peakall <lurahoitpool@hampdenmaine.gov>

Wed, Oct 4, 2017 at 7:38 AM

Thanks for looking into this.  
My next question is.....the \$18,580 check from the trust was based on the Lee invoice of \$5500.00. So it's going to be \$300.00 too much. Is that ok?  
Tammy

---

Tammy Ewing  
Finance & HR  
Town of Hampden  
106 Western Avenue  
Hampden, ME 04444  
(207) 862-3034  
[Quoted text hidden]

---

**Darcey Peakall** <lurahoitpool@hampdenmaine.gov>  
To: Tammy Ewing <financehr@hampdenmaine.gov>

Wed, Oct 4, 2017 at 10:35 AM

Yes, it's going into my reserve right? Let's not complicate things any more then it already is please!

---

Darcey Peakall  
Lura Hoyt Pool Director  
106 Western Avenue  
Hampden, ME 04444

[Quoted text hidden]



**PAVING & EXCAVATION**

P.O. Box 92  
Deer Isle, ME 04627  
(207) 348-5630

Date	Invoice #
9/15/2017	30463

Bill To

Lura Hoyt Pool  
146 Western Ave  
Hampden ME 04444

Date	Item	Description	Quantity	Rate	Amount
9/8/2017	Paving	Work done @ Laura Hoyt Pool Removing existing sidewalks Installed slip form curbing Paved sidewalk and parking stalls		8,675.00	8,675.00

Thank you for your business.

**Total** \$8,675.00

Web Site

E-mail

**Balance Due** \$8,675.00

www.eatonpaving.com

skieatonpaving@aol.com

# Invoice

Blue Collar Yard-Pros, Inc.  
 PO Box ~~200~~ 201  
 Bradley, ME 04411  
 (207) 356-7280

INVOICE

Date	Invoice #
8/31/2017	8*10

**Bill To**  
 Town of Hampden  
 Attention: Darci Peakall  
 106 Western Ave  
 Hampden ME 04444

RECEIVED  
 SEP 05 2017

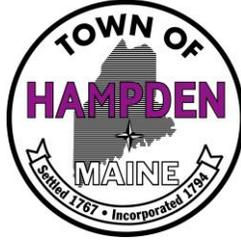
BY: .....

P.O. No.	Terms	Project

Quantity	Description	Rate	Amount
	Laura Hoyt Pool Annual Maintenance	0.00	0.00
	Repair bottom of doors to storage room	525.00	525.00
	Women and Men Bathrooms: remove paint that is not cured to walls	1,605.00	1,605.00
	Slide: remove paint that is rusted and not cured to metal; repaint with / Rust-o-leum; 2 coats of metal paint, repair gasket where leak occurred at top of slide; repair support bar over pool to remove rust and paint chips	2,275.00	2,275.00
<p>Acct. No. <u>20-20-20-05</u>  <i>Darci Peakall</i>                      DEPARTMENT HEAD SIGNATURE                      DATE <u>9/6/17</u></p> <p>\$1605 for Men's &amp; Women's Bathroom painting to be paid after re-painting in Women's Bat</p> <p>*Please remit to new address above*</p> <p>Thank you!</p>			
<p><b>Total</b></p>			<p><del>\$4,405.00</del></p> <p>2800 DL</p>

PAID  
 SEP 13 2017  
 BY: *[Signature]*

**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:** October 14, 2017  
**RE:** Proposed actions to improve Town operations and efficiency

---

At previous meetings of the Finance Committee, I have presented concerns to the Councilors that the workload in certain areas of town operations threatens staff ability to complete baseline functions. My overall approach to management (detailed in correspondence to each of the Council's Committees in July 2016), when resources are inadequate to do everything, is to prioritize baseline (i.e. mandated) functions over value added (i.e. optional... even if important) functions.

Chairman Sirois has asked for my recommendations regarding where supplemental personnel capacity (whether staff or contract support) would assist to continue to advance the Council's value-added priorities while maintaining baseline functions.

In recent weeks, job descriptions for the following town personnel have been revised: Finance, Accounting and Human Resources Officer; Tax Collector / General Assistance Administrator / Deputy Clerk / Deputy Treasurer; Town Clerk; Public Works Administrative Assistant; and both Front Office Clerks.

Among other things, these changes brought the Payroll function back into the Administration Department; added the Deputy Treasurer designation (and responsibilities) to the Tax Collector's job; and continued to expand the Front Office Clerks' responsibilities as these positions continue to gain skills through trainings, experience and work toward certifications.

At the same time, we have been working closely with the Auditor to address a backlog of certain Treasurer functions. This work is underway, and substantial progress has been made, but will likely continue through the fall until the backlog can be fully resolved. During that time, additional training will take place so that, once the backlog is cleared, staff can begin performing these duties on an ongoing basis.

These changes are expected to result in significant improvements by better allocating work among staff.

There are additional actions that I am hereby requesting and recommending, which will require Council approval. The attached explains the proposed actions.

## Summary of Town Manager Recommended Actions for October 16, 2017

D-5-f. Request for authorization for the expenditure of up to \$20,000.00 from the Personnel Reserve Account (3-733-00) for the purpose of supplementing Town staff capacity to manage upcoming finance work, including potential to outsource payroll

**Payroll.** I recommend outsourcing the payroll functions. This will free up an estimated 6-8 hours a week from the Finance/Accounting/HR Officer, and more time resulting from quarterly and year-end reporting. This will allow the staff position to provide additional support to me in both completing my baseline responsibilities as Treasurer, and advancing work on projects such as the Capital Program that – right now – is not getting enough staff time week to week in order to be where we'd like to be heading into the FY19 budget season.

On October 3 I sent letters to four prospective payroll vendors including detailed information regarding our organization, employment, and deductions as they vary across the organization and from week to week. On October 12 Tammy Ewing and I met with all four prospective vendors and received detailed information regarding their services, and how working with each would affect our staff time expended toward payroll.

The correspondences to prospective vendors were specifically not an invitation for bids since the funding to support outsourcing payroll would require authorization of reserve funds. However, I did receive a range of potential cost estimates, and upon funding authorization would proceed to solicit formal vendor quotations.

Based on gross personnel costs, staff time expended toward payroll currently costs between \$17,500 and \$21,500 per year. Outsourcing payroll is expected to reduce the value of staff time spent to about \$4,500. While this would not be a cost savings, per se, it would allow between \$13,000 and \$17,000 in staff time to be directed toward other work which will make the organization more productive.

I expect that the cost to outsource payroll would be in the range of \$8-10,000 for the remainder of FY18, and I anticipate a proposed FY19 (full year) budget number in the \$12-16,000 range.

If funding is authorized, it would take an estimated 4-6 weeks to make the transition, once a vendor is selected and contract executed. My goal would be to get a vendor on board and integrated by the second week of December, which will also result in support for time-intensive calendar year-end reporting.

**Intern Support.** In late September, my office corresponded with the Internship Coordinator at the Maine Business School and with the Assistant Director of Career Services at Husson University. There are opportunities to establish one or more mutually beneficial internships. I would only formally pursue these opportunities upon authorization of the requested reserve funding, which is requested to cover potential expenses from both payroll and internship(s).

D-5-g. Request for authorization for the transfer of \$30,000.00 from the Matching Grants Reserve Account (3-780-00) to the Planning & Community Development Reserve Account (3-725-00) for the purpose of providing eligible funding to support upcoming planning and economic development consultant costs

The FY18 budget allocated \$40,000 to the Matching Grants reserve fund, which is substantially more than has been typical for that fund. At the time that the budget was proposed (and adopted), the Town had filed multiple grant applications and was considering additional potential grant opportunities, some of which require substantial local matches. (The typical balance in this account has been in the \$10-20,000 range over the years, and has often been used to leverage smaller grants in the areas of police, fire, EMS and workplace safety).

Since then, we learned that the Northern Borders Commission grant was not awarded to Hampden, and decisions were made to not pursue certain additional grants that had been under preliminary consideration earlier in the year.

Given the significant unanticipated needs in the planning and economic development areas of the organization, I recommend the transfer of funds from the Matching Grants reserve to the P&CD reserve. This vote, which is proposed in a form that was reviewed with the independent Auditor as being appropriate in form and substance, would not authorize the expenditure of these funds, but by transferring them to a different fund would change the eligible uses of the funds.

D-5-h. Request for authorization for the expenditure of up to \$15,000.00 from the Planning & Community Development Reserve Account (3-725-00) for the purpose of retaining consultant support for revisions to the Hampden Business and Commerce Park Restrictive Covenants and related revisions of the Zoning Ordinance

Following on direction from the Planning & Development Committee at its September 20 meeting, I invited The Musson Group – which as you know is now under contract and providing interim planning support services – to propose a scope and budget to amend the Business Park Covenants, including drafting potential zoning amendments that could accompany amendment to the Covenants. We have met to discuss the project, objectives and timeline, and have discussed it by phone on several occasions to ensure clear consultant understanding of the work.

I expect to receive a proposed scope and budget tomorrow in preparation for the P&D meeting on October 18. I expect that the requested funding authorization will be more than enough to cover this work. If the funding is authorized on October 16, I will have the flexibility to proceed with an agreement to get the consultants working on this effort. If the funding authorization is not acted upon until the Council's next meeting on November 6, it will delay the start of work and may, in my opinion, threaten the feasibility of meeting the P&D Committee's objective to get the Covenants revised well enough in advance of the 2019 construction season in order to inform potential developers' decisions regarding whether or not to pursue a project in the Business Park.

**Current Account Status**

**G 3-733-00 RESERVE ACCT / WAGE STUDY**

-10,621.20 = Beg Bal  
0.00 = Adjust

-25,000.00 = YTD Net  
0.00 = YTD Enc

-35,621.20 = Balance

Per	Jrnl	Check	Date	Vendor-----	Description-----	RCB / Type		Debits	Credits
09	0247		09/25/17		09/25/2017 C/R	R	CR	0.00	25,000.00
<b>Totals-</b>								<b>0.00</b>	<b>25,000.00</b>

**Monthly Summary**

Month	--Regular Entries--		--Balance Entries--	
	Debits	Credits	Debits	Credits
September	0.00	25,000.00	0.00	0.00
<b>Totals</b>	<b>0.00</b>	<b>25,000.00</b>	<b>0.00</b>	<b>0.00</b>

**Current Account Status**

**G 3-780-00 RESERVE ACCT / MATCHING GR**

-11,021.60 = Beg Bal  
0.00 = Adjust

-38,348.67 = YTD Net  
0.00 = YTD Enc

-49,370.27 = Balance

Per	Jrnl	Check	Date	Vendor-----	Description-----	RCB / Type	Debits	Credits
07	0035	1877	07/19/17	00481 TOWN OF HAMP	TO CORRECT ACCTING ERROR	R AP	818.00	0.00
08	0080	1879	08/02/17	00481 TOWN OF HAMP	PORTABLE SCENE LIGHTS	R AP	833.33	0.00
10	0296		10/12/17		10/12/2017 C/R	R CR	0.00	40,000.00
<b>Totals-</b>							<b>1,651.33</b>	<b>40,000.00</b>

**Monthly Summary**

Month	--Regular Entries--		--Balance Entries--	
	Debits	Credits	Debits	Credits
July	818.00	0.00	0.00	0.00
August	833.33	0.00	0.00	0.00
October	0.00	40,000.00	0.00	0.00
<b>Totals</b>	<b>1,651.33</b>	<b>40,000.00</b>	<b>0.00</b>	<b>0.00</b>

**Current Account Status**

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

-5,265.39 = Beg Bal  
0.00 = Adjust

-15,000.00 = YTD Net  
0.00 = YTD Enc

-20,265.39 = 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
<b>Totals-</b>							<b>0.00</b>	<b>15,000.00</b>

**Monthly Summary**

Month	--Regular Entries--		--Balance Entries--	
	Debits	Credits	Debits	Credits
October	0.00	15,000.00	0.00	0.00
<b>Totals</b>	<b>0.00</b>	<b>15,000.00</b>	<b>0.00</b>	<b>0.00</b>