

FINANCE & ADMINISTRATION COMMITTEE MEETING

Tuesday, September 17, 2012

5:30 p.m.

Hampden Town Office

1. Minutes – 9/4/2012
2. Review & Signature of Warrants
3. Old Business
4. New Business
 - a. Liberty Mutual – Request to provide employee-paid benefit
 - b. Town Charter Discussion – Districts/At-Large
 - c. Town Residents Survey – Review of Committee Topics
5. Public Comment
6. Committee Member Comments

FINANCE & ADMINISTRATION COMMITTEE MINUTES

Tuesday, September 4, 2012

Attending:

- | | |
|---------------------------|---------------------------------|
| Mayor Janet Hughes | Town Manager Sue Lessard |
| Councilor Andre Cushing | Public Works Director Chip Swar |
| Councilor Jeremy Williams | Councilor Shelby Wright |
| Councilor Jean Lawlis | |

The meeting was opened at 5:50 p.m. by Mayor Hughes.

1. Minutes – 8/20/2012 – No changes or corrections were made to the minutes. Approved as presented.
2. Review & Signature of Warrants – Committee members reviewed and signed the payment warrants
3. Old Business - None
4. New Business
 - a. Truck Bid – Public Works – The Public Works Director explained that the Town had received four bids from vendors for the replacement of the Public Works Foreman’s pickup truck. He recommended that the low bid from Darling’s be accepted at a cost of \$19,876. Motion by Councilor Wright, seconded by Councilor Williams to recommend to the full Council the purchase of the truck from Darling at a cost of \$19,876 to be funded from Public Works Equipment Reserve. Vote 4-0.
 - b. Snowplow Cutting Edges Bids – Public Works – The Public Works Director explained that the Town had received four bids for steel cutting edges, with the low bid being \$8,272.02 from Messer Equipment. He recommended that the low bid be accepted. Since this amount is less than the required bid amount needing approval from the Council, per the Council’s purchasing policy, this information serves to notify the Council of bid results. This item is funded from the Public Works operating budget. \$12,000 was budgeted for the 2012/2013 year so we are well within budget.

***** Item added to Agenda – Credere Scope of Work/Assessment/Old Hampden Academy. – The Mayor presented information to those in attendance in regard to the scope of work identified by Credere Associates for obtaining more data on the cost of the pcb contamination at the Old Hampden Academy. Those present discussed the pros and cons of funding this step – as well as the idea of making a decision to

purchase the old academy, ask for a reduction in price due to the unanticipated presence of considerable pcb's, and wait until a developer was found to proceed with any further studies on the pcb issue. Motion by Councilor Cushing, seconded by Councilor Lawlis to recommend to the full council that the Town move forward with the purchase of the old Hampden Academy by amending the offer to MSAD #22 and removing the cash payment amounts. Motion passed 5-0.

5. Public Comment - None

6. Committee Member Comments – None

The meeting was adjourned at 6:45 p.m.

Respectfully submitted,

Susan Lessard
Town Manager



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4-a

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Local Office Team Members

Lisa Audet

Brandy Ellis

Regina Jalbert

Stephanie Savard

Eric Smith

Kurt Strock

Jenna Veinote

Debbi White

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Source: Liberty Mutual, 2009/2010 Customer Survey

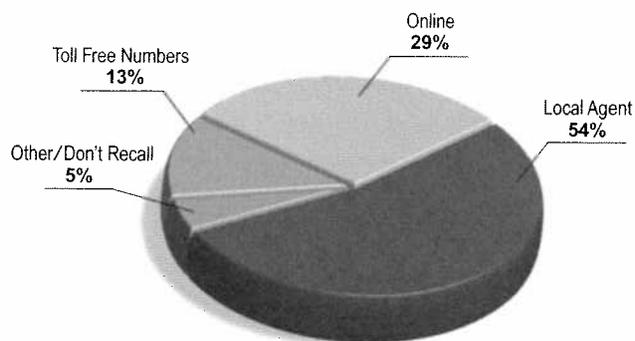
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ARTICLE I
POWERS OF TOWN

Sec. 101 Powers of the Town - The town shall have all powers possible for a municipality under the Constitution and laws of Maine.

Sec. 102 Construction - The powers of the town under this charter shall be construed liberally in favor of the town, and the specific mention of particular powers in the charter shall not be construed as limiting in any way the general power stated in this Article.

Sec. 103 Intergovernmental Relations - The town may exercise any of its powers or perform any of its functions and may participate in the financing thereof, jointly or in cooperation, by contract or otherwise, with any one or more states or civil divisions or agencies thereof, or of the United States or any agency thereof.

ARTICLE II
TOWN COUNCIL

Sec. 201 Composition and Term of Office

(a) *Composition* - There shall be a town council of seven (7) members, four (4) of whom shall be district councilors and three (3) of whom shall be at large councilors.

(b) *Term of Office* - The term of office for councilors elected on or after the regular municipal election held in 2005 shall be three (3) years. Provided, however, that any councilor elected to fill a vacancy shall serve the unexpired term of that position. (Amended: November 2, 2004)

Sec. 202 Eligibility - Only registered voters who reside in the town shall be eligible to hold office as councilors at large. Only a registered voter and a resident of a district may be elected as councilor for the district. Any registered voter seeking office must be a resident of the town for at least one year. (Amended: June 8, 1982)

Sec. 203 Compensation - The Town Council may determine the annual salary of the chairman and councilors by ordinance, but no ordinance increasing such salary shall become effective until the commencement of the terms of councilors elected at the next regular election. Salaries of councilors shall be paid on a quarterly basis for services performed in the preceding quarter. Councilors elected in a special election shall be paid on a pro rata basis for the time they shall actually serve. Initially annual salaries shall be twenty dollars (\$20.00) per meeting for each councilor and town counselor and twenty-five dollars (\$25.00) per meeting for council mayor. (Amended: June 8, 1982)

Sec. 204 Mayor and Deputy Mayor - At the first council meeting in January of each year the town's attorney shall, after the swearing of council members, preside over the town council's election of one of its members as mayor for the ensuing year. The mayor shall preside at the meetings of the council and may vote on all matters that come before the council. The mayor shall represent the interests of his/her constituency in all matters before the council. The mayor shall be recognized as the head of the town government for all ceremonial purposes and by the Governor for the purposes of military law, but shall have no regular administrative duties. A newly elected mayor's first official act shall be to preside over the council's election of one of its members as a deputy mayor for the ensuing year. The deputy mayor shall exercise all the powers of the mayor during the temporary absence or temporary disability of the mayor. The mayor and/or the deputy mayor may resign, with or without explanation and with or without the consent of the council, their respective positions at any time. Should the office of mayor become vacant at any time other than as prescribed above, the town's attorney shall, as the next order of council business preside over the election of a mayor. Should the deputy mayor become vacant, the mayor shall,

INFRASTRUCTURE COMMITTEE MEETING MINUTES
MONDAY, JUNE 25, 2012

Attending:

- Councilor Jeremy Williams
- Councilor Jean Lawlis
- Councilor Kristen Hornbrook
- Councilor Shelby Wright
- Town Manager Susan Lessard

The meeting was opened at 6 p.m. by Committee Chair Wright.

1. MINUTES OF 3-26-2012 MEETING – Motion by Councilor Hornbrook, seconded by Councilor Lawlis to approve the minutes as written. Vote 4-0.

2. OLD BUSINESS

A. IDEAS FOR COMMUNITY SURVEY

1. Paving questions related to cost, adequacy, frequency
2. Solid Waste disposal, transfer station costs
3. Bus Service
4. Sidewalks
5. Lighting/intersections & streetlights

3. NEW BUSINESS

A. REQUEST FOR RECREATIONAL HARVEST OF 25 ALEWIVES –

The Town Manager reported that a request had been made from a resident to do a recreational harvest of alewives, which allows for up to 25 per day to be taken for personal use. There was some confusion between the Department of Marine Resources and the Warden Service over where this permission had to come from and the resident was directed to the Town. After contacting Claire Enterline at the Department of Marine Resources, it was clarified that the default provision in state law allows a recreational harvest as long as a Town does not have in their Alewife Harvesting Ordinance a provision which bans the practice. Hampden has a plan that has no provision in regard to recreational harvest and therefore the resident could have taken up to 25 alewives per day.

The Manager also was told during the conversation with Ms. Enterline that while the Town had reserved the right to the fishery, no commercial harvest could take place until at least five years of sampling had been done to determine the health of the fishery. This information will be forwarded to the Council for its discussions related to Alewives in March of 2013.



4. PUBLIC COMMENT - None

5. COMMITTEE MEMBER COMMENTS – Councilor Williams expressed frustration and concern at the dangerously poor condition of Route 69 and asked if there was any type of pressure that could be put on MDOT to do something to improve the road. The Town Manager indicated that she would contact MDOT in regard to the issue.

The meeting was adjourned at 6:42 p.m.

Respectfully submitted,

Susan Lessard
Town Manager

HAMPDEN TOWN COUNCIL SERVICES COMMITTEE MINUTES
MONDAY, July 9, 2012

Attending:

Councilor Jean Lawlis	Librarian Debbie Lozito
Councilor Shelby Wright	Susan Lessard, Town Manager
Councilor Janet Hughes	Interested residents
Recreation Director Kurt Mathies	

1. Minutes of 6/20/2012 – Minutes of the Special Services Committee held on Wednesday, June 20th were reviewed and approved.
2. Old Business
 - A. Papermill Road Park Planning – Recreation Director Kurt Mathies gave the Committee an update on the state of the park and its challenges and limitations, which include lack of maintenance resulting in blowdowns and brush, extensive poison ivy, and very limited parking space availability. He reported that the Boy Scout troop had expressed interest in helping to rehabilitate the park so that they could use it. He has arranged for the poison ivy to be sprayed and once that is eliminated other work can be done there. It is a park that is not widely known in the community and due to its more remote character, can at times be a location for less than desirable behavior. The Committee indicated that this could be changed if the park were cleaned up, more widely used, and advertised. An article will be put in the next newsletter about the park. This item will be updated at the next Services Committee meeting.
 - B. Updates – The Recreation Director provided the following updates:
 1. Dead trees impairing paths in Dorothea Dix Park have been marked for removal and Bruen's Tree Service will be removing them.
 2. He purchased twelve trees from Forest's Edge Greenhouse to replace some of those lost at Dorothea Dix Park.
 3. Another clean up will happen at Dorothea Dix Park later in the summer.
 4. The use of the old Hampden Academy by recreation programs will be discussed at the next Planning & Development Committee meeting so that Kurt can plan on what information will be included in the next program mailing.
3. New Business
 - A. Survey topics – Community Survey





- a. What recreational services do you use?
- b. What would you be willing to pay for them in property taxes, fees, etc.?
- c. What recreational opportunities should the Town offer?
- d. Should the Town continue to offer bus service?
- e. Should the before/after school program be expanded?

B. Library - window sill damage (added to agenda at meeting)

The Librarian explained that the person replacing the trim boards had discovered that one location had rot behind the trim resulting from water infiltration. The problem can be resolved by replacing the board behind the trim and adding rain gutters over the area. The Librarian will have additional cost estimates for the Finance Committee on Monday, July 16th in the event that the repair cost greatly exceeds the original estimate.

4. Public Comment - Resident Terry McAvoy expressed concern and frustration over the Town's Subdivision Ordinance which requires either a dedication of open space (public or private) or a cash payment fee-in-lieu of open space when a subdivision is done. The Committee explained the origin of the subdivision regulations and Mr. McAvoy was encouraged to research on the State website the requirements related to subdivision regulations.
5. Committee Member Comments - None

The meeting was adjourned at 7:35 p.m.

Respectfully submitted,

Susan Lessard
Town Manager

Task Items:

1. Dorothea Dix Park harvesting & trails
2. HA Reuse
3. Pocket Parks
4. Rules for accepting land - fee in lieu
5. Open space plan
6. Parks Department
7. Sports Fields
8. Marina Area - Waterfront park
10. GIS/IT support

COMMUNICATIONS COMMITTEE MEETING MINUTES
Tuesday, June 12, 2012

Attendance:

Councilor Kristen Hornbrook
Councilor Jeremy Williams
Town Manager Susan Lessard
Resident Jeremy Jones

Matt Thomas, FF/Paramedic

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

1. MINUTES OF 4/10/2012 MEETING – Motion by Councilor Williams, seconded by Councilor Hornbrook to approve the minutes. Vote 2-0.
2. OLD BUSINESS
 - A. UPDATE – CABLE TV CONTRACT PROGRESS – The Town Manager updated the committee on the current status of the contract negotiations with Time Warner. The Town is represented in the negotiations through its membership in the Penobscot Cable Consortium. The goal of the negotiations is not to lose any items that are part of the current contract. The contract will include a capital equipment grant to the Town similar to the one given at the time of initial adoption.
 - B. UPDATE – VIDEO STREAMING PROJECT – Matt Thomas informed the Town that he was working with the Town Manager to come up with a computer that could be dedicated for possible use in this project. The Manager indicated that she would work with the GIS/IT Specialist to come up with one that could be used when it is retired from regular office use. Mr. Thomas also discussed item 3-E, the u-tube channel idea. He indicated that it would be simple and easy to find – but would require more work to upload the video from the cable tv system. Since the purpose of the video streaming is to make what is available via cable also available via the internet in as cost effective way as possible, the original plan to feed the channel through a connection, possibly at the library, continues to be the preferred option.
 - C. PORTABLE SOUND SYSTEM – MATT THOMAS – Matt explained that the Public Safety Department was in the process of getting a 60 inch LED television for use in the community room for training activities. This purchase would be funded from leftover monies received from a class held by Hampden for Fire Training. In consulting with the Town Manager, they were made aware that the Town wanted to acquire a portable sound system for it use – much of which would be in the Community Room. Matt did the research and located a system with six microphones that should

be suitable. The total cost of acquiring the system is estimated to be \$1500. The original budget for a sound system for this year was \$3500, so it is well within that amount. Motion by Councilor Williams, seconded by Councilor Hornbrook to recommend the purchase of the sound system identified by Mr. Thomas at a cost not to exceed \$1500. Vote 2-0. The recommendation was referred to the Finance Committee to designate the funding source.

3. NEW BUSINESS

A. IDEAS FOR COMMUNITY SURVEY – The Committee suggested three topics for inclusion in the survey questions:

1. What is the most effective form of communication?
2. What information would you like to see more of from the Town?
3. Rate the effectiveness of Town Communication

B. NEWSLETTER IDEAS – JULY EDITION – The Committee reviewed the list provided as part of the packet and added Hampden Academy Update and Election Outcome from the June primary/school budget as topics.

C. STUDENT INTERN WORK – The Town Manager informed the Committee that intern Justin Foster is working on two projects – one with Mr. Folsom regarding the Hampden Academy tour and the other with Richard Newcomb involving a history show. Councilor Williams asked that a list be provided of areas to photograph as part of a flyover in mid-July so that footage could be obtained that could be used in other shows of Town-owned facilities/parks.

The Manager provided information to the Committee regarding a multi-viewer that is available from NESCOM. Hampden has been discussing obtaining one for some time so that we could eliminate five televisions in the video room and replace them with one flat screen. It would greatly improve the overheating situation in the room due to the presence of all the televisions. The cost of the unit is \$750 plus approximately \$300 for a flat screen to accompany it. The new cost of the multiviewer to NESCOM was \$9000. Motion by Councilor Williams, seconded by Councilor Hornbrook to recommend to the full council the purchase of the multiviewer/flatscreen. Vote 2-0. The item was referred to Finance for a funding recommendation. It was noted that this item could be purchased with some of the funds remaining that were budgeted for the portable sound system.

D. DISTRICT/NEIGHBORHOOD MEETINGS – This idea was raised at the last meeting as a way of encouraging residents to talk with their

elected representatives in a less formal atmosphere than regular council meetings. The idea of doing it by District was based on the premise that each district may have concerns that are different. Use of the Kiwanis Hall or the Snowmobile Club was suggested. In order to move forward with this idea, the remainder of the Council needs to be brought up to speed and then decide if they wish to host/participate in such meetings. The Town Manager will prepare a draft on the subject and forward it to Committee members for input. It will be put on the Communications Committee agenda for July 10th, and if approved by the Committee, referred to the Council at the July 16th meeting.

E. UTUBE CHANNEL IDEA – Discussed as noted above under Item 2-B.

(Councilor Hornbooks' notes after Manager Lessard left :)

4. Public Comment: Jeremy Jones stated that he really thought the Hampden YouTube channel was a very good idea. He stated that there could even be two. One for Council and Committee meetings and the other for goings on in the town like special events or things the town wants to highlight. Committee members agreed. He also wanted to know if Committee thought it would be helpful to download the newest meetings first and then begin slowly backlogging the older ones so that eventually a complete video record could be found on line. Committee members agreed this was a good idea.

5. Committee Member Comments: none.

Motion to adjourn by Councilor Williams at 7:10.

Motion 2nd by Councilor Hornbrook.

Respectfully submitted,

Susan Lessard
Town Manager

FINANCE & ADMINISTRATION COMMITTEE MEETING

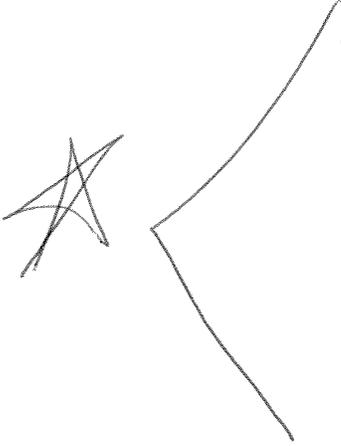
Monday, May 21, 2012

Attending:

Mayor Janet Hughes	Councilor Andre Cushing
Councilor Shelby Wright	Councilor Kristen Hornbrook (6:10 p.m.)
Councilor Tom Brann	Town Manager Susan Lessard
Councilor Jean Lawlis	

The meeting was called to order at 5:45 p.m. by Mayor Hughes.

1. Minutes – 4/23/2012 and 5/7/2012 Meetings – The minutes of the two meeting dates were reviewed and approved with no changes.
2. Review & Signature of Warrants – Payment warrants were reviewed by Committee members and signed
3. Financial Statements – April – The Town Manager presented the April financial statements and answered questions about them.
4. Old Business

- 
- a. Survey Questions for Community Survey – Ideas given for topics of the survey
 1. District/at large Councilor
 2. Where do you get your information about the Town?
 3. Services – ranked by priority
 4. Recreation/Pool
 5. Transfer station/curbside pickup
 6. Hampden Academy re-use
 7. Service improvements
 8. What type of industry should be recruited for Hampden?The Town Manager will compile the lists from each committee and bring it back to the Council for decisions on what should be included.

5. New Business

- a. Begin Review of Town Charter – Discussion postponed until next meeting
- b. Planning & Development Recommendation – Cost Estimate to finish Business Park (This item was added to the agenda at the beginning of the meeting at the request of Mayor Hughes)
The purpose of this item was to discuss the recommendation of the Planning & Development Committee to spend up to \$2,500

for a cost estimate to complete the infrastructure build out for the business park. Having this knowledge would allow the Council to make a more informed decision about whether or not to market the remainder of the park as a single unit or to seek to finish the infrastructure so that individual lots can be sold. The source of the monies would be paid from Business Park Revenue – which this year are monies paid by Central Maine Diesel for the lot that they purchased. Councilor Hornbrook requested that information be provided to the Council regarding that revenue account. This item is for reference since the funding source is not a reserve account and the amount requested is less than the \$10,000 bid amount threshold.

6. Public Comment - None

7. Committee Member Comments – None – The Town Manager notified those in attendance that she would be staffing the Services Committee for the next several months to better understand how the staff and the Committee could work better together.

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

Respectfully submitted,

Susan Lessard
Town Manager