

FINANCE & ADMINISTRATION COMMITTEE MEETING

Monday, April 4, 2016

6:00 p.m.

Hampden Town Office

1. Meeting Minutes – March 21, 2016 Meeting
2. Review & Sign Warrants
3. Old Business
 - a. Request authorization for payment of invoice from Penobscot Temperature Controls (labor only; boiler was under warranty) for the pinhole leak in the boiler from Municipal Building Reserve Account in amount of \$2,317.27
 - b. Town Manager Evaluation
 - c. Land use reorganization 12 month review – *Invitation for Councilor's comments*
4. New Business
 - a. Request authorization to transfer funds from the Personnel Reserve Account to reimburse personnel line items (Administration, Public Works) for FY16 retirement pay-outs
5. Public Comment
6. Committee Member Comments



TOWN OF HAMPDEN
DEPARTMENT OF PUBLIC WORKS
106 WESTERN AVE.
HAMPDEN, ME 04444

TEL 862-3337

FAX 862-3910

March 31, 2016

To: Angus Jennings
From: Sean Currier
Subject: Peerless Hot Water Heater – Municipal Building

Upon routine inspection/maintenance by Penobscot Temperature Controls (PTC) on our boiler at the Municipal building, it was noticed that the existing tank was leaking. PTC contacted the boiler company to see if the existing tank was under warranty. It was determined that the tank was covered but the Town would be responsible for the labor to replace it.

While the boiler tank was still covered, we thought it would be wise to get the leaking tank replaced. The tank has been replaced and work completed by PTC.

I would like to recommend that we pay for the building water heater repair out of the Municipal Building Reserve account 3-702-00.

Thank you for your consideration.

Sincerely,

Sean Currier

Penobscot Temperature Controls, Inc.
 54 Nadine's Way
 Hampden, ME-04444

Date	Invoice #
2/22/2016	4773

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

Phone: (207) 945-9350
 Fax: (207) 945-9353
 E-mail: pentemp@myfairpoint.net

Project Name		Ordered By	P.O.#	Location	
Water Heater		Shaw		Lower level	
Qty	Item	Description		Unit Price	Amount
16	Labor	Existing Peerless Hot water heater is rusting out at its lower base. Peerless Boiler Company will do a credit replacement for a new boiler only. We will need to pay for shipping cost. Listed below for labor and misc. material. 2-22-16; Dana, Matt, Terry: Picked up new hot water boiler at supply house. Moved new boiler in place. Unhooked old boiler water piping, vent piping, oil lines. Removed old boiler and returned old boiler to our supply house. Moved new boiler in place. Started on boiler connections.		58.00	928.00
16	Labor	2-23-16; Boiler piping connections, oil line connections, vent piping.		58.00	928.00
3	Truck charge			18.00	54.00
1	Shipping			349.77	349.77
1	Materials	Oil valve wheel, cleaner, misc. pipe fittings		57.50	57.50
Acct. No. <u>3-702-00</u>		 BY:.....			
DEPARTMENT HEAD SIGNATURE <u>[Signature]</u>					
DATE <u>3/22/16</u>					

Thank you for your business. Subtotal \$2,317.27

Balance Due \$2,317.27

Terms NET 30 Days

4c

Town of Hampden
106 Western Avenue
Hampden, Maine 04444



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

TO: Finance Committee
FROM: Angus Jennings, Town Manager
DATE: January 28, 2016
RE: Insurance Claim Updates

1. As you know, the trash compactor cylinder required replacement. The Town Council recently authorized a budget transfer of Reserve Funds to the Public Works equipment maintenance budget line item, and the invoice for \$6,220 was paid. We also filed this expense with our insurance provider, and today we received a check for \$5,220 – the cost minus our \$1,000 deductible. The funds received will be deposited to the Reserve Account from which the funds were initially transferred, so the net expense to that account will be limited to \$1,000.
2. A Hampden Police cruiser was recently involved with an accident; the accident report is enclosed. This accident has also been filed with our insurance company. We expect that the costs of the repairs will be covered by our insurance. If we are responsible for payment of the deductible, we intend to pursue payment through the other driver's insurance company.
3. A pinhole leak has been detected in the boiler in the Municipal Building. The boiler is approximately four years old, so is still under warranty. However, we will be responsible for associated labor costs, estimated at \$2,000. This expense has also been filed as a claim with our insurance.

the Sewer Commitments four times a year. The Committee said that they did not need to have the Commitments presented if this is no longer required.

c. Insurance Claim Updates:

- 1. Trash Compactor Cylinder** – *Mayor Ryder reported that the trash compactor cylinder had been replaced with the \$6,220 previously voted by the Council. The Town filed a claim with its insurance company and received a check for \$5,220, so the net expense to the Town was limited to \$1,000.*
- 2. Police Cruiser** – *Manager Jennings reported on the automobile accident that a police cruiser was involved with, stating that a claim had been filed for this expense. Due to the circumstances of the accident, if the Town is responsible for the deductible on the policy (\$1,000), he expects that the Town would pursue this amount from the other party's insurance. Public Safety Director Rogers was present for the discussion but there were no questions.*
- 3. Boiler** – *A pinhole leak was discovered on the boiler in the Municipal Building. The boiler is within its 5-year warranty, but the Town will be responsible for labor costs for installation of a replacement boiler, with costs estimated at \$2,000. An insurance claim has been filed.*

On the motion of Mayor Ryder, and by unanimous consent of the Committee, discussion of the Town Council Rules was added to tonight's agenda. This item is on tonight's Town Council agenda and the Committee agreed it would be helpful to discuss it now.

- d. Town Council Rules** – *Mayor Ryder explained that the Council Rules had been reviewed during multiple work sessions ending last summer. A redlined markup of the Rules, including proposed changes, is in the Town Council packet. Councilor Marble recalled researching the ethics and conflict of interest provisions, and thought he remembered adding this as a preface to the Rules. Town Clerk Hodsdon noted that the preface as amended does include this language. Mayor Ryder asked about the role of an individual Councilor relative to businesses, and whether it was appropriate for an individual Councilor to engage in discussions with businesses regarding potential location in Hampden without sharing this information with the Community Development Director and Town Manager so they're aware of it. Manager Jennings noted that the Rules deal primarily with conduct within a meeting. Councilor Marble suggested that a section on Communications could be added to the Rules.*

Mayor Ryder said he feels that Councilors who have such communications would keep staff apprised. Councilor McAvoy

Current Account Status

G 3-702-00 RESERVE ACCT / MUNIC BLD

-1,253.46 = Beg Bal
5.27 = Adjust

-20,007.01 = YTD Net
0.00 = YTD Enc

-21,255.20 = Balance

Per	Jrnl	Check	Date	Vendor-----	Description-----	RCB / Type	Debits	Credits
07	0107		08/12/15		Beg Bal Adjustments	B GJ	5.27	0.00
08	0151		08/27/15		July Reserve Ckg Int	R GJ	0.00	0.01
08	0152		08/27/15		Res Int/FMV July	R GJ	0.00	7.00
09	0248		09/24/15		09/24/2015 C/R	R CR	0.00	20,000.00
Totals-							5.27	20,007.01

Monthly Summary

Month	--Regular Entries--		--Balance Entries--	
	Debits	Credits	Debits	Credits
July	0.00	0.00	5.27	0.00
August	0.00	7.01	0.00	0.00
September	0.00	20,000.00	0.00	0.00
Totals	0.00	20,007.01	5.27	0.00

Town of Hampden
106 Western Avenue
Hampden, Maine 04444



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

TO: Finance Committee

FROM: Angus Jennings, Town Manager

DATE: March 31, 2016

RE: Review of 2015 Reorganization of Planning/Development Department

Last May, there were changes to the staffing organizational structure affecting Planning, Economic Development, Assessing, and GIS/IT. See written proposal, and related meeting minutes, attached.

As was discussed at the Council's Goal Setting meeting, I intend to prepare a 12-month post reorg evaluation regarding operations of the Departments with this new structure and staffing.

I would invite, and will take into account, any feedback from members of the Council, the development community or the public regarding how the reorganized departments are working.

TO: Hampden Town Council
FROM: Sue Lessard, Town Manager
DATE: April 27, 2015
RE: Planning/Development Department Proposal

The purpose of this memo is to discuss proposed changes to the organizational structure resulting from the resignation of the Planner. I have met as a group with the assessor, GIS/IT Specialist, Planner, and Economic Development Director. The Administrative Assistant is on vacation this week but I will be meeting with her upon her return as well.

I am proposing to change the organizational structure of the Planning/Assessing/Economic Development/GIS/IT 'departments'. At the present time each is its own entity directly reporting to the Town Manager even though their job responsibilities are very much interrelated and there is only one person in each 'department'. With the resignation of the part time planner, I would like to reorganize the reporting structure as follows:

Dept. Head – Dean Bennett, Planning & Economic Development (move office to where Planner's office currently is)

- Administrative Assistant – Rosemary Bezanson
- Assessor – Kelly Karter
- GIS/IT Specialist – Kyle Severance
 - Document Management (Digitizing contract)
 - Outside Computer Assistance
- Contract staff – Engineering review of plans, ordinance review, etc.
- Coordinate with Public Safety Director regarding Code Enforcement and Fire/Building Inspector activities related to Planning/Zoning

This organizational structure will provide a better chain of command for activities that are related and will allow an evaluation of how this works in advance of a new manager coming on board. There has been concern for some time over too many direct reports to the manager not being an efficient or effective way for the organization to operate. This change should address some of those concerns. The budget includes funding to accommodate hiring a part time staff member if the workload in this department becomes greater as a result of development activities.

will be an entire project on its own and have to be done after August since it is part of Sucker Brook and DEP regulations will not allow it prior, one culvert would need to be done prior to paving and the other two could be done after if they were lined instead of replaced. Motion by Councilor Duprey, seconded by Councilor McAvoy to recommend to the Council that the paving bid be awarded to Thibodeau for the amount of \$279,987.75. to be funded from Streets & Roads reserve. Unanimous vote in favor. The Town Manager was instructed to get prices for the lining of two culverts, the replacement cost of the culvert related to Sucker Brook, and check the ability of the Town public works crew to replace the culvert with 3 to 5' depth that involves buried sewer and water lines and report back to the Committee.

- c. Planning & Development Department Proposal – The Town Manager explained her proposal to manage the resignation of the part time Planner by creating a Planning & Development department comprised of the Assessor, Administrative Assistant, GIS/IT staff member, headed by the current Economic Development Director. Copy of proposal attached. Committee members discussed the proposal. Some concern was expressed over the loss of the planning position and whether the current staff would be able to cover those responsibilities. The Manager explained that the current workload would allow the Economic Development Director time to assess how this arrangement might work. He could then make recommendations to the new Town Manager and Council over any staffing needs. The consensus of the Committee was to support the proposal at this time.

5. Public Comment - None

6. Committee Member Comments – None

Motion by Councilor Shakespeare, seconded by Councilor Wilde to adjourn at 6:50 p.m.

Respectfully submitted,

Susan Lessard
Town Manager

1-a

FINANCE & ADMINISTRATION COMMITTEE MINUTES

Monday, May 4, 2015

Attendance:

Mayor David Ryder	Councilor Terry McAvoy
Councilor William Shakespeare	Town Manager Sue Lessard
Councilor Stephen Wilde	Public Safety Director Joe Rogers
Councilor Carol Duprey	Residents
Councilor Dennis Marble	

The meeting was opened at 6 p.m. by Mayor Ryder.

1. Meeting Minutes
 - a. April 21, 2015 – Motion by Councilor Marble, seconded by Councilor McAvoy to approve the minutes of 4/21/15 with no changes. Unanimous vote in favor.
2. Review & Sign Warrants – Warrants were reviewed and signed by Committee members.
3. Old Business – Items 3 a and 3b were not discussed because both Councilor Duprey and Councilor Shakespeare asked for the items to be moved to the next Finance & Administration Committee agenda.
 - a. Council Rules/Code of Ethics/Council Ethics and Professionalism
 - b. Council Rules – No video/taping by Council without notifying other Councilors – Councilor Shakespeare
4. New Business
 - a. Ballfield Road Batting Cages Move – Survey of Ballfield Road – Use of Reserve Funds – The Town Manager informed the Board that a survey was needed of the Ballfield Road property in order to make sure that the location of batting cages met setback requirements. Some Committee members questioned why we would be expending funds to do the batting cages if new field construction was under consideration. The Manager noted that whether batting cages were constructed or whether the Town decided to sell the lot, the survey would still need to be done. Since the actual cost of the survey is not yet known and there is the possibility of extensive research that will need to be done, it was the consensus of the Committee that the Manager be allowed to expend up to \$4,000 from Town Property Survey Reserve without coming back to the Council for further authorization. Motion by Councilor Duprey, seconded by Councilor Wilde to recommend to the Council that the Manager be authorized to expend up to \$4,000 from Town Property Survey Reserve to survey the Ballfield Road lot. Unanimous vote in favor.
 - b. Paving Bid Results – The Town Manager presented the results of the paving bid. There were six bidders with the low bidder being Thibodeau at a cost of \$279,987.75. The Manager also reported on the culvert situation on Old County Road, which is one of the roads scheduled for paving. There are 4 culverts that need replacement. One

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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 31, 2016

RE: Request for Authorization from Personnel Reserve Account

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

In FY15, pay-outs to retirees as outlined above were made from the applicable wages line item in the budget (i.e. Town Manager retirement paid from Administration wages, DPW from DPW etc). This resulted in those wage accounts being overspent in FY15.

In discussions with our Auditor this past fall, she advised that future such pay-outs come from a dedicated Personnel Reserve Account, if available.

In FY16, the Salary/Benefits Reserve Account was funded in the amount of \$40,000. This account had not been funded for at least the prior several years, but was funded for the current year to provide the option of adding Planning / Economic Development capacity following the reorganization (see related agenda item). I have not seen fit to recommend use of the account for this purpose.

Three long-tenured Town employees retired in FY16, and in accordance with the Personnel Ordinance a total of \$18,814.96 was paid. These amounts were paid out of the respective wage line items (Public Works for two DPW retirements, Administration for Town Clerk retirement).

I request Council authorization to transfer \$18,814.96 from the Personnel Reserve Account (3-733-00) to the Public Works and Administration wage line items in the same amounts as were paid so as to zero out the amounts paid. This will prevent those wage line items from being overspent in FY16, and based on our recent review with our Auditor will bring the handling of these payments into alignment with her recommended practice.

