

FINANCE & ADMINISTRATION COMMITTEE MEETING

Monday, December 5th, 2016

6:30 p.m.

Hampden Town Office

1. Meeting Minutes
 - a. November 14, 2016
 - b. November 21, 2016
2. Review & Sign Warrants
3. Old Business – None
4. New Business
 - a. Request for recommendation for Council award of contract – Old County Road Storm Drain Sliplining – *referral from Infrastructure Committee*
 - b. Request for recommendation for Council authorization of \$800.00 in funding from the Library reserve fund (3-763-00) for the purpose of paying for roof repair
 - c. Request for recommendation for Council ratification for the prior expenditure of Matching Grant Reserve funds (3-780-00) in the amount of \$737.30 for the purpose of the town's share of the MMA Emergency Vehicle Operation Course equipment
5. Public Comment
6. Committee Member Comments
7. Adjournment

FINANCE & ADMINISTRATION COMMITTEE MEETING

Monday November 14th, 2016

MINUTES – DRAFT

Hampden Town Office

Attending:

Councilor Greg Sirois, Chair

Mayor David Ryder

Councilor Mark Cormier

Councilor Terry McAvoy

Councilor Ivan McPike

Councilor Stephen Wilde

Councilor Dennis Marble

Town Manager Angus Jennings

DPW Admin Rosemary Bezanson

Public Safety Director Joe Rogers

Lt. Jason Lundstrom

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

- 1. Meeting Minutes – October 17th, 2016** – *Motion by Councilor McPike seconded by Councilor Marble to approve the minutes as written. Motion passed 7-0.*
- 2. Review & Sign Warrants** – *Warrants were reviewed and signed by Committee members.*
- 3. Old Business** – *None.*
- 4. New Business**
 - a. Recommendation to Council regarding vote for MRC Board of Directors** – *There was a motion by Councilor McPike seconded by Councilor McAvoy to nominate Bar Harbor DPW Director Chip Reeves to serve on the MRC Board of Directors. Motion passed 7-0.*
 - b. Re-execution of FY17 Tax Anticipation Note with Katahdin Trust Company in order to replace the spoiled original version** – *For informational purposes, Manager Jennings summarized his memo in the meeting packet. No formal action of the Committee was needed because their re-execution of the TAN simply replaced the instrument that had been spoiled due to bank error.*
 - c. Request for up to \$11,000.00 (Option 1) or up to \$8,800.00 (Option 2) from Police Cruiser Reserve for vehicle equipment including Watchguard video camera/recording system** – *Public*

Safety Director Rogers summarized the proposed work to transfer equipment from the old vehicle (being transferred to DPW) into the new vehicle, and to add a new radio. A video camera was presented as an optional expense, in order to match equipment standards in the other three vehicles. Councilor Wilde expressed support for the camera, and made a motion to recommend Council authorization of \$4,410.94 for equipment and an additional \$4,900.00 for a camera. Councilor McAvoy seconded the motion, and it was approved 7-0.

- d. Requests from Municipal Building Reserve for \$129.00 for repair to security screen at Administration customer service desk; and \$158.00 for repair to the Fire Station garage door; and for \$288.00 for lock repairs** – *Motion by Councilor McPike seconded by Councilor Marble to recommend Council authorization of the three expenses from the Municipal Building Reserve. Motion passed 7-0.*
- e. Request for \$704.81 from Matching Grant Reserve funds for local match to MMA Safety Enhancement Grant for Portable LED Scene Lighting with chargers** – *Director Rogers summarized the grant and Lt. Lundstrom summarized the benefits of scene lighting. Motion by Councilor McPike seconded by Councilor Wilde to recommend Council authorization of \$704.81 from the Matching Grant Reserve. Councilor Marble asked about the balance in the reserve account and Manager Jennings reported that it was \$13,684. The motion passed 7-0.*
- f. Contract award: Sidney Boulevard culvert (to be paid from FY17 Stormwater Management, Contracted Services)** – *After the bid results and the DPW Director's recommendation were presented there was a motion by Councilor Marble seconded by Councilor McAvoy to recommend that Council award the Sidney Boulevard culvert contract to Gardiner Construction Enterprises. The motion passed 7-0.*
- g. Contract award and request for authorization of up to \$10,000 in funding from the Recreation Reserve fund for topographic survey of Lura Hoit Pool and Municipal Building site** – *Manager Jennings recommended that the Committee table this item until next week's meeting to allow for DPW Director Currier (who is on vacation this week) to provide input regarding contractor selection. The item was tabled until the November 21 meeting.*
- h. Contract award and request for authorization of up to \$15,000 in funding from the Emera TIF fund for electrical repairs to Town Center lights** – *Manager Jennings recommended that the Committee table this item until next week's meeting to allow for DPW Director Currier (who is on vacation this week) to provide input regarding*

contractor selection. The item was tabled until the November 21 meeting.

- i. Resolution endorsing updated Penobscot County multi-jurisdictional hazard mitigation plan** – *There was a motion by Councilor McPike seconded by Councilor McAvoy to recommend that the Council endorse the updated Penobscot County multi-jurisdictional hazard mitigation plan. Motion passed 7-0.*

- j. Review of meeting schedule, November to December 2016** – *Manager Jennings proposed that the first regularly scheduled Planning & Development Committee meeting in December be switched with the December Services Committee meeting in order to accommodate the availability of the consultant performing the market study. There being no objections, the Services Committee meeting will be held on Wednesday, December 7 and the Planning & Development Committee meeting will be held on Monday, December 12.*

5. Public Comment – *None.*

6. Committee Member Comments – *None.*

7. Adjournment

There being no further business, the meeting was adjourned at 6:33 p.m.

Respectfully submitted –
Angus Jennings, Town Manager

FINANCE & ADMINISTRATION COMMITTEE MEETING

Monday November 21st, 2016

MINUTES – DRAFT

Hampden Town Office

Attending:

Councilor Greg Sirois, Chair

Mayor David Ryder

Councilor Mark Cormier

Councilor Terry McAvoy

Councilor Ivan McPike

Councilor Dennis Marble

Town Manager Angus Jennings

DPW Director Sean Currier

GIS/IT Specialist Kyle Severance

Town Clerk Paula Scott

Residents (3)

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

- 1. Meeting Minutes** – *None.*
- 2. Review & Sign Warrants** – *None.*
- 3. Old Business** – *None.*
- 4. New Business**
 - a. Contract award and request for authorization of up to \$10,000 in funding from the Recreation Reserve fund for topographic survey of the Lura Hoit Pool and Municipal Building site** – *Manager Jennings summarized the three proposals received and said that staff recommends the selection of CES, Inc. Motion by Councilor McPike seconded by Councilor Marble to recommend that Council award the contract to CES, Inc. and authorize up to \$10,000 in funding from the Recreation Reserve fund for topographic survey of the Lura Hoit Pool and Municipal Building site. Motion passed 4-2 with Councilors McAvoy and Cormier opposed.*
 - b. Contract award and request for authorization of up to \$15,000 in funding from the Emera TIF fund for electrical repairs to Town Center lights** – *Mayor Ryder reported that both bids came in higher than had been expected. There was discussion regarding either proceeding with a phase of the work or postponing the improvements and installing the lights as we did last year, knowing some won't work.*

The Committee agreed to postpone the work in favor of awarding a contract for partial completion.

- c. Request for authorization of \$20,978.40 in funding from the Public Works Equipment reserve fund for the purpose of paying the first of (5) five lease payments** – *referral from Infrastructure Committee – Motion by Councilor McPike seconded by Councilor Marble to recommend that Council authorize \$20,978.40 in funding from the Public Works Equipment reserve fund for the purpose of paying the first of (5) five lease payments. Motion passed 6-0.*
- d. Request for authorization for up to \$2,975.00 in funding from the IT Reserve account for the purpose of website redesign** – *referral from Services Committee – Motion by Councilor McAvoy seconded by Councilor Marble to recommend that Council authorize \$2,975.00 in funding from the IT reserve fund for the purpose of redesign of the Town website. Motion passed 6-0.*
- e. Request for Council referral to Public Hearing the proposed repeal of the Town of Hampden Tree Ordinance** – *referral from Services Committee – Motion by Councilor McAvoy seconded by Councilor Marble to recommend that Council refer to public hearing the proposed repeal of the Tree Ordinance. Motion passed 6-0.*
- f. Request for Council referral to Public Hearing the proposed repeal of the Town of Hampden Yard Sale Ordinance** – *referral from Planning & Development Committee – Motion by Councilor McPike seconded by Councilor McAvoy to recommend that Council refer to public hearing the proposed repeal of the Yard Sale Ordinance. Motion passed 6-0.*

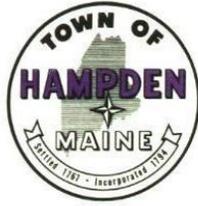
5. Public Comment – *None.*

6. Committee Member Comments – *None.*

7. Adjournment

There being no further business, the meeting was adjourned at 6:47 p.m.

Respectfully submitted –
Angus Jennings, Town Manager



TOWN OF HAMPDEN
DEPARTMENT OF PUBLIC WORKS

106 WESTERN AVE.
HAMPDEN, ME 04444

TEL 862-3337

FAX 862-5067

December 1, 2016

To: Angus Jennings
From: Sean Currier
Subject: 2016 Old County Road Storm Drain Slip Lining

Old County Road Storm Drain Slip lining project was put out to bid with sealed bids due November 23 at 1pm. We had three (3) responses with proposals ranging from \$14,869.32 to \$30,101.90. The proposals include slip lining approximately 206 linear feet of existing deteriorated cmp with new hdpe pipe. Emery Lee and Sons were the lowest bidder at \$14,869.32. The bid amount was \$15,804.70 but unit prices added to the 14k which they stated they would honor. They have provided a bid bond, references and proof of insurance.

I would like to recommend the award of the contract to Emery Lee and Sons in the amount of \$14869.32 from the operating budget line item 10-10-22-20. (Bid Tab included)

Thank you for your consideration,

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

Sean Currier

TOWN OF HAMPDEN
OLD COUNTY RD. STORM DRAIN SLIPLINING BID SHEET

BIDDER	MOBILIZATION	12" DR17 IPS HDPE	16" DR17 IPS HDPE	3" LOAM, SEED, MULCH	TOTAL PRICE
CLH & Son Inc	\$ 5,500. ⁰⁰	\$ 14,163.84	\$ 8,060. ⁰⁰	\$ 300.00	\$ 28,023.84
Emery Lee + Sons	\$ 3,000. ⁰⁰	\$ 7,681.60	\$ 3,623. ¹⁰	\$ 1,500. ⁰⁰	\$ 15,804.70
Ted Berry Co. Inc	\$ 4,110. ⁰⁰	\$ 16,030. ⁰⁸	\$ 9,399. ⁸²	\$ 562. ⁰⁰	\$ 30,101.90

✓
✓
✓

Corrected total
w/ unit pricing

⊗ Emery Lee

\$3000

\$ 6913.44

\$ 3455.88

\$ 500

\$ 14,869.32

\$ -935.38

731-4251 Jim Lee

**Memorandum**

TO: Town Council, Angus Jennings
FROM: Debbie Lozito
DATE: November 30, 2016
RE: Roofing repair

Touch up ceiling painting was being completed this week (11/28/16) after installation of LED lights. The painter noticed three places that were water stained even after bin had been used in November, 2015 to cover what we thought was an old water stain. We asked Residential Roofers to see what was going on before the painter finished. They took pictures of several places on the roof that were causing the leaking—some instances of incorrect flashing installation around a chimney, some places where the wrong kind of caulking was used and some missing shingles. They started work on 11/29/16 before the heavy rain started and there was no leaking, so the painter could complete his work. They finished the work on 11/30/16.

I would like to use Library Reserve funds to pay for this roofing repair.

Current Account Status

G 3-763-00 RESERVE ACCT / LIBRARY

-25,125.80 = Beg Bal 0.00 = YTD Net -25,125.80 = Balance
 0.00 = Adjust 0.00 = YTD Enc

Per	Jrnl	Check	Date	Vendor-----	Description-----	RCB / Type	Debits	Credits
Totals-							0.00	0.00

Monthly Summary

Month	--Regular Entries--		--Balance Entries--	
	Debits	Credits	Debits	Credits
Totals	0.00	0.00	0.00	0.00



Your Neighborhood Exterior Contractor
207.991.1502

Edythe Dyer

Homeowner: *Hampden Library*

Phone Number: *207 862 3550*
Date: *11/30/16*

1. Location of Work:

The date for substantial completion shall be extended by such reasonable additional time as is necessary under the circumstances in the event of (a) reasonable unavoidable shortages, delays, or other circumstances beyond the control of contractor: (b) the execution of change orders requiring additional time to obtain necessary materials or labor, and coordinate and complete any additional work: or (c) interference or delay caused by Homeowner/Lessee or their agents.

2. Completion Dates: *11/30/16*

3. Contract Price: *\$800*

4. Method of Payment: **Special orders on material to be paid in advance**
[cash/check]

5. Description of the Work:

*Installed new brown Flashing at the bottom of 2 valleys
Replaced broken shingles
Replaced broken cap
Sealed around Flashing on building and chimneys*

6. Warranties: Maine State law requires 1 year warranty on labor

In addition to any additional express warranties agreed to by the parties, the contractor warrants that the work will be free from faulty materials; constructed according to the standards of the building code applicable for this location; constructed in a skillful manner and fit for habitation. The warranty rights and remedies set forth in the Maine Uniform Commercial Code apply to this contract.

Signature *[Signature]*

Date: *11/30/16*

Signature *[Signature]*

Date: *11/30/16*

EACH PARTY MUST RECEIVE A COPY OF THE SIGNED CONTACT BEFORE WORK CAN BE STARTED



Hampden Public Safety

4-c

Emergency Services Working Together

106 Western Avenue
Hampden, ME 04444

Phone: 207-862-4000

Email: publicsafety@hampdenmaine.gov

<http://www.hampdenmaine.gov/>

<https://www.facebook.com/hampdenpublicsafety>

Police—Fire—EMS

Code Enforcement
Building Inspection
Fire Inspection

Local Health Office

Joseph L. Rogers
Director of Public Safety
Kandy A. McCullough
Admin. Office Manager

Police

T. Daniel Stewart
Sergeant / SRO
Scott A. Webber
Sergeant
Christian D. Bailey
Sergeant
Joel Small
Investigator
Joseph D. Burke
Patrol Officer
Benson G. Eyles
Patrol Officer
Shawn F. Devine
Patrol Officer
Marc Egan
Patrol Officer
William Miller
Patrol Officer
Jeffrey L. Rice
Patrol Officer

Fire

Jason Lundstrom
Lieutenant / Fire Inspector
Daniel Pugsley, Jr.
Lieutenant / Paramedic
Matthew St.Pierre
Lieutenant / Paramedic
Myles Block
CEO / Paramedic
Jared LeBarnes
Building Inspector / Paramedic
Joseph Dunton
Paramedic / Chaplain
Matthew Thomas
FF / Paramedic
Shawn McNally
FF / Paramedic
Matthew Roope
FF / Paramedic
Chris Liepold
FF / Paramedic

TO: Angus Jennings, Town Manager
FROM: Joseph Rogers, Director of Public Safety
RE: Request for Matching Grant Funds
DATE: November 29, 2016

I am requesting that the Council allocate \$737.30 from the grant matching reserve account to complete the MMA grant for Emergency Vehicle Operation Course equipment.

Note: the funds requested for allocation were already expended on 8/12/15 (see attached), but during the recent audit review the required Council vote was not found. This vote is requested to ratify this prior expenditure. - Angus Jennings, Town Manager

Current Account Status

G 3-780-00 RESERVE ACCT / MATCHING GR

-19,244.49 = Beg Bal
243.83 = Adjust

3,926.79 = YTD Net
0.00 = YTD Enc

-15,073.87 = Balance

Per	Jrnl	Check	Date	Vendor-----	Description-----	RCB / Type	Debits	Credits
07	0107		08/12/15		Beg Bal Adjustments	B GJ	88.82	0.00
07	0632		02/12/16		Beg Bal Adjustments	B GJ	155.01	0.00
08	0105	1770	08/12/15	00481 TOWN OF HAMP	mma matching grant for eq	R AP	737.30	0.00
08	0151		08/27/15		July Reserve Ckg Int	R GJ	0.00	0.11
08	0152		08/27/15		Res Int/FMV July	R GJ	0.00	106.40
10	0321	1788	10/21/15	00481 TOWN OF HAMP	MATCHING FUNDS JAWSOFLIFE	R AP	2,244.00	0.00
02	0665	1792	02/24/16	00481 TOWN OF HAMP	ICE RESCUE SUIT GRANT	R AP	1,052.00	0.00
Totals-							4,277.13	106.51

Monthly Summary

Month	--Regular Entries--		--Balance Entries--	
	Debits	Credits	Debits	Credits
July	0.00	0.00	243.83	0.00
August	737.30	106.51	0.00	0.00
October	2,244.00	0.00	0.00	0.00
February	1,052.00	0.00	0.00	0.00
Totals	4,033.30	106.51	243.83	0.00



MAINE MUNICIPAL ASSOCIATION

Risk Management Services

60 Community Drive
PO Box 9109
Augusta, Maine 04332-9109

Telephone No.
(207) 626-5583
(800) 590-5583 Maine Only
RMS Fax (207) 626-0513
Fax (207) 624-0127

June 16, 2015

Scott Webber
Town of Hampden
106 Western Ave
Hampden, ME 04444

RE: Safety Enhancement Grant Application for May 2015

Dear Sergeant Webber:

The selection committee has reviewed your application and is pleased to approve your request. This grant is to be used exclusively for purchasing the Cones/Props for EVOC Training, as stated in your application.

The grant is intended to cover two-thirds of your cost up to, but not exceeding \$1,474.60. When your project is complete, please send us proof of payment (cancelled check, treasurer's warrant, "paid" stamped invoice, etc.) so that reimbursement can be made. The grant must be used within one year from the date of this letter or it will be withdrawn.

We suggest that you shop for a lower price on the Cones and Signs. The MDOT negotiates bulk purchase prices that are available to municipalities. I have enclosed a copy of the information for the MDOT price list.

We have enclosed a press release that may be used to announce your Safety Enhancement Grant to your community. If you have any questions, please call Jennette Holt at 624-0140 or contact me directly at 624-0138. Congratulations on your grant! We appreciate your interest in workplace safety.

Sincerely,

Edward MacDonald
Loss Control Manager

Enclosed: Draft Press Release, MDOT Price List

cc: Susan M. Lessard



**Maine Municipal Association
Risk Management Services
Safety Enhancement Grant Application**

Name: SCOTT WEBBER Title: POLICE SERGEANT
 Entity (City/Town etc.): Town of Hampden Department: Public Safety
 Address: 106 Western Ave City: Hampden ME Zip: 04444
 Phone: 207 862-3310 Cell Phone: 207 270 2102

STOP If you have not read all of the instructions, please do so now. **COPY**

Please describe the safety equipment/services you are considering purchasing. Include the intended purchase, installation or completion date for your project.

See Narrative

Why is this safety equipment/service needed? (You are welcome to attach additional sheets).

See Narrative

How will this safety equipment/service help to reduce workplace injuries and provide your entity with a safer work environment?

See Narrative

Cost (or quote) of equipment/service. (Attach to application). \$2211.90

Have you committed funds for your portion of this activity? Yes No

Have you applied for or received grants or funding from other sources for this endeavor? Yes No

If Yes, from whom:

[Signature] Amount (\$): _____
 Applicant Signature Date 4/27/15

[Signature] _____
 Key Official Signature Date 4-27-15
 (City/Town Mgr., Selectperson, Director)

SCOTT WEBBER
 Print Name

Susan M. Lessard
 Print Name

Police Sergeant
 Title

Town Manager
 Title

For further information regarding this program, please contact our:
 Loss Control Technician at 1-800-590-5583

Please mail or fax the completed application and supporting documents. (Keep a copy for your records).
 To:

**Maine Municipal Association
 Risk Management Services
 Attn: Loss Control Dept.
 60 Community Drive
 PO Box 9109
 Augusta, ME 04332-9109
 Fax: 207-624-0127**

(We will accept applications by Fax, but illegible or incomplete applications will not be considered.)

Maine Municipal Association
Risk Management Services
Safety Enhancement Grant Application
Town of Hampden Public Safety
Statement of Need

The Hampden Public Safety requests a grant be awarded that would assist in paying for the equipment necessary to perform an annual emergency vehicle operation course (EVOC).

Police, Fire and EMS employees are regularly required to operate town owned emergency vehicles both for routine and emergency driving at high speeds in less safe conditions. This puts both the employees and public at greater risk of injury or death in traffic crashes. Our goal at Hampden Public Safety is to ensure our employees and the general public are never injured or killed due to a traffic accident involving town owned vehicles.

In pursuit of our goals we have strict policies that guide our employees during their operation of vehicles in performance of their duties. All employees are required to demonstrate the ability to safely operate emergency vehicles before they are authorized to use said vehicles.

Until recently, we have sent our employees out to in-service training to periodically evaluate and refresh their abilities in the area of emergency vehicles operation. In 2014 we sent 2 employees to specialized training that qualifies them as instructors in EVOC and allows us to perform EVOC training in-house. Once we are properly equipped, we will now be able to more frequently and less expensively perform, at minimum, annual training for all employees in EVOC.

We feel this will greatly improve our employee's ability to safely operate our vehicles.

A typical EVOC course involves classroom instruction along with a practical component that requires participants to operate in an EVOC course made of cones, barrels and reflective posts.

This proposal is for assistance in funding for the equipment that we need for our instructors to perform this EVOC instruction class. It includes traffic cones, reflective barrels and reflective posts that will be used in the construction of a driving course that will allow employees to safely practice their driving skills.

If funds are received, our intent is to immediately purchase the listed equipment and use the equipment this summer.

Maine Municipal Association
 Risk Management Services
 Safety Enhancement Grant
Project budget
 Town of Hampden Public Safety

<u>Safety Item</u>	<u>Cost Each</u>	<u>#</u>	<u>Total</u>
200 traffic 18 inch standard orange traffic cones (box of 10)	\$71.55	20	\$1431.00
Orange reflective drum (barrel)	\$39.95	6	\$239.70
Rubber stability base ring for Reflective drum	\$6.95	6	\$41.70
48 inch ring top reflective Post.	\$49.95	10	\$499.50
Total Project Cost			\$2211.90
Town of Hampden Commitment			\$737.30
MMA Grant Funds			\$1474.60