

FINANCE & ADMINISTRATION COMMITTEE MEETING

Monday, March 17, 2014

5:30 p.m.

Hampden Town Office

1. Meeting Minutes
 - a. March 3, 2014
 2. Review & Sign Warrants
 3. Old Business
 - a. Balance of Sewer Commitment 10-1-2013 to 12-21-2013
 - b. Review of Goals & Objectives Minutes and discussion of Priorities
 4. New Business
 - a. Bangor Humane Society Contract 2014-2015
 5. Public Comment
 6. Committee Member Comments
-

3-a

Town of Hampden
106 Western Avenue
Hampden, Maine 04444



Phone: (207) 862-3034
Fax: (207) 862-5067
email: hampden@midmaine.com

CERTIFICATE OF COMMITMENT OF SEWER USER RATES

To: Susan M. Lessard, the treasurer of the municipality of Hampden, Maine.

We, the undersigned municipal officers of the municipality of Hampden, Maine hereby certify and commit to you a true list of the sewer rates established by us pursuant to 30-A M.R.S.A §3406 for those properties, units, and structures required by local and state law to pay a sewer rate to the municipality, for the period beginning 10/1/2013 and ending 12/31/2013. This list is comprised of the pages numbered 1 to 4 inclusive which are attached to this certificate. The date(s) on which the rates included in this list are due and payable is (are) 4-14-2014. You are hereby required to collect from each person named in the attached list his or her respective amount as indicated in the list, the sum total of those lists being \$ 6,222.69. You are hereby required to charge interest at a rate of 7% per annum on any unpaid account balance beginning 4-15-2014. You are hereby authorized to collect these rates and any accrued interest by any means legally available to you under State law. On or before 6/30/2014 you shall complete and make an account of your collections of the whole sum herein committed to you.

Given under our hands this 17th day of March, 20 .

Municipal Officers of the Town of Hampden, Maine

COUNCIL GOALS & OBJECTIVES SESSION
February 8, 2014

Attending:

Councilor Jean Lawlis	Mayor Carol Duprey
Councilor Tom Brann	Councilor David Ryder
Councilor William Shakespeare	Town Manager Susan Lessard
Councilor Ivan McPike	Resident
Councilor Greg Sirois	

The meeting was opened at 8:45 a.m. by Mayor Duprey. The Town Manager acted as facilitator and used an easel board to record the ideas of Councilors. The following minutes document those ideas and suggestions.

Mutual Expectations & Ground Rules

The Council established the following ground rules for conducting the meeting:

- Be respectful
- All ideas have value
- No tangents – stay on subject
- Be flexible
- Listen

The Town Manager posted items for consideration by the Council in developing its work plan and budget.

- \$1 on the mil rate equals approximately \$592,000 in property tax revenue
- RSU 22 gets 57.8% of each tax dollar
- Penobscot County gets 7.5% of each tax dollar
- The Town gets 34.7% of each tax dollar
- The Town is losing \$5,000,000 in valuation from the closure of the Bangor Publishing facility, which translates into a loss of \$83,250 in tax dollars at the present mil rate
- Revenue sharing will be reduced a minimum of \$28,000 more during 2014/15 up to a maximum additional loss of \$291,000 – on top of the \$300,000 reduction in Revenue Sharing funding which occurred in the 2013-14 fiscal year.
- Penobscot County tax is going up an additional \$15,000

Possible areas of focus for 2014/15 cited by Councilors:

1. Public Safety
2. Public Works
3. Economic Development
4. Transfer Station
5. Paving
6. RSU 22 – Education of the public as to the property tax cost of education

7. Recreation
8. Recreation Fields
9. Budget Pressures
10. Administrative Departments
11. Penobscot County
12. Bus Service
13. Benefit Structure
14. Spending on Outside Agencies
15. Capital Budget (Reserves)
16. Facilities Maintenance
17. Council Pay Structure
18. LL Bean Property
19. Town Garage and other buildings – energy efficiency (Lighting)

Areas discussed in greater depth:

Economic Development

- Ammo Park, H.O. Bouchard, and Phase 2 of business park get water, sewer, natural gas
- Create additional access of Route 202
- Develop financial implications of business development (TIF's, etc.)
- Workshop on business attraction/retention incentives
- Attain certification for 'Business Friendly' by the State of Maine by September
- Consider incentives for Economic Development Director to incentivize performance
- Continue full-time position since the Town is at a critical point in development of the business park, Ammo Park and the Bouchard property
- The council should develop guidelines/goals for the economic development director and use to assess performance
- Departments should work together better to facilitate business location

RSU 22 – Education of the public

- Add a page to the tax bill explaining the large percentage of property taxes that go to pay for RSU 22 or do a separate mailing prior to the RSU 22 budget vote
- Council members should attend School Board and School Budget meetings
- Budget for the cost of videotaping school board and budget meetings for airing on Channel 7
- List School Board meetings on the Town Website Calendar

Administrative Departments

- Consider Tuesday – Friday hours beginning in July or September instead of Mon-Thursday
- As an alternative, consider Monday through Thursday plus a half day on Friday
- Vacation time should not accrue until after the first year of employment

- Consider less expensive options/plans for health insurance and increased cost to employee for self and dependent coverage
- Work to eliminate permitting restrictions that are stricter than State regulations
- The Planner and Assessor positions can be made part time or contract positions in the 2014/15 budget
- Hold workshop on organizational structure
- Explore cost/benefits of issuing license plates at the Town Office

Public Works

- Paving
- Staffing/contracting portions of department services

Capital Budget

- Review replacement schedules
 1. Public works trucks and loaders
 2. Buildings & Grounds – mowers
 3. Public Safety – Cruisers and Fire Trucks and Ambulances
 4. Maintenance schedules for all buildings
- Inventory buildings owned by the Town and develop cost/benefit for retaining (Kiwanis, Snowmobile Club, Old Fire Station)

Recreation/Fields

- Larger percentage of pool budget to be covered by fees
- Skehan Center – Goals for % of operation of department from fees
- User fees – what we charge should relate to the cost of operations
- What priority is town-sponsored recreation?
- Kid's Korner competes with private business
- Location of floating dock at Marina needs to be addressed
- Town Rec Center – a long term look at where it might best be located
- Land for fields needs to be addressed, particularly if Bouchard develops his property off Coldbrook Road
- No reserve is set up for the artificial turf football field

Budget

- Keep % distribution between school, county, and town proportion of tax dollar use
- Consider using County coverage for Police

Bus Service

- Services Committee should reassess cost/return for Saturday bus service

Other

- Council and School Board meeting should be set up in the near future to discuss pressures on the mil rate
- Department heads should attend Council meetings to explain what their departments do

The meeting was adjourned at 12:45 p.m.

Respectfully submitted,

Susan Lessard
Town Manager



4a

March 1, 2014

Susan Lessard
Town of Hampden
106 Western Ave.
Hampden, ME 04444

Dear Ms. Lessard:

The time has come again to renew agreements and update our contact information for your municipality. The contract rate per capita is being raised 1% for 2014/2015. We used the Maine Municipal Association's latest population figures to determine your annual contract amount. We are enclosing for your convenience the following information:

1. **2014/2015 Contract Renewal Addendum** – *Please sign and return to the Bangor Humane Society by April 1st, 2014.*
2. **Municipal Stray Contract information Sheet** - Your municipality is responsible for setting the impound fee structure. This fee will be charged to the owner when reclaiming their stray pet. The charges for impound fees that you select will be returned to you each month along with a report detailing the strays received and returned from your municipality. *Please complete and return along with the renewal addendum.*

We would like to remind you that the current stray contract does not include:

- **Owner Surrenders:** We may accommodate owner-surrenders by prior arrangement if we have space. The ACO must have proper paperwork signed by the owner legally releasing the pet to the ACO.
- **Seized Animals:** Prior arrangements must be made to bring in seized pets.
- **Quarantined Pets:** BHS is licensed to quarantine a maximum of 2 dogs and two cats at a time. Prior arrangements must be made to bring in a quarantined pet. Additional fees will be charged the municipality.

We encourage you or your ACO to call us if you have any questions or need assistance with sheltering pets who are owner released, seized or in need of quarantine. Depending upon kennel availability, BHS will make every effort to assist you.

Thank you for choosing to contract with the Bangor Humane Society. We look forward to providing this important service for your town residents for many years to come. You are most welcome to stop by and tour our facility. And of course please do not hesitate to contact us if you have any questions.

Best Wishes,

Suzan L. Bell
Executive Director
942-8902 ext. 105
sbell@bangorhuman.org



RENEWAL ADDENDUM

THIS RENEWAL ADDENDUM is made and executed in duplicate as of this 1st day of March, 2014 by and between the Town of Hampden and Bangor Humane Society ("BHS").

RECITALS:

A. The parties entered into an Agreement on 6/15/2011 concerning the provision of shelter and care of strayed and lost dogs, cats, and rabbits.

B. The term (or renewal term, as the case may be) of said Agreement expires on **June 30, 2014**, and the parties are desirous of renewing said Agreement for an additional one year period.

NOW, THEREFORE, in consideration of the foregoing recitals and the benefits and obligations in the original Agreement, the parties hereby agree as follows:

1. The term of the Agreement (or the most recent renewal term thereof, as the case may be) shall be extended for an additional one year period, commencing on **July 1, 2014**, and expiring on **June 30, 2015**.

2. For the services to be provided by BHS during the renewal term, the Town of Hampden agrees to pay BHS the total annual sum of 8656.20, which is based on 1.35 per capita of the Town of Hampden's population as of the most recent Maine Municipal Association census, payable in advance in 11 equal monthly installments of 723.85 and a final installment of \$723.85, the first installment being due and payable on the date of commencement of this renewal term set forth in Paragraph 1.

3. Other terms:

4. Except as expressly modified hereby, the parties agree that the terms and conditions of the original Agreement shall be applicable to and binding on the parties for the one year renewal term set forth in Paragraph 1.

IN WITNESS WHEREOF, the parties have caused this Renewal Addendum to be duly executed and sealed on their behalf, in duplicate counterparts, as of the date first above written.

BANGOR HUMANE SOCIETY

Witness

By: _____

Printed Name: Suzan Bell

Its: Executive Director

Witness

MUNICIPALITY OF _____

By: _____

Printed Name: _____

Its: _____



Stray Municipal Contract Information 2014—2015

Municipality	_____
Address for billing/reporting	_____

Telephone:	_____
Hours:	_____
Contact Person:	_____

Animal Control Officer (s):	Telephone / Pager #:	
1) _____	1) _____	
2) _____	2) _____	
Impound Fees:		
1st Offense	2nd Offense	3rd Offense
Cat: _____	_____	_____
Dog: _____	_____	_____

Emergency Veterinary Care:
Contact Person or Veterinary Clinic: _____
Phone Number: _____

Billing Preference for contract:	
Monthly _____	Semi-Annual _____
Quarterly _____	Annual _____