

## **FINANCE & ADMINISTRATION COMMITTEE MEETING**

Monday, October 7, 2013

**5:30 p.m.**

Hampden Town Office

1. Meeting Minutes
  - a. September 16, 2013
2. Review & Sign Warrants
3. Old Business
4. New Business
  - a. Request to use Computer Reserve funds to replace Town Office Server
  - b. School Resource Officer – Acceptance of Grant
  - c. Sucker Brook Watershed Plan – Acceptance of Grant
  - d. Cancer Rate – Coldbrook Road – Councilor Duprey Request for Town to pay for 3<sup>rd</sup> Party Survey of area's current and former residents
5. Public Comment
6. Committee Member comments

FINANCE & ADMINISTRATION COMMITTEE MEETING MINUTES  
Monday, September 16, 2013

Attending:

Mayor Janet Hughes	Town Manager Sue Lessard
Councilor Tom Brann	Public Safety Dir. Joe Rogers
Councilor Jean Lawlis	Resident Terry McAvoy
Councilor Carol Duprey	
Councilor William Shakespeare	

The meeting was opened at 6:04 p.m. by Mayor Hughes

Two items were added to the agenda for consideration:

- Review of Bids for air-fill system for Fire Department
  - Review of Easements to Water District re: Billington Subdivision
1. Meeting Minutes
    - a. August 19, 2013 – Motion by Councilor Shakespeare, seconded by Councilor Lawlis to accept the minutes as presented. Unanimous vote in favor.
  2. Review & Sign Warrants – Committee members reviewed and signed payment warrants. Mayor Hughes asked about a payment related Harmony Hall and the Town Manager explained that the Garden Club had received a grant from the Maine Historic Preservation Commission and that the Town was acting as the pass-through agent for the project.
  3. Financial Statements – August 2013 – The Town Manager reviewed the August 31, 2013 financial statements. It is one of the lowest cash-position months of the year because the first half of taxes are not due until October 2<sup>nd</sup>, however, since tax bills went out on 8/28/23 some people have already come in to pay the tax bills.
  4. Old Business
    - a. Use of Marina Reserve Funds – Repair of Town Float – The Town Manager explained that the Infrastructure Committee had reviewed the updated invoice for float repair and recommended that the Council approve the expenditure. Motion by Councilor Lawlis, seconded by Councilor Shakespeare to recommend to the full Council the payment of the float repair invoice from Marina Reserve, Unanimous vote in favor.
  5. New Business
    - \*a. Review of Bids for air-fill system for Fire Department – Chief Rogers presented bids received for an air-fill system for the department's scba and scuba tanks. The department received a grant of up to \$40,000 for the system and it requires a 5% match from the Town. The Town received 6 bids from 3 vendors. The Department is requesting that the Committee recommend that the bid be awarded to Industrial Protection Services in the amount of \$37,938. That bid is \$938 higher than the low bid for comparable equipment proposed by American Fire Equipment, but Industrial Protection Services is an in-state

company with a local representative in Ellsworth. In addition, the proposed equipment is serviced by the same entity that services Scott Air Packs – which is the brand of equipment that the Town has in use. In addition, Industrial Metal's bid indicated that it would use a Hampden electrical contractor to do the electrical work needed at the fire station for installation. The difference in cost for the town would be \$97 since the Town only has a 5% contribution required. Motion by Councilor Brann, seconded by Councilor Ryder to recommend to the full Council that the bid from Industrial Protection Services of \$37,938 be accepted and that the match be taken from Matching Grants reserve in the amount of \$1897. Unanimous vote in favor.

\*b. Water District Easements – The Finance Committee reviewed the location of the proposed easements for the Water District over Town property for water service to the Billington Subdivision on Route 1A. No recommendation was made by the Finance & Administration Committee on this issue.

6. Public Comment - None
7. Committee Member comments – None

The meeting was adjourned at 6:47 p.m.

Respectfully submitted

Susan Lessard  
Town Manager

# MEMO

9  
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3



**To:** Sue Lessard  
**From:** Gretchen Heldmann  
**Date:** 09/16/2013  
**Re:** Request to spend from Tech Reserve 3-711-00

**Message:**

A portion of the money that has been set aside for years in the Tech Reserve is to replace the Town Office server. The time has come to replace the server. Attached please find the estimate from the IT support company I have been working with (JBDA Inc) – I checked the estimate against the regular IT equipment vendors I use, and this is a good price for this server and backup system. JBDA will order the equipment, have it shipped to their office, and do the initial hardware and software setup. They will then pass the bill to us for payment for the equipment. They will also assist in the setup and deployment of the new server at the Town Office. Their assistance is paid for by the \$5,000 you granted as part of the GIS/IT budget for IT Support. This equipment will meet our needs for the next five years. Thank you for your consideration.

If you have questions, please let me know.

Thank you,

Gretchen



J&B Diversified Associates, Inc.  
 Computer Information Services  
 PO Box G  
 Belfast ME 04915

# Invoice

DATE	INVOICE #
------	-----------

9/15/2013

4056

BILL TO
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Town of Hampden

SHIP TO

P.O. NO.	TERMS	PROJECT
	NET 10	

QUANTITY	DESCRIPTION	RATE	AMOUNT
1	ProLiant DL3 1U Gen8 Xeon Server as per quote 78862677.03 dated 8/27/13	9,241.80	9,241.80
1	Freight	63.33	63.33
	Exempt from Maine Sales Tax	0.00%	0.00

		Please remit all payments to: PO Box G, Belfast, ME 04915	<b>Total</b>	\$9,305.13
Phone #	Fax #	E-mail	Web Site	
207-338-1138	207-338-0852	billing@jbda.com	www.jbda.com	

# PC Connection

PC Connection Sales Corp.  
730 Milford Road  
Merrimack, NH 03054-4631  
603/683-2000

**Order line:** (800) 800-0014 ext. 33015  
**Salesperson:** Kevin Dery  
**Fax:** (603) 683-0134

## QUOTATION

**Quote # 7862677.03**

PLEASE REFER TO THE ABOVE  
QUOTE NUMBER WHEN ORDERING

**Date:** August 27, 2013

**Valid through:** September 6, 2013

**Contact:** James Arseneau, J & B DIVERSIFIED  
(207) 338-1138

### BILL TO:

AB#: 12194733  
J & B DIVERSIFIED ASSOCIATES INC  
JAMES ARSENAU  
PO BOX G  
BELFAST, ME 04915

### SHIP TO:

AB#: 8775962  
J & B DIVERSIFIED ASSOCIATES INC  
JAMES ARSENAU  
7 TUFTS RD  
BELFAST, ME 04915

DELIVERY

FOB  
Wilmington, OH

TERMS  
NET 30

FEDERAL ID #  
02-0497006

* Line#	Qty	Item #	Manuf. Part #	Description	Price	Ext
10	1	13765213	670632-S01	Smart Buy ProLiant DL360p Gen8 1U RM Xeon QC E5-2609 2.40GHz(x1) / 8GB / 8x2.5" SAS / SATA HS / GNIC / RPS HP Servers	\$1,871.21	\$1,871.21
20	1	13893506	654766-B21	Processor, Xeon QC E5-2609 2.40GHz, 10MB Cache, for DL360p Gen8 HP Server Accessories	\$452.02	\$452.02
30	3	13752965	647897-S21	SmartMemory 8GB PC3L-10600R DDR3 SDRAM RDIMM HP Server Accessories	\$109.00	\$327.00
40	1	13753061	652241-B21	9.5mm SATA DVDRW JackBlack Optical Drive HP Server Accessories	\$127.04	\$127.04
50	1	13752842	631679-B21	1GB P-series Flash Backed Write Cache for Select HP Servers HP Server Accessories	\$442.17	\$442.17
60	6	14366345	652564-S21	300GB SAS 6Gb / s 10K rpm SFF 2.5" SC Enterprise Hard Drive (Smart Buy) HP Server Accessories	\$228.96	\$1,373.76
70	1	353803	353803	Config. Complex Server Configuration - Hardware Install Only PC Connection Configuration Services	\$79.00	\$79.00
80	1	8149951	UE892E	3-Year Smart Buy CarePack 4-Hour 24x7 Same Day Hardware Support for ProLiant DL360 HP ESSN/Services	\$523.10	\$523.10
90	1	14665206	EH946C	StorageWorks LTO-4 Ultrium 1760 SAS Tape Drive in 1U Rack-mount Kit HP StorageWorks	\$2,797.00	\$2,797.00
100	1	14754487	P73-05853	Govt. MOB Windows Server Standard 2012 2 Proc License Only Microsoft Mob Government Licensing	\$687.00	\$687.00

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**DELIVERY**

**FOB**  
 Wilmington, OH

**TERMS**  
 NET 30

**FEDERAL ID #**  
 02-0497006

* Line#	Qty	Item #	Manuf. Part #	Description	Price	Ext
110	25	14755092	R18-04292	Govt. MOB Windows Server 2012 Device CAL License Only Microsoft Mob Government Licensing	\$22.50	\$562.50
		Lines: 11			Total Merchandise	\$9,241.80
					Ship Via: Small Package Ground Service Level	122. pounds
					Shipping and Handling	\$63.33
					Tax	
					<b>TOTAL</b>	<b>\$9,305.13</b>
					* Lease for as low as:	
<p>* Lease quote above is based on a 36-month, Fair Market Value lease, provided by one of our leasing partners, and is subject to their terms, conditions and policies.</p> <p>Important Notice - Standard Terms of Sale: Pricing valid for quantities shown until expiration date, excluding memory and hard drives. Leasing subject to credit approval. All purchases from PC Connection, Inc. are subject to the Company's Standard Terms of Sale, which describe important legal rights and obligations. You may review the Standard Terms of Sale on the Company's website - pcconnection.com, or you may request a copy via fax, e-mail, or mail by calling 1-800-800-0011 or your account representative.</p>						



4-b

Joe Rogers &lt;jlrogers@hampdenmaine.gov&gt;

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**Town awarded grants**

1 message

**Susan Lessard** <manager@hampdenmaine.gov>

Mon, Sep 30, 2013 at 12:43 PM

To: Bill Shakespeare <shakespearetowncouncil@hampdenmaine.gov>, Denise <clerk@hampdenmaine.gov>, Janet Hughes <hughestowncouncil@hampdenmaine.gov>, Jean Lawlis <lawlistowncouncil@hampdenmaine.gov>, "Thomas A. Russell" <tar@frrlegal.com>, Tom Brann <branntowncouncil@hampdenmaine.gov>, David Ryder <rydertowncouncil@hampdenmaine.gov>, Carol Duprey <dupreytowncouncil@hampdenmaine.gov>, Joe Rogers <jlrogers@hampdenmaine.gov>

Good afternoon-

The Town was notified on Friday that we are the recipient of a COPS grant for another police officer. The Public Safety director had discussed this application with the Council back when the application was made. The purpose of the additional officer would be for an additional school resource officer. The school system would contribute to the cost if it were to occur. This will appear on the Finance & Administration Committee agenda on Monday, October 7th with all the information - I just wanted to give you all a heads up since the news media has already been calling about it. Thanks to Sargent Stewart of the Police Department for preparing this application.

We were also awarded a grant from the Department of Environmental Protection to fund a watershed study of the Sucker Brook watershed. That stream will likely be officially cited as impaired within the next year. This grant will fund the work necessary to determine what steps the town has to take to be in compliance. Thanks to Gretchen Heldmann for writing this grant application.

Take care-  
Sue



STATE OF MAINE  
DEPARTMENT OF ENVIRONMENTAL PROTECTION

4-C



PAUL R. LEPAGE  
GOVERNOR

PATRICIA W. AHO  
COMMISSIONER

September 27, 2013

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

RE: Notification of Conditional Grant Awards under RFP #201305540  
2014 Grants for Nonpoint Source Pollution Control Projects, Watershed-based Plan Development

Dear Ms. Lessard:

This letter is in regard to the subject Request for Proposals (RFP), issued by the State of Maine Department of Environmental Protection for the RFP titled "2014 Grants for Nonpoint Source Pollution Control Projects, Watershed-based Plan Development". The Department has evaluated the proposals received using the evaluation criteria identified in the RFP. The Department is hereby announcing its conditional grant awards to the following applicants, in no particular order:

- City of Saco, Goosefare Brook Watershed-based Plan Development Project
- Cobbossee Watershed District, Developing a Watershed-based Plan for Cochnewagon Lake
- Hancock County SWCD, Alamoosook Lake Watershed-based Plan and Watershed Survey
- Town of Hampden, Development of a Watershed-based Plan for Sucker Brook
- Cumberland County SWCD, Sebago Lake Watershed-based Plan

The applicants listed above received the evaluation team's highest rankings. The Department will be contacting the aforementioned applicants soon to negotiate a grant award. The Department reserves the right to revoke any conditional award as specified in Department of Administrative and Financial Services Rule Chapter 110.

This award decision is subject to the final approval of the State Procurement Review Committee and the successful negotiation of a grant award. Any person aggrieved by the award decision may appeal the decision in the manner prescribed in the RFP and defined in 5 M.R.S.A. § 1825-E, and in Department of Administrative and Financial Services Rule Chapter 120.

Thank you for your interest in doing business with the State of Maine.

Sincerely,

Norm Marcotte, NPS Program Coordinator  
Bureau of Land & Water Quality

AUGUSTA  
17 STATE HOUSE STATION  
AUGUSTA, MAINE 04333-0017  
(207) 287-7688 FAX: (207) 287-7826

BANGOR  
106 HOGAN ROAD, SUITE 6  
BANGOR, MAINE 04401  
(207) 941-4570 FAX: (207) 941-4584

PORTLAND  
312 CANCO ROAD  
PORTLAND, MAINE 04103  
(207) 822-6300 FAX: (207) 822-6303

PRESQUE ISLE  
1235 CENTRAL DRIVE, SKYWAY PARK  
PRESQUE ISLE, MAINE 04769  
(207) 764-0477 FAX: (207) 760-3143



4-d

Susan Lessard &lt;manager@hampdenmaine.gov&gt;

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**Agenda Item**

2 messages

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**Carol Duprey** <dupreytowncouncil@hampdenmaine.gov>  
To: Susan Lessard <manager@hampdenmaine.gov>

Tue, Oct 1, 2013 at 3:25 PM

Sue,

I would like the following matter placed on the October 7th council agenda.

1. Discussion and concern of excessive cancer numbers on or around Coldbrook Road in Hampden and within 1 mile of the former Pine Tree landfill.
2. Hearing from residents who live in the affected area.
3. Request by me to the Council to have the town pay for a third party survey of the affected area's current and former residents to see if there is an elevated cancer risk in this area.

Brian has been getting nowhere with the cancer registry who deny there is an elevated cancer risk in Hampden, so I think this is the next logical course of action. I have seen the numbers on Coldbrook Road and they seem very high to me, but that is an unscientific survey. I think this confidential survey needs to be done by a third party due to the fact you are on the DEP Board, that would alleviate the appearance of impropriety.

Thank you,

Carol

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**Susan Lessard** <manager@hampdenmaine.gov>  
To: Carol Duprey <dupreytowncouncil@hampdenmaine.gov>

Tue, Oct 1, 2013 at 3:28 PM

Hi Carol -

I will put it on the agenda for the 10/7 meeting as you have requested.

Sue

[Quoted text hidden]