

FINANCE & ADMINISTRATION COMMITTEE MEETING

Monday, August 6, 2012

5:30 p.m.

Hampden Town Office

1. Minutes – 7/16/2012
2. Review & Signature of Warrants
3. Old Business
 - a. David Caliendo – Application to Board of Assessment Review
 - b. Town Manager – Board of Environmental Protection Meetings – Use of Vacation Time
 - c. Town Charter Review – Town Council Section
4. New Business
 - a. Loader/backhoe Financing
5. Public Comment
6. Committee Member Comments

FINANCE & ADMINISTRATION COMMITTEE MEETING

Monday, July 16, 2012

Attending:

Mayor Janet Hughes	Susan Lessard, Town Manager
Deputy Mayor Andre Cushing	Interested residents
Councilor Jeremy Williams	
Councilor Kristen Hornbrook	
Councilor Tom Brann	
Councilor Jean Lawlis	

1. Minutes – 6/18/2012 – The minutes were reviewed by the committee. No changes or additions were made.
2. Review & Signature of Warrants – The payment warrants were reviewed and signed by Committee members.
3. June 2012 Financial Statements – The Town Manager presented the financial statements for June 30, 2012. Committee members asked questions related to estimated revenues and the use of remaining balances from the 2011/2012 year to offset the next year's budget. Councilor Hornbrook asked if financial statements could be sent out prior to the meeting in future. The Town Manager agreed to do so. The financial statements will be presented at the second Finance & Administration Committee meeting of each month and sent out ahead of time with the meeting packet.
4. Interviews:
 - a. David Caliendo – Appeals Board Applicant
 - b. Chester Bigelow – Appeals Board Applicant
David Caliendo and Chester Bigelow were interviewed by the Committee. Mr. Caliendo has long-term service in the community on the Planning Board and other town committees and Mr. Bigelow has worked on the Conservation Committee. Committee members expressed gratitude to the applicants for their willingness to serve. Motion by Councilor Lawlis, seconded by Councilor Brann to recommend to the full Council the appointment of David Caliendo and Chester Bigelow to the Appeals Board. Vote 5-0
5. Old Business
 - a. Western Avenue Sidewalk – Matching Funds for Construction – The Town Manager presented information from Woodard and Curran for the Western Avenue Sidewalk project. The total cost of the project is estimated to be \$162, 600. The town share of the project would be

\$31,600, and would be taken from Host Community Benefits. The sidewalk would run from the end of the one on Western Avenue to Sidney Boulevard, cross Western Avenue and then run to connect to the Mayo Road sidewalk. Motion by Councilor Lawlis, seconded by Councilor Brann to recommend to the full Council the expenditure of \$31,600 as a match for the Western Avenue Sidewalk Grant from the Maine Department of Transportation. Vote 5-0.

- b. Town Charter Review – Town Council Section – This item was not discussed due to insufficient time. It will be put on the next Finance Committee agenda.

6. New Business

- a. Contract Review – Police & Fire – Motion by Mayor Hughes, seconded by Councilor Lawlis, pursuant to 1 MRSA § 405(6)(D) Labor Contracts/Negotiations to enter Executive Session at 6:20 p.m. for the purpose of discussing labor contract proposals for Police and Fire Unions. Vote 5-0.

Motion by Councilor Cushing, seconded by Councilor Brann to re-enter regular session at 6:40 p.m.

Motion by Councilor Lawlis, seconded by Councilor Cushing to recommend to the full Council that the contract proposal presented be approved. Vote 6-0.

- b. Library – Use of Reserve Funds – Building Repair – The Town Manager explained that in the process of having trim painted at the Library, other damage was discovered. The original trim painting cost was taken from the Library operating budget, but the Librarian has requested that the additional work, which includes work on the deck/railing system, in the amount of \$1,250, be taken from Library reserve. Motion by Councilor Lawlis, seconded by Councilor Williams to recommend to the full Council the use of \$1,250 from Library Reserve for the repairs. Vote 6-0.

7. Public Comment - None

8. Committee Member Comments – None

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

Respectfully submitted,

Susan Lessard
Town Manager



TOWN OF HAMPDEN
DEPARTMENT OF PUBLIC WORKS

106 WESTERN AVE.
HAMPDEN, ME 04444

TEL 862-3337

FAX 862-3910

July 20, 2012

To: Sue Lessard
From: Chip Swan
Subject: 2012 LOADER/BACKHOE BID

Bids were publicly opened on JULY 19th at 10:00am for a 2012 Loader/Backhoe. The bid results are as follows:

SEE ATTACHED SHEETS

There was a flaw on the bid sheet. Line #7 should have read line 3 minus line 6. The mistake had no bearing on the bid outcome. Milton Cat's net bid should have been \$68,900

As you can see the bidding was competitive. Nortrax Net bid was \$63,000.00. They added an option for a Guaranteed Buy - Back using 4000/Hrs for \$48,800.00. This would save an additional \$3200.00. The total cost life cycle would be \$52,200.

I would recommend awarding the purchase of a 2012 John Deere 310SK to Nortrax for the net bid amount of \$63,000.00

Chip Swan, PWD

TOWN OF HAMPDEN
PUBLIC WORKS DEPARTMENT
DIESEL BACKHOE/LOADER
BID SHEET

July 19, 2012
10:00 AM

BIDDER	BID AMOUNT	GUARANTEED MAXIMUM TOTAL REPAIR	SUB-TOTAL	GUARANTEED BUY-BACK	TOTAL COST BID "LIFE CYCLE"	TRADE-IN	NET BID
MILTON CAT	97,000.00	5,900.00	102,900.00	28,000.00	74,900.00	34,000.00	48,900.00 96,900.00
NORTRAX	101,000.00	0.00	101,000.00	45,600.00	55,400.00	38,000.00	63,000.00

*Nortrax option Custom-lead buy-back 4000/hrs \$48,800
Total cost bid "Life Cycle" \$52,200.00*

**BID FORM
2012 DIESEL BACKHOE/LOADER**

ITEM BID:	BID AMOUNT
1. BACKHOE/LOADER – Manufacturer, Model & Year	\$ _____
2. Plus Guaranteed Maximum total cost of repairs for 5 years or 5000 hours	\$ _____
3. SUBTOTAL, Line 1 plus line 2	\$ _____
4. Guaranteed buyback amount at end of 5 years or 6000 hours.	\$ _____
5. Total Cost Bid "Life Cycle" Bid Amount: (Line 3 minus line 4)	\$ _____
6. Trade – In (2007 J.D. 310J)	\$ _____
7. Net Bid Amount with Trade-In (Line 1 minus line 6)	\$ _____

Vendor: _____

Address: _____

Signed: _____

Telephone Number: _____ Date: _____

Earliest Delivery _____ Days after Receipt of Order.

Vendor Sales Terms: _____

**BID FORM
2012 DIESEL BACKHOE/LOADER**

ITEM BID:	<i>John Deere, 310SK, 2012</i>	BID AMOUNT
1. BACKHOE/LOADER – Manufacturer, Model & Year		\$ <u>101,000</u>
2. Plus Guaranteed Maximum total cost of repairs for 5 years or 5000 hours		\$ <u>0</u>
3. SUBTOTAL, Line 1 plus line 2		\$ <u>101,000</u>
4. Guaranteed buyback amount at end of 5 years or 6000 hours.		\$ <u>45,600</u>
5. Total Cost Bid "Life Cycle" Bid Amount: (Line 3 minus line 4)		\$ <u>55,400</u>
6. Trade – In (2007 J.D. 310J)		\$ <u>38,000</u>
7. Net Bid Amount with Trade-In (Line 3 minus line 6)		\$ <u>63,000</u>

Vendor: NONTRAY

Address: 34 Page Road, Hermon ME 04401

Signed: *Mike McHugh*

Telephone Number: 448-8471 Date: 7/19/2012

Earliest Delivery 45 Days after Receipt of Order.

Vendor Sales Terms: Net 30 / Lease OPTIONS

* Optional Buy Back Term.
5 year / 4000 hours. \$48,800

BID FORM
2012 DIESEL BACKHOE/LOADER

	BID AMOUNT
Option 2 ITEM BID: <u>2012 CATERRILLAR 420E ST</u>	
1. BACKHOE/LOADER - Manufacturer, Model & Year	\$ <u>97,000</u>
2. Plus Guaranteed Maximum total cost of repairs for 5 years or 5000 hours	\$ <u>5,900</u>
3. SUBTOTAL, Line 1 plus line 2	\$ <u>102,900</u>
4. Guaranteed buyback amount at end of 5 years or 6000 hours.	\$ <u>28,000</u>
5. Total Cost Bid "Life Cycle" Bid Amount: (Line 3 minus line 4)	\$ <u>74,900</u>
6. Trade - In (2007 J.D. 310J)	\$ <u>34,000</u>
7. Net Bid Amount with Trade-In (Line 5 minus line 6)	\$ <u>63,000</u>

Vendor: Milton Cat

Address: 79 Robertson Blvd.
Brewer, ME 04412

Signed: Allen Vigor
Allen Vigor Sales Rep

Telephone Number: 207 991-4779 Date: 7/12/12

Earliest Delivery 30 Days after Receipt of Order.

Vendor Sales Terms: _____

