

FINANCE & ADMINISTRATION COMMITTEE MEETING

Monday, May 18, 2015

6:00 p.m.

Hampden Town Office

1. Meeting Minutes
 - a. May 4, 2015
2. Review & Sign Warrants
3. Old Business
 - a. Saturday Bus Service
 - b. License Plates Issuance Information
 - c. Council Rules – Video/Audio recording by Councilors at Council bench
– Councilor Shakespeare
4. New Business
 - a. Safety Grant Application - Cones
 - b. Request to Use Computer Reserve for Plotter Replacement
 - c. Fire Department Contract – Executive Session pursuant to 1 MRSA §405(6)(D)
5. Public Comment
6. Committee Member Comments

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

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

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.

DRAFT

SERVICES COMMITTEE MEETING MINUTES
Monday, May 11, 2015

3-a

Attending:

Councilor Terry McAvoy
Councilor Carol Duprey
Councilor Dennis Marble
GIS/IT Kyle Severance
Resident Janet Hughes
Resident Alex King

Councilor Stephen Wilde
Councilor William Shakespeare
Mayor David Ryder
Economic Dev. Dir. Dean Bennett
Resident Tom Brann
Town Manager Susan Lessard

The meeting was opened at 6 p.m. by Chairman McAvoy.

1. MINUTES – April 13, 2015 – Motion by Mayor Ryder, seconded by Councilor Marble to accept the minutes of April 13, 2015 as presented. Unanimous vote in favor.
2. OLD BUSINESS
 - a. Parks Update – The Town Manager informed the Committee that Public Works had built 12 picnic tables, that porta potties were in place, and that trash cans for the parks had been obtained by Mayor Ryder as a donation. The Committee also reviewed an email update from resident Jeremy Jones who serves as volunteer coordinator for Papermill Park. Councilor Marble asked about plans for a canoe/kayak launch at Turtlehead Park and the Manager stated that one was planned as part of the park but that money was needed for its construction. Chevron is negotiating with the DEP over Natural Resource Damage fines and the hope is that some of those funds can be directed to the completion of the park.
 - b. Cable TV Equipment Update – The Town Manager updated the Committee on information requested by Time Warner related to the Town's proposed use of a PEG grant that would be associated with a contract renewal. The Manager submitted the equipment list that has been developed to upgrade the video/audio system. There will be further meetings in late May and June with Time Warner.
 - c. Children's Day Status Update – Councilor Shakespeare – Councilor Shakespeare informed the Committee that a boat, motor, and trailer had been donated to Children's Day by Hamlin's Marine, and that the Committee had been able to get a number of volunteers to participate. Former Mayor Janet Hughes also addressed the Committee. She stated that Kurt Mathies had been named as Chairman of the committee, that the Town recreation director was the contact person for the Town and liaison with the Committee, that a successful bowl-a-thon had been held and that a golf tournament was being planned as a fundraiser and that Snowman's printing was donating all the printing necessary for the event. She also notified the Services Committee that fireworks would be part of the Children's Day festivities. Former Councilor Brann who is also a Children's Day Committee member stated that the

treasury had approximately \$10,000 in it at this time and that donations were being requested from businesses in addition to the fundraisers.

- d. Veteran's Memorial – Draft Policy for Memorial – The Manager presented the draft policy that would define how the Town would handle requests for name inclusion on the honor roll and requests for names on pavers as well as documentation that would be required to verify that honor roll members entered service from the Town of Hampden. Former Councilor Brann expressed concern that some names on the monument were not people who entered the service from Hampden and that there should be some accounting of who those were in the event that someone requested inclusion who had not entered from Hampden. Chairman McAvoy and Councilor Wilde indicated that the Town could only be responsible for making sure that people whose names were added from this point forward met the criteria because the prior committee was a group of citizens who oversaw the program and whether or not they required proof of eligibility was something that the Town could not correct. It was the consensus of the group that the proposal would meet the needs of the program.
- e. Saturday Bus Service – Chairman McAvoy discussed information he had received from Penquis Lynx that they could tailor a contract for Saturday service any way that the Town wanted it created. Concerns were expressed by former Mayor Janet Hughes and former Councilor Tom Brann that this type of contract would not meet the needs of the public the same way that a fixed route bus service would and that people who did not fit into a low-income or need-based category would be out of luck. Several Councilors expressed frustration that there was no way to know the actual number of persons served by the BAT system from Hampden since the 'trip' numbers do not represent discrete numbers of people – only the time that anyone stepped onto one of the BAT busses. Also contributing to difficulty in knowing those numbers is the fact that a large part of the 'Hampden' route serves the City of Bangor from the Bangor line to the hub at Pickering Square. The Manager informed the Council that she had not included the Saturday bus service in this budget based on feedback from Councilors however they had the option of including any funding that they wished in the budget – or removing any. For this to meet the process requirements of the BAT system, the Town has to hold a public hearing, then the BAT system has to hold a public hearing if they receive a certain number of written requests. Following that - the Town Council can make a decision. The subject of Saturday Bus service was referred to the Finance Committee for consideration of sending to the Council for a public hearing.
- f. Recreation Fields – Mayor Ryder asked Committee members if there was support for looking at a 55 acre parcel of land off from Western Avenue as a possible site for recreation fields. Initial consideration of part of the LL Bean parcel off Route 202 had run into access and field location issues and this parcel had been identified by Councilor Wilde as a possible location in a central part of the community. Mayor Ryder did not want to expend staff time and resources if the majority of the Council were not in support of exploring



this as a possibility. Councilor Wilde spoke in support for this consideration as did Councilor Shakespeare and McAvoy. Councilors Marble and Duprey were also in support of developing this idea further.

3. NEW BUSINESS – None
4. PUBLIC COMMENTS – Former Councilor Brann asked if the Town was going to replace the trees next to the pool that were damaged by snow coming off the metal roof. Chairman McAvoy indicated that there was \$750 in the budget that could be used to do that.
5. COMMITTEE MEMBER COMMENTS – Councilor Shakespeare reported that 72 people participated in the Street/Stream cleanup and that he had taken photos and those were being posted on the Town website. He also asked when flags would be going up on poles prior to Memorial Day.

The meeting was adjourned at 7:05 p.m.

Respectfully submitted,

Susan Lessard
Town Manager

TO: Finance & Administration Committee
 FROM: Sue Lessard, Town Manager
 DATE: May 13, 2015
 RE: Information related to issuing plates

The purpose of this memo is to provide information to the Committee related to the requirements that the Town would have to meet in order to issue license plates at this office as well as the volume of work that would be involved based on historical information of how many of these transactions we would likely see in a year.

The information is broken down into process, plates, sales tax and title applications, reporting and revenue categories and there is also an analysis of the volume of transactions of the last three years to understand how many of these transactions we could expect to process on an annual basis.

Process

1. A letter requesting authorization is sent from the Town Council.
2. All staff need to attend training if registering with any kind of plate – Attached is the training schedule for the Bureau of Motor Vehicles for 2015
3. Trio software will update the authorizations through the software system

Plates

1. Plates must be stored in location where there is restricted access by the public in a location such as a locked fireproof filing cabinet or the vault.
2. Towns issuing plates must have on hand plates of every class code that they are authorized to issue. There are 50 class codes.
3. Persons wishing to have vanity plates would still have to go to the Motor Vehicle Office in Bangor.
4. PC plates come in boxes of 25 sets, trailer plates come in boxes of 50 plates and Motorcycle plates come in boxes of 50 plates. Specialty plates come in a minimum of 5 sets.

Sales Tax & Title Applications

1. Persons who purchase a vehicle via a casual sale will have title and sales tax forms completed at this office. They have to either be printed on a dot matrix printer such as the regular registrations are printed on or they can be hand written as long as the writing on the forms is completely legible. If the Town were to move forward with this process I would recommend that we start out with handwriting the forms. The legibility issue that I would be most concerned about would be the ability to read all copies of the multipart forms. If this was a problem, dot matrix printers are approximately \$400 for this application and the Town could acquire one for Sales Tax and one for Titles. They would have to be located on the middle counter which would consume valuable work space.
2. Residents who purchased a vehicle from a dealer would have already completed sales tax and title applications which would reduce the staff time necessary to process the transaction.

Reporting

1. Weekly reporting by the Motor Vehicle Agent for the Town is mandatory with no exceptions due to the title aspect of the process. Our Motor Vehicle Agent currently does weekly reporting with the exception on occasion of weeks in which property taxes are due – and then two weeks are submitted. Since the counter traffic during those periods keeps all front office staff waiting on customers full time.
2. At the present time the Town files weekly reports to the Bureau of Motor Vehicles for all registrations done at the Town Office and submits a check for the Registration Fee amounts that were collected for each registration. The Town retains the excise tax portion of vehicle registrations and receives \$3 per transaction for re-registering vehicles and \$4 for new vehicle registrations from a dealer sale that transfer plates from one vehicle to another.

Revenue

1. The Town would receive \$4 per transaction for issuing plates per registration. Based on the numbers below, it would generate approximately \$3,696 per year since the Town does not receive an Agent fee for vehicles which it processes as Excise only – which is how registrations that are sent to Motor Vehicle for plates are processed currently.

Volume of transactions:

The following is a breakdown of the vehicle registrations that were processed at the Town Office for the past three full years as well as thus far in 2015. These numbers do not include persons who utilized the online Rapid Renewal system to re-register their vehicles. Those that were sent to Motor Vehicle are classified as New Registrations and those are further broken down into whether it was a Dealer or a Casual sale. The Town currently does plate transfers for all sales that are done through a dealer and those numbers are not included in the New Registrations for Dealer sales listed below.

Year	Total # Registrations	# New Reg.	# Dealer	# Casual	% of Total
2012	7,254	905	154	751	12.4%
2013	7,751	945	199	746	11.8%
2014	7,689	924	181	743	11.0%
2015	2,492	279	47	232	11.2%

Bureau of Motor Vehicles
Dealer and Agent Services

To: All Municipalities
From: Garry Hinkley, Director of Vehicle Services
Date: Monday, December 8, 2014
Subject: Municipal Agent Registration Training for the Period of February 2015 to December 2015

We are pleased to announce our updated training schedules through December 2015. Please review the attached schedule which has been provided to assist your training needs. Please complete the sign-up form below and fax or e-mail to this office prior to the class. All of the class sizes are limited. In consideration of others, please sign up for the class that you are certain you will be able to attend. If circumstances change and you are unable to attend, please notify this office as soon as possible in order that a substitute may attend in your place. You may call this office to verify availability of seats for classes in emergency situations.

The following Motor Vehicle registration training classes will be held on the following dates:

Limited New	February 24, 2015	9:00AM-4:00PM	BMV Main Office, 101 Hospital Street, Augusta
New	February 25, 2015	9:00AM-4:00PM	BMV Main Office, 101 Hospital Street, Augusta
Truck	February 26, 2015	9:00AM-1:00PM	BMV Main Office, 101 Hospital Street, Augusta
Limited New	March 18, 2015	9:00AM-4:00PM	Lisbon Town Office, 300 Lisbon St, Lisbon
New	March 19, 2015	9:00AM-4:00PM	Lisbon Town Office, 300 Lisbon St, Lisbon
Truck	March 20, 2015	9:00AM-1:00PM	Lisbon Town Office, 300 Lisbon St, Lisbon
Limited New	April 13, 2015	9:00AM-4:00PM	Gray City Hall, 24 Main St, Gray
New	April 14, 2015	9:00AM-4:00PM	Gray City Hall, 24 Main St, Gray
Truck	April 15, 2015	9:00AM-1:00PM	Gray City Hall, 24 Main St, Gray
Limited New	May 12, 2015	9:00AM-4:00PM	Houlton City Hall, 21 Water St, Houlton
New	May 13, 2015	9:00AM-4:00PM	Houlton City Hall, 21 Water St, Houlton
Truck	May 14, 2015	9:00AM-1:00PM	Houlton City Hall, 21 Water St, Houlton
Limited New	June 16, 2015	9:00AM-4:00PM	Scarborough City Hall, 259 US Rt.1, Scarborough
New	June 17, 2015	9:00AM-4:00PM	Scarborough City Hall, 259 US Rt. 1, Scarborough
Truck	June 18, 2015	9:00AM-1:00PM	Scarborough City Hall, 259 US Rt. 1, Scarborough
Limited New	July 14, 2015	9:00AM-4:00PM	BMV Main Office, 101 Hospital St, Augusta
New	July 15, 2015	9:00AM-4:00PM	BMV Main Office, 101 Hospital St, Augusta
Truck	July 16, 2015	9:00AM-1:00PM	BMV Main Office, 101 Hospital St, Augusta
Limited New	August 18, 2015	9:00AM-4:00PM	Jay Town Office, 340 Main St, Jay
New	August 19, 2015	9:00AM-4:00PM	Jay Town Office, 340 Main St, Jay
Truck	August 20, 2015	9:00AM-1:00PM	Jay Town Office, 340 Main St, Jay
Limited New	September 15, 2015	9:00AM-4:00PM	East Millinocket Town Office, 53 Main St, East Millinocket
New	September 16, 2015	9:00AM-4:00PM	East Millinocket Town Office, 53Main St. East Millinocket
Truck	September 17, 2015	9:00AM-1:00PM	East Millinocket Town Office, 53 Main St. East Millinocket
Limited New	October 20, 2015	9:00AM-4:00PM	Boothbay Harbor Town Office, 11 Howard St, Boothbay Harbor
New	October 21, 2015	9:00AM-4:00PM	Boothbay Harbor Town Office, 11 Howard St, Boothbay Harbor
Truck	October 22, 2015	9:00AM-1:00PM	Boothbay Harbor Town Office, 11 Howard St, Boothbay Harbor

Limited New	November 17, 2015	9:00AM-4:00PM	BMV Main Office, 101 Hospital St, Augusta
New	November 18, 2015	9:00AM-4:00PM	BMV Main Office, 101 Hospital St, Augusta
Truck	November 19, 2015	9:00AM-1:00PM	BMV Main Office, 101 Hospital St, Augusta
Limited New	December 08, 2015	9:00AM-4:00PM	BMV Main Office, 101 Hospital St, Augusta
New	December 09, 2015	9:00AM-4:00PM	BMV Main Office, 101 Hospital St, Augusta
Truck	December 10, 2015	9:00AM-1:00PM	BMV Main Office, 101 Hospital St, Augusta

Materials to bring to class: A workbook is provided for each class.

The Bureau of Motor Vehicles Procedures Training Manual is available on the M.M.A. (Maine Municipal Association) website to view and print. Please use the link provided below to access the most up-to-date manual.

<http://www.inemun.org/members/clerk/MotorVehicle/index.htm>

To have access to all of our posted training dates and enrollment forms, we have now provided a link directly on the State of Maine website <http://www.maine.gov/sos/bmv/DealerAgent/>

A one hour lunch break is provided; however, lunch is not provided so please plan accordingly.

The BMV Main Office has a full service cafeteria on-site for VISITORS AND STAFF!

Notice: Staff persons who have not attended Motor Vehicle training may not be left alone in the office to process registrations at any level.

Reminder: This office must be notified immediately of any changes in Municipal Agent and/or Tax Collector.

Your Municipality: _____ Phone # _____

Your E-Mail Address: _____

Training Class (please circle each class you want to attend): Limited New New Truck

Date(s) of Class: _____

Name of person(s) attending: _____

Telephone number: 624-9000, ext. 52163

FAX number: 624-9037



MAINE MUNICIPAL ASSOCIATION

Risk Management Services

60 Community Drive
PO Box 9109
Augusta, Maine 04332-9109

4-a

{

April 28, 2015

Scott Webber
Town of Hampden
106 Western Ave
Hampden, ME 04444

RE: Safety Enhancement Grant Program Application – May 2015

Dear Sergeant Hampden:

We have received your application for the Safety Enhancement Grant Program for Cones for EVOC Training (42).

The applications will be processed and presented to the committee for review. We may need to contact you for additional information during the review process. The committee will be reviewing the applications in May 2015 and you will be notified shortly afterward.

Grants are awarded in May and October. Thank you for your interest in this program and workplace safety. If you have any questions, please give us a call.

Sincerely,

Jennette Holt
Loss Control Technician
Risk Management Services

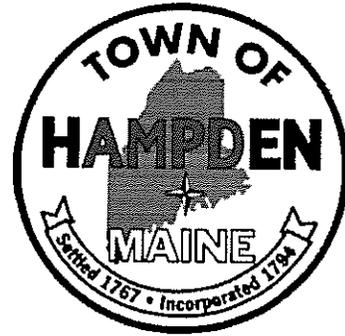
cc: Susan M. Lessard

App#: 05-15-091

4-b

MEMO

GIS



IT

To: Sue Lessard
From: Kyle Severance
Date: 05-14-2015
Re: Request to spend from Tech Reserve 3-711-00 for Plotter Replacement

Message:

A portion of the money that has been set aside for years in the Tech Reserve has been designated to replace the wide format printer (plotter) – pre-planned to replace every six years. The plotter provides a service to the Town by giving us the ability to print large maps for planning, economic development, public works, public safety as well as banners for events. We also print 24" x 36" maps to residents for the cost of \$5.00 a map.

The current machine is seven years old and has not worked for several months. Without the use of a plotter, maps have been made by printing several 11"x17" tiles and using scotch tape to stitch them together.

Several measures have been taken to repair the current machine. The final measure was having a plotter technician service the machine on April 21st. The technician was unable to fix it after three hours and would have needed to come back and replace parts. The technician was uncertain which parts would actually fix it and estimated the cost of repair to range from \$2,000 - \$4,000 depending on what parts *might* fix the machine. He said that most likely it was the motherboard that has failed which is the most expensive and last part to replace.

After researching a replacement, the recommended machine is a Canon USA Ipf780 multifunction plotter. The average price for the machine is \$8,500 and the best value quote we received was \$6,095 including shipping and start up supplies. Companies typically charge an extra \$1,000 to install the machine and train the staff, but this is something that the GIS/IT Specialist is capable of doing.

The reason why we should go with a multifunction plotter rather than a standard plotter: The last few years we have been scanning all types of Town documents electronically but have been unable to scan in our large documents such as site plans, floor plans, surveys, blueprints, and other types of maps. We have looked into the options of sending out our large documents to have them scanned off site or rent the ability to scan large formats. Due to the amount of documents we have (well over 1,000 large maps dating back to the early 1800s) the cost of outsourcing the labor would exceed the cost difference of purchasing a plotter with the ability to scan wide format.

A great amount of research was conducted by the GIS/IT Specialist into options for replacing the old plotter. Quotes were gathered from six companies for a new plotter that will also give the Town the ability to scan large documents into the computer. Since we do not need the plotter for large productions and size, we were able to stay at the reserved amount and get the added value of scanning. The old plotter is currently listed to be sold at best reasonable offer, however, the machine does not carry much value due to the age and what is wrong with it.

I would be happy to answer any question you may have.

Thank you,

Kyle Severance

GIS/IT Specialist

Town of Hampden

gisit@hampdenmaine.gov

(207) 865-4500 x142