

FINANCE & ADMINISTRATION COMMITTEE MEETING

Monday, June 15, 2015

6:00 p.m.

Hampden Town Office

1. Meeting Minutes
 - a. June 1, 2015
 2. Review & Sign Warrants
 3. Old Business
 - a. Property & Casualty Bid Results
 - b. Town Attorney Replacement
 4. New Business
 - a. Police Department Contract – Executive Session pursuant to 1 MRSA §405(6)(D)
 5. Public Comment
 6. Committee Member Comments
-

FINANCE & ADMINISTRATION COMMITTEE MINUTES

Monday, June 1, 2015

Attending:

Mayor David Ryder	Councilor Stephen Wilde
Councilor William Shakespeare	Councilor Greg Sirois
Councilor Terry McAvoy	Councilor Dennis Marble
Town Manager Sue Lessard	Residents

The meeting was opened at 5:30 p.m. by Mayor Ryder.

1. 5:30 – 6:00 pm – Med-A-Vision Presentation – The Town Manager introduced Carl McNally of Med-A-Vision, a third party administrator of HRA accounts associated with medical insurance plans. He then explained the proposal to change the Town's health insurance from a no-deductible plan to a \$2500 deductible plan and to use the premium savings to pay 90% of the out of pocket deductible costs associated with the plan. Employees would be responsible for the other 10%. The premium savings associated with this plan will be used to meet employee deductible costs and still offer budget reductions. Questions related to costs, coverage, and management of the program were asked by Committee members. The Town Manager will work with Med-A-Vision and the Maine Municipal Association to implement a change with an effective date of August 1, 2015. Meetings will be held with employees to educate them on the change and how the program will work.
2. Meeting Minutes
 - a. May 18, 2015 – Motion by Councilor Marble, seconded by Councilor McAvoy to approve the minutes as presented.
3. Review & Sign Warrants – Warrants were reviewed and signed by Committee members.
4. Old Business
 - a. Saturday Bus Service – The Town Manager presented information that had been provided by Laurie Linscott of the Community Connector that documented the estimated cost reduction to Hampden if the Saturday service was eliminated, which is cited as \$16,254.56. It also cited the 'cost' per ride for each community based on the total amount that each town contributed divided by the ridership for each route. Due to lower ridership, Hampden's estimated cost 'per ride' for taxpayer funding is \$2.20 per ride for 2015/16. Bus superintendent Laurie Linscott attended the meeting and answered questions from the committee related to the cost of the program and how to reduce that, what the earliest was that Saturday service could be eliminated based on requirements for hearings, etc., and what would the City of Bangor do to serve Bangor residents that utilize the Hampden run if it were eliminated. Councilor Wilde indicated that he had not had any calls

related to this issue from constituents in support of retaining the bus service. Councilor Shakespeare expressed frustration with the high cost of the system and the low number of actual Hampden residents who utilize it. Councilor Marble spoke in favor of the program as a public service that actually costs very little in the overall mix of taxation dollars. Motion by Councilor McAvoy, seconded by Councilor Shakespeare to recommend to the Council to hold a public hearing to consider the elimination of Saturday bus service. Vote 5 – 1 (Marble opposed). Motion carried.

- b. License Plates Issuance Information – The Committee reviewed information related to what is necessary for the Town Office to begin issuing license plates. It was the consensus that all staff should be trained and that October 1st should give time enough to get training, storage issues, and process figured out. The Manager asked that plate issuance be limited to Hampden residents only. Resident Lisa Carter indicated that she did not believe that would be a problem because other towns in the area already issue plates. After some discussion the date was moved to November 1, 2015 because the first week in October contains the first tax due date of the fiscal year. Motion by Councilor Marble, seconded by Councilor McAvoy to recommend to the Town Council that the Town begin issuing license plates no later than November 1, 2015. Unanimous vote in favor.
- c. Town Attorney Retirement – Councilor Sirois suggested that this issue would best be addressed by the new Town Manager and the Mayor. Councilor Marble recommended that we ask the current Town Attorney for a list of work priorities that reflect how the town uses his services so that the Council will have a better idea of what to look for in their next attorney. Councilor McAvoy and Duprey indicated that they did not think an attorney needed to be at every meeting. Councilors Sirois and Shakespeare indicated that the Town attorney was helpful with process issues at meetings on an ongoing basis. It was the consensus of the Committee to have the Town Manager work with the current Town Attorney to come up with a list of work priorities that reflects how the Town uses the services of its attorney.
- d. Council Rules – This item was not discussed due to lack of time.

5. New Business

6. Public Comment

Resident Alex King stated that he thought it would be a good idea for Council minutes to be approved in the year that they were generated to avoid having Councilors voting on them that were not part of the meetings. This was in response to a list of meeting minutes on the Council agenda. The Manager responded that the Clerk was working to insure that they did not get behind again.

7. Committee Member Comments – None

Motion by Councilor Sirois, seconded by Councilor McAvoy to adjourn at 7 p.m.
Unanimous vote in favor.

Respectfully submitted,

Susan Lessard
Town Manager

Property Casualty Insurance Bid Comparison

Coverage	Kyes - occurrence/aggregate	Additional Cost	MMA - Occurrence/ Aggregate	Additional Cost
General Liability	\$1,000,000/\$3,000,000 to add \$2,000,000 for excess -would cap annual at \$5,000,000 -all liability	\$ 3,508.00	\$2,000,000/no limit	included
Flood & Earthquake	1,000,000 with \$25,000 Ded does not cover property in special risk flood zones - 3 pump stations are in	\$ 910.00	\$5,000,000 with \$1,000 ded covers all property	included
Bond Coverage	100,000 -\$350 per office (6) to get to \$500,000 per office, the premium would be \$1750 each	\$ 10,500.00	\$500,000 per office	included
Law Enforcement	\$1,000,000/\$3,000,000		\$2,000,000/no limit	
Public Officials Liability	\$1,000,000/\$3,000,000		\$2,000,000/\$4,000,000	
Cyber Coverage	does not include cyber liability - only notification costs for data breach		includes cyber liability as well as notification of data breach	
Policy Rebate for performance	No dividends given		Annual rebate based on performance - must be in program for 3 years to qualify	(\$3,371.00)
Total additions/deletions		\$ 14,918.00		(\$3,371.00)
Bid Amount		\$ 43,379.00		50,784.00
Total cost of Premium		\$ 58,297.00		\$47,413.00

TOWN OF HAMPDEN
BID OPENING
PROPERTY & CASUALTY INSURANCE
June 4, 2015 at 10:00 am

BIDDER	BID AMOUNT
1. Kycs Insurance	\$43,379.00
2. Maine Municipal Assoc.	\$50,784.00 (Dividend \$3,371.00)
3.	
4.	

Bids have been opened but have not yet been reviewed to insure that both have offered the same coverage. Will have that information for Monday evening.



3b

Denise Hodsdon <clerk@hampdenmaine.gov>

Town Attorney-Description of Services

1 message

Thomas A. Russell <tar@frrlegal.com>

Thu, Jun 11, 2015 at 3:20 PM

To: Susan Lessard <manager@hampdenmaine.gov>, Denise Hodsdon <clerk@hampdenmaine.gov>

Susan and Denise: Attached is a list of customary legal services provided by a Town Attorney. It is not an exhaustive list, and I know I have provided a variety of other legal services over the years. Will you disseminate this to the councilors for the Finance Committee meeting? Tom



Attorney Services.docx

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SERVICES OF TOWN ATTORNEY

The Town Attorney serves as general counsel to the Town, and I have been involved in a wide variety of legal matters over the years. The following is a list of legal services that the Town Attorney would customarily provide:

1. Advise Town officials and staff on legal questions arising in the course of carrying out their duties, including legal interpretation of statutes, case law, ordinances and other pertinent matters.
2. Conduct legal research and render legal opinions on matters relating to Town activities.
3. Attend meetings of Town Council, Boards or Committees to provide legal counsel, as requested.
4. Review Council agendas for potential legal implications.
5. Advise and participate in land use and code enforcement activities, including prosecution of any violations of Town's ordinances.
6. Review title and documentation concerning the acquisition or disposition of property or easements. Prepare and/or review deeds, leases, easements, covenants, etc.
7. Review legal documentation for subdivision approval and acceptance of streets, sewers, or storm drainage facilities.
8. Draft and/or review proposed ordinances, ordinance amendments, and charter amendments.
9. Prepare and/or review municipal contracts or agreements. (Recent examples: Marina, Emera Credit Enforcement Agreement, Business Park Agreement with Sargent Corporation, documents concerning disposition of old Hampden Academy property).
10. Representation of Town in court or before quasi-judicial or administrative bodies.
11. Provide advice concerning Code of Ethics and Freedom of Access statute.
12. Provide legal guidance with respect to Council Rules and related procedural matters.
13. Provide advice on employment issues.