

FINANCE & ADMINISTRATION COMMITTEE MEETING

Monday, March 6th, 2017

6:00 p.m.

Hampden Town Office

1. Meeting Minutes
 - a. February 6, 2017
 - b. February 21, 2017
2. Review & Sign Warrants
3. Old Business
4. New Business
 - a. Executive Session – Pursuant to 1 M.R.S.A. § 405(6)(A) – Personnel Matters
 - b. Request for authorization for the expenditure of \$250.00 from the Host Community Benefit Account for the purpose of paying for a second printing of Senior Yellow Pages – *referral from Services Committee*
 - c. Service Fees – Abatement requests based on 2% revenue threshold:
 - Community Housing of Maine, requested abatement \$1,794.62
 - OHI George Street, requested abatement \$1,265.83
 - OHI Patterson Road, requested abatement \$1,453.99
 - Penquis Mental Health Services, requested abatement \$1,744.63
 - The Housing Foundation, requested abatement \$15,606.11
 - d. Summary of Council / Manager FY18 Goal Setting session held on Saturday, February 18, 2017
5. Public Comment
6. Committee Member Comments
7. Adjournment

FINANCE & ADMINISTRATION COMMITTEE MEETING

Monday February 6th, 2017

MINUTES – DRAFT

Hampden Town Office

Attending:

Councilor Stephen Wilde, Chair

Councilor Mark Cormier

Councilor Dennis Marble

Councilor Terry McAvoy

Mayor David Ryder

Councilor Greg Sirois

Councilor Ivan McPike

Town Manager Angus Jennings

Lt. Jason Lundstrom

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

- 1. Meeting Minutes – January 17th, 2017** - *Motion by Councilor McPike seconded by Mayor Ryder to approve the meeting minutes. Motion passed 7-0.*
- 2. Review & Sign Warrants** – *Warrants were reviewed and signed.*
- 3. Old Business**
- 4. New Business**
 - a. Executive Session – Pursuant to 1 M.R.S.A. §405(6)(A) – Personnel Matters** – *The Committee agreed to postpone this item until the end of the agenda.*
 - b. Request for authorization for the expenditure of \$1,447.36 out of Matching Grant Reserve funds for the purpose of purchasing rescue equipment** – *requested by Lt. Jason Lundstrom – Motion by Councilor Marble seconded by Councilor McAvoy to recommend Council authorization of \$1,447.36 from the Matching Grants Reserve account. Motion carried 7-0.*
 - c. Request for authorization for the expenditure of \$195.83 out of Municipal Building Reserve funds for the purpose of paying Penobscot Temperature Controls for boiler repair** – *Motion by Mayor Ryder seconded by Councilor Sirois to recommend Council*

authorization of \$195.83 from the Municipal Building Reserve account. Motion carried 7-0.

- d. Request for authorization for the expenditure of \$481.00 out of Municipal Building Reserve funds for the purpose of paying PDQ Door for fire bay door repair – Motion by Councilor Marble seconded by Councilor Sirois to recommend Council authorization of \$481.00 from the Municipal Building Reserve account. Motion carried 7-0.**
- e. Discussion on the process for municipal officers to consider poverty or hardship tax abatement requests pursuant to Title 36, §841 – Manager Jennings said that materials were included in tonight's packet to review with the Committee the procedure to consider such abatement requests in anticipation that such a request would be placed on a future agenda for Council action.**
- f. Request for authorization for the expenditure of \$4,870.00 out of the Environmental Trust – Principal funds for the purpose of reimbursing Host Community Benefit account for December 2016 expenditure in that amount for Drumlin, LLC landfill post closure monitoring – referral from the Environmental Trust Committee – Councilor McPike, a member of the Environmental Trust Committee, summarized the Committee's referral and action. Motion by Councilor McPike seconded by Councilor Marble to recommend Council authorization of \$4,870.00 from the Environmental Trust – Principal funds for the purpose of reimbursing the Host Community Benefit account for a December 2016 expenditure in that amount for Drumlin, LLC landfill post closure monitoring. Motion carried 7-0.**
- g. Discussion and nomination of the recipient of the 2017 Hampden Spirit of America Foundation Tribute for outstanding community service – Manager Jennings summarized the program materials and the request to nominate a recipient of the 2017 Hampden Spirit of America Foundation Tribute for outstanding community service. The Committee members agreed they would consider whether they may wish to make a nomination, and that this would be continued to a future meeting.**
- h. Request from MRC Board for Town contribution toward costs of water line extension on Coldbrook Rd – The Committee discussed the request that the Town contribute \$167,000 or more toward the cost of infrastructure associated with the MRC/Fiberight project. The item will be taken up again at a future meeting once there is a response from MRC to the Town Manager's February 8 letter setting**

out the Planning & Development Committee's expectations in order to consider such a request.

5. Public Comment – None.

6. Committee Member Comments – None.

4. b. Executive Session – Pursuant to 1 M.R.S.A. §405(6)(A) – Personnel Matters – *There was a motion by Councilor Marble seconded by Councilor McPike to go into Executive Session to discuss personnel matters pursuant to 1 M.R.S.A. §405(6)(A). Chairman Wilde called for a voice vote. Councilor McAvoy – aye; Councilor Cormier – aye; Councilor Marble – aye; Chairman Wilde – aye; Councilor McPike – aye; Councilor Sirois – aye; Mayor Ryder – aye. The Committee convened in Executive Session. The Committee returned to open session for the purpose of adjourning the Committee meeting at 6:58 PM.*

5. Adjournment

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

Respectfully submitted –
Angus Jennings, Town Manager

**FINANCE & ADMINISTRATION COMMITTEE MEETING
MINUTES - DRAFT**

Tuesday February 21st, 2017

6:30 p.m.

Hampden Town Office

Attending:

Mayor Ryder

Town Clerk Paula Scott

Councilor McAvoy

Councilor Wilde

Councilor McPike

Councilor Cormier

Councilor Marble

1. Meeting Minutes – February 6th, 2017 - Tabled

2. Review & Sign Warrants

3. Old Business - None

4. New Business

- a. **Recommendation to Town Council regarding appointment of Thomas Dorrity to the Board of Assessment Review –** *Mayor Ryder reported that there is an addendum to the Council agenda for the appointment of Thomas Dorrity to the Planning Board as an alternate, as well as the BOAR and that he is seeking a referral for both positions. Councilor McPike made a motion to refer to Council the appointment of Thomas Dorrity to the Board of Assessment Review. Councilor McAvoy seconded the motion. Unanimous vote in favor. Councilor McPike made a motion to refer to Council the appointment of Thomas Dorrity to the Planning Board as an alternate. Councilor McAvoy seconded the motion. Unanimous vote in favor.*
- b. **Hampden Business Park – Renewal of Authorization to Sell Agreement, including Business Park lot pricing, with Epstein Commercial Real Estate –** *Mayor Ryder stated that this was just a renewal and that nothing has changed since the agreement was last signed. Councilor Marble made a motion to refer the renewal of the Authorization to Sell Agreement to Council for approval. Councilor Wilde seconded the motion. Unanimous vote in favor.*

- c. **Request for authorization to sell the 2006 Sterling SL8500 dump truck and Council direction for the method of sale** – *Mayor Ryder explained that in the interest of maybe getting a better price, Sean is requesting authorization to waive the bid process and sign an agreement with Freightliner for them to put the truck on their lot for sale. If they sell it, they would retain 10% of the price as their selling fee. Discussion followed with questions that will need to be answered as details are worked out, such as right to refuse an offer, what account the proceeds will be put in, and also whether the 10% is taken first, or if we will need to reimburse Freightliner the 10%. Councilor McPike made a motion to refer to Council the recommendation to waive the bid process and draft an agreement with Freightliner to sell the truck for us and retain 10% of the selling price as their fee. Councilor Wilde seconded the motion. Unanimous vote in favor.*
- d. **Request for authorization for the expenditure of \$435.76 out of Municipal Building Reserve funds for the purpose of paying Penobscot Temperature Controls for boiler repair** – *Councilor Wilde made a motion to refer to Council the recommendation to pay for the boiler repair from Municipal Building reserves. Councilor Marble seconded the motion. Unanimous vote in favor.*
- e. **Announcement of vacancy on RSU-22 Board of Directors due to resignation of Jason Sharpe, and review of Council procedure for filling RSU Board of Director vacancies pursuant to 20-A M.R.S.A. § 1254(3) and 1474(3)** – *Mayor Ryder stated that this was for informational purpose only, there is no action required. Under statute, and charter, a vacancy on the RSU Board of Directors is filled by the Municipal Officers. The appointment would only be until the November election.*

5. **Public Comment - None**

6. **Committee Member Comments - None**

7. **Adjournment** – *Councilor McAvoy made a motion to adjourn at 6:50 p.m. Councilor Marble seconded the motion. Unanimous vote in favor.*

Respectfully Submitted,



Paula A. Scott, CCM
Town Clerk

EXECUTIVE SESSION STATUTES

The eight subjects permitted to be discussed in Executive Session are as follows:

- | | |
|--|------------------------|
| PERSONNEL MATTERS: | 1 M.R.S.A. § 405(6)(A) |
| SCHOOL STUDENT SUSPENSIONS/EXPULSIONS: | 1 M.R.S.A. § 405(6)(B) |
| REAL ESTATE; ECONOMIC DEVELOPMENT: | 1 M.R.S.A. § 405(6)(C) |
| LABOR CONTRACTS/NEGOTIATIONS: | 1 M.R.S.A. § 405(6)(D) |
| ATTORNEY-CLIENT CONSULTATIONS: | 1 M.R.S.A. § 405(6)(E) |
| CONFIDENTIAL RECORDS: | 1 M.R.S.A. § 405(6)(F) |
| EMPLOYMENT EXAMINATIONS: | 1 M.R.S.A. § 405(6)(G) |
| CODE ENFORCEMENT CONSULTATIONS: | 1 M.R.S.A. § 405(6)(H) |

Town of Hampden
106 Western Avenue
Hampden, Maine 04444



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

TO: Services Committee
FROM: Angus Jennings, Town Manager
DATE: February 9, 2017
RE: Request from Gateway Seniors Without Walls for sponsorship of reprinting of Senior Yellow Pages

Please review the attached request. I have reviewed this with Library Director Lozito, who reports that the ~65 copies of the first printing that were provided to the Library went like hotcakes, and are popular among seniors. I have also reviewed this with Sgt. Chris Bailey, who coordinates the Public Safety Advisory Committee, and he has found the publication of great value and relevance to Hampden's senior community.

I am looking for Committee input regarding whether there is support to allocate some amount of Host Community Benefit funds toward Hampden sponsorship of a second printing of the publication, which would include an opportunity to advertise within the publication. Alternatively, or in addition, I am reviewing budgeted expense lines to determine whether sponsorship at some level can be provided. Library Director Lozito and Public Safety Director Rogers have each indicated that they support allocating costs from their respective budgets as part of an overall Town sponsorship.



GATEWAY SENIORS
without walls IN AFFILIATION WITH



9 Chestnut Court Orono, Maine 04473 (207) 889-3031

January 23, 2017

Angus Jennings
 Town Manager, Hampden
 106 Western Avenue
 Hampden, Maine 04444

**Town of Hampden
 RECEIVED**

JAN 31 2017

**Office of the
 Town Manager**

Dear Mr. Jennings.

Gateway Seniors Without Walls, a Maine licensed 501 (c)(3) charity, affiliated with the University of Maine Center on Aging, developed the Senior Yellow Pages (SYP) with assistance from students and staff at the Center on Aging, staff at the Eastern Area Agency on Aging, and students at the University of Maine. The 250+ page manual covers services for the elderly—local and state—in the Greater Bangor area. The listing is comprehensive; and the listed services include both contact information and special features. There are introductions to complex topics. The large type used throughout makes this manual user friendly for older people. A Table of Contents and Index allow people to find resources by name or by category. A spiral binding guarantees that the manual opens flat. The SYP is distributed free of charge to families, seniors, social service agencies, and other users. Many area libraries have retained reference copies for use by their patrons.

The Senior Yellow Pages was born in 2013 after Gateway Seniors analyzed data from focus groups that explored unmet community needs. Many focus group participants voiced confusion about what services were available in Greater Bangor and expressed the hope that Gateway Seniors would work on a remedy. The Senior Yellow Pages is our remedy. Ultimately, the manual provides seniors, their families, and their counselors with information about resources in Greater Bangor, making it more likely that seniors will be able to remain in their communities as they age and their needs change.

OVER >>>

Email: gatewayseniorswithoutwalls@roadrunner.com
 Websites: www.gatewayseniorswithoutwalls.org www.senioryellowpages.org

A thousand copies of the Senior Yellow Pages were printed in September 2016 and were placed at varied distribution centers throughout Greater Bangor (libraries, town offices, subsidized housing units, retirement communities, and social service agencies); those copies lasted only a few weeks. Gateway Seniors again has a long waiting list for the SYP; moreover, libraries, social service agencies, and churches throughout Greater Bangor have asked for many more copies to distribute.

We are writing to ask for your support for a second printing of the manual. A thousand copies are scheduled for printing at the end of February, 2017, and we are seeking commitments from donors to meet that schedule. In return for a donation, you may receive an ad in full color and copies of the Senior Yellow Pages to distribute.

Two articles about the Senior Yellow Pages appeared in the BDN; and the SYP has received widespread praise, including the following comments:

- “We received a few boxes of the Senior Yellow Pages. They are amazing! You did a great job.” Administrator, HACOT, Old Town
- “I love the Senior Yellow Pages. Great work, much needed.” Senior, Bangor
- “Your resource book for the greater Bangor area is FABULOUS! Could you please send me 10 more.” Rehabilitation Manager, Maine Veterans Home
- “This is a great resource, thank you for all your hard work!” Librarian, Orono Public Library
- “I just finished going through your wonderful Senior Yellow Pages for edits and I must say you have done some incredible work! Kudos! I think this resource guide will be very helpful to those who use it, including the many helpers who look for resources on other people’s behalf.” Social Worker, PCHC

We ask you to let us know before February 15, 2017, if possible, whether (or not) you can help us out with the second printing of the Senior Yellow Pages. Please give us a call if you have questions (207-889-3031 or 207-366-8641). We’d be happy to talk with you further about any issues.

Best,



Ann Davidoff, Ph.D.

Fact Sheet



GATEWAY SENIORS
without walls IN AFFILIATION WITH



General Information:

- 501 (c) (3) charitable organization
- Affiliate, University of Maine Center on Aging
- Currently serves 500 older people in the Greater Bangor area, from as far away as Bucksport, Winterport, Dedham, and Ellsworth
- No exclusions; everyone welcome
- Two objectives: (1) daily, diverse activity programs with camaradery and (2) the publicizing and expanding of local services
- Close ties to Eastern Area Agency on Aging (EAAA), AARP, Alzheimer's Association, and local senior clubs and organizations
- Accessible: no membership fees, activities free or at cost
- Activities held throughout Bangor, Old Town, Orono, Veazie, Bradley, and Brewer
- Works closely with Old Town, Veazie, Orono Public Library, Veazie Public Library, Recreation Center, University of Maine; encourages alliances, partnerships, and collaborations

Service projects include:

- "Senior Yellow Pages," a comprehensive manual of local and state services for seniors in Greater Bangor; first printing October 2016, second printing planned for March 2017
- Financing a study of transportation needs in Orono, Old Town, and Veazie with help from John T. Cyr and Sons
- Supervising and mentoring diverse groups of students at University of Maine engaged in assisting with our projects
- Extending services to frail elderly via subsidized housing and the Milford, Old Town, Orono, and Veazie Thriving in Place grant, administered by the Eastern Area Agency on Aging
- With the support of the EAAA, developing expert panel to discuss community resources for caregivers of people with dementia
- With the collaboration of the Alzheimer's Association, extending services to early stage dementia patients and their caregivers

Needs for funding include:

- Printing the "Senior Yellow Pages"
- Part-time activity coordinator
- Website
- Publicity for activities

Directory gives seniors freedom to age in place

BY MEG HASKELL
BDN STAFF

It's a conundrum for many seniors, especially those in the upper reaches of their golden years. The internet promises virtually unlimited information and connection to services, but many seniors either don't have access to a computer or are distrustful of the medium, cautious of becoming vulnerable to scammers and fraud. Others find the deluge of information overwhelming and lack the ability to sort and filter search results to find what they're looking for.

"Many, many seniors are not savvy about using computers, even for email," said Ann Davidoff, 74, of the Orono-based nonprofit organization Gateway Seniors Without Walls. "Many don't even own a computer. They're much more comfortable on the phone." So while there's a fast-growing business and nonprofit sector aimed at helping aging Mainers stay healthy and active in their



Ann Davidoff (right) opens a box containing copies of "Senior Yellow Pages: Local and State Services for Seniors in Greater Bangor" at PrintBangor on Central Street.

MEG HASKELL | BDN

homes, the population they seek to serve is often unaware of what's available, she said.

"We held a series of focus groups to find out what services and activities older people need most," she said. "The No. 1 issue we heard was that people were confused about what services were available in the area."

In-home health care, legal assistance, meal delivery, transportation, affordable housing, financial services and much more are what the participants were looking for, she said. It was clear that many people were not comfortable using computer technology to track down the information they needed.

So Gateway Seniors, a nonprofit organization established in 2013, set to work, compiling a more familiar resource: the Senior Yellow Pages, a 220-page resource in large type with more than 30 headings, alphabetically arranged from "Abuse and Neglect" to "Work, see Employment Opportunities."

Hot off the presses on Sept. 12, "Senior Yellow Pages: Local and State Services for Seniors in Greater Bangor" is available free of charge to Bangor-area individuals and families, community groups and public facilities like libraries and town offices. Funded in part

See *Directory*, Page C7

Directory

Continued from Page C1

by the Bangor-based Eastern Area Agency on Aging with additional support from the former Hammond Street Senior Center and other sponsors, the compiled businesses and service providers are all based in Bangor and its surrounding area.

It took nearly three years to complete the project, Davidoff said, and the combined efforts of Gateway Senior volunteers, the University of Maine Center on Aging and various student groups from UMaine, who earned academic credit for their involvement. For the most part, she said, appropriate entries and supporting information were compiled using online searches.

Of course, one benefit of online information over print is the ability to keep it up to date. Won't the Senior Yellow Pages be quickly outdated? Yes, Davidoff agreed — that's why the group has decided to post the information online as well, where it can easily be redrafted as needed.

"You'll be on the web in October," Davidoff said, at www.senioryellowpages.org, which is not yet active. She anticipates there will

be future paper editions as well but would not predict when.

Davidoff is not aware of any other local senior advocacy groups, in Maine or beyond, that have undertaken a similar project. If other groups are interested in compiling a Senior Yellow Pages for their own regions, she said, Gateway Seniors will be glad to share their experiences.

At Eastern Area Agency on Aging, Executive Director Dyan Walsh said the Senior Yellow Pages fills an important niche in the area, providing essential information to non-computer-savvy seniors who prefer to contact a business directly, by phone, rather than working through a clearinghouse service like EAAA or the statewide 2-1-1 program.

EAAA has already compiled a list of area residents who are waiting to get their hands on the new Senior Yellow Pages. Others who would like a copy may contact the agency at 207-641-2885 or contact their local library.

Gateway Seniors Without Walls was founded in 2013 in affiliation with the University of Maine Center on Aging. Its mission is twofold: to sponsor a variety of social activities, including films, lectures and fitness classes, and to publicize community services for seniors.

Senior Yellow Pages are a golden resource



Senior Beat
Carol Higginis Taylor

You know what frustrates me? Well, one of the things? Trying to find information and being unsuccessful. I am pretty good at investigating resources but it is not always easy. Ann Davidoff, one of the founders of Gateway Seniors Without Walls, an organization that takes the concept of a senior center out to the community, understood the anxiety and has a solution. GSWW is a center "without walls," so instead of a brick

and mortar structure, it offers programs in spaces, offered without charge, such as libraries, community centers, churches, university classrooms, homes, wildlife refuges, among others, and that are convenient to local seniors. Gateway Seniors Without Walls is a nonprofit organization completely staffed by volunteers who continually strive to serve the needs of seniors. "Ultimately, we hope to supplement and extend the resources that are currently available to other people within our community," said Davidoff. "Our goal is that our programs will improve their quality of life and keep them active, healthy, and aging in place." Although seniors are the primary focus, people of all ages are welcome to partici-

pate in their programs. What does GSWW have to do with researching resources? "I was hearing from seniors that they just couldn't find a resource they needed or didn't know exactly what a particular agency does," said Davidoff. Gateway conducted focus groups in 2013 to learn more about community needs. A continuing theme of the meetings was confusion from the participants regarding what services were available in the community and how to access them. "The group repeatedly expressed the hope that Gateway Seniors would work on a remedy," said Davidoff. "So, the Senior Yellow Pages was born." The book was done in collaboration with the UMaline Center on Aging, Eastern Area Agency on Aging and the part-

nering agencies of the MOOV Penobscot Thriving in Places Project, an organization that supports senior resources in Millford, Orono, Old Town and Veazie. That's the MOOV part. A labor of love to be sure, the Senior Yellow Pages took several years to complete. Then the search was on to find enough grant funds and donations to get the book printed. At 250 pages, it was a process. The endeavor proved to be successful, however. A thousand books were printed and all but a few have been distributed. The search is now on again to find additional funding to reprint. The Senior Yellow Pages contains the most up-to-date listing of local and state services for seniors in the Greater Bangor area.

"Occasionally, things change quickly," said Davidoff. "Consequently, we can't guarantee the total accuracy of the information in the Senior Yellow Pages. We are just doing our best." By way of disclaimer, the GSWW is also not responsible for any errors that may have occurred or any claims, damages or losses that may result. Again, it is a labor of love and they all did their best. While most of the copies have been taken, the book is available online on the GSWW website. Visit www.gateway-seniorswithoutwalls.org for the link to the Senior Yellow Pages. Just look at the categories listed on the left and click on the one you need. If you have questions about a specific agency or problem you are having, just enter a word or

two in the search bar and you will see the results. You will also find information about Gateway. This organization began as the dream child of a few people who wanted to provide seniors with activities that would enhance their lives, and now there are too many activities and projects to count. Hats off to the organizers. You should be proud. For more information on the Senior Yellow Pages or to put your name on the waiting list for a copy of the book when it is reprinted, call Gateway Seniors Without Walls at 889-3031. Carol Higginis Taylor is an advocate for seniors and owns Bryant Street Public Relations in Bangor. Email her at seniorbeat@gmail.com.

Ad Size
Template

HALF-SHEET
8" X 5.125"
\$ 1,000
(- \$150)

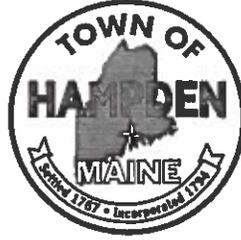
EIGHTH-SHEET
3.875" X 2.5"
\$ 250
(- \$50)

QUARTER-SHEET
3.875" X 5.125"
\$ 500
(- \$100)

FULL-SHEET
8" X 10.5"
\$ 2,000
(- \$200)



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: February 28, 2017
 RE: Service Charge Abatement Requests

In its October 17, 2016 meeting the Town Council approved the amount of Service Charges imposed pursuant to the Service Charge Ordinance. Charges were assessed to the seven properties identified at that time, in the approved amounts. To date, five of the assessed properties have sent payment, though each amount was less than the assessed amount, with the balance requested to be abated. Funds assessed and received to date are summarized as follows:

Properties Subject to Service Charge				
As of: 2/28/2017		FY17		
Property Owner	Amount invoiced	Amount received	Difference (requested abatement)	Notes
Community Housing of Maine 177 Canaan Road (Map 5 Lot 27-A)	\$ 2,145.78	\$ 351.16	\$ (1,794.62)	
Medical Care Development, DBA Hampden Meadows 1282 Kennebec Road (Map 1 Lot 23-A)	\$ 5,386.85	n/a		Appeal filed 11/28/16
OHI George Street 35 George Street (Map 23 Lot 70-C)	\$ 2,139.36	\$ 873.53	\$ (1,265.83)	
OHI Patterson Road 143 Patterson Road (Map 5 Lot 39)	\$ 1,662.39	\$ 208.40	\$ (1,453.99)	
Penquis Mental Health Services 1012 Carmel Road North (Map 1 Lot 31-A)	\$ 1,992.51	\$ 247.88	\$ (1,744.63)	
The Housing Foundation 113 Western Ave (Map 31 Lot 8)	\$ 22,507.11	\$ 6,901.00	\$ (15,606.11)	
Acadia Hospital Corp/Aspenledge	\$ 4,008.60	n/a		Appeal filed 12/7/16
	\$ 39,842.60	\$ 8,581.97	\$ (21,865.18)	

Under the Service Charge Ordinance Sec. 6, "the municipal officers shall abate the service charge amount that is in excess of 2% of gross annual revenue."

A question arose regarding whether the 2% figure in the Ordinance referred to revenues of the property owner, or of the property itself. It is the latter. In other words, a showing

that the assessed charge exceeds 2% of the gross revenue derived from the property in question should be considered adequate to support an abatement.

It is recommended that the Council take action on each of the five pending requests for abatement.

The sixth and seventh properties have separately filed appeals with the Board of Assessment Review challenging the validity of the Ordinance as applied to those properties. Those appeals processes are proceeding.

Jim Gwilym

From: Angus Jennings <townmanager@hampdenmaine.gov>
Sent: Tuesday, November 15, 2016 2:42 PM
To: Jim Gwilym
Subject: Re: Service charge on 177 Canaan Rd.

MAP 5 / LOT 27 A

Jim,

The ordinance has not changed, and the 2% cap is still in effect. Upon receipt of payment of \$351.16, we'll bring forward the payment and the excerpt of the audited financial statement in order for the Council to formally approve an abatement on the basis of the 2% cap. We'll probably hold off until we receive payment (and/or abatement requests) from all seven property owners affected by this ordinance, so their vote may not occur until early 2017. From what you have submitted it appears that the \$351.16 will satisfy the requirement of the ordinance.

Feel free to call me with any questions.

Thanks,
Angus

On Tue, Nov 15, 2016 at 2:33 PM, Jim Gwilym <jim@chomhousing.org> wrote:

Dear Mr. Jennings,

I received a bill for this year in the amount of \$2,145.78. As with last year, I'm wondering if the 2% cap is in play again. Attached are our audited financial statements. Our Canaan Road property appears on page 30, and shows gross revenue of \$17,558. A calculated tax at 2% of that would come to \$351.16.

If you'd like any additional information about us, or this project, please let me know. We're a lean operation with a staff of 9 people and we can provide housing for more people with special needs by virtue of the fact that we are generally exempt from taxes. Every dollar counts to us, so if there's anything you can do, we would greatly appreciate it.

Thank you,

Jim

From: Angus Jennings [mailto:townmanager@hampdenmaine.gov]
Sent: Thursday, November 12, 2015 8:02 AM
To: Jim Gwilym <jim@chomhousing.org>
Subject: Re: Service charge on 177 Canaan Rd.

COMMUNITY HOUSING OF MAINE, INC.
 COMBINING SCHEDULE OF REVENUE, SUPPORT AND EXPENSES - CHOM OPERATIONS
 For the Year Ended June 30, 2018

	Allen Street	Annes Street	Aptemum Drive	Balling Drive	Brookside	Canaan	Cedar Street	Chambers Street	Chastity Street	Church St.	Cherry Decision	Court St.	Dallas Street	Fairview Avenue	Flood Street	George Street	Green Street	Hanna Street	Grand Street	Harrison Street	Sub Totals		
REVENUE AND SUPPORT																							
Rental Operations	\$ 21,622	\$ 9,292	\$ 18,540	\$ 14,315	\$ 51,219	\$ 17,556	\$ 24,947	\$ 8,205	\$ 23,316	\$ 1,369	\$ 84,030	\$ 18,298	\$ 20,008	\$ 43,878	\$ 21,861	\$ 27,145	\$ 18,300	\$ 17,785	\$ 24,182	\$ 30,570	\$ 56,620	\$ 533,185	
Rental Revenue	-	-	-	21,712	-	-	24,375	-	-	22,227	-	36,892	-	-	-	-	10,487	-	-	-	-	-	123,343
Housing Assistance Payments	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Department of Veteran Affairs Per Diem	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Rental Operations	21,622	9,292	18,540	42,027	51,219	17,556	24,947	8,205	23,316	1,369	84,030	18,298	20,008	43,878	21,861	27,145	18,300	17,785	24,182	30,570	56,620	656,578	
Other Support and Revenue																							
Development Fees	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Income from Investments in Projects	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Grants	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Donations	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Interest Income	15	4	20	48	28	2	-	34	20	14	34	40	47	28	11	-	220	-	3	-	-	17	388
Other Income	-	-	-	-	-	-	-	-	-	-	287	852	-	-	300	-	-	-	-	-	-	-	-
Total Other Support and Revenue	15	4	20	48	28	2	-	34	20	14	34	40	47	28	11	-	220	-	3	-	-	17	388
TOTAL REVENUE AND SUPPORT	21,637	9,296	18,560	42,075	51,247	17,558	24,947	8,239	23,336	1,383	84,370	18,338	20,055	43,906	21,889	27,156	18,300	17,785	24,185	30,570	56,637	659,966	
EXPENSES																							
Rental Housing Expenses	600	600	600	600	600	600	600	600	600	600	600	600	600	600	600	600	600	600	600	600	600	1,200	13,725
Administrative	2,801	-	-	-	-	-	50	-	-	26	2,071	-	-	-	3,187	-	-	-	-	-	1,821	-	10,024
Management Fee	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Other Administrative Expenses	3,501	600	600	600	600	600	600	600	600	600	600	600	600	600	600	600	600	600	600	600	600	1,200	13,725
Total Administrative	6,902	600	600	600	600	600	650	600	600	600	2,671	600	600	600	3,187	600	600	600	600	600	600	1,200	13,725
Operating	3,115	-	-	3,752	-	1,812	2,283	1,341	2,027	1,258	4,702	2,798	3,284	1,710	1,451	3,882	3,478	2,008	1,307	4,754	4,754	46,082	
Fuel	1,303	-	-	3,418	-	1,787	2,048	444	1,598	885	4,184	1,878	1,113	1,134	1,064	1,864	1,580	2,122	1,544	2,218	2,218	37,180	
Electricity	808	-	-	1,877	-	3,291	885	841	758	871	4,084	2,277	1,181	2,348	1,748	873	658	787	1,551	2,787	2,787	28,568	
Water and Sewer	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Trash Removal	-	-	-	-	-	-	1,884	-	-	852	2,720	842	-	380	-	-	315	748	-	827	827	8,458	
Total Operating	5,308	-	-	9,045	-	3,281	3,870	2,528	4,742	4,058	15,670	7,887	4,487	7,859	2,825	7,651	6,052	5,874	4,422	18,658	18,658	119,288	
Maintenance	7,517	2,102	6,858	6,828	16,808	1,425	8,751	6,878	3,683	4,211	16,680	28,882	8,218	10,285	3,478	25,603	7,710	16,473	13,311	17,480	17,480	291,505	
Depreciation and Amortization	3,671	3,855	7,681	6,182	13,817	3,812	3,820	10,872	4,987	18,858	38,888	21,542	7,448	13,749	4,432	8,831	3,092	13,792	8,865	9,388	9,388	218,448	
Interest Expense	2,430	4,844	5,208	818	12,817	-	-	6,328	-	-	-	-	-	8,828	-	3,832	-	-	3,818	-	-	-	82,217
General	608	611	577	1,270	1,287	347	688	1,823	648	1,187	2,592	3,328	608	1,818	630	1,210	787	3,212	578	778	2,103	24,070	
Rental Escrow Taxes	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Property and Liability Insurance	809	811	877	1,270	8,811	688	688	1,823	648	1,187	2,592	3,328	608	1,818	630	1,210	787	3,212	578	778	2,103	24,070	
Total General	23,285	12,828	20,835	25,342	58,146	10,332	16,840	21,648	19,248	25,683	78,858	68,248	22,838	34,045	17,114	47,882	12,387	28,328	32,208	28,172	83,266	650,200	
Total Rental Housing Expenses	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Other Income/Expenses	-	3,100	-	-	-	-	8,288	-	-	-	-	-	-	-	-	-	-	-	-	10,208	-	-	21,594
Debt Related	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
General Administration (Schedule 4)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Other Expenses	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Sub-Grantee Costs	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Development	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Other Income/Expenses	-	3,100	-	-	-	-	8,288	-	-	-	-	-	-	-	-	-	-	-	-	10,208	-	-	21,594
CHANGE IN NET ASSETS	312	(924)	(2,370)	(8,733)	(1,108)	(7,256)	(4,559)	(2,865)	(3,867)	(2,223)	(12,580)	(2,338)	(2,783)	(4,795)	(20,083)	(4,053)	(8,833)	(8,833)	(8,833)	(8,833)	(8,833)	(8,833)	(28,278)

Town of Hampden
----- Receipt -----

THANK YOU VETERANS

11/22/16 10:42 AM ID:CMJ #8537-1
TYPE----- REF---- AMOUNT
ADMIN-MISC 351.16

Paid By: COMM HOUSING OF ME
Remaining Balance: 0.00
Have you licensed your dog?
Check : 351.16
21203 - 351.16

COMMUNITY HOUSING OF MAINE, INC. GENERAL CHECKING
TOWN OF HAMPDEN
PORTLAND, MAINE 04107

11/15/2016

351.16

21203

351.16

DEFLECTION CIRCLE REVEALS A LOCK WHEN TESTED

VOID VOID VOID

MEMO

Three Hundred Fifty-Six and 16/100

Town of Hampden
106 Western Avenue
Hampden, ME 04444

CHOM
COMMUNITY HOUSING OF MAINE, INC.
GENERAL CHECKING
ONE CITY CENTER, 4TH FLOOR
PORTLAND, MAINE 04107

57-34592112

11/15/2016

\$ 351.16

DOLLARS

021203 21274501 0291 85908

11/15/2016

21203

Security Features Included. Details on back.

Everything is Possible.



25 Freedom Parkway | Hermon, Maine 04401
voice 207/848-5804 | fax 207/848-7978 | TTY/TTD 207/848-5804 | ohimaine.org | facebook.com/OHIMaine

November 8, 2016

Angus Jennings, Town Manager and Town Treasurer
Town of Hampden
106 Western Avenue
Hampden, Maine 04444

**Town of Hampden
RECEIVED
NOV 14 2016
Office of the
Town Manager**

RE: OHI FY 16 SERVICE CHARGES: 35 GEORGE STREET AND 143 PATTERSON ROAD

Dear Mr. Jennings:

Enclosed you will find the financial information on these two properties for our fiscal year ending June 30, 2016. We have calculated our service fees to be \$873.53 and \$208.40 respectively which is based on 2% of gross income for each location. I have enclosed a check for these two properties in the amount of \$1081.93.

Should you need additional information please feel free to contact me at your earliest convenience.

Respectfully,


G. Kathy Smith, Assistant CEO
OHI

OHI inspires people to recognize possibilities and lead meaningful lives.

OHI
SUMMARY OF PROFIT & LOSS
35 GEORGE STREET
For the Twelve Months Ending Thursday, June 30, 2016

		<u>ACTUAL YTD</u>	
		<u>2016</u>	
INCOME			
4010	GRANT REVENUE	\$7,280.00	
4020-+4055-+4056-+...	SSA/SSI INCOME	33,216.00	
4100	USDA INCOME - FOOD STAMPS	3,200.30	
	TOTAL INCOME	<u>43,676.30</u>	<i>2% 873.53</i>
OCCUPANCY COSTS			
5561	DEPRECIATION - BUILDING	8,819.48	
5566	INTEREST EXPENSE - MORTGAGE	4,795.17	
5410	FOOD	17,574.04	
5105	FIDUCIARY FEES	405.00	
5415	ELECTRICITY	2,389.51	
5420	HEAT	1,575.79	
5430-+5438-+5439	BUILDING MAINTENANCE SUPPLIES	1,969.87	
5041	SALARY - MAINTENANCE	800.89	
5431-+5437	GROUPS MAINTENANCE	920.02	
5435	WATER & SEWER	3,548.94	
5440	EQUIP PURCHASE MINOR	1,087.54	
5445	EQUIP REPAIR & MAINT	109.06	
5455	TELEPHONE	388.34	
5485	LINEN / BEDDING	382.27	
5573	INSURANCE - FIRE	988.70	
	TOTAL OCCUPANCY COSTS	<u>45,734.42</u>	
	INCOME OVER (UNDER) EXPENSES	<u>(2,058.12)</u>	

OHI
SUMMARY OF PROFIT & LOSS
 143 PATTERSON RD
 For the Twelve Months Ending Thursday, June 30, 2016

		<u>ACTUAL YTD</u>	
		<u>2016</u>	
INCOME			
4010	GRANT REVENUE	\$1,888.00	
4020-+4055-+4056-+...	SSA/SSI INCOME	8,244.00	
4100	USDA INCOME - FOOD STAMPS	280.28	
	TOTAL INCOME	<u>10,420.28</u>	29% 208,40
OCCUPANCY COSTS			
5561	DEPRECIATION - BUILDING	6,104.38	
5568	INTEREST EXPENSE - MORTGAGE	3,308.87	
5410	FOOD	3,314.21	
5105	FIDUCIARY FEES	90.00	
5415	ELECTRICITY	1,372.94	
5420	HEAT	1,442.12	
5430-+5438-+5439	BUILDING MAINTENANCE SUPPLIES	368.00	
5041	SALARY - MAINTENANCE	42.18	
5431-+5437	GROUNDS MAINTENANCE	350.00	
5435	WATER & SEWER	45.00	
5440	EQUIP PURCHASE MINOR	34.88	
5445	EQUIP REPAIR & MAINT	318.00	
5455	TELEPHONE	388.34	
5573	INSURANCE - FIRE	529.05	
	TOTAL OCCUPANCY COSTS	<u>17,707.71</u>	
	INCOME OVER (UNDER) EXPENSES	<u>(7,287.45)</u>	

OUR REF NUMBER	YOUR INVOICE NUMBER	INVOICE DATE	INVOICE AMOUNT	AMOUNT PAID	DISCOUNT TAKEN	NET CHECK AMOUNT
183143	PATTERSON/GEORG	11/10/2016	1,081.93	1,081.93	0.00	1,081.93

213692



Opening hours: Monday - Friday 9am - 5pm
Saturday 10am - 4pm
Sunday Closed

PAY TO THE ORDER OF

TO THE TOWN OF HAMPSHIRE ORDER FOR WEISBERN RVT

OF HAMPSHIRE, NH 03444

THE FACE OF THIS DOCUMENT CONTAINS A MICROBANKPRINT AND A SECURITY VOID

AMERICAN SAVING BANK

MEMBER FDIC

CHECK DATE: 11/10/2016

213692

VOID AFTER 60 DAYS FROM DATE OF ISSUANCE

George Patterson
George Patterson

⑆ 213692 ⑆ ⑆ 211274382⑆ 2010014889 ⑆

Penquis Mental Health Association

572 Bangor Road, Dover-Foxcroft, Maine 04426

Richard Brown, CEO

Phone: (207) 564-2464

Fax: (207) 564-2404

December 13, 2016

Angus Jennings
Town Manager & Town Treasurer
Town of Hampden
106 Western Avenue
Hampden, Maine 04444

Town of Hampden
RECEIVED

DEC 20 2016

Office of the
Town Manager

Dear Manager Jennings:

The services fee charges for Penquis Mental Health for the 2016-2017 Hampden budget year should be based upon 2% of the gross annual revenue. Enclosed is the financial statement for the property at 1021 Carmel Road North for the period July 1, 2015 to June 30, 2016. Enclosed also is a check in the amount of \$247.88 representing 2% of the annual gross revenue for 1021 Carmel Road North.

Sincerely,



M. Dale Shaw

Chief Financial Officer

**PENQUIS MENTAL HEALTH
INCOME STATEMENT FOR CARMEL RD.
JULY 1, 2015 - JUNE 30, 2016**

SERVICE FEE

REVENUE

RENTAL INCOME

\$ 12,393.91

\$ 247.88

EXPENSES:

DEPRECIATION

\$ 5,093.00

INTEREST

\$ 6,218.38

INSURANCE

\$ 821.15

TAXES

\$ 261.38

TOTAL EXPENSES

\$ 12,393.91

NET INCOME

\$ -



Dale Shaw

Chief Financial Officer

HANTOW	TOWN OF HAMPDEN	00000000000001765	12/14/2016	3819	
CARMEL RD SERVICE FE	12/13/2016	\$247.88	\$247.88	\$0.00	\$247.88
		\$247.88	\$247.88	\$0.00	\$247.88

THE FACE OF THIS DOCUMENT HAS A COLORED BACKGROUND OR WHITE PAPER AND ORIGINAL DOCUMENT SECURITY SCREEN ON BACK WITH PADLOCK SECURITY ICON.

PENQUIS MENTAL HEALTH ASSOCIATION 572 BANGOR ROAD DOVER-FOXCROFT, ME 04428	BANGOR SAVINGS BANK BANGOR ME 04401 62-7438/2112	3819 3819
	12/14/2016	\$247.88
	DATE	AMOUNT

Two Hundred, Forty Seven Dollars And 88 Cents

AY
O THE
ORDER
#:

TOWN OF HAMPDEN
106 WESTERN AVE.
HAMPDEN ME 04444

[Signature]
AUTHORIZED SIGNATURE

ME

Security features included. Details on back.

⑈003819⑈ ⑆211274382⑆ 0580700934⑈

THE HOUSING FOUNDATION – HAMPDEN

NOTES TO FINANCIAL STATEMENTS
(Continued)

JUNE 30, 2016

Town of Hampden
RECEIVED

OCT 1-7 2016

Office of the
Town Manager

NOTE 5: HUD RESTRICTED DEPOSITS (Continued)

Tax and Insurance Escrow

The Project makes monthly escrow deposits to a financial institution to fund future expected tax assessments and insurance premiums.

All of the reserves noted above are held in separate accounts and generally are not available for operating purposes.

NOTE 6: RESIDUAL RECEIPTS RESERVE

Use of the residual receipts reserve is contingent upon HUD's prior written approval.

NOTE 7: RELATED PARTY TRANSACTIONS

The Project has entered into a management contract with The Housing Foundation - M & D II, a related party. Management fees are limited to \$56 per unit per month. For the years ended June 30, 2016 and 2015, management fees were \$20,160 and \$19,500, respectively.

An informal maintenance agreement with The Housing Foundation - M & D II has also been executed causing maintenance work, cleaning and material reimbursements as well as vehicle operation and maintenance to be paid on an as needed basis. During the years ended June 30, 2016 and 2015, \$25,142 and \$24,151 of expenses were incurred for such services, respectively.

During the years ended June 30, 2016 and 2015, the Project was charged \$23,895 and \$22,275, respectively, by The Housing Foundation - M & D II for office support and office rent. The allocation of these charges was based on a time study performed by M & D II. The Project was also charged by M & D II \$3,807 and \$3,886 for the years ended June 30, 2016 and 2015, respectively, for computer, copier and miscellaneous administrative fees. Computer, copier and miscellaneous administrative fees are prorated based on the number of housing units managed.

During the years ended June 30, 2016 and 2015, the Project was charged \$20,544 and \$19,780, respectively, from The Housing Foundation – M & D II for the Project's Tenant Service Coordinator.

NOTE 8: PAYMENT IN LIEU OF TAXES (P.I.L.O.T.)

By reason of a decision of the Maine Supreme Judicial Court in 1987, The Housing Foundation - Hampden, which is financed under Section 223(f) of HUD's program, is exempt from real estate taxation. Although State law permits the imposition of a service fee, also known as a payment in lieu of taxes (P.I.L.O.T.), State law currently limits the amount of such service fee to 2% of gross rent revenues. Thus, for the years ended June 30, 2016 and 2015, the service fee was \$6,901 and 6,818, respectively.

Walker & Dunlop, LLC

Memo 1 Parcel #2413

CHECK NO 000013352 52-153/112

Memo 2

Date 10/13/2016

*****\$6,901.00

Six Thousand Nine Hundred One And NO/100 Dollars

Pay To Town of Hampden
106 Western Avenue
Hampden ME, 04444

Bank of America, N.A.

⑈000013352⑈ ⑆011201539⑆ 2220077053⑈

RUB OR BREATHE ON THE PINK LOCK & KEY ICONS—COLOR WILL FADE AND THEN REAPPEAR ON AN AUTHENTIC CHECK—IF COLOR DOES NOT FADE DO NOT ACCEPT

Loan Number	Invoice Number	Invoice Date	Parcel Number	Policy Number
301090334:0			PILOT - Roe Village,	Town of Hampden RECEIVED OCT 17 2016 Office of the Town Manager

Comment:

Town of Hampden
106 Western Avenue
Hampden ME, 04444

For Office Use Only

Batch	Source	File	Delivery	Backup	Add	Com
8047	15	A	US	Y	REG	N

TOWN OF HAMPDEN

SERVICE CHARGE ORDINANCE

Sec. 1. Authority. This Ordinance is enacted pursuant to 30-A M.R.S.A. § 3001 and 36 M.R.S.A. § 652(1)(L).

Sec. 2. Purpose. The purpose of this Ordinance is to establish an annual service charge to recover the cost of providing municipal services, other than education and general assistance, to owners and/or occupants of certain institutional and organizational real property which is otherwise exempt from state or municipal taxation.

Sec. 3. Creation of Service Charge. An annual service charge is hereby established, effective with the municipal fiscal year commencing on July 1, 1992. The service charge shall be levied by the municipal officers against all residential property owned by an organization or institution if the property is otherwise totally exempt from property taxation and is used to provide rental income. The service charge shall not apply to student housing or parsonages.

Sec. 4. Calculation of Service Charge. The service charge shall be calculated according to the actual cost of providing municipal services to the property in question and the persons who use that property. Municipal services shall include, without limitation, the following: fire protection, police protection, road maintenance and construction, traffic control, snow and ice removal, sewer service, sanitation services, and any other services. For the purpose of this Ordinance, municipal services shall not include education and general assistance. The service charge for each property shall be determined in accordance with the following formula:

$$\frac{B}{V} \times JV = SC$$

where:

B = Budget for the current fiscal year for municipal services, except education and general assistance

V = Total taxable valuation of municipality for the current fiscal year

JV = Just Value of property in question

SC = Service Charge of property in question.

The Assessor shall provide the municipal officers with the following information at the time of the annual tax commitment: (1) list of property to which a service charge is applicable under this ordinance, (2) total taxable valuation of the municipality for the current fiscal year, and (3) the just value of the properties in question. The Town Manager shall provide the municipal officers with the amount of the budget for municipal services for the current fiscal year, along with a proposed service charge for each property based on the foregoing formula.

Sec. 5. Levy of Service Charge. The municipal officers shall levy the annual service charge on the tax exempt property subject to a service charge under this Ordinance, and shall establish a due date for payment of the same. The Treasurer shall send a statement to every affected property owner setting forth the amount of the service charge levied on the subject property.

Sec. 6. Limitation on Service Charges. The total service charges levied by the municipal officers under this Ordinance against any institution or organization shall not exceed 2% of the gross annual revenues of that institution or organization. Provided, however, that in order to qualify for the foregoing limitation, the institution or organization shall file with the municipal officers an audit of the revenues of the institution or organization for its last fiscal year which ended immediately prior to the municipal fiscal year for which the service charge was levied. The municipal officers shall abate the service charge amount that is in excess of 2% of the gross annual revenues.

Sec. 7. Collection. Unpaid service charges shall be collected in any manner available to the municipality, including, without limitation, the procedure provided in 38 M.R.S.A. § 1208, as may be amended from time to time.

Sec. 8. Use of Revenues. Revenues accrued from service charges shall be used, as much as possible, to fund the cost of providing the municipal services which were considered in calculating the service charges.

Sec. 9. Appeals. Any institution or organization may challenge the decision of the municipal officers to levy a particular service charge or the amount of a particular service charge by filing an appeal with the Board of Assessment Review. Such appeals shall be filed in writing with the Town Clerk within 60 days of the date on which notice is provided to the institution or organization by the Treasurer under Sec. 5 above indicating the amount of the service charge levied by the municipal officers. The Board of Assessment Review shall conduct a public hearing on the appeal and shall issue a written decision thereon within 60 days of the date that the appeal was filed with the Town Clerk. Failure to issue a decision on an appeal within 60 days of the date the application was filed shall be deemed to

be a denial thereof. The appeal shall be processed in accordance with all applicable laws or ordinances, and such rules of procedure as may be established by or for the Board of Assessment Review. Any decision by the Board may be appealed to Superior Court by an aggrieved party pursuant to Rule 80B of the Maine Rules of Civil Procedure.

Sec. 10. Severability. Should any provisions of this Ordinance be declared invalid by the Courts, such decision shall not invalidate any other provision of this Ordinance.

Adopted By Hampden Town Council: 5/18/92

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: March 2, 2017
RE: FY18 Goal Setting

As you know, the annual Town Council/Manager Goal Setting for FY18 took place on Saturday, February 18, and was attended by members of the Council as well as representatives from most Town Departments.

Please find attached the presentation materials from the session.

Presentations by the Town Manager and Department Heads were followed by questions from Councilors, then a brief recess. The remainder of the session was a discussion among the Council and Manager regarding policy objectives for FY18.

At Monday's meeting we can review the session outcomes so that these goals can inform the FY18 budget.

A photograph of a building at night, likely a town hall or community center, with snow on the ground and an American flag on a tall pole. The building has a gabled roof and a large window. The flag is illuminated by a light source, and the scene is lit by a bright light source, possibly a street lamp, creating a lens flare effect.

Hampden Town Manager & Council Goal Setting for FY18

Saturday, February 18, 2017



Goals for Goal Setting

- This morning:
 - Town Manager
 - Operational and Budget Trends
 - FY18 considerations
 - Town Manager
 - Status of Work Items in Current Work Plan
 - Staff and Department communication of successes, concerns and ideas / vision
 - Council/Manager questions
- Mid-morning:
 - Council / Manager review, refine policy items “on the table”
 - By motion, second and vote, policy items added to or removed from proposed priority lists
 - Follow-up: Manager / Committee Chairs / Mayor set out work plans
- If we'll be here much past noon, order lunch.



FY18 Budget Goal Setting

FINANCIAL TRENDS

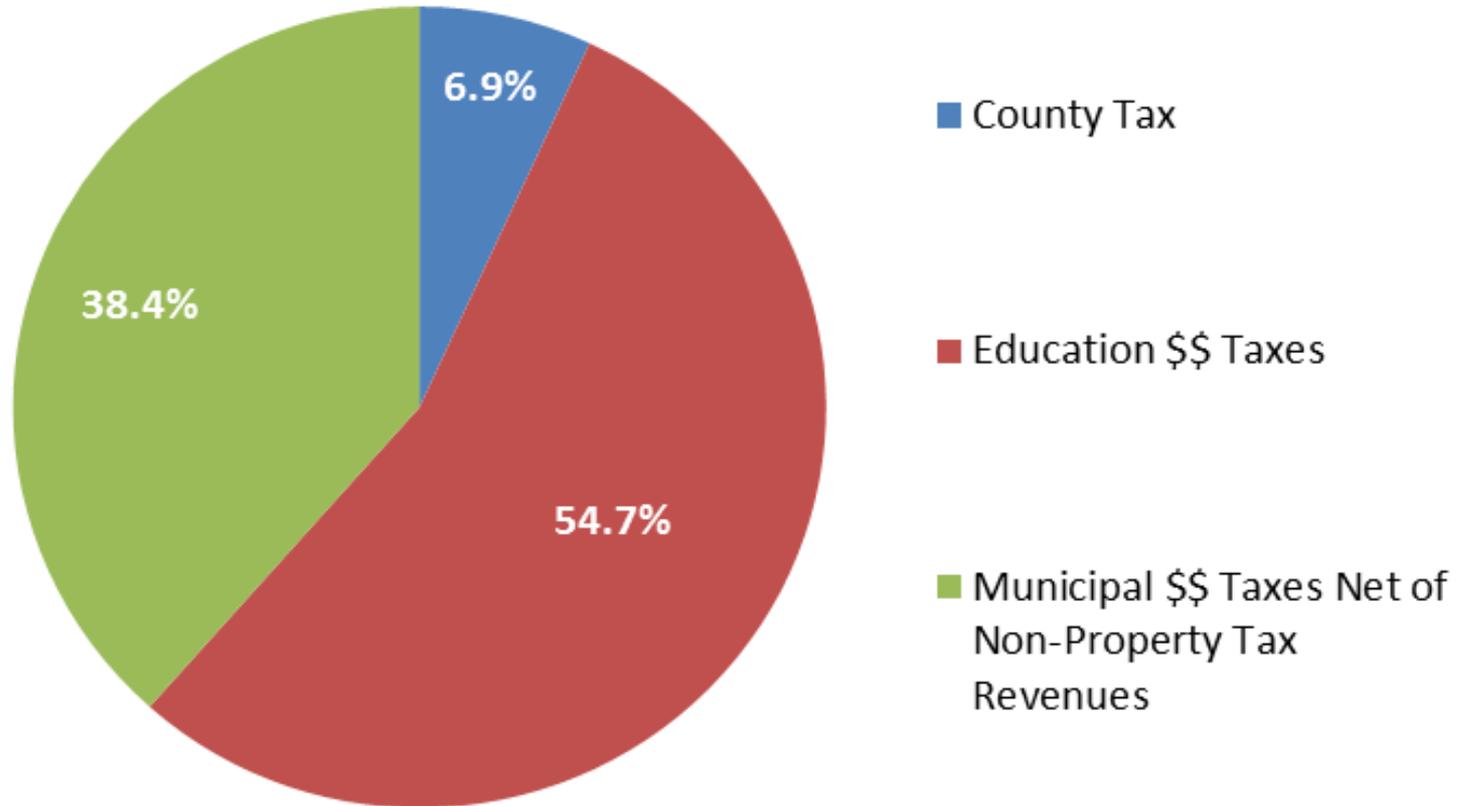


FY17 Budget Changes from Prior Years

- Recent years drew from Fund Balance:
 - FY16 \$200,000
 - FY15 \$500,000
 - FY14 \$550,000
 - FY13 \$661,350
 - FY12 \$455,000
 - FY11 \$332,500
- FY17 budget did not rely on any draw from Unassigned Fund Balance or from Reserves in order to meet revenue targets
- Recurring cost items previously paid from HCB were included in expense budget
 - Debt service: \$108,097 (offset by \$95,569 debt service paid off in FY16)
 - Stormwater management
 - Decorations: Veterans Day, Christmas Lights
- However, FY17 did include some one-time revenues (i.e. Env. Trust)

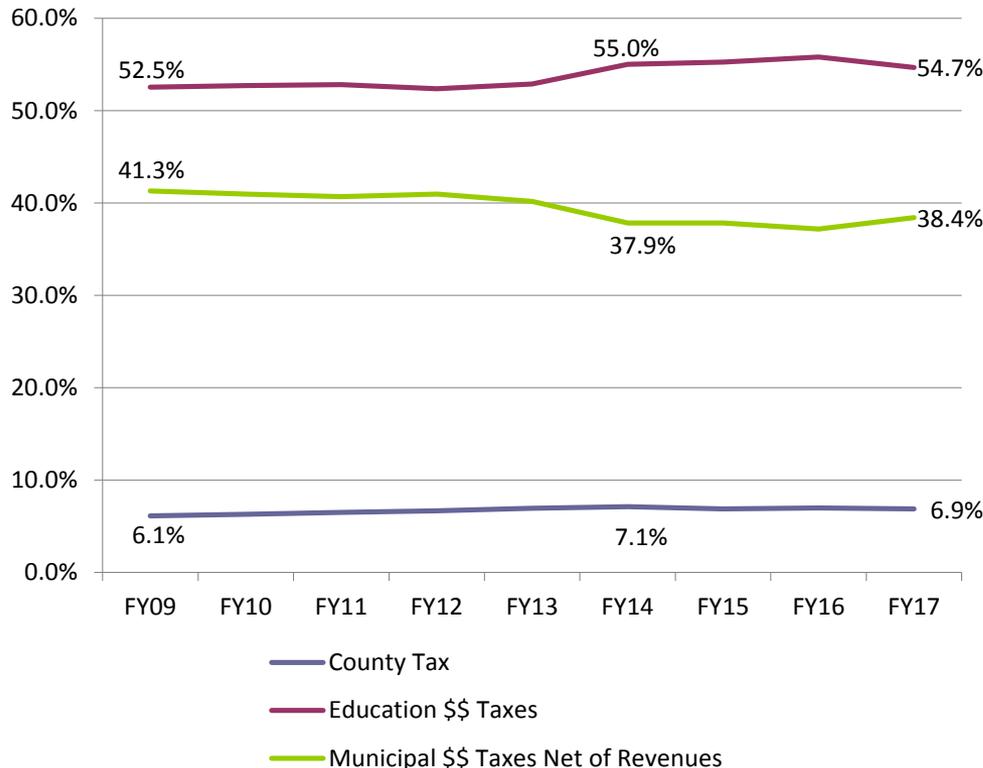


Hampden Tax Expenses by Percent FY17



Budget Trends: FY09-FY17

Taxpayer Funded Expense Trends, Hampden, RSU-22 and County

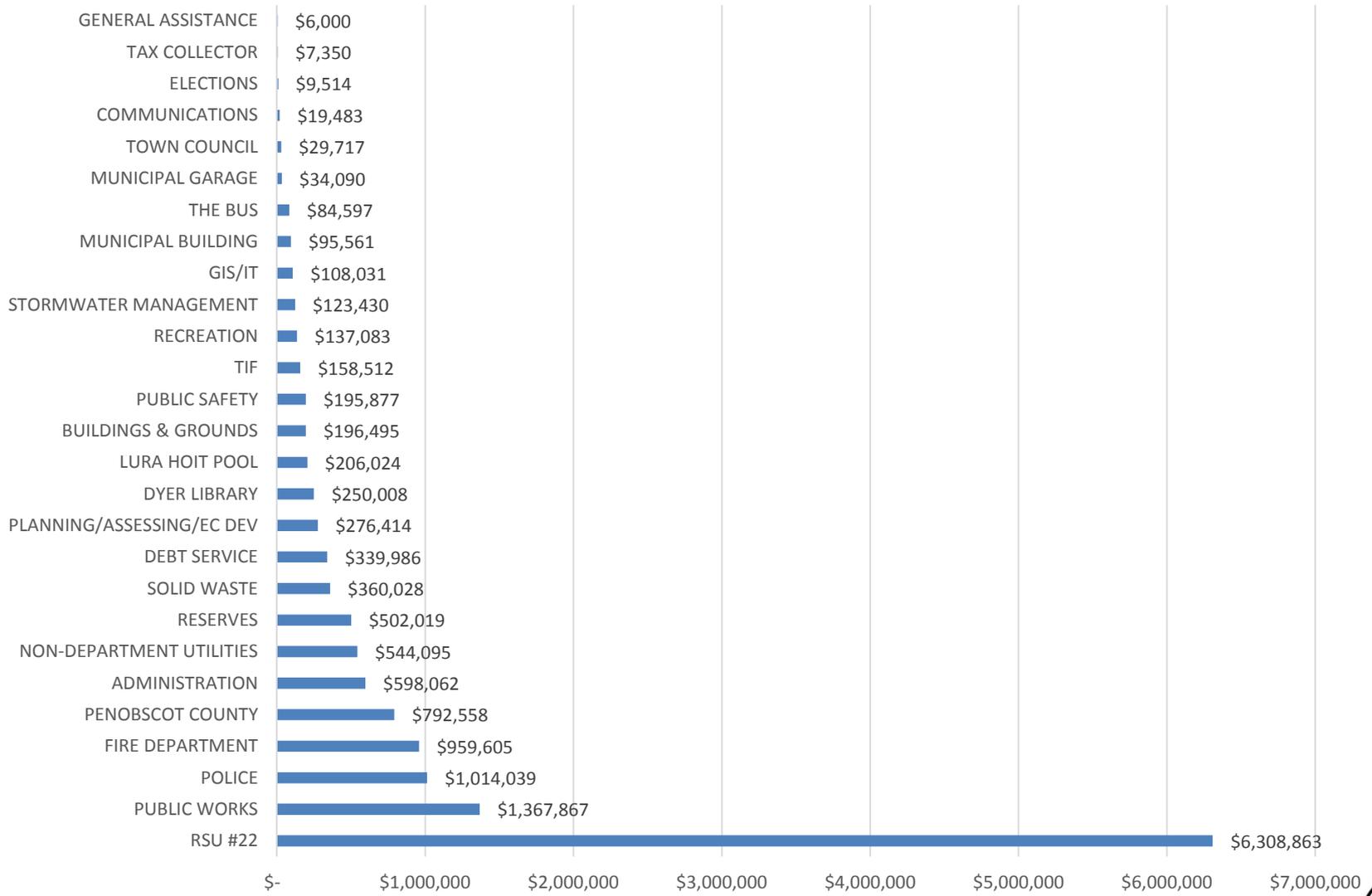


- Greater percentage of property tax dollars to RSU-22 and County
- Municipal percentage of property tax revenue steadily decreasing – though did increase in FY17
- FY09 to FY17
 - Town +3.4%
 - RSU +25.6%



TOTAL APPROVED BUDGET FY17

Town of Hampden



RSU-22 Budget for FY17 by Cost Center

<u>Cost Center</u>	<u>FY17 Budget</u>	<u>Percent</u>
Regular instruction	\$ 10,543,490	35.1%
Special Ed instruction	\$ 5,192,694	17.3%
Debt Service	\$ 4,027,212	13.4%
Operations & Maintenance	\$ 3,509,372	11.7%
Student & Staff Support	\$ 2,362,975	7.9%
School Admin	\$ 1,289,810	4.3%
Transporation (includes buses)	\$ 1,273,213	4.2%
System Admin	\$ 765,781	2.5%
Other instruction	\$ 731,513	2.4%
Career & Tech instruction	\$ 385,175	1.3%
All other	\$ -	0.0%
TOTAL	\$ 30,081,236	



RSU-22

Year	Education \$ Taxes	Percent change, year to year
FY09	\$ 5,024,922	-0.1%
FY10	\$ 5,115,775	1.8%
FY11	\$ 5,145,806	0.6%
FY12	\$ 5,184,588	0.8%
FY13	\$ 5,299,962	2.2%
FY14	\$ 5,650,341	6.6%
FY15	\$ 6,033,040	6.8%
FY16	\$ 6,130,574	1.6%
FY17	\$ 6,308,863	2.9%
% Change, FY09-FY17		25.6%

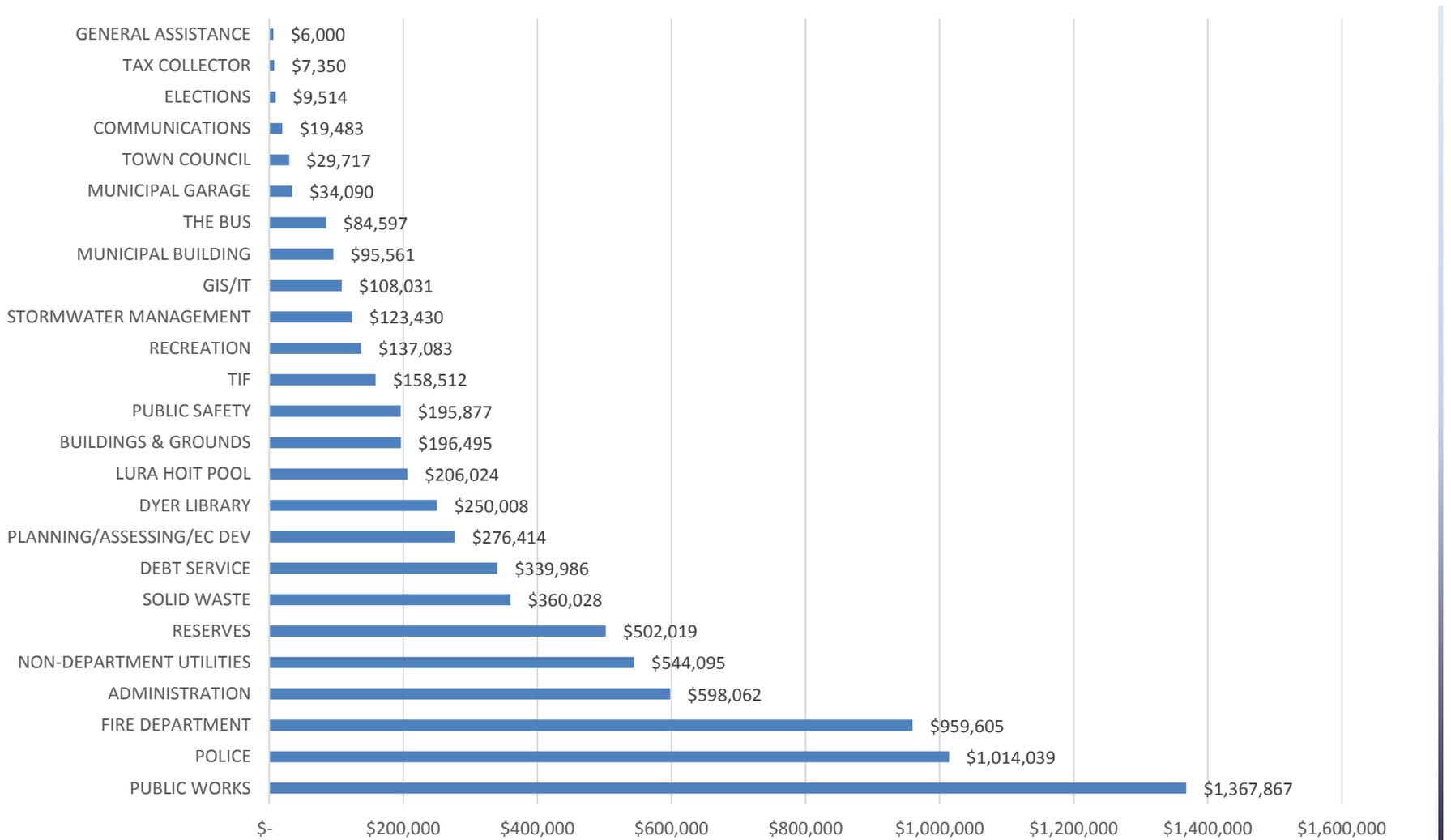
Source: Hampden Municipal Tax
Rate Calculation Forms

- Meeting ongoing with RSU-22 Administration
- Council to seek Board engagement in FY18 budgeting (?)
- Four-town effort
- FY18 State Ed. Revs. to District unknown
- Manager goal: FY18 not the year for McGraw-Weatherbee



APPROVED BUDGET, TOWN ONLY FY17

Town of Hampden



FY16 Town Budget: Top Costs

- Looking just at municipal budget, total compensation is largest expense (65%)
 - (Includes salaries, wages, health insurance, retirement, FICA/Medicare, Worker's Comp, Group Insurance, Life Insurance and Dental Insurance)
- Utilities/Fuel second largest expense (10%)
 - (Includes hydrant rental, fuel, electricity, telephone, internet costs, water and sewer)
- Reserve funds and Debt Service (5% each)
- Solid Waste (4%)
- Remaining costs (~16%)
- Not factoring offsetting fees/revs



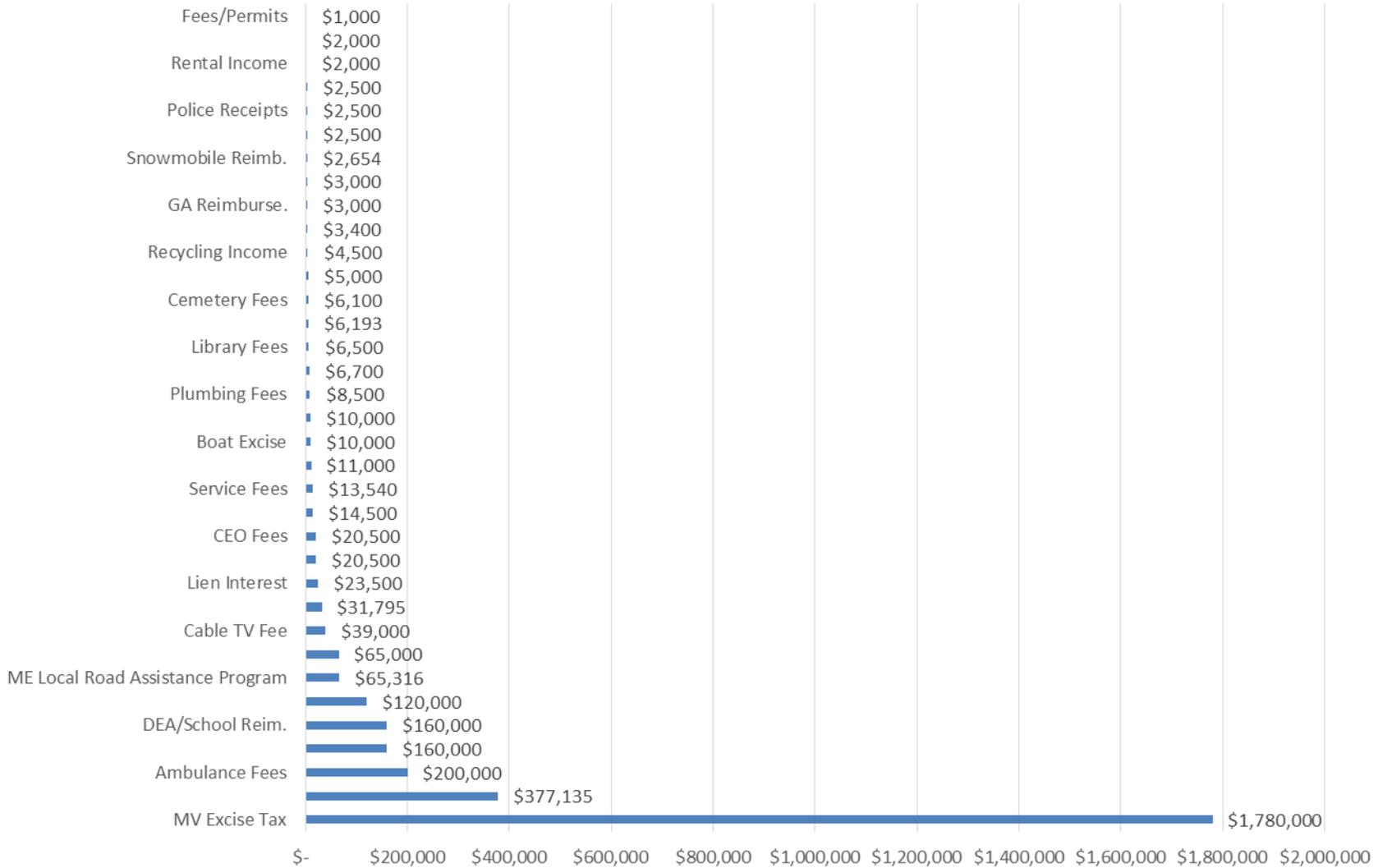
Expense Budget Status Review

63.3% through FY17

- Only cost categories exceeding 63.3%:
 - Gen. Govt. (Admin through Econ Dev): 66.5% (driven by front-loaded insurance payments)
 - Non-Dept. Utilities 73.5% (driven by hydrant rental)
 - County Tax 100%
- Reserve accounts, 100% (transferred to Reserve – does not mean it's spent)
- **All budgeted departments on track to stay within approved budgets**



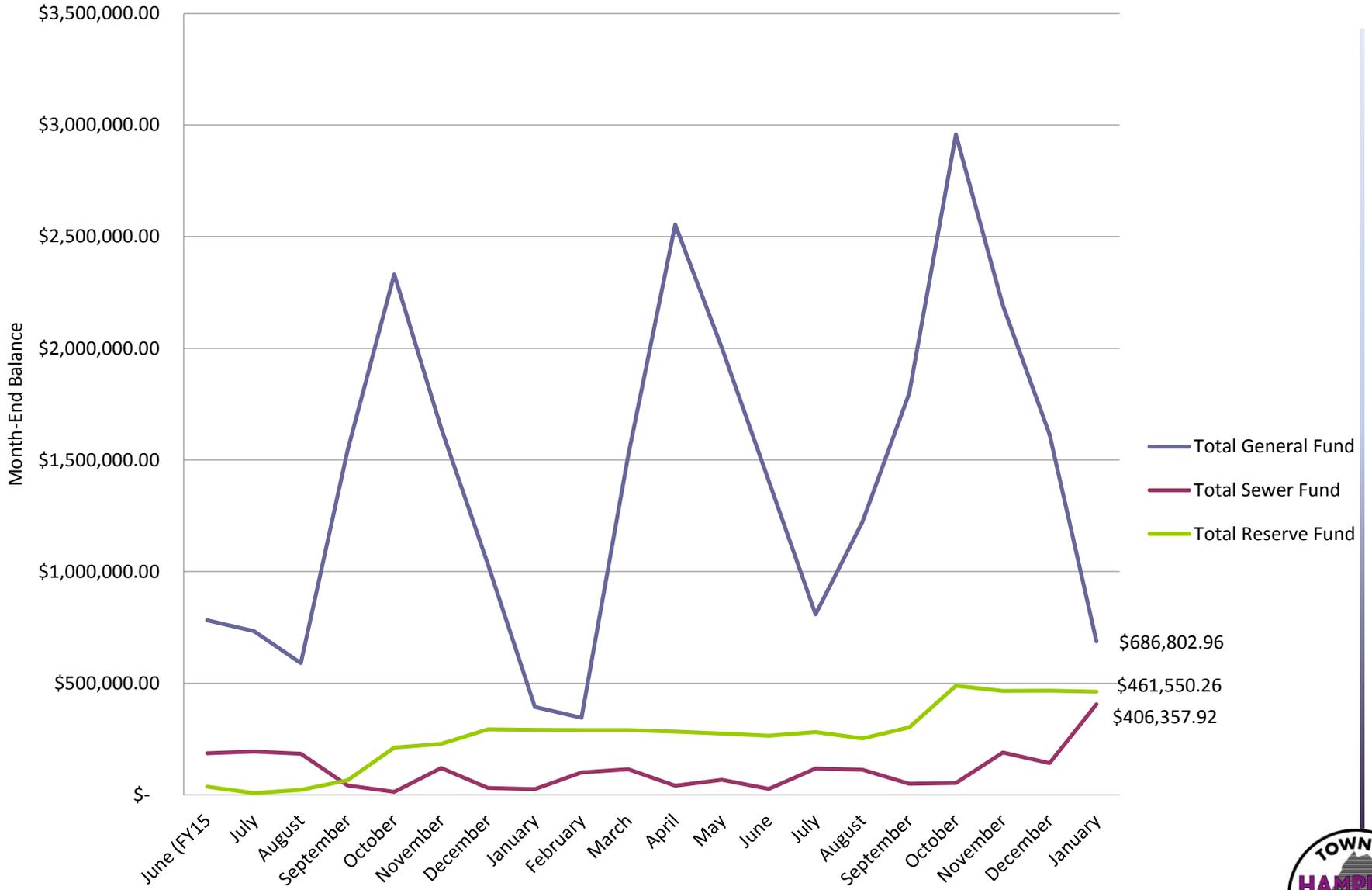
Projected Non-Property Tax Revenues, FY17 Budget Town of Hampden



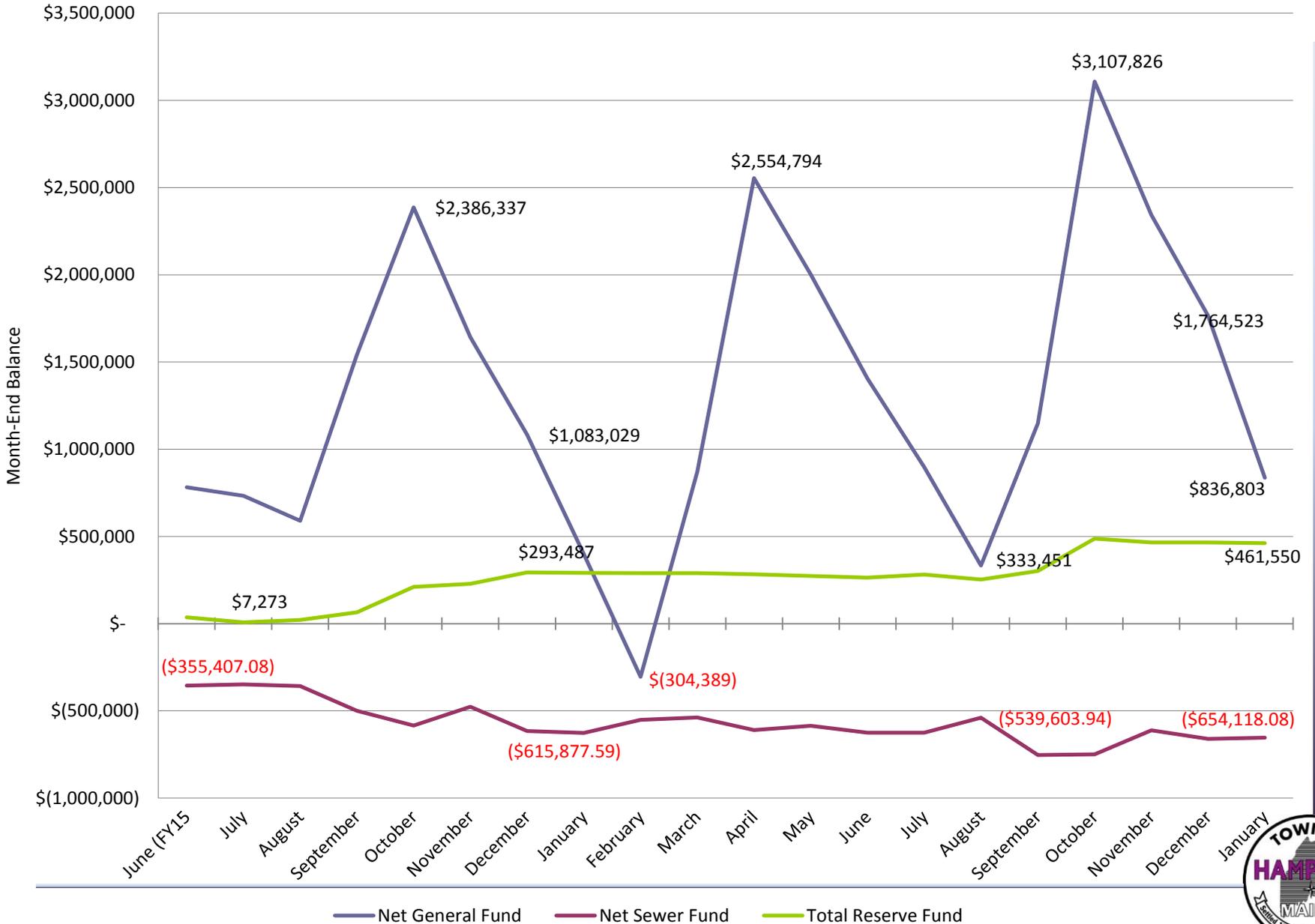
Note: First budget in many years that does not include reserve or fund balance revenues.



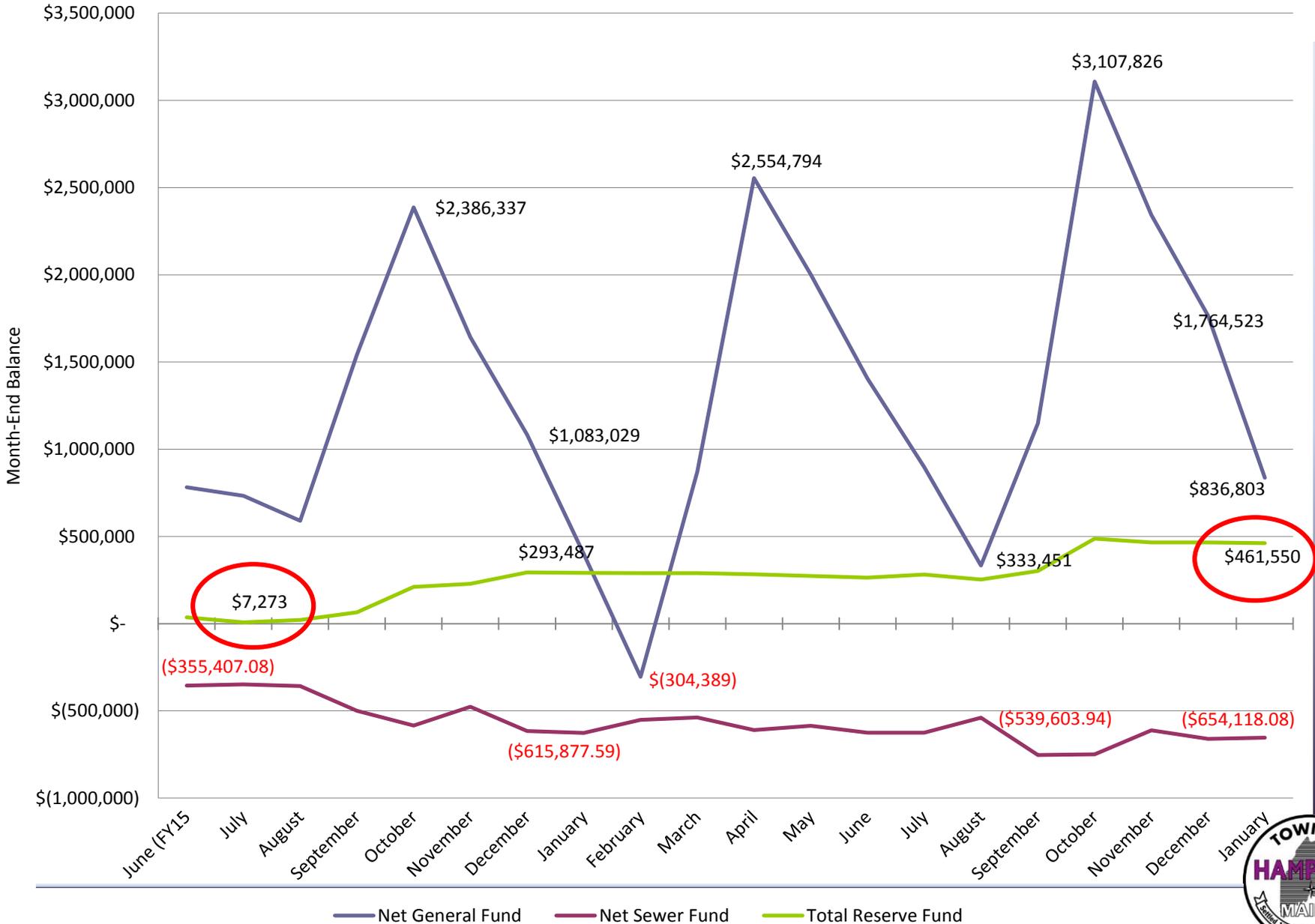
Month End Bank Balances, June 2015 to January 2017, Town of Hampden



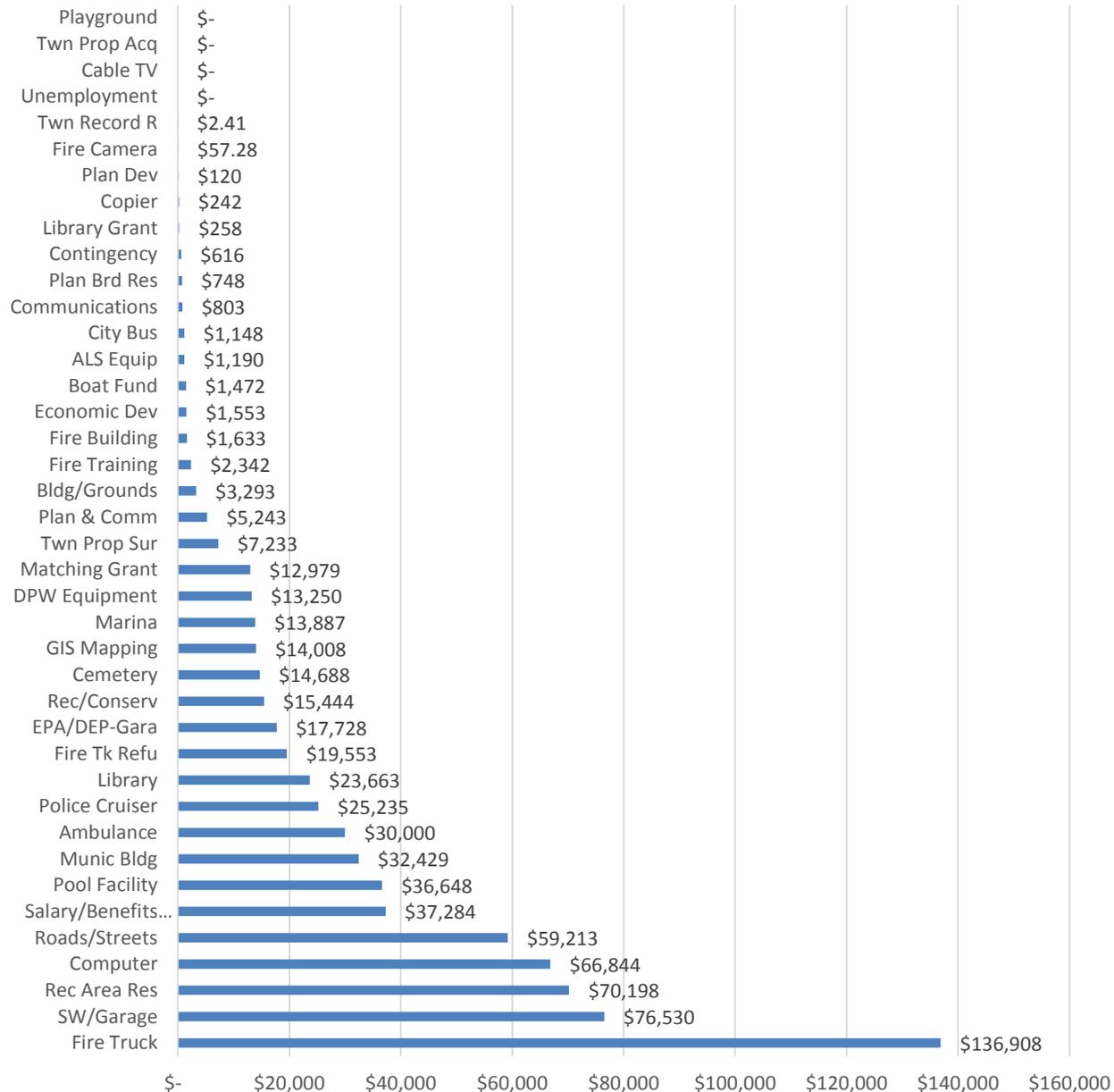
Net Month End Bank Balances, June 2015 to January 2017, Town of Hampden



Net Month End Bank Balances, June 2015 to January 2017, Town of Hampden



Reserve Account Balances (Trio, 2/17/17)



Trio shows combined reserve balance of \$744,443.

Jan. 31, 2017 Reserve Bank Balance: \$461,550 (delta attributable to interfund transfer balances.)



Status of Interfund Transfers

- Total Interfund Balances: \$1,609,481
 - Source, Auditor 2/7/17
- Affecting a total of 58 separate accounts: General Fund, Sewer Fund, Reserve Fund – expense accounts, revenue accounts, general ledger accounts
- Net total transfers needed: \$685,904
 - Source, Auditor 2/7/17



Hampden Interfund Transfers, FY15 to date

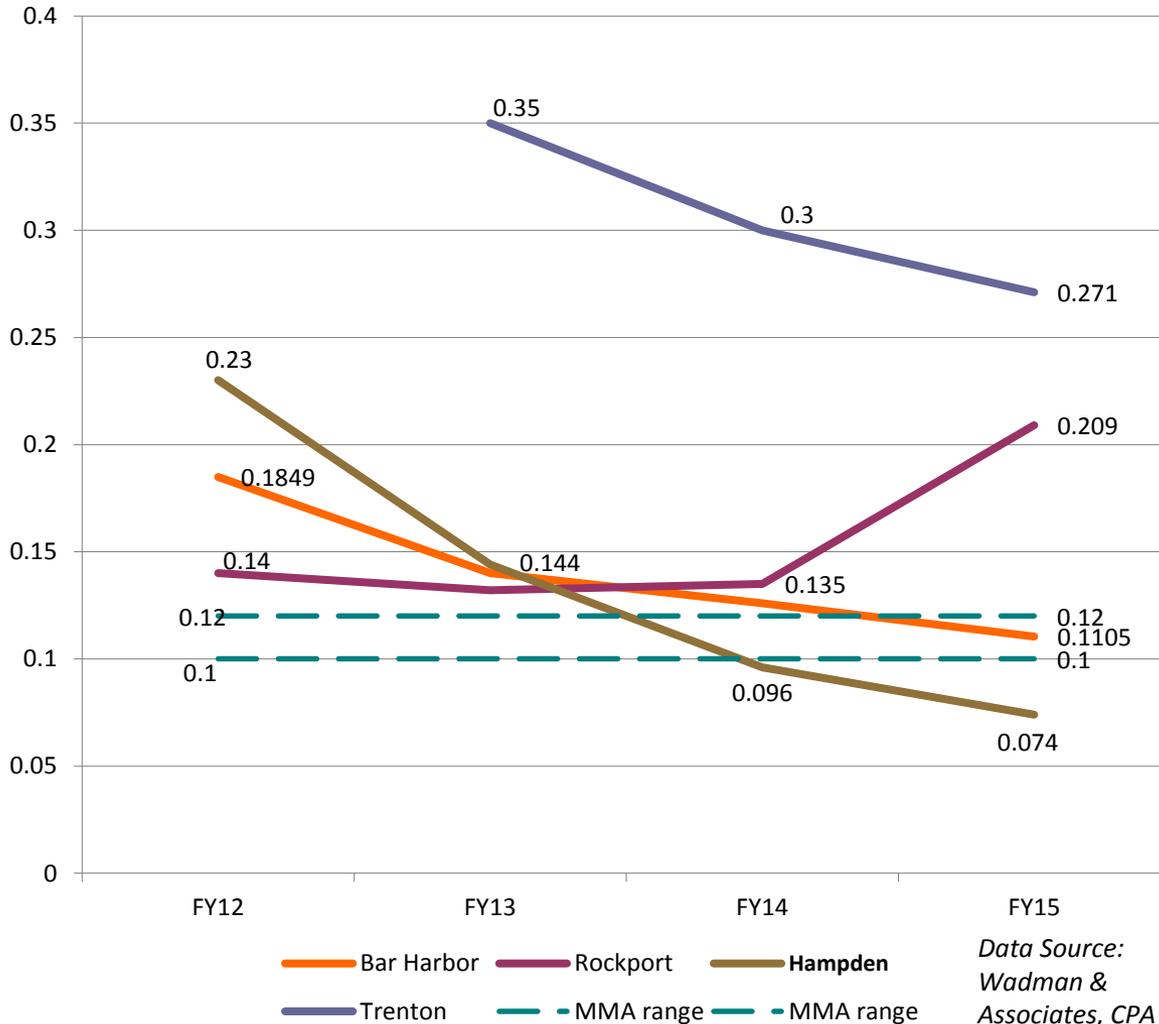
as of 1/17/17

		General Fund		Sewer Fund		Reserve Fund		Net Effect
		Receivable	Payable	Receivable	Payable	Receivable	Payable	
FY15	8/14/2014		\$ 300,000.00	\$ (300,000.00)				\$ -
	2/3/2015	\$ (127.00)			\$ 127.00			\$ -
	5/19/2015	\$ (169.14)			\$ 169.14			\$ -
	6/18/2015	\$ (123,000.00)					\$ 123,000.00	\$ -
	6/30/2015	\$ (25,000.00)					\$ 25,000.00	\$ -
		\$ (148,296.14)	\$ 300,000.00	\$ (300,000.00)	\$ 296.14	\$ -	\$ 148,000.00	
FY16	8/19/2015	\$ (230,000.00)					\$ 230,000.00	\$ -
	10/14/2015	\$ (55,000.00)			\$ 55,000.00			\$ -
	12/14/2015	\$ (50,000.00)			\$ 50,000.00			\$ -
	1/14/2016	\$ (5,000.00)			\$ 5,000.00			\$ -
		\$ (340,000.00)	\$ -	\$ -	\$ 110,000.00	\$ -	\$ 230,000.00	
FY17	7/21/2016	\$ (90,000.00)			\$ 90,000.00			\$ -
	8/18/2016		\$ 90,000.00	\$ (90,000.00)				\$ -
	9/22/2016	\$ (150,000.00)			\$ 150,000.00			\$ -
		\$ (240,000.00)	\$ 90,000.00	\$ (90,000.00)	\$ 240,000.00	\$ -	\$ -	
		\$ (580,000.00)	\$ 90,000.00	\$ (90,000.00)	\$ 350,000.00	\$ -	\$ 230,000.00	
			\$ (490,000.00)		\$ 260,000.00		\$ 230,000.00	



Undesignated Fund Balance below recommended

Unassigned Fund Balance Trends - Comparative

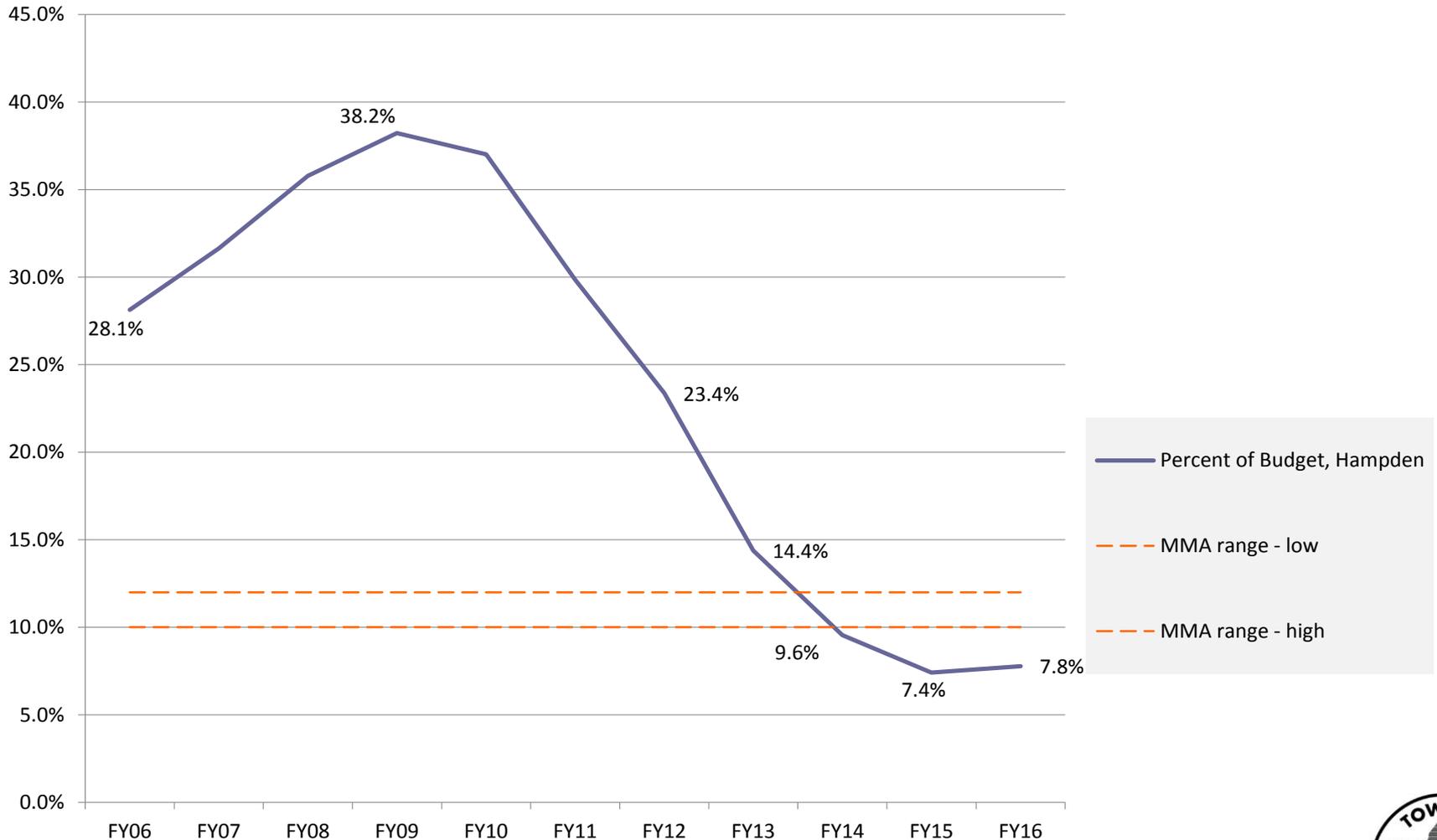


- MMA recommends maintaining balance of 10-12% of annual budget
- Hampden fell below 10% in FY14; at year-end FY15 fell to 7.4%
- FY16 and FY17 TAN will be continued need until interfund transfers resolved



Due to FY16 Spending Below Budget, UFB Increased

Hampden Unassigned Fund Balance as Percent of Budget



FY16 not “final final” but provided by Auditor 2/17/17 and believed to be final

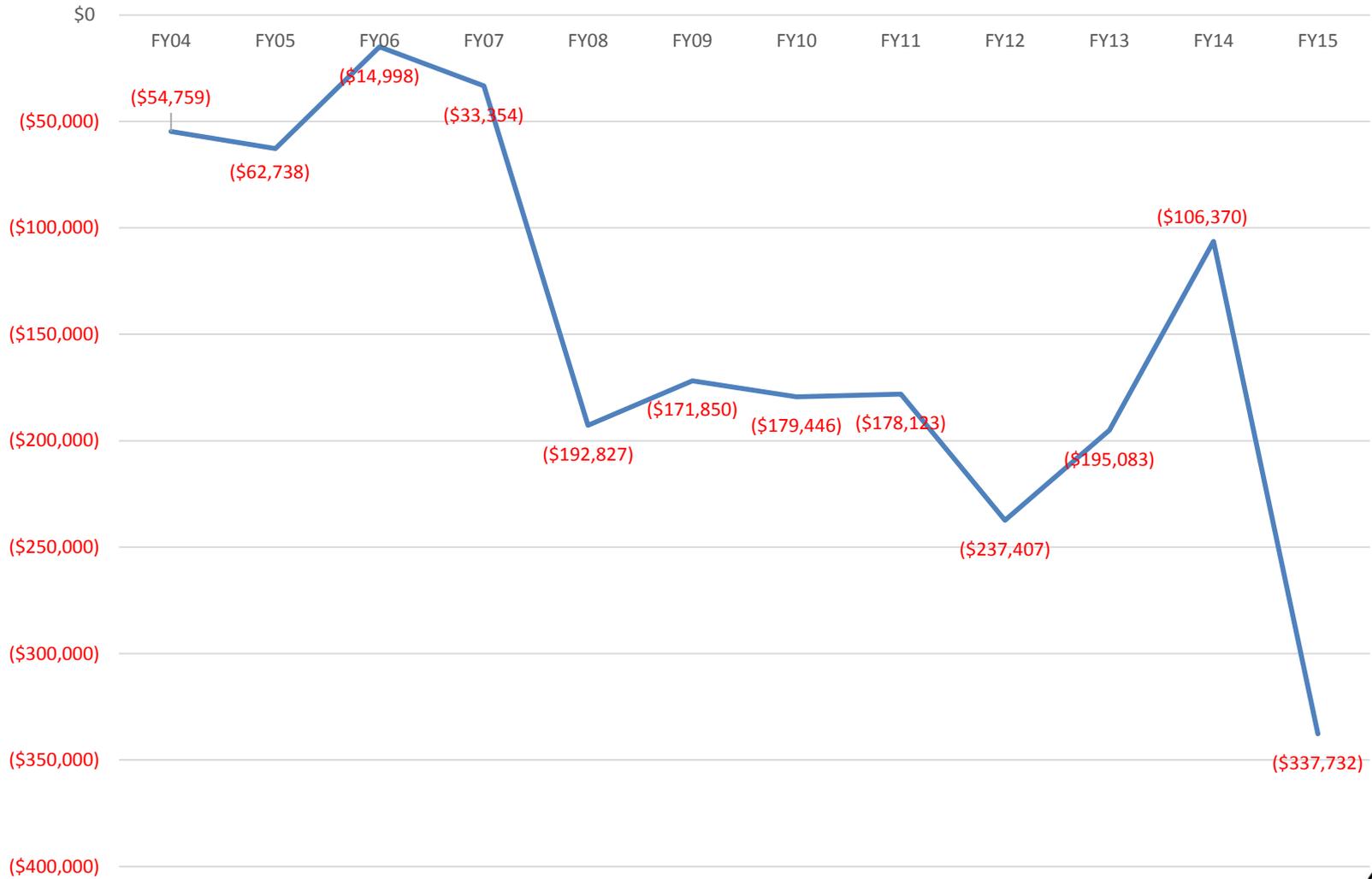


FY18 Budget Goal Setting

CONTINUING IMPACT OF SEWER



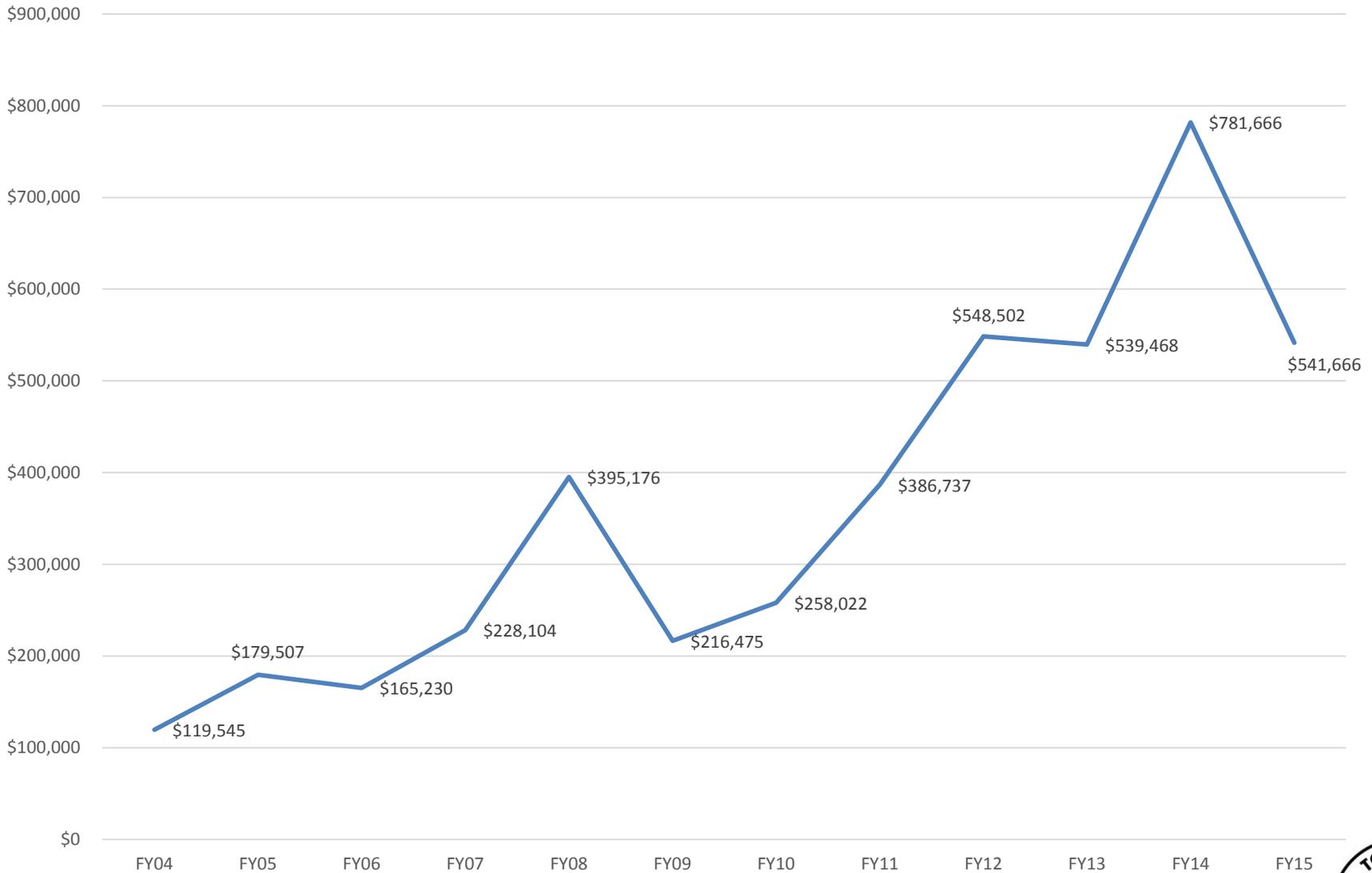
Sewer Net Income (Loss) Before Contributions and Transfers, FY04-FY15 Town of Hampden



Source: Town of Hampden Audits (Exhibits E, F, G), FY04 to FY15



Sewer Due to Other Funds, FY04 to FY15



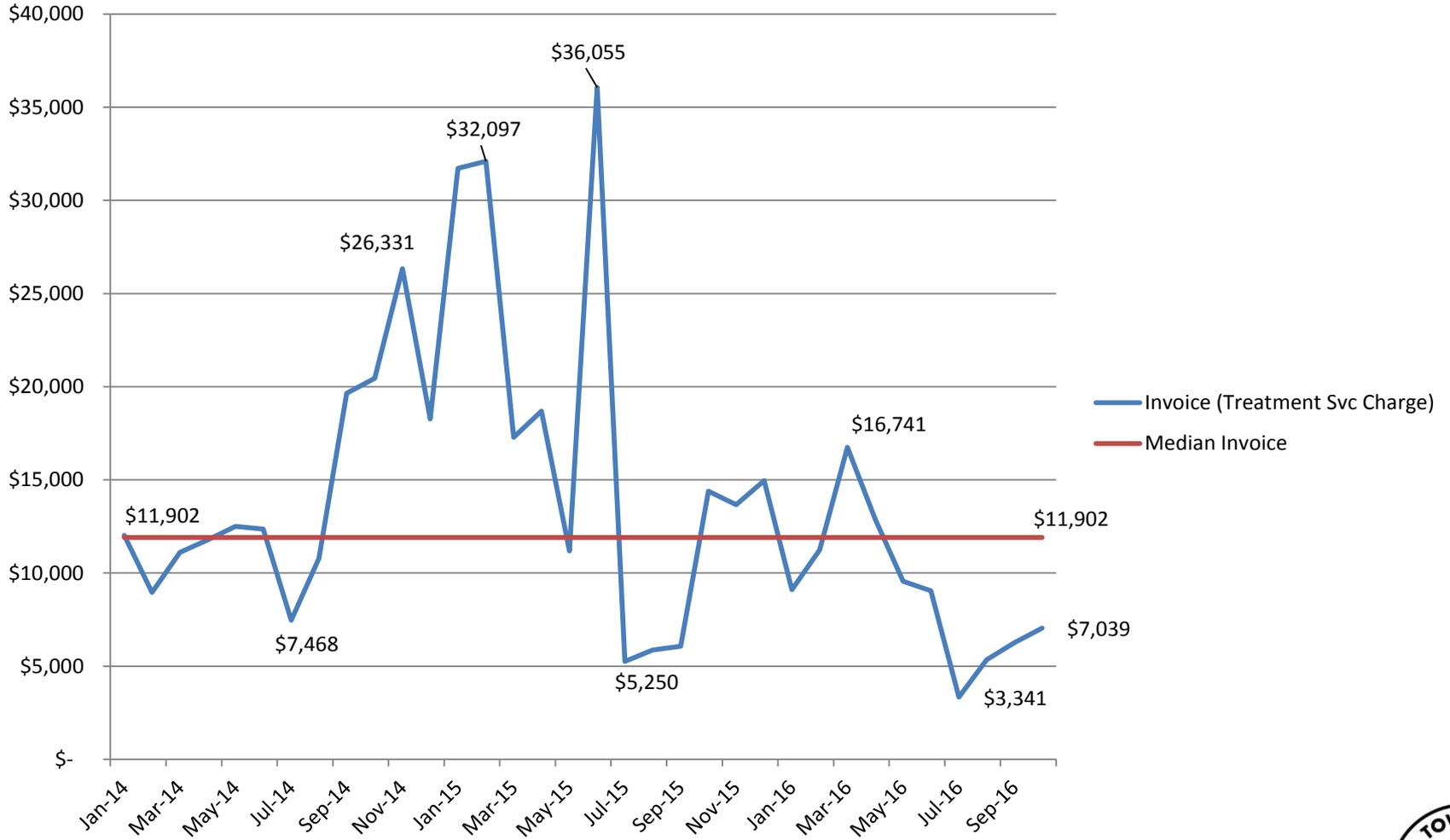
Source: Town of Hampden Audits, FY04 to FY15



Sewer Billing Relative to Total Recorded Flows (Town Line), 2010 to 2016 Town of Hampden



Bangor Sewer Treatment Charges to Hampden, Jan 2014 to Oct 2016



Sewer: Summary Points

- Getting to the bottom of wide range of recorded flows is a top priority: now underway
- Regardless of findings, Inflow & Infiltration (I/I) known to be a significant problem
- Addressing problem will rely on continued sound financial management of sewer
- Also, resources need to be devoted to pursuing grants and other potential funding sources



Sewer: Summary Points

- In FY17 Sewer Fund was restored to sustainable financial strategy
- Sewer treatment and pump station maintenance bills owed to City of Bangor are paid in full
- Relied on \$258k loan
- However, now that we're getting serious about capital planning, new costs becoming evident
- Jan. 2017 Bangor sewer capital invoice pending for \$183,717
- Will require borrowing; borrowing will require rate increase



FY18 Budget Goal Setting

BUDGET FACTORS FOR FY18



Budget Cost Factors for FY18

- RSU-22: Superintendent advises that Governor's proposed budget proposes 48 changes to school funding formula; "absolutely no way of knowing" FY18 budget impacts.
- The Bus: decision needed regarding operations; and reserve / capital funding
- Recent refinance of Business Park bond reduces payments in FY18-21 (\$18,097 savings FY17 to FY18)



Budget Cost Factors for FY18

- Continued impact of health cost increases (10% increase took effect 1/1/17 which could be met with 5% FY17 increase because only affected half year)
- Potential increase in local share under MainePERS
- Impact of minimum wage increases (to be borne by rate increases, not taxation)
- Potential increase in excise tax revenues (~\$85,000) as Emera transfers its fleet (though full transfer not required until 2019)



Budget Cost Factors for FY18

- TIF: could raise more in TIF revenue, then pay costs with TIF that would otherwise be budgeted from General Fund (no direct cost impact, but unquantified “tax shift” benefit)
- Cost impact of adopted policies
 - Driveway underdrain policy
 - (Potential change to Mailbox policy?)



Cost/Operational Factors for FY18

Impact of change from PERC to MRC for MSW

- Contingency budgeting if MRC not up and running on time (1/4 of year)
- Loss of PERC rebates, fourth quarter FY18 (\$65,000 in budgeted revenue FY17)
- Need to enforce Solid Waste Flow Control Ordinance

3.6 Compliance By Haulers. To the extent that Joining Member contracts with independent hauler or haulers to deliver MSW to the Facility, Joining Member shall be responsible for ensuring that all such haulers comply with the delivery requirements set forth in this Agreement including, but not limited to, the requirement that all MSW generated within the borders of Joining Member the collection and disposal of which is under its control be delivered to the Facility or to the Back-up Facility as contemplated by Section 6.2(d).



Budget Cost Factors for FY18: Sewer

- Incorporating sewer debt service into revised sewer rates
 - Loan (\$258,810) closed Jan. 2017 will add \$40,543 to FY18 debt service
 - Loan (\$300,000) to be issued spring 2017 projected to add ~\$34k to FY18 debt service
- Potential need for Nov. 2017 referendum regarding debt authorization for sewer (Grist Mill bridge, at least)
- Work ongoing toward Spring 2017 sewer rate public hearing

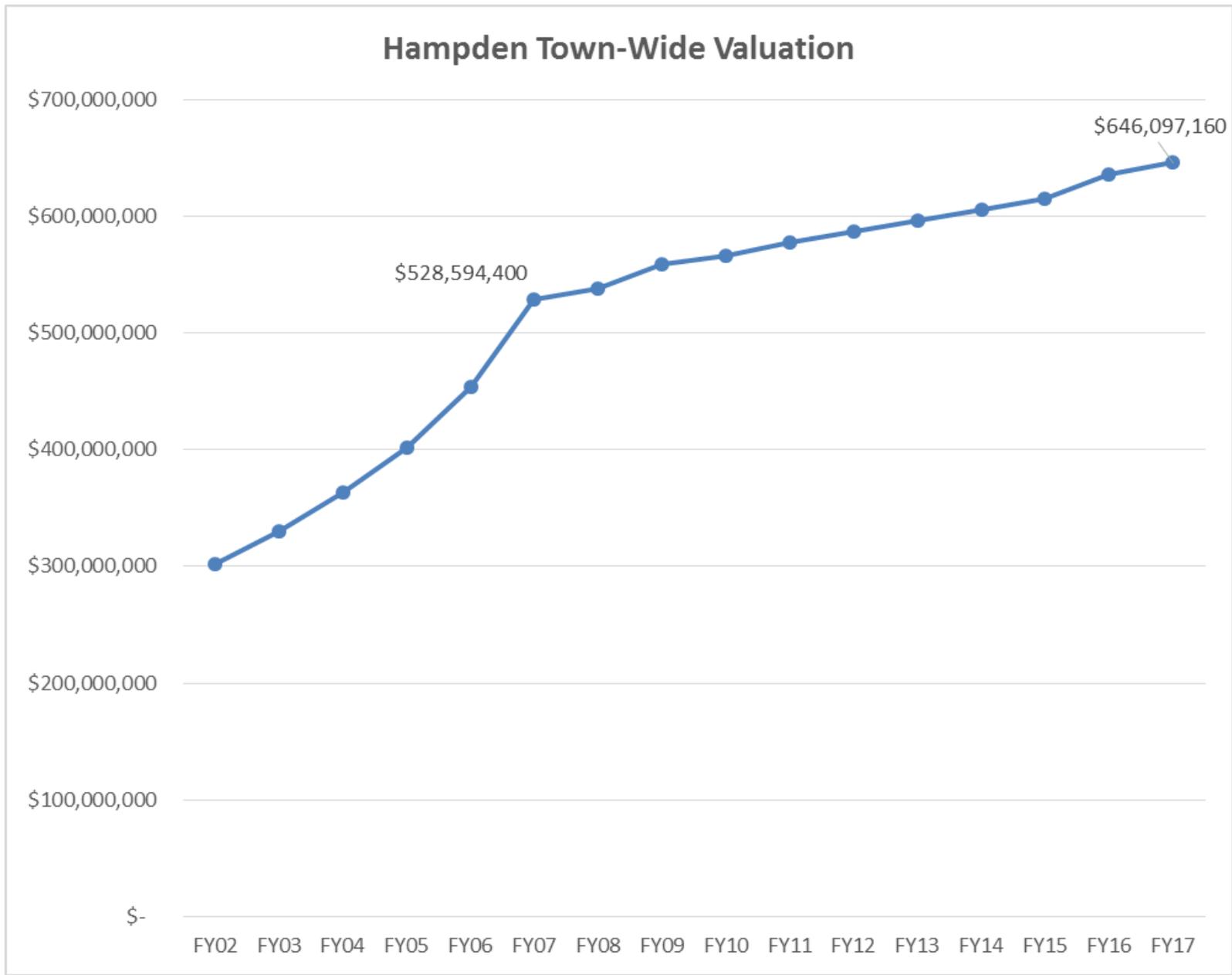


Budget Revenue Factors for FY18

- Assessor working with Town Manager and providing regular updates of projections of FY17 new revenues based on close tracking of permitting and construction
- State Policy Effects
 - Municipal revenue sharing; Hampden numbers not yet known
 - Homestead Act law changes
- Council goal: targeted meeting with Augusta delegation



Hampden Town-Wide Valuation

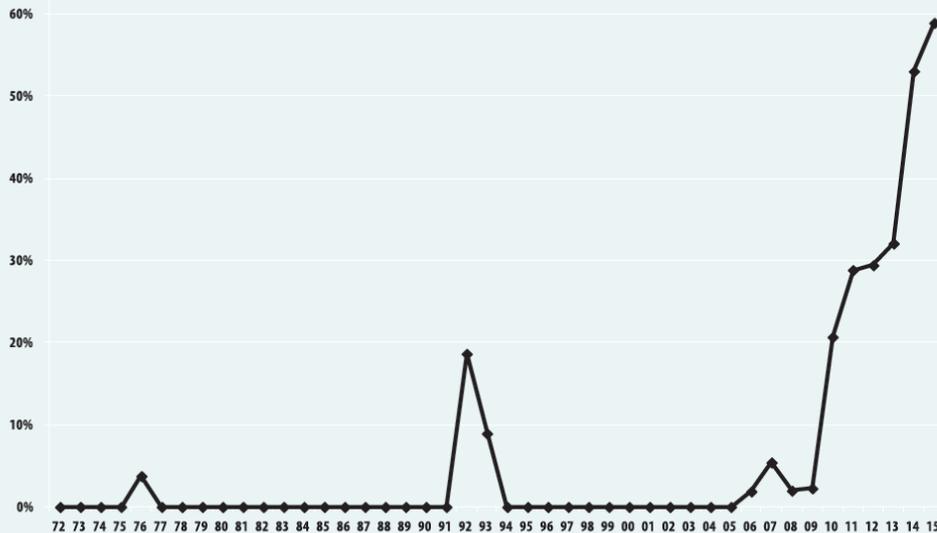


At mil rate of \$18.20, an additional \$1 Million in valuation raises \$18,200 in property taxes



Budget Trend: Less State Support

Percent of Revenue Sharing Funds Redirected to State General Fund 1972-2015



Source: Office of Fiscal and Program Review; State Budget Documents.

- Municipal Revenue Sharing, which had long been fully funded per Statute, has increasingly been “raided” (MMA)
- In Hampden, fell from \$800k (FY10) to \$600k (FY13) to \$348k (FY16)
- Increased somewhat to \$377k in FY17

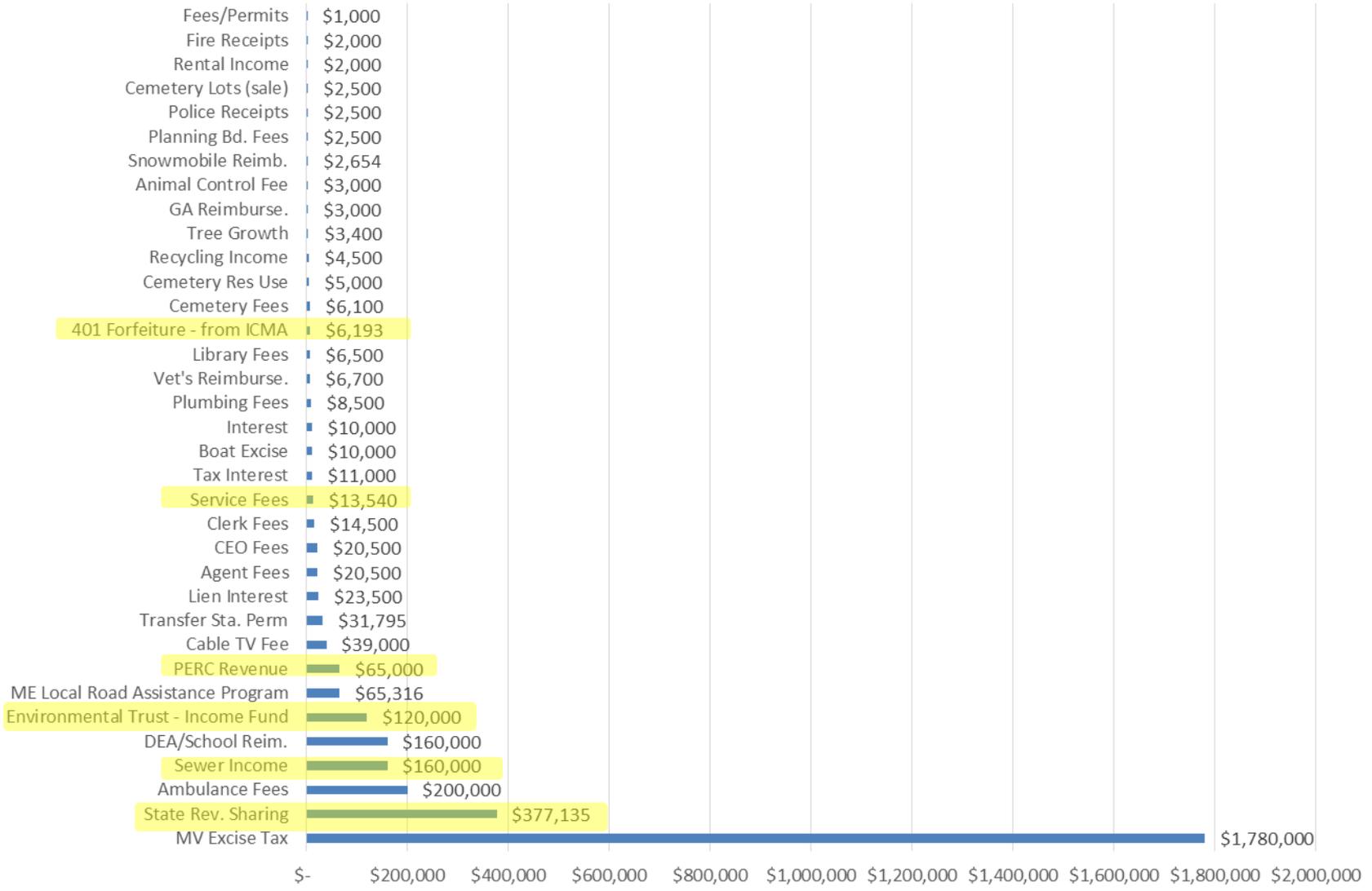


Budget Revenue Factors for FY18

- Environmental Trust FY17 budgeted cost offsets (stormwater), \$120,000 in one-time revenue
- Stormwater: continue to contract; or bring most (if not all) in-house (would require Town Engineer). FY17 consultant costs \$29,350 to \$34,350
- Reduction of \$100,000 in sewer revenue (to General Fund)
- LED street light conversion: *potential* cost savings \$21,928/yr (wouldn't be in place full year)
- Service Charge Fees difficult to collect (two pending appeals; all that pay pay lesser amounts based on 2% cap)



Projected Non-Property Tax Revenues, FY17 Budget Town of Hampden



Potential or known significant FY18 changes for revenue categories shaded in yellow.



FY18 Budget Goal Setting

PERSONNEL MANAGEMENT



Personnel Management

- Fundamental to role of Town Manager
- Labor
 - In FY16 137,437 total employee hours paid
 - Avg. 2,641 paid hrs/wk
 - (Actual hrs higher due to exempt employees)
- Framework: Town Ordinance, State and Federal Laws, Union Contracts, Employment Agreements, and Fair Labor Laws.
- Also, foster a positive professional environment.
- Updated Org Chart, job descriptions 90% complete
- Periodic workload issues associated with ACA and tax reporting; unemployment, workers comp or disability claims; garnishing wages etc.



Personnel Management

- Administration staff highly competent; however full integration and training ongoing after high staff turnover
 - Past year, 4 of 6 Admin. staff changed
- Need for appointment of Deputies
- Evaluation of finance side of operations currently underway
- Public Safety Director identified staffing needs
- DPW department structure: roles & responsibilities; including reviewing administrative responsibilities and roles beyond Director
- Rec evaluating staffing
- Separate Planning from Assessing? Status of Economic Dev. Budget?
- Department Head budgets for review for Manager budget proposal



Policy Initiatives

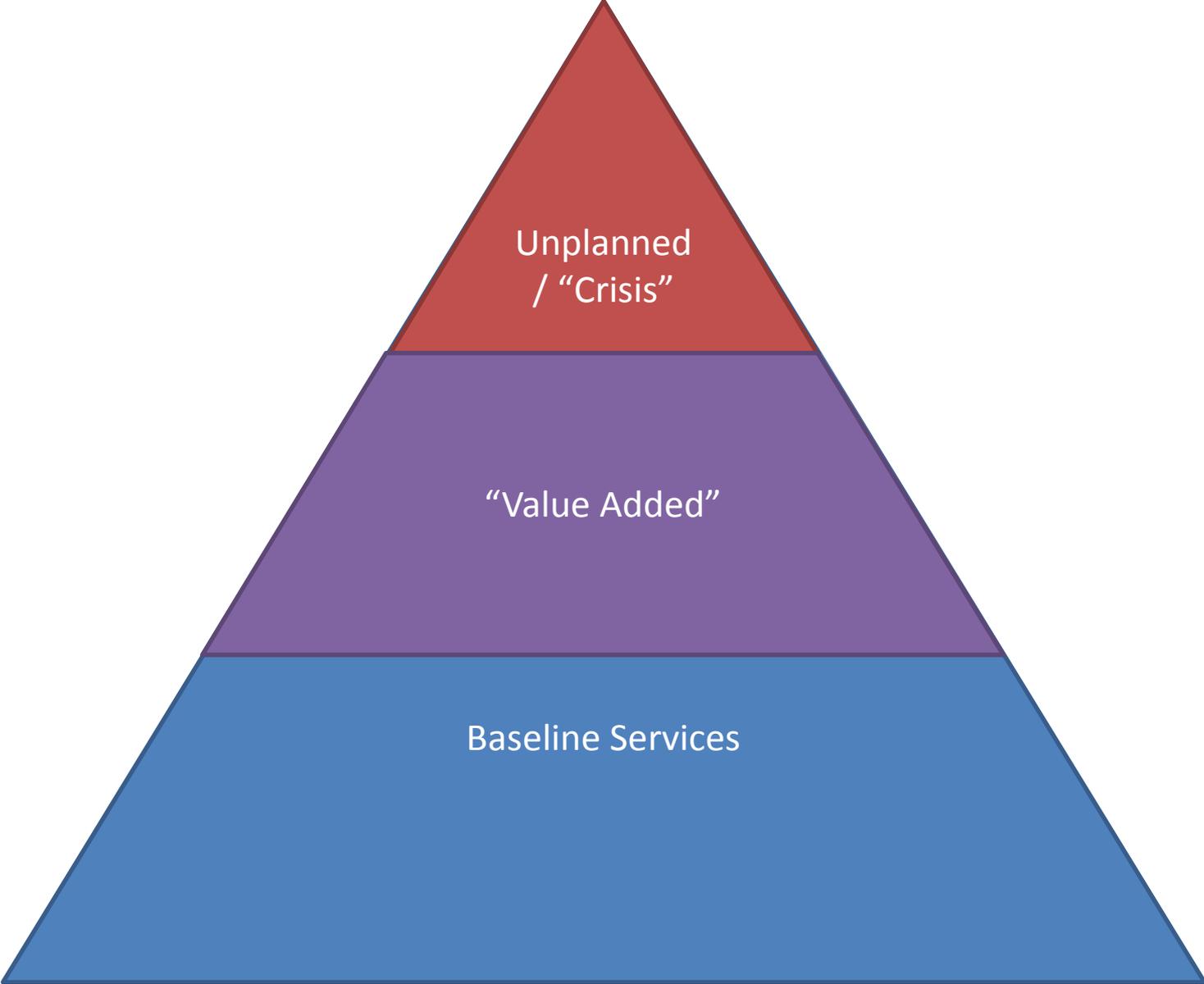
PROJECT MANAGEMENT

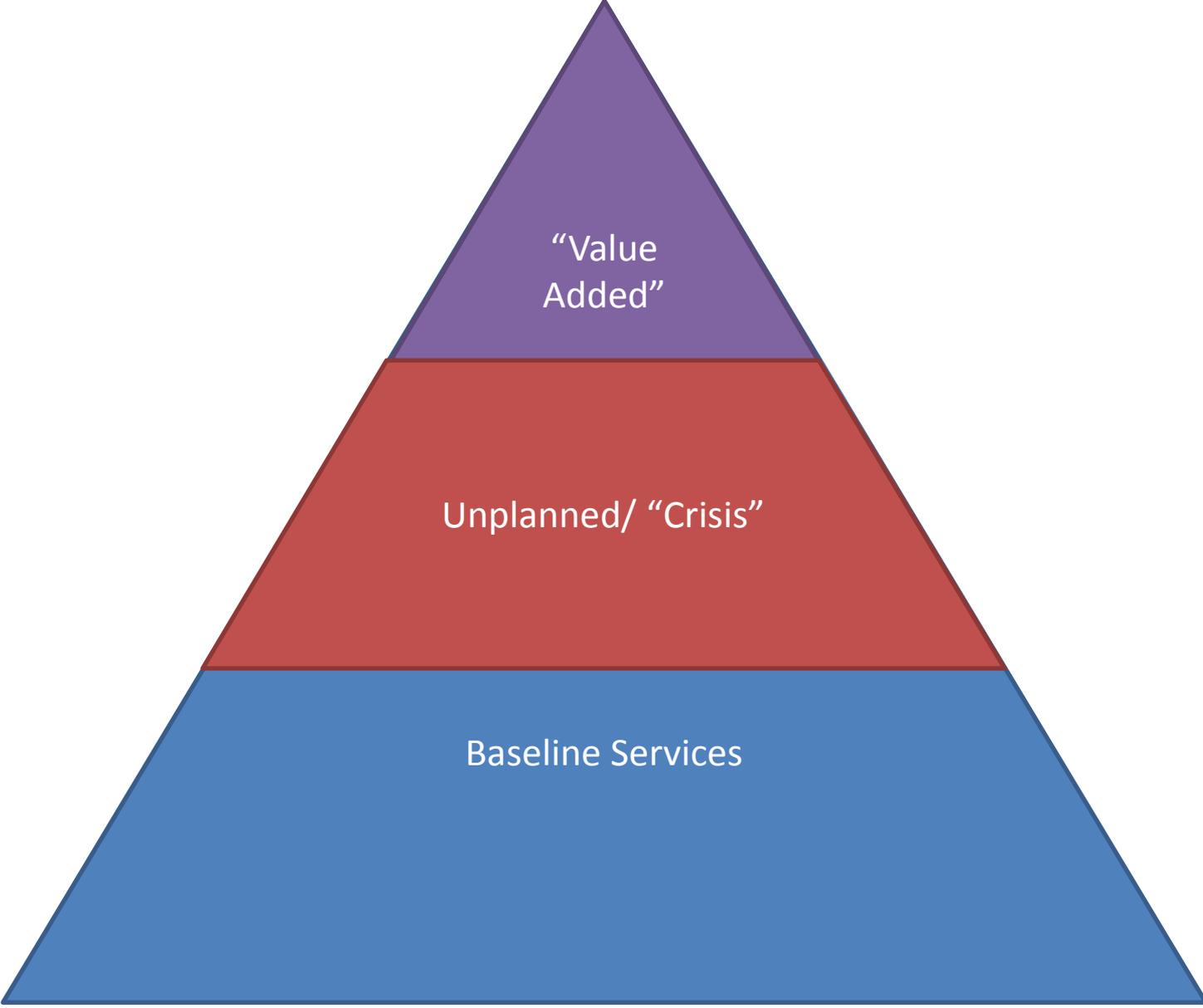


Next Steps

- Hear from Department Heads and Staff
- Guidelines to consider:
 - What level of service do taxpayers expect?
 - For policy/reforms, Prioritization Matrix: Current/Future; and Level of Importance
 - Individual; then establish majority priorities







Status of Work Items in Current Work Plan

- Handout 1:
 - Completed items (“Busytown” article)
- Handout 2:
 - Completed items (FY17)
 - Underway; expected to be complete by end of FY17
 - Underway; may or may not be complete by end of FY17
 - Underway; expected to continue into FY18
 - Suspended (FY17)



Projected Work Items

FY18 (and/or beyond)

- Handout 3: Projected Work Items FY18 (and/or beyond)
- Councilors may motion to strike items on list of known items (or propose for post-FY18)
- Councilors may motion to add items to list of “known” items – if a majority, will be added to list and incorporated into work plan
- Follow-up: Manager / Committee Chairs / Mayor set out work plans (with timing)

