

FINANCE & ADMINISTRATION COMMITTEE MEETING

Monday, October 6, 2014

6:00 p.m.

Hampden Town Office

1. Meeting Minutes
 - a. September 2, 2014
2. Review & Sign Warrants
3. Old Business
4. New Business
 - a. Requested Amendments to Fees Ordinance – Public Safety
 - b. Proposal for Feasibility Study to Expand Natural Gas into Hampden – Planning & Development Committee Recommendation
 - c. Town Newsletter Expenses – Councilor Shakespeare
 - d. Construction Job Consultants – Expenses – Councilor Shakespeare
 - e. Cancellation of September 15th Meeting – Councilor Shakespeare
5. Public Comment
6. Committee Member Comments

FINANCE & ADMINISTRATION COMMITTEE MINUTES

Tuesday, September 2, 2014

Attending:

Mayor Carol Duprey	Councilor Tom Brann
Councilor Greg Sirois	Town Manager Sue Lessard
Councilor Ivan McPike	Resident Terry McAvoy
Councilor Jean Lawlis	Councilor David Ryder (arrived during
Councilor William Shakespeare	New Business)

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

1. Meeting Minutes
 - a. August 18, 2014 – The minutes of 8/18/14 were reviewed by the Committee. No errors or omissions were noted and the minutes were approved as presented.
2. Review & Sign Warrants – Councilor Sirois questioned whether the Town provided the Public Works Director with a vehicle, which the Manager indicated the Town does not. He also questioned expenditures relative to propane tanks and the Manager explained that the town had purchased propane tanks for the Town Garage and Town Office so that it could get competitive bids for that product similar to what the Town does for diesel fuel and heating oil. The warrants were signed by Committee members.
3. Old Business
 - a. Review of Information Received from General Code – The Committee reviewed a document from General Code related to the ongoing codification of the Town's ordinances. The company requested information related to how the Town wished the codification to be done. The Committee provided the following guidance:
 1. Codification will only include actual Town Ordinances – not policies.
 2. There will be a separate section in the Code for Land Use & Development related ordinances
 3. Maps will be included in the online version of the Code but not the bound version
 4. The standard method of numbering ordinances by General Code will be used in the numbering of the Town's ordinances
 5. Italics used in two town ordinances will be removed to make them consistent in presentation to all other Town ordinances
 - b. GIS/IT Specialist Replacement Update – The Town Manager informed the Committee that advertisements had been placed and that the deadline had passed for persons to apply. There were five applicants for the job and interviews will be done during the next several weeks. The Manager will keep the Committee informed of any difficulty resulting from filling the position.
4. New Business

- a. Maine Municipal Risk Management Dividend
Property & Casualty and Worker's Compensation – The Manager presented a document from Maine Municipal Risk Management that showed that good experience in the Worker's Comp area and in limiting Property and Casualty claims had resulted in a dividend payment to the Town of \$3,112 for property and casualty and \$9,748 for Worker's compensation.
- b. Service Fees 2014/15 – The Town Manage presented the list of properties that are subject to payment of a Service Fee for the 2014/15 fiscal year as identified by the Tax Assessor. These properties are not subject to real estate tax but are subject to the Town's Service Fee's ordinance. The list of properties and amounts for 2014/15 are
 1. Penquis Mental Health \$1,964.65
 2. Community Housing of Maine \$2,105.01
 3. OHI George Street \$2126.30
 4. OHI Patterson Road \$1,628.24
 5. Medical Care Development \$5,279.94
 6. The Housing Foundation \$22,077.18

Motion by Councilor Lawlis, seconded by Councilor Sirois to recommend to the council that the Service Fees list for 2014/15 be approved as presented. Unanimous vote in favor.

5. Public Comment – Resident Terry McAvoy asked what the difference was between ordinances, orders and resolves. The Manager explained that resolves were generally done by the Council as statements of recognition for deserving persons/entities, but they were not subject to public hearings or an adoption process like an ordinance is. Orders are a formal way to present actions as part of a Council agenda. The Town does not currently utilize orders as part of its Council agendas.
6. Committee Member Comments – None.

The meeting was adjourned at 6:50 p.m.

Respectfully submitted,

Susan Lessard
Town Manager



HAMPDEN PUBLIC SAFETY

Police - Fire - EMS
106 Western Avenue
Hamden, Maine 04444
Phone 207-862-4000
Fax: 207-862-4588



TO: Susan Lessard, Town Manager
FROM: Joe Rogers, Director of Public Safety
RE: Town Fee Ordinance
DATE: September 15, 2014

We recently noted that in the Town Fee Ordinance, there are several fees for police and fire services that we either do not provide or do not charge for. There are also some fees that have changed, and I would ask that the following items be reviewed at your next opportunity.

Article 3 – Fire Department

- 3.1. Private Culvert Flushing -**REMOVE** – We do not provide this service.
- 3.3. Request for Tank Truck – **REMOVE** – We do not provide a private service.
- 3.5. Additional calls to same address – **REMOVE** – We do not charge for his service.
- 3.6.3.5.3. BLS No Transport Rate – **REMOVE** – We do not charge for this service.
- 3.7. Ambulance Stand-by fee for special events – **AMEND** – Fee should be \$143.06 per EMS staff member, per 0-4 hour event. Each additional 0-4 hour block of time shall be billed an additional fee of \$143.06 per EMS staff member.
- 3.8. Life Support Services – **REMOVE SECTION** – These services are no longer billed separately per Maine EMS effective 2013.

Article 4 – Police Department

- 4.2. Special Detail – **AMEND**- Fee should be 143.06 per officer, per 0-4 hour event. Each additional 0-4 hour block of time shall be billed an additional fee of \$143.06 per officer.
- 4.4. Alarms – **REMOVE SECTION** – We do not have monitoring capability and we do not charge for false alarms.

A. Natural Gas Study: Woodard@Curran
Jim Wilson/Tom Eschner

CEDD requested from Woodard and Curran a proposal outlining the necessary approach to determining a more accurate estimate of costs associated with the installation of natural gas into the "Triangle" of Hampden. Jim Wilson and Tom Eschner suggested a study be conducted that would include preliminary engineering and cost estimating. A scope of services would include; a plan for pipeline location; evaluation of demand usage; and an economic evaluation. Woodard and Curran proposed a fee for service of \$ 9,900.

Committee Action: Forward to the Finance Committee for review and funding determination. (Vote: 6-0)

September 17, 2014



Dean Bennett, Director of Community and Economic Development
Town of Hampden
106 Western Avenue
Hampden, ME 04444

Re: Town of Hampden, ME: Natural Gas Feasibility Study Proposal

Dear Dean:

Thank you for asking for our assistance with further evaluating the possibility of extending natural gas service into Hampden. We are pleased to provide this proposal to further investigate the likely costs to extend the pipeline into the community and to better understand the economics of such a pursuit.

Scope of Services: Preliminary engineering and cost estimate

Conceptual Plan Woodard & Curran will work with you to create a conceptual plan for the new pipeline route. We understand you have already discussed your ideas with representatives of Bangor Natural Gas (BNG), including a proposed pipeline route. We will work with you to create a scale drawing on a USGS topographic base plan so that the horizontal and vertical location of the pipeline can be further evaluated. We will also provide an independent opinion on whether the pipeline route discussed with BNG is likely to present difficulties with permitting or construction, as well as suggest potential alternatives that may alleviate the concerns.

Evaluate Demand Usage Based on the location of the pipeline, we will estimate the likely demand use for the area surrounding the pipeline route. The estimate will be based on current residences and businesses along the proposed route, as well as estimates of future demand to serve new development that is stimulated by the presence of the natural gas supply. We understand that BNG has developed an opinion on the demand usage and that they feel the project is not economically viable for them. The purpose of our work will be to provide an independent opinion on the potential to market the natural gas if provided so that we can estimate the simple payback on the investment of a pipeline extension. For this assessment we assume the Town of Hampden will provide a summary of existing square footage and building types along the route, and known or anticipated development near the pipeline.

Economic Evaluation We will prepare a budgetary opinion of probable cost for the project as depicted on the conceptual plan. This will include assumption on the size of the pipeline based on the estimated demand usage, typical valve requirements and service connections. We understand that BNG has provided an estimate of \$800 thousand to \$1 Million and it is our mission to provide a more detailed analysis suitable for comparison to the likely demand use benefits. It is assumed that the pipeline route may pass through private property which means that property purchases, easements and legal work may be necessary to secure the rights to proceed with the project. Our opinion of cost will include allowances for establishing rights of way based on previous experience.

We will compare the demand usage against the budgetary opinion of cost to understand a simple payback for the investment should you or BNG proceed with the project. From our findings, we will suggest options for how the project might be successful including de-averaging of gas rates, public/private partnerships with BNG, municipally operated systems.



Reporting We will consolidate all the data gathered in the steps described above into a letter report of findings and we would be available to present our findings to the Hamden Town Council, BNG or other interested stakeholders as you see fit.

The recommended fee for the services as described above is \$9,900. This includes presentation of our findings at one public meeting. Additional public presentations or meetings with stakeholders would be at an additional cost of \$500/meeting. If you agree to this scope and fee, please sign a copy of this letter and return it to me to act as our authorization to proceed and we will perform the work in accordance with our general services terms & conditions on file with the Town.

We could begin this work within two weeks of your acceptance of our scope and we should be able to deliver a draft letter report for your review 4-6 weeks afterward.

If you have any questions or comments or if we can better tailor our scope of services to your needs, please call. Otherwise, thank you for this opportunity to provide this proposal. We look forward to working with you and continuing to serve the Town of Hampden.

Sincerely,

WOODARD & CURRAN

Handwritten signature of James D. Wilson in cursive.

James D. Wilson, P.E.
Senior Vice President

Handwritten signature of Thomas R. Eschner in cursive.

Thomas R. Eschner, P.E.
Senior Vice President

JDW/TRE/eah

PN: 228466.00

AUTHORIZATION TO PROCEED

TOWN OF HAMPDEN

Signature Date



Susan Lessard <manager@h

4c
4d
4e

Request for Finance and Admin. agenda on Oct. 6, 2014

2 messages

William Shakespeare <shakespearetowncouncil@hampdenmaine.gov> Mon, Sep 29, 2014 at 8:32 AM

To: Susan Lessard <manager@hampdenmaine.gov>, Tom Brann <branntowncouncil@hampdenmaine.gov>, Jean Lawlis <lawlistowncouncil@hampdenmaine.gov>, David Ryder <rydertowncouncil@hampdenmaine.gov>, Carol Duprey <dupreytowncouncil@hampdenmaine.gov>, Ivan McPike <mcpiketowncouncil@hampdenmaine.gov>, Greg Sirois <siroistowncouncil@hampdenmaine.gov>, "Thomas A. Russell" <tar@frrlegal.com>

Sue, I am requesting again the following, as I before, a complete "rundown" of all expenses to do with the Town's newsletter sent out to the citizens. I want to know the following:

- The total cost each time it was sent out for the past 5 years.
- What individuals, or companies have been paid, dates, and amounts, either for writing or for the production of the newsletter for the past 5 years.

The second item is a second request about hiring consultants to inspect construction jobs.

I would again like a 5 year breakdown of what companies, or individuals, have been hired, how much paid (compensated) to include a breakdown of travel, meals, and fees. Also included what jobs they inspected.

As an added item, I am interested in who made the decision to cancel the last Finance meeting, who was consulted, based on what information, when obviously I had requested these before.

Susan Lessard <manager@hampdenmaine.gov> Mon, Sep 29, 2014 at 11:13 AM

To: William Shakespeare <shakespearetowncouncil@hampdenmaine.gov>
Cc: Tom Brann <branntowncouncil@hampdenmaine.gov>, Jean Lawlis <lawlistowncouncil@hampdenmaine.gov>, David Ryder <rydertowncouncil@hampdenmaine.gov>, Carol Duprey <dupreytowncouncil@hampdenmaine.gov>, Ivan McPike <mcpiketowncouncil@hampdenmaine.gov>, Greg Sirois <siroistowncouncil@hampdenmaine.gov>, "Thomas A. Russell" <tar@frrlegal.com>

Good Morning Bill-

I have received your request and will have these items on the agenda for Finance for October 6th and will have the data you requested included in the packet with the agenda for the meeting.

Please let me know if you require anything else.

Susan

[Quoted text hidden]

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Sue Lessard
Town Manager

Town of Hampden
106 Western Avenue
Hampden, ME 04444
(207)-862-3034
manager@hampdenmaine.gov