



HAMPDEN TOWN COUNCIL
HAMPDEN MUNICIPAL BUILDING
AGENDA

MONDAY

JUNE 15, 2009

7:00 P.M.

• **5:45 pm – FINANCE COMMITTEE MEETING**

A. CONSENT AGENDA

1. SIGNATURES

a. Treasurer's Warrants

2. FINANCIAL REPORTS

3. SECRETARY'S REPORTS

4. COMMUNICATIONS

5. REPORTS

- a. Finance Committee Minutes – 6/1/09
- b. Landfill Complaint Report – May 2009
- c. Landfill Special Waste Activity Report – May 2009
- d. Library Trustees Minutes – 5/13/09
- e. Pine Tree Landfill – Host Community Benefit – April 2009
- f. Rapid Renewal – May 2009
- g. Economic Development Team Report – 6/1/09

B. PUBLIC COMMENTS

C. POLICY AGENDA

1. PUBLIC HEARINGS

- a. 2009/2010 Municipal Budget Adoption
- b. Proposed Post-Construction Stormwater Ordinance
- c. Proposed Amendments to Fees Ordinances – Victualer's Licenses and Liquor Licenses
- d. Application for Renewal of Victualer's License received from Mac's Convenience Stores, d/b/a Circle K #7057 at 63 Main Road North

NOTE: The Council will take a 5-minute recess at 8:00 pm.

2. NOMINATIONS – APPOINTMENTS – ELECTIONS

3. UNFINISHED BUSINESS

- a. Contract Award for Route 1-A Sewer Project – Finance Committee Recommendation
- b. Bid Amount Policy – Finance Committee Recommendation to Change
- c. Community Room Use Policy – Finance & Services Committee Recommendations
- d. Outside Agency/School Groups Funding Policy – Finance Committee Recommendation
- e. Maine PERS Plan Changes

4. NEW BUSINESS

- a. Street Light Recommendation – Public Safety

D. COMMITTEE REPORTS

E. MANAGER'S REPORT

F. COUNCILORS' COMMENTS

G. ADJOURNMENT

FINANCE COMMITTEE MEETING MINUTES
Monday June 1, 2009

Attending:

Mayor Matthew Arnett
Councilor Shannon Cox
Councilor William Shakespeare
Councilor Jean Lawlis
Councilor Janet Hughes
Councilor Tom Brann
Sue Lessard, Town Manager

The meeting was opened at 5:55 p.m. by Mayor Arnett

1. Minutes of 5/18/09 Meeting
The minutes of the 5/18/09 meeting were reviewed. No items of concern were raised and the Mayor declared them accepted as written.
2. Acceptance of Financial Reports
No financial reports were presented.
3. Review and Sign Warrants
Warrants were reviewed and circulated for signature.
4. Old Business
 - a. Review of Outside Agency & School Group Requests Policy (2nd draft)
The Town Manager presented the updated draft. The only changes made were to change the term "Eligible Groups" to "School Groups" in describing those eligible for consideration of funding outside the regular municipal budget process. In addition, a line was added to the Outside Agencies portion to clearly identify that requests could only be made from such entities within the regular budget process of the Town of Hampden. Motion by Jean Lawlis, seconded by Shannon Cox to recommend passage of the policy to the full Council at the next regular meeting. Vote 4-0.
5. New Business
 - a. Review of Hampden Community Room Rental/Use Policy
The Committee reviewed the draft policy presented by the Town Manager. The need for the policy is being created by a growing number of groups that wish to use the room for a variety of purposes. The policy is also being reviewed by the Services Committee at its meeting on June 8th. Motion by William Shakespeare, seconded by Jean Lawlis to recommend adoption of the policy to the full Council. Vote 5-0.
 - b. Police Cruiser Bids

Although the Committee initially discussed the submitted bids and agreed to support the low bid presented for a 2009 Chevrolet Impala cruiser, they reconsidered this decision after being presented with information from the Public Safety Director. He indicated that the Chevrolet was considered too small in terms of size for many of the officers, and had a very cramped passenger compartment for 'guests' of the department. In addition, the majority of the Town's fleet is Ford Crown Victorias which allows for uniformity when ordering maintenance supplies to be installed/changed by the in-house person doing that work on the vehicles. It was the consensus of the Committee to recommend to that full Council that the department be allowed to purchase the 2009 Ford from Darlings at a price of \$22,406.

c. Review of Revenue and Reserve portions of the proposed 2010 budget

The Town Manager explained the budget numbers for estimated revenues and proposed contributions to reserves. Committee members asked a number of questions regarding revenues and expenditures from the existing budget and how we should end up at fiscal year end. It was the consensus of the Committee to recommend to the full Council that the reserves and estimated revenues should be included as presented.

6. Public Comments

None

7. Committee Member Comments

Councilor Cox asked if the Town had been contacted by Etna, Dixmont, or Newburgh in regard to ambulance coverage due to the fact that Community Ambulance which serves those communities was going out of business effective June 30, 2009. The Town Manager notified the Committee that the Town had been contacted on June 1st regarding that subject and that she had asked the Public Safety Director to prepare staffing and cost information. In addition, it will be placed on the next agenda for the Infrastructure Committee on Monday, June 22, 2009.

The meeting was adjourned at 6:55 p.m.

Respectfully submitted,

Susan Lessard
Town Manager

June 5, 2009

Susan Lessard
Town Manager
Town of Hampden
106 Western Avenue
Hampden, Maine 04444

**RE: Pine Tree Landfill
Monthly Report of Landfill Complaints**

Dear Susan:

During the Month of May 2009, no complaints were received pertaining to Pine Tree Landfill.

If you should require any additional information, please feel free to contact me at 862-4200, ext. 245.

Sincerely,

PINE TREE LANDFILL



Tom Gilbert
Environmental Compliance Manager

CC: Cyndi Darling, MDEP
Wayne Boyd, Casella Waste Systems, Inc.
Don Meagher, Casella Waste Systems, Inc.
Toni King, Casella Waste Systems, Inc.

June 5, 2009

Cyndi Darling
Maine Dept. of Environmental Protection
Bureau of Remediation & Waste Management
106 Hogan Road
Bangor, Maine 04401

**RE: New England Waste Services of ME
d/b/a Pine Tree Landfill
Monthly Special Waste Activity Report**

Dear Cyndi:

Enclosed please find the May 2009 Waste Activity Report for Pine Tree Landfill. All analytical data relating to special waste deliveries to the landfill is kept on file for your review as required.

If you should have any questions regarding the enclosed, please do not hesitate to contact me at 862-4200, ext.245.

Sincerely,

PINE TREE LANDFILL



Tom Gilbert
Environmental Compliance Manager

Enclosure

CC: Wayne Boyd, PTL
Toni King, Casella Waste Systems, Inc.
Susan Lessard, Town of Hampden

PINE TREE LANDFILL
HAMPDEN, MAINE
MONTHLY WASTE ACTIVITY REPORT
MAY 2009

Delivery Date	Manifest Approval #	Waste Description	Quantity Delivered (tons)	Transporter Name	Generator Name	State of Origin
05/09/09	243890	NON FRIABLE ASBESTOS	8.05	CRESCIO	BU/BRANDIS/PRK ST.CONDOS	
05/16/09	244447	NON FRIABLE ASBESTOS	9.41	CRESCIO	BU/BRANDIS/PRK ST.CONDOS	MA
05/08/09	243788	NON FRIABLE ASBESTOS	0.11	BRENDA	BRENDA TIRONE	MA
05/08/09	243869	NON FRIABLE ASBESTOS	1.02	RIVER	HUSSON COLLEGE	ME
05/14/09	244335	NON FRIABLE ASBESTOS	0.55	RIVER	HUSSON COLLEGE	ME
05/26/09	245103	NON FRIABLE ASBESTOS	2.24	RIVER	HUSSON COLLEGE	ME
05/26/09	245107	NON FRIABLE ASBESTOS	2.05	LULL	STEPHANIE LULL	ME
05/01/09	243255	NON FRIABLE ASBESTOS	1.53	RIVER	PATHE	ME
05/01/09	243307	NON FRIABLE ASBESTOS	2.16	RIVER	PATHE	ME
05/06/09	243586	NON FRIABLE ASBESTOS	1.39	RIVER	PATHE	ME
05/07/09	243736	NON FRIABLE ASBESTOS	1.65	RIVER	PATHE	ME
05/14/09	244307	CONTAMINATED SOIL-NON PCB	2.78	SKOFIELD	BECKY ALEXANDER	ME
05/12/09	244117	CONTAMINATED SOIL-NON PCB	1.71	CH	DARRYL GILBERT	ME
05/28/09	245374	CONTAMINATED SOIL-NON PCB	4.79	PTS	MAIN STREET	ME
05/27/09	245248	CONTAMINATED SOIL-NON PCB	0.50	PS	JOE NESIN	ME
05/26/09	245129	CONTAMINATED SOIL-NON PCB	0.40	MEDEP	PETER MAYFLY-KIPP	ME
05/13/09	244165	GRIT CATCH BASIN	9.84	CH	G.E.SECURITY	ME
05/29/09	245451	GRIT CATCH BASIN	0.87	CH	H.C.HAYNES	ME
05/08/09	243814	GRIT CATCH BASIN	5.62	CH	BANGOR WHOLESALE LAMINATES	ME
05/26/09	245119	GRIT CATCH BASIN	4.16	CH	SMORGEN STEEL	ME
05/07/09	243722	GRIT SAND BLAST	15.74	PTS	ROCKLAND MARINE	ME
05/21/09	244880	NON FRIABLE ASBESTOS	11.90	PTS	CALAIS HOSPITAL	ME
05/21/09	244888	NON FRIABLE ASBESTOS	7.45	PTW	CALAIS HOSPITAL	ME
05/13/09	244155	NON FRIABLE ASBESTOS	5.69	PTW	MORRISSEY ENVIRONMENTAL	ME
05/13/09	244190	NON-HAZARDOUS CHEMICAL RELATED	9.20	PTS	TOM'S OF MAINE	ME
05/16/09	244466	NON-HAZARDOUS CHEMICAL RELATED	6.99	PTS	TOM'S OF MAINE	ME
05/08/09	243831	LEATHERSCRAPS	11.01	PTS	IRVING TANNING	ME
05/27/09	245266	LEATHERSCRAPS	10.80	PTS	IRVING TANNING	ME
05/08/09	243793	MUNICIPAL ASH	29.30	KBC	PERC	ME
05/08/09	243794	MUNICIPAL ASH	27.51	KBC	PERC	ME
05/08/09	243795	MUNICIPAL ASH	30.40	KBC	PERC	ME
05/08/09	243796	MUNICIPAL ASH	29.03	KBC	PERC	ME
05/08/09	243817	MUNICIPAL ASH	29.45	KBC	PERC	ME
05/08/09	243836	MUNICIPAL ASH	31.48	KBC	PERC	ME
05/08/09	243888	MUNICIPAL ASH	32.00	KBC	PERC	ME
05/09/09	243889	MUNICIPAL ASH	29.00	KBC	PERC	ME
05/09/09	243904	MUNICIPAL ASH	28.33	KBC	PERC	ME
05/09/09	243905	MUNICIPAL ASH	30.49	KBC	PERC	ME
05/09/09	243907	MUNICIPAL ASH	30.22	KBC	PERC	ME
05/09/09	243927	MUNICIPAL ASH	31.51	KBC	PERC	ME
05/09/09	243940	MUNICIPAL ASH	31.55	KBC	PERC	ME
05/10/09	243941	MUNICIPAL ASH	30.69	KBC	PERC	ME
05/10/09	243942	MUNICIPAL ASH	28.52	KBC	PERC	ME
05/10/09	243943	MUNICIPAL ASH	28.03	KBC	PERC	ME
05/10/09	243946	MUNICIPAL ASH	31.23	KBC	PERC	ME
05/10/09	243952	MUNICIPAL ASH	31.10	KBC	PERC	ME
05/10/09	243956	MUNICIPAL ASH	30.24	KBC	PERC	ME
05/11/09	243957	MUNICIPAL ASH	30.06	KBC	PERC	ME
05/11/09	243958	MUNICIPAL ASH	31.02	KBC	PERC	ME
05/11/09	243959	MUNICIPAL ASH	28.62	KBC	PERC	ME
05/11/09	243960	MUNICIPAL ASH	27.95	KBC	PERC	ME
05/11/09	243991	MUNICIPAL ASH	28.04	KBC	PERC	ME
05/11/09	243992	MUNICIPAL ASH	27.84	KBC	PERC	ME
05/11/09	244017	MUNICIPAL ASH	28.24	KBC	PERC	ME
05/11/09	244035	MUNICIPAL ASH	28.43	KBC	PERC	ME
05/12/09	244039	MUNICIPAL ASH	26.98	KBC	PERC	ME
05/12/09	244040	MUNICIPAL ASH	29.86	KBC	PERC	ME
05/12/09	244041	MUNICIPAL ASH	28.65	KBC	PERC	ME
05/12/09	244072	OILY DEBRIS	15.84	EN	ENPRO ENVIRONMENTAL SERVICES	ME
05/13/09	244156	OILY DEBRIS	27.36	EN	ENPRO ENVIRONMENTAL SERVICES	ME

PINE TREE LANDFILL
HAMPDEN, MAINE
MONTHLY WASTE ACTIVITY REPORT
MAY 2009

05/13/09	244179	OILY DEBRIS	16.52	EN	ENPRO ENVIRONMENTAL SERVICES	ME
05/05/09	243521	OILY DEBRIS	17.61	CLEAN VENT	GENERAL CHEMICAL	MA
05/27/09	245221	OILY DEBRIS	15.43	CLEAN VENT	GENERAL CHEMICAL	MA
05/28/09	245326	OILY DEBRIS	17.00	CLEAN VENT	GENERAL CHEMICAL	MA
05/05/09	243547	OILY DEBRIS	6.26	CH	MIRANT CANAL SYSTEM	MA
05/07/09	243713	OILY DEBRIS	3.00	CH	MIRANT CANAL SYSTEM	MA
05/15/09	244367	OILY DEBRIS	7.53	CH	MIRANT CANAL SYSTEM	MA
05/20/09	244737	OILY DEBRIS	4.99	SAMS	MIRANT CANAL SYSTEM	MA
05/01/09	243306	OILY DEBRIS	29.99	SAMS	UNITED OIL RECOVERY	NH
05/04/09	243448	OILY DEBRIS	30.83	SAMS	UNITED OIL RECOVERY	NH
05/05/09	243527	OILY DEBRIS	28.77	SAMS	UNITED OIL RECOVERY	NH
05/06/09	243624	OILY DEBRIS	30.66	SAMS	UNITED OIL RECOVERY	NH
05/07/09	243724	OILY DEBRIS	31.47	SAMS	UNITED OIL RECOVERY	NH
05/08/09	243785	OILY DEBRIS	29.12	SAMS	UNITED OIL RECOVERY	NH
05/11/09	243994	OILY DEBRIS	30.01	SAMS	UNITED OIL RECOVERY	NH
05/12/09	244075	OILY DEBRIS	29.86	SAMS	UNITED OIL RECOVERY	NH
05/13/09	244225	OILY DEBRIS	27.73	SAMS	UNITED OIL RECOVERY	NH
05/14/09	244298	OILY DEBRIS	30.43	SAMS	UNITED OIL RECOVERY	NH
05/15/09	244384	OILY DEBRIS	32.14	SAMS	UNITED OIL RECOVERY	NH
05/20/09	244762	OILY DEBRIS	30.21	SAMS	UNITED OIL RECOVERY	NH
05/22/09	244974	OILY DEBRIS	31.13	SAMS	UNITED OIL RECOVERY	NH
05/27/09	245222	OILY DEBRIS	30.75	SAMS	UNITED OIL RECOVERY	NH
05/28/09	245342	OILY DEBRIS	31.74	SAMS	UNITED OIL RECOVERY	NH
05/29/09	245468	OILY DEBRIS	34.00	SAMS	UNITED OIL RECOVERY	NH
05/08/09	243782	LAUNDRY RESIDUALS	18.35	NE EXPRESS	ALLTEX UNIFORM	MA
05/20/09	244736	WOOD ASH	0.56	PTS	TOWN OF HAMPDEN	ME
		MONTH TOTAL (TONS):	1,664.67			

May 29, 2009

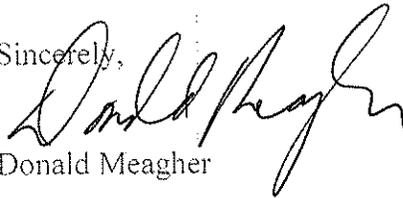
Susan Lessard
Town Manager
Municipal Building
106 Western Avenue
Hampden, ME 04444

Dear Susan:

The enclosed host fee payment of \$45,930.19 represents the period April 2009, during which 24,827 tons were disposed at PTL.

As always, please give me a call if you have any questions about the landfill.

Sincerely,



Donald Meagher

Enc: Host community benefit payment (2 checks)

**EDYTHE L. DYER LIBRARY
BOARD OF TRUSTEES
ANNUAL MEETING
MINUTES
May 13, 2009**

Members present: Debbie Lozito (ex officio), Don Desmarais, John Skehan, Richard Jenkins, Tony Mourkas, Yvonne Lambert, Dave Barrett, Mark Russell, Judy Beebe, Ruth Stearns and Mary Ann Bjorn.

Members absent: Fred Jones and Cheri Condon.

Meeting called to order at 7:45 a.m.

Minutes of the April 8, 2009 meeting were read. Motion was made and seconded to accept the minutes as read.

Tony Mourkas presented his report on expansion of the Library, citing four possible scenarios and approximate cost of each. A copy of that report is attached. The report was very informative and the Board thanked Tony for his presentation.

The Nominating Committee presented the slate of officers for the 2009-2010 year. The slate consisted of:

- Don Desmarais – Chairperson
- John Skehan – Vice Chair
- Yvonne Lambert – Secretary
- Mark Russell – Treasurer

Ruth Stearns moved to accept the slate. Motion was seconded. There being no other nominations, the vote was called and passed unanimously.

In the interest of time, it was decided to table discussion of the proposed by-laws changes until the next meeting. Mark Russell asked the Board to also consider a change in the number of Board meetings and a possible change in time of day. These matters will be discussed at the June Board Meeting on June 10.

Motion was made to adjourn. All were in favor. Meeting adjourned at 8:45 a.m.

Respectfully submitted,

Donna Beck
Recording Secretary

A-5-f

Rapid Renewal Transaction Volume Summary
Town of Hampden: Transaction date >= 20090501 and < 20090601

Payment Method	Transaction Count	Transaction Amount	Processing Fees
Credit/Debit Card	0	0.00	0.00
Electronic Check	44	6651.58	0.00
TOTAL	44	6651.58	

Class Code Summary

Class	Count
BB	2
CO	1
CR	3
FD	1
MC	2
PC	32
TL	1
UM	1
VT	1

May Rapid Renewal

Development Team Report
Project Status
June 1, 2009

Commercial:

Anglers Restaurant

Owner: Bud Hall
Project: Anglers Restaurant
Location: Corner of Coldbrook and 202 (stone house)
Status: Successful Grand Opening
May 20, 2009

Rawcliffe Car Wash

Owner: Jeff Rawcliffe
Project: Car Wash (Automated with bays)
Location: Main Road North
Status: Application Submitted and Approved
Awaiting Construction Plans

Rite Aid Pharmacy:

Owner: Rite Aid
Project: Pharmacy
Location: Western Avenue
Status: Application Submitted and Approved
Awaiting Building Plans Submission

Dunkin Donuts:

Owner: Tony DeCosta
Project: Duncan Donuts
Location: Town Center
Status: Application Submitted and Approved
Renewal of Certificate of Appropriateness (April 09)

Residential:

Dance Hall Subdivision

Owner: Lane Construction
Project: Residential Subdivision
Location: Off Main Road North
Status: Subdivision Application Submitted and Approved
Ground Construction Underway

Institutional:

High School

Owner: MSAD
Project: High School Construction
Location: Four Mile Square
Status: Initial Overview Presented to Planning Board

Development Review Team Staff Meetings:

Currently working on revisions to Article 4 General Regulations, Site Plan Review Procedures in order to streamline submission requirements and review timeframes.

In addition, the Team is creating landscaping standards for incorporation into site design in some commercial district designations in order to improve appearances of our business community particularly along Route 1A.

NOTE:

Inquiries/Confidential Discussion: Due to the necessity and expectation of confidentiality, I am unable to provide more specific information at this time on the ongoing discussions:

Park Property Lots: (Availability)
Retail Establishment (Location Inquiries)
Commercial Establishment (Location Inquiries)
Retail Re-location: (Availability/Options for Expansion)

Respectfully Submitted,

Dean L. Bennett
Community and Economic Development Specialist

Development Review Team:

Dean Bennett, Community and Economic Director
Gretchen Heldmann, IT/GIS
Ben Johnson, Code Enforcement
Bob Osborne, Planner
Chip Swan, Public Works
Keith Bernard, Fire Inspector

C-1-a

**TOWN OF HAMPDEN
PUBLIC NOTICE**

Notice is hereby given that the Hampden Town Council will hold a public hearing at 7:00 pm on Monday, June 15, 2009 at the Hampden Municipal Building for consideration of the entire FY 2010 proposed town budget.

**PROPOSED 2010
HAMPDEN TOWN BUDGET**

ACCOUNT NUMBER	ACCOUNT NAME	PROPOSED BUDGET 2010
01-01	ADMINISTRATION	\$548,071.00
01-02	GIS/IT	\$82,261.00
01-03	COMMUNICATIONS	\$33,642.00
01-05	TOWN COUNCIL	\$36,049.00
01-10	MUNICIPAL BUILDING	\$111,907.00
01-15	TAX COLLECTOR	\$6,000.00
01-20	ELECTIONS	\$12,963.00
01-25	PLANNING/ASSESSING	\$227,472.00
01-30	ECONOMIC DEVELOPMENT	\$86,445.00
05-03	NON-DEPT. UTILITIES	\$413,954.00
05-01	POLICE	\$945,713.00
05-05	FIRE DEPARTMENT	\$839,876.00
05-10	PUBLIC SAFETY	\$166,865.00
10-01	PUBLIC WORKS	\$1,253,261.00
10-05	MUNICIPAL GARAGE	\$33,840.00
15-10	SOLID WASTE	\$412,161.00
20-01	RECREATION	\$123,587.00
20-10	DYER LIBRARY	\$231,190.00
20-20	LURA HOIT POOL	\$320,971.00
20-25	MARINA	\$500.00
25-10	THE BUS	\$58,000.00
30-10	BUILDINGS & GROUNDS	\$86,800.00
38-00	OUTSIDE AGENCY REQUESTS	\$26,839.00
40-10	GENERAL ASSISTANCE	\$10,000.00
50-10	DEBT SERVICE	\$467,793.00
55-00	RESERVES	\$264,000.00
GROSS	MUNICIPAL BUDGET TOTAL	\$6,800,160.00
LESS	MUNICIPAL REVENUES -	\$3,624,516.00

= NET	MUNICIPAL BUDGET TOTAL	\$3,175,644.00
	SAD #22 TAXATION AMOUNT	\$5,115,775.23
	COUNTY TAXATION AMOUNT	\$610,045.00
	TIF APPROPRIATION	\$50,000.00

ESTIMATED TOTAL TAXATION REQUIREMENT \$8,951,464.23

As proposed, the 2010 Budget should result in a tax rate of \$15.90 per thousand, the same as 2009.

Proposed FY 2010 budget figures are as of 6/1/09.

Copies of the proposed FY 2010 Budget are available for public inspection at the Hampden Town Office.

The Town of Hampden Hereby Ordains that the following Ordinance be adopted:
Post-Construction Stormwater Management Ordinance

C-1-b

ADOPTED: Hampden Town Council,
Effective Date:

CERTIFIED BY: Denise Hodsdon
Name

Town Clerk
Title Affix Seal

Post-Construction Stormwater Management Ordinance

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Section 1. Purpose.

The purpose of this “Post-Construction Stormwater Management Ordinance” (the “Ordinance”) is to provide for the health, safety, and general welfare of the citizens of the Town of Hampden through review and approval of post-construction stormwater management plans and monitoring and enforcement of compliance with such plans as required by federal and State law. This Ordinance establishes methods for post-construction stormwater management in order to comply with minimum control measures requirements of the federal Clean Water Act, of federal regulations and of Maine’s Small Municipal Separate Storm Sewer Systems General Permit.

Section 2. Objectives

This Ordinance seeks to meet the above purpose through the following objectives:

- A. Reduce the impact of post-construction discharge of stormwater on receiving waters; and
- B. Reduce stormwater runoff rates and volumes, soil erosion and nonpoint source pollution, wherever possible, through use of Best Management Practices as promulgated by the Maine Department of Environmental Protection pursuant to its Chapters 500 and 502 Rules, and ensure that these management controls are properly maintained and pose no threat to public safety.

Section 3. Definitions.

For the purposes of this Ordinance, the terms listed below are defined as follows:

A. Applicant. "Applicant" means a Person with requisite right, title or interest or an agent for such Person who has filed an application for New Development or Redevelopment that requires a Post-Construction Stormwater Management Plan under this Ordinance.

B. Best Management Practices (“BMP”). “Best Management Practices” or “BMPs” means schedules of activities, prohibitions of practices, maintenance procedures, and other management practices to prevent or reduce the pollution of waters of the State. BMPs also include treatment requirements, operating procedures, and practices to control plant site runoff, spillage or leaks, sludge or waste disposal, or drainage from raw material storage.

C. Clean Water Act. “Clean Water Act” means the federal Water Pollution Control Act (33 U.S.C. § 1251 *et seq.*, also known as the “Clean Water Act”), and any subsequent amendments thereto.

D. Construction Activity. “Construction Activity” means Construction Activity including one acre or more of Disturbed Area, or activity with less than one acre of total land area that is part of a subdivision, if the subdivision will ultimately disturb equal to or greater than one acre.

E. Discharge. “Discharge” means any spilling, leaking, pumping, pouring, emptying, dumping, disposing or other addition of Pollutants to “waters of the State.” “Direct discharge” or “point source” means any discernible, confined and discrete conveyance, including, but not limited to,

any pipe, ditch, channel, tunnel, conduit, well, discrete fissure, container, rolling stock, concentrated animal feeding operation or vessel or other floating craft, from which Pollutants are or may be discharged.

F. Disturbed Area. “Disturbed Area” is clearing, grading and excavation. Mere cutting of trees, without grubbing, stump removal, disturbance or exposure of soil is not considered “disturbed area.” “Disturbed area” does not include routine maintenance but does include redevelopment. “Routine maintenance” is maintenance performed to maintain the original line and grade, hydraulic capacity, and original purpose of land or improvements thereon.

G. Enforcement Authority. “Enforcement Authority” means the Code Enforcement Officer and or the Public Works Director who are both authorized by the Municipality to administer and enforce this Ordinance.

H. Municipality. “Municipality” means the Town of Hampden.

I. Municipal Permitting Authority. “Municipal Permitting Authority” means the municipal official or body that has jurisdiction over the land use approval or permit required for a New Development or Redevelopment.

J. Municipal Separate Storm Sewer System, or MS4. “Municipal Separate Storm Sewer System” or “MS4,” means conveyances for storm water, including, but not limited to, roads with drainage systems, municipal streets, catch basins, curbs, gutters, ditches, human-made channels or storm drains (other than publicly owned treatment works and combined sewers) owned or operated by any municipality, sewer or sewage district, fire district, State agency or Federal agency or other public entity that discharges directly to surface waters of the State.

K. National Pollutant Discharge Elimination System (NPDES) Stormwater Discharge Permit. “National Pollutant Discharge Elimination System (NPDES) Stormwater Discharge Permit” means a permit issued by the U.S. Environmental Protection Agency (“EPA”) or by the Maine Department of Environmental Protection (“DEP”) that authorizes the discharge of pollutants to waters of the United States, whether the permit is applicable on an individual, group, or general area-wide basis.

L. New Development. “New Development” means any Construction Activity on unimproved Premises.

M. Person. “Person” means any individual, firm, corporation, municipality, quasi-municipal corporation, State agency or Federal agency or other legal entity.

N. Pollutant. “Pollutant” means dredged spoil, solid waste, junk, incinerator residue, sewage, refuse, effluent, garbage, sewage sludge, munitions, chemicals, biological or radiological materials, oil, petroleum products or by-products, heat, wrecked or discarded equipment, rock, sand, dirt and industrial, municipal, domestic, commercial or agricultural wastes of any kind.

O. Post-Construction Stormwater Management Plan. “Post-Construction Stormwater Management Plan” means BMPs and Stormwater Management Facilities employed by a New

Development or Redevelopment to meet the standards of this Ordinance and approved by the Municipal Permitting Authority.

P. Premises. “Premises” means any building, lot, parcel of land, or portion of land, whether improved or unimproved, including adjacent sidewalks and parking strips, located within the Municipality.

Q. Qualified Post-construction Stormwater Inspector. “Qualified Post-construction Stormwater Inspector” means a Professional Engineer who conducts post-construction Stormwater Management Facilities inspections for compensation and has a practical knowledge of stormwater hydrology and stormwater management techniques, including the maintenance requirements for stormwater management facilities, and the ability to determine if stormwater management facilities are performing as intended.

*Upon creation of DEP’s Qualified Post-construction Stormwater Inspector program, those individuals who have successfully completed said program and appear on DEP’s list of approved Post-construction Stormwater Inspector’s may at the sole discretion of the Enforcement Authority perform post-construction Stormwater Management Facilities inspections.

R. Redevelopment. “Redevelopment” means Construction Activity on Premises already improved with buildings, structures or activities or uses, but does not include such activities as exterior remodeling.

S. Regulated Small MS4. “Regulated Small MS4” means any Small MS4 regulated by the State of Maine “General Permit for the Discharge of Stormwater from Small Municipal Separate Storm Sewer Systems” effective July 1, 2008 (“General Permit”), including all those located partially or entirely within an Urbanized Area (UA) and those additional Small MS4s located outside a UA that as of the issuance of the General Permit have been designated by the DEP as Regulated Small MS4s.

T. Small Municipal Separate Storm Sewer System, or Small MS4. “Small Municipal Separate Storm Sewer System”, or “Small MS4,” means any MS4 that is not already covered by the Phase I MS4 stormwater program including municipally owned or operated storm sewer systems and State or federally-owned systems, such as Maine Department of Transportation Maine Turnpike Authority road systems and facilities.

U. Storm Drainage System. “Storm Drainage System” means the Municipality’s Regulated Small MS4.

V. Stormwater. “Stormwater” means any Stormwater runoff, snowmelt runoff, and surface runoff and drainage; “Stormwater” has the same meaning as “Storm Water.”

W. Stormwater Management Facilities. “Stormwater Management Facilities: means any parking areas, catch basins, drainage swales, detention basins and ponds, pipes and related structures that are part of the Post-Construction Stormwater Management Plan for a New Development or Redevelopment.

X. Urbanized Area (“UA”). “Urbanized Area” or “UA” means the areas of the State of Maine so defined by the latest decennial (2000) census by the U.S. Bureau of the Census.

Section 4. Applicability.

A. In General. This Ordinance applies to all New Development and Redevelopment within the Municipality and to associated Stormwater Management Facilities.

B. Exception. This Ordinance does not apply to New Development or Redevelopment on a lot, tract or parcel where that lot, tract or parcel is part of a subdivision that is approved under this Ordinance; said lot, tract or parcel shall not require separate review under this Ordinance, but shall comply with the Post-Construction Stormwater Management Plan requirements for that approved subdivision.

Section 5. Post-Construction Stormwater Management Plan Approval

A. General Requirement. Except as provided in **Section 4.B.** above, no Applicant for a building permit, subdivision approval, site plan approval or other zoning, planning or other land use approval for New Development or Redevelopment to which this Ordinance is applicable shall receive such permit or approval for that New Development or Redevelopment unless the Municipal Permitting Authority for that New Development or Redevelopment also determines that the Applicant’s Post-Construction Stormwater Management Plan for that New Development or Redevelopment meets the requirements of this Ordinance.

B. Performance Standards

1. **Stormwater Treatment Required.** The Applicant shall make adequate provision for the management of the quantity and quality of all stormwater generated by the New Development or Redevelopment through a Post-Construction Stormwater Management Plan. This Post-Construction Stormwater Management Plan shall be designed by a Professional Engineer to meet the standards contained in the Maine Department of Environmental Protection’s Chapters 500 and 502 Rules and shall comply with the practices described in the manual *Stormwater Management for Maine*, published by the Maine Department of Environmental Protection, January 2006, which hereby are incorporated by reference pursuant to **30-A M.R.S.A. § 3003**.

2. **Location of Facilities.** The Applicant may meet the quantity and quality standards above either on-site or off-site, but where off-site facilities are used, the applicant must submit to the Municipality documentation, approved as to legal sufficiency by the Municipality’s attorney, that the Applicant has a sufficient property interest in the property where the off-site facilities are located -- by easement, covenant or other appropriate legal instrument -- to ensure that the facilities will be able to provide post-construction stormwater management for the New Development or Redevelopment and that the property will not be altered in a way that interferes with the off-site facilities.

3. **Maintenance Agreement Required.** Where the Applicant proposes to retain ownership of the Stormwater Management Facilities shown in its Post-Construction Stormwater Management Plan, the Applicant shall submit to the Municipality documentation, approved as to

legal sufficiency by the Municipality's attorney that the Applicant, its successors, heirs and assigns shall have the legal obligation and the resources available to operate, repair, maintain and replace the stormwater management facilities. Applications for New Development or Redevelopment requiring Stormwater Management Facilities that will not be dedicated to the Municipality shall enter into a Maintenance Agreement with the Municipality. A sample of this Maintenance Agreement is attached as Appendix 1 to this Ordinance.

4. **Easements and Dedications.** Whenever elements of the Stormwater Management Facilities are not within the right-of-way of a public street and the facilities will not be offered to the Municipality for acceptance as public facilities, the Municipal Permitting Authority may require that perpetual easements not less than thirty (30) feet in width, conforming substantially with the lines of existing natural drainage, and in a form acceptable to the Municipality's attorney, shall be provided to the Municipality allowing access for maintenance, repair, replacement and improvement of the Stormwater Management Facilities. When an offer of dedication is required by the Municipal Permitting Authority, the Applicant shall be responsible for the maintenance of these Stormwater Management Facilities under this Ordinance until such time (if ever) as they are accepted by the Municipality.

5. **Conflict with State Laws or Rules.** In addition to any other applicable requirements of this Ordinance and the Municipality's land use ordinances, any New Development or Redevelopment which also requires a stormwater management permit from the Maine Department of Environmental Protection (DEP) under **38 M.R.S.A. 420-D** shall comply with the rules adopted by DEP under **38 M.R.S.A. 420-D(1)**, as the same may be amended from time to time, and the applicant shall document such compliance to the Municipal Permitting Authority. Where the standards or other provisions of such stormwater rules conflict with municipal ordinances, the stricter (more protective) standard shall apply.

6. **Engineering and administrative fees.** At the time of application, the Applicant shall pay to the Municipality the amount estimated by the Municipal Reviewing Authority to be sufficient to pay the engineering, legal review, and administrative costs incurred by the Municipality in review of the Post-Construction Stormwater Management Plan. The Municipality shall deduct from this amount the actual engineering, legal and administrative costs incurred by the Municipality. Any remaining engineering, legal and administrative review costs owed by the Applicant shall be paid in full by the Applicant prior to the issuance of any temporary or permanent certificate of compliance for the New Development or Redevelopment, and any unused balance remaining at that time shall be refunded to the Applicant.

In addition, any persons required to file an annual certification under **Section 6** of this Ordinance shall pay, prior to the issuance of any temporary or permanent certificate of compliance for the New Development or Redevelopment, an amount estimated to equal the Municipality's administrative and technical costs of review of the annual certification for a period of twenty (20) years.

7. **Notice of BMP Discharge to Municipality's MS4.** At the time of application, the Applicant shall notify the Municipal Permitting Authority if its Post-Construction Stormwater Management Plan includes any BMP(s) that will discharge to the Municipality's MS4 and shall include in this notification a listing of which BMP(s) will so discharge.

8. **As-Built Certification.** Prior to the issuance of a Certificate of Compliance for a project requiring a Post-Construction Stormwater Management Plan under this ordinance, the Applicant shall submit evidence in the form of a letter or plan prepared and stamped by a Professional Engineer who either prepared the Post-Construction Stormwater Management Plan and its associated Facilities or supervised the Plan and Facilities construction and implementation. The letter or plan shall certify that the Stormwater Management Facilities have been installed in accordance with the approved Post-Construction Stormwater Management Plan and that they will function as intended by said Plan.

Section 6. Post-Construction Stormwater Management Plan Compliance

A. General Requirements. Any Person owning, operating, leasing or having control over Stormwater Management Facilities required by a Post-Construction Stormwater Management Plan approved under this Ordinance, and the Facilities are located in the Urbanized Area and Discharge Stormwater to the Municipality's MS4, shall at their own expense demonstrate compliance with that Plan as follows.

1. **Scope of Inspection.** A Qualified Post-construction Stormwater Inspector shall, at least annually, inspect the Stormwater Management Facilities, including but not limited to any parking areas, catch basins, drainage swales, detention basins and ponds, pipes and related structures, in accordance with all municipal and state inspection, cleaning and maintenance requirements of the approved Post-Construction Stormwater Management Plan.

2. **Deficiencies Identified.** If the Stormwater Management Facilities require maintenance or repair to function as intended by the approved Post-Construction Stormwater Management Plan, that Person shall take or cause to be taken corrective action(s) to address the deficiency or deficiencies.

3. **Submission of Inspection Form.** A Qualified Post-construction Stormwater Inspector shall, on or by July 1 of each year, provide a completed and signed certification to the Enforcement Authority in a form identical to that attached as Appendix 2 to this Ordinance, certifying that he/she has inspected the Stormwater Management Facilities and that they are adequately maintained and functioning as intended by the approved Post-Construction Stormwater Management Plan, or that they require maintenance or repair, describing any required maintenance and any deficiencies found during inspection of the Stormwater Management Facilities and, if the Stormwater Management Facilities require maintenance or repair of deficiencies in order to function as intended by the approved Post-Construction Stormwater Management Plan, the Person shall provide a record of the required maintenance or deficiency and corrective action(s) taken.

B. Right of Entry. In order to determine compliance with this Ordinance and with the Post-Construction Stormwater Management Plan, the Enforcement Authority may enter upon property at reasonable hours with the consent of the owner, occupant or agent to inspect the Stormwater Management Facilities.

C. Annual Report. Beginning September 1, 2009 and September 1 each year thereafter, the Municipality shall include the following in its Annual Report to the Maine Department of Environmental Protection:

- 1 The cumulative number of sites that have Stormwater Management Facilities discharging into their MS4;
- 2 A summary of the number of sites that have Stormwater Management Facilities discharging into their MS4 that were reported to the Municipality;
- 3 The number of sites with documented functioning Stormwater Management Facilities; and;
- 4 The number of sites that required routine maintenance or remedial action to ensure that Stormwater Management Facilities are functioning as intended.

Section 7. Enforcement.

It shall be unlawful for any Person to violate any provision of or to fail to comply with any of the requirements of this Ordinance or of the Post-Construction Stormwater Management Plan. Whenever the Enforcement Authority believes that a Person has violated this Ordinance or the Post-Construction Stormwater Management Plan, the Enforcement Authority may enforce this Ordinance in accordance with **30-A M.R.S.A. § 4452**.

A. Notice of Violation. Whenever the Enforcement Authority believes that a Person has violated this Ordinance or the Post-Construction Stormwater Management Plan, the Enforcement Authority may order compliance with this Ordinance or with the Post-Construction Stormwater Management Plan by written notice of violation to that Person indicating the nature of the violation and ordering the action necessary to correct it, including, without limitation:

1. The abatement of violations, and the cessation of practices, or operations in violation of this Ordinance or of the Post-Construction Stormwater Management Plan;
2. At the Person's expense, compliance with BMPs required as a condition of approval of the New Development or Redevelopment, the repair of Stormwater Management Facilities and/or the restoration of any affected property; and/or
3. The payment of fines, of the Municipality's remediation costs and of the Municipality's reasonable administrative costs and attorneys' fees and costs.

If abatement of a violation, compliance with BMPs, repair of Stormwater Management Facilities and/or restoration of affected property is required, the notice shall set forth a deadline within which such abatement, compliance, repair and/or restoration must be completed.

B. Penalties/Fines/Injunctive Relief. Any Person who violates this Ordinance or the Post-Construction Stormwater Management Plan shall be subject to fines, penalties and orders for injunctive relief and shall be responsible for the Municipality's attorney's fees and costs, all in accordance with **30-A M.R.S.A. § 4452**. Each day such violation continues shall constitute a

separate violation. Moreover, any Person who violates this Ordinance or the Post-Construction Stormwater Management Plan also shall be responsible for any and all fines, penalties, damages and costs, including, but not limited to attorneys' fees and costs, incurred by the Municipality for violation of federal and State environmental laws and regulations caused by or related to that Person's violation of this Ordinance or of the Post-Construction Stormwater Management Plan; this responsibility shall be in addition to any penalties, fines or injunctive relief imposed under this Section.

C. Consent Agreement. The Enforcement Authority may, with the approval of the municipal officers, enter into a written consent agreement with the violator to address timely abatement of the violation(s) of this Ordinance or of the Post-Construction Stormwater Management Plan for the purposes of eliminating violations of this Ordinance or of the Post-Construction Stormwater Management Plan and of recovering fines, costs and fees without court action.

D. Enforcement Measures. If the violation has not been corrected pursuant to the requirements set forth in the Notice of Violation, then the Enforcement Authority may recommend to the municipal officers that the Municipality's attorney file an enforcement action in a Maine court of competent jurisdiction under Rule 80K of the Maine Rules of Civil Procedure.

Section 8. Severability.

The provisions of this Ordinance are hereby declared to be severable. If any provision, clause, sentence, or paragraph of this Ordinance or the application thereof to any person, establishment, or circumstances shall be held invalid, such invalidity shall not affect the other provisions, clauses, sentences, or paragraphs or application of this Ordinance.

Section 9. Basis.

The Town of Hampden enacts this "Post-Construction Stormwater Management Ordinance" (the "Ordinance") pursuant to **30-A M.R.S.A. § 3001** (municipal home rule ordinance authority), **38 M.R.S.A. § 413** (the "Wastewater Discharge Law"), **33 U.S.C. § 1251 et seq.** (the "Clean Water Act"), and **40 CFR Part 122** (U.S. Environmental Protection Agency's regulations governing the National Pollutant Discharge Elimination System ("NPDES")). The Maine Department of Environmental Protection, through its promulgation of the "General Permit for the Discharge of Stormwater from Small Municipal Separate Storm Sewer Systems," has listed the Town of Hampden as having a Regulated Small Municipal Separate Storm Sewer System ("Small MS4"); under this General Permit, listing as a Regulated Small MS4 necessitates enactment of this Ordinance as part of the Municipality's Storm Water Management Program in order to satisfy the minimum control measures required by Part IV H 5 ("Post-construction stormwater management in new development and redevelopment").

APPENDIX 1

**Maintenance Agreement for
Stormwater Management Facilities**

This Maintenance Agreement is made this ____ day of _____ 20__ by and between _____ and the Town of Hampden, Maine.

The project name is _____.

The location is: _____, Hampden, Maine.

The project's Tax Map and Lot Numbers are Tax Map _____, Lot _____.

The project is shown on a plan entitled " _____ " dated _____ and most recently revised on _____, approved by the _____ [Municipal Permitting Board] on _____ and recorded in the Penobscot County Registry of Deeds in Plan Book _____ Page _____ (the "Project").

WHEREAS, the approval of the Project includes Stormwater Management Facilities which requires periodic maintenance; and

WHEREAS, in consideration of the approval of the Project the Town of Hampden requires that periodic maintenance be performed on the Stormwater Management Facilities;

NOW, THEREFORE, in consideration of the mutual benefits accruing from the approval of the Project by the Town and the agreement of _____ to maintain the Stormwater Management Facilities, the parties hereby agree as follows:

1. _____, for herself/himself/itself, and her/his/its successors and assigns, agrees to the following:

(a) To inspect, clean, maintain, and repair the Stormwater Management Facilities, which includes, to the extent they exist, parking areas, catch basins, detention basins or ponds, drainage swales, pipes and related structures, as required by **Section 6** of the Town's Post-Construction Stormwater Management Ordinance, to prevent the build up and storage of sediment and debris in the system;

(b) To repair any deficiencies in the Stormwater Management Facilities noted during the required inspection;

(c) To provide a summary report on the inspection, maintenance, and repair activities performed, as required by **Section 6** of the Town's Post-Construction Stormwater Management Ordinance, on the Stormwater Management Facilities to the Town Enforcement Authority;

(d) To allow access by Town personnel or the Town's designee for inspecting the Stormwater Management Facilities for conformance with these requirements.

(e) To create a homeowners' association for the purpose of maintaining the Stormwater Management Facilities.

2. Upon creation of the homeowners' association, the homeowners' association shall become responsible for compliance with the terms of this Agreement.

3. This Agreement shall constitute a covenant running with the land, and _____ shall reference this Agreement in all deeds to lots and/or units within the Project.

Witness

By: _____
Its: _____

TOWN OF HAMPDEN

Witness

By: _____
Printed Name: _____
Its: _____

STATE OF MAINE
_____, ss.

_____, 20__

Personally appeared the above-named _____, the _____ of _____, and acknowledged the foregoing Agreement to be said person's free act and deed in said capacity.

Before me,

Notary Public / Attorney at Law
Printed Name: _____

STATE OF MAINE
Penobscot, ss.

_____, 20__

Personally appeared the above-named _____, the
_____ of the Town of Hampden, and acknowledged the foregoing
Agreement to be said his/her free act and deed in said capacity.

Before me,

Notary Public / Attorney at Law

Print Name: _____

APPENDIX 2

**Stormwater Management Facilities Certification
(to be sent to Municipality)**

I, _____ (print or type name), certify the following:
Qualified Post-construction Stormwater Inspector

1. I am making this Stormwater Management Facilities Certification for the following property: _____ (print or type name of subdivision, condominium or other development) located at _____ (print or type address), (the "Property");

2. The owner, operator, tenant, lessee or homeowners' association of the Property is: _____ (name(s) of owner, operator, tenant, lessee, homeowners' association or other party having control over the Property);

3. I am a Qualified Post-construction Stormwater Inspector hired by the person/entity named in Paragraph 2;

4. I have knowledge of erosion and stormwater control and have reviewed the approved Post-Construction Stormwater Management Plan for the Property;

5. On _____, 20__, I inspected the Stormwater Management Facilities, including but not limited to parking areas, catch basins, drainage swales, detention basins and ponds, pipes and related structures required by the approved Post-Construction Stormwater Management Plan for the Property;

6. At the time of my inspection of the Stormwater Management Facilities on the Property, I identified the following need(s) for routine maintenance or deficiencies in the Stormwater Management Facilities:

7. On _____, 20__, the owner, operator, tenant, lessee or president of the homeowners' association took or had taken the following routine maintenance or the following corrective action(s) to address the deficiencies in the Stormwater Management Facilities stated in 6 above:

8. As of the date of this certification, the Stormwater Management Facilities are functioning as intended by the approved Post-Construction Stormwater Management Plan for the Property.

Date: _____, 20__.

By: _____
Signature

Print Name

STATE OF MAINE

_____, ss. _____, 20__

Personally appeared the above-named _____, the
_____ of _____, and acknowledged the foregoing
Certification to be said person's free act and deed in said capacity.

Before me,

Notary Public/Attorney at Law

Print Name: _____

Mail or hand deliver this certification to the Municipality at the following address:

Public Works Director
Town of Hampden
106 Western Avenue
Hampden, ME 04444

C-1-C

**TOWN OF HAMPDEN, MAINE
FEES ORDINANCE**

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ADOPTED: Hampden Town Council October 20, 1986
Effective: November 19, 1986

AMENDED: Hampden Town Council December 7, 1987
Effective: January 5, 1988

AMENDED: Hampden Town Council March 21, 1991
Effective: April 21, 1991

AMENDED: Hampden Town Council July 6, 1993
Effective: August 5, 1993

AMENDED: Hampden Town Council December 20, 1993
Effective: January 19, 1994

AMENDED: Hampden Town Council May 6, 1996
Effective: June 6, 1996

AMENDED: Hampden Town Council February 7, 1998
Effective: March 18, 1998

AMENDED: Hampden Town Council November 17, 2003
Effective: December 17, 2003

AMENDED: Hampden Town Council March 21, 2005
Effective: April 20, 2005

AMENDED: Hampden Town Council April 4, 2005
Effective: May 4, 2005

AMENDED: Hampden Town Council October 6, 2008
Effective: November 5, 2008

TOWN OF HAMPDEN

Draft

The Town of Hampden Hereby Ordains
Proposed Amendments to the Fees Ordinance

Deletions are ~~Strikethrough~~ Additions Double Underlined

**TOWN OF HAMPDEN, MAINE
FEES ORDINANCE**

The Town of Hampden hereby ordains:

In addition to those Town fee and charges the authorization of which is provided for by Town Ordinances, the following schedule of fees for Town services is approved:

**ARTICLE 1
ADMINISTRATION**
Amended 11-17-03, 3-21-05

1.1. Business or Corporation filing	State Regulated
1.2. Copy of Certificate (marriage/birth/death)	State Regulated
1.3. Copy of Subdivision Ordinance	At Cost
1.4. Copy of Zoning Ordinance	At Cost
1.5. Copy of other ordinances	
1.5.1. up to 20 pages	\$0.25/page
1.5.2. and a page after that	\$0.15/page
1.6. Photocopies	
1.6.1. 8 ¹ / ₂ inch x 11 inch or smaller	\$0.25/page
1.6.2. 8 ¹ / ₂ inch x 14 inch	\$0.50/page
1.6.3. 11 inch x 17 inch	\$0.75/page
1.7. Marriage License	State Regulated
1.8. Notary Fee	\$3.00
1.9. Record Search	\$5.00/hour
1.10. Recording of Pole Permits	
1.10.1. 1 st page	\$2.00
1.10.2. Additional pages	\$1.00/page

1.11. Tax Maps	
1.11.1. (11 inch x 17 inch)	\$50.00/complete set
1.11.2. (24 inch x 36 inch)	\$4.00 map
1.12 Compact Disk copies of ordinances or documents	\$5.00
1.13 Liquor License (<u>Public hearing not required</u>)	\$ 50.00
(<u>Public hearing is required</u>)	<u>\$125.00</u>

ARTICLE 2
FEES FOR ACTIVITIES REGULATED BY TOWN ORDINANCE
Amended 11-17-03, 3-21-05

2.1. Animal Control Ordinance	
2.1.1. Animal Impoundment Fee	\$30.00 for each offense.
2.2. Cable Television Ordinance	
2.2.1. Initial Franchise Application Filing Fee	\$500.00
2.2.2. Renewal Franchise Application Filing Fee	\$500.00
2.2.3. Modification of a Franchise Agreement	\$500.00
2.2.4. Combined Filing Fee for participating towns	\$7,000.00
2.3. Cemetery Ordinance	
2.3.1. Lot Fees including perpetual care.	
2.3.1.1. Resident	\$200.00
2.3.1.2. Resident -Infant or Cremation	\$200.00
2.3.1.3. Non-Resident	\$300.00
2.3.1.4. Non-Resident Infant or Cremation	\$300.00
2.3.2. Interment fees	
2.3.2.1. Grave Openings Weekdays Adult	\$250.00
2.3.2.2. Grave Openings Weekdays Infant or Cremation	\$125.00
2.3.2.3. Grave Openings Weekends or Holidays Adult	\$350.00
2.3.2.4. Grave Openings Weekends or Holidays Infant or Cremation	\$200.00
2.3.3. Town Crypt Fees	
2.3.3.1. Resident	Free
2.3.3.2. Non-Resident	\$25.00
2.3.4. Disinterment	\$800.00
2.3.5. Vault Cremation	\$250.00
2.3.6. Public Works Dept. Labor After 3:00 PM	\$25.00/hour
2.4. Concourse Gathering Ordinance	
2.4.1. Concourse Gathering Permit Fee	\$100.00
2.5. Floodplain Management Ordinance	
2.5.1. Application Fee	\$75.00
2.5.2. Experts Fee	\$500.00 horizontal review \$1,000.00 vertical review and horizontal review. This is a draw account established for a professional to establish flood elevation data where possible. Any unspent funds are to be returned to the applicant
2.6. Harbor Ordinance	
2.6.1. Overnight tie up to public float	\$0.40 per ft. boat hull length.
2.6.2. Private mooring	\$25.00 annual fee.

2.7. Historic Preservation Ordinance		
2.7.1.	Certificate of Appropriateness Application Fee	\$75.00
2.7.2.	Historic Site or Landmark Designation Ap, Fee	\$150.00
2.8. Mobile Home Park Ordinance		
2.8.1.	Annual Mobile Home Park License <i>(This includes application review, initial inspection of premises and a follow-up inspection).</i>	\$150.00
2.8.2.	Additional Inspection Fee <i>(If the town needs to perform additional inspections as a result of applicant deficiencies, each inspection will be charged prior to the inspection).</i>	\$100.00
2.9. Sewer Ordinance		
2.9.1.	Sewer Service Charge Rate	\$3.28 per 100 cubic feet of water (c.f.w.) consumed as indicated by consumer's water meter.
2.9.1.1.	Sewer Charge Flat Rate Town Water No Meter	\$64.24
2.9.1.2.	Sewer Charge Flat Rate Well Water No Meter	\$105.44
2.9.2.	Sewer Service Capital Charge	
2.9.2.1.	Base Rate for 1 to 2,999 c.f.w. consumed	\$18.12
2.9.2.2.	3,000 to 5,999 c.f.w. consumed (double base)	\$36.24
2.9.2.3.	6,000 to 8,999 c.f.w. consumed (triple base)	\$54.36
2.9.2.4.	Other c.f.w. amount	Divide cubic feet of water consumed by 3,000 and round up to nearest whole number then multiply by \$18.12
2.9.3.	Sewer Service Minimum Charge Rate	\$18.12
2.9.4.	Sewer Service "Ready to Serve" Charge	\$18.12
2.9.5.	Special Sewer Service Charge	As determined by Town Council.
2.9.6.	Sewer Service Charge Rate Outside Town Limits	As determined by Town Council
2.10. Solid Waste Flow Control Ordinance		
2.10.1.	License Application Fee	\$10.00
2.10.2.	Annual License Fee Per Vehicle	\$25.00
2.11. Special Amusement Ordinance		
2.11.1.	Permit Application Fee	\$50.00
2.12. Subdivision Ordinance		
2.12.1.	Subdivision Sketch Plan	No Charge
2.12.2.	Minor Subdivision <i>(Less than 5 lots and no public improvements).</i>	\$35.00 plus \$20.00/acre
2.12.3.	Minor Subdivision Review/Inspection Draw	not required.
2.12.4.	Major Subdivision Preliminary Plan <i>(Five or more lots and /or public improvements).</i>	\$85.00 plus \$50.00/acre plus \$1,000.00 peer technical review draw account.

<p>2.12.5. Major Subdivision Final Plan <i>(Review/Inspection Draw Account)</i></p>	<p>Fee based on 10% of estimated cost of completing all on-site public improvements plus 10% of estimated cost of completing all off-site public improvements.</p>
<p>2.12.6. Major Subdivision Final Plan <i>(Mobile Home Park Construction Review/Inspection Draw Account)</i></p>	<p>Fee based on 10% estimated cost of completing all on-site improvements plus 10% of estimated cost of completing all off-site improvements.</p>
<p>2.13. Victualers Ordinance</p>	
<p>2.13.1. Victualers License Application (<u>Public hearing not required</u>) <u>(Public hearing is required)</u> <i>(This includes public notice and initial inspection of premises. If the town needs to perform additional inspections as a result of applicant deficiencies, each inspection will be charged \$50.00 prior to the inspection).</i></p>	<p>\$ 50.00 <u>\$125.00</u></p>
<p>2.14. Waste Disposal Facility Licensing Ordinance</p>	
<p>2.14.1. Application Fee <i>This is a draw account to be used by the Council to hire consultants as necessary to review the proposal. If at any time balance drops to \$10,000.00 the applicant shall deposit an additional \$10,000.00. Any unexpended balance shall be returned after a final decision on the application is rendered.</i></p>	<p>\$50,000.00</p>
<p>2.15. Yard Sale Ordinance</p>	
<p>2.15.1. Permit Fee</p>	<p>\$5.00</p>
<p>2.16. Zoning Ordinance</p>	
<p>2.16.1. Building Permit Applications for all Construction <i>(Plumbing Permit Application)</i></p>	<p>\$25.00 plus \$0.10 per sq. ft. of total building area including but not limited to finished areas, basements, attics, decks, pools, porches, sheds, garages, etc. <i>State Regulated</i></p>
<p>2.16.2. Demolition/Earth Moving Permit Application</p>	<p>\$25.00</p>
<p>2.16.3. Sign Permit Application</p>	<p>\$25.00 per sign</p>
<p>2.16.4. Certificate of Compliance Application <i>(Change of use, resumption of use, new use without building permit application)</i></p>	<p>\$50.00</p>

The above application fees include all inspections required by Section 109 of the Town of Hampden Building Code.

2.16.5. Additional Final Inspections		\$25.00 per hour up to 50% of cost of building permit
<i>(If the town needs to perform additional inspections as a result of applicant deficiencies, each inspection will be charged prior to the inspection).</i>		
2.16..8. Zoning Board of Appeals Variance Application		
2.16..8.1. General Variance		\$100.00
2.16.8.2. Dimensional Variance		\$100.00
2.16.8.3. Disability Variance		Free
2.16.8.4. Administrative Appeal Application		\$100.00
2.16.9. Zoning Ordinance Map or Text Amendment Request		\$650.00
2.16.10. Site Plan Review Applications		
2.16.10.1. Minor Development		\$75.00
<i>This includes reuse proposal or new structures with less than 3,000 sq. ft., and total site improvements of less than 5,000 sq. ft</i>		
2.16.10.2. Major Development		\$500.00
<i>This includes new structures in excess of 20,000 sq. ft or developments with more than 50,000 sq. ft. of site improvements</i>		
2.16.10.3. All Others		\$150.00
2.16.11. Commercial Secure Landfill Applications		\$0.005/cubic yard of capacity
<i>(Application to expand or construct a Commercial Secure Landfill in addition to the above fees).</i>		
2.16.12. Peer Technical Review Draw Accounts		
<i>(In addition to the Planning Board application fees the Town shall assess a Peer Technical Review draw account accompanying a complete application as defined by ordinance and prior to review by the Board based on the following schedule. Applications which require subsequent re-review of additional information, or amended submittals shall be responsible to provide additional funds to cover these full peer review costs. Upon exhausting in excess of 75% of the funds in the original submittal, the applicant shall provide additional funding increments of 50% of the original fee. Any remaining fees held in the account upon completion of the review process shall be returned to the applicant).</i>		
2.16.12.1. Engineering Analysis		\$600.00.
<i>(Where the staff or planning board requires an Engineering Analysis based on any on-site or off-site impacts).</i>		
2.16.12.2. Stormwater Analysis		\$500.00.
<i>(Where the staff or planning board requires a pre-development and post-development storm-water impact study based on 2 acres of proposed impervious surface or other local stormwater drainage problems).</i>		
2.16.12.3. Traffic Analysis		\$1,000.00.
<i>(Where the staff or planning board requires a Traffic Impact Study based on 100 peak hour trips</i>		

*generated on-site or other known
local traffic congestion problems).*

ARTICLE 3
FIRE DEPARTMENT
Amended 11-17-03, 4-4-05

3.1.	<i>Private Culvert Flushing</i>	Hourly call rate
3.2.	<i>Report Copies</i>	\$10.00
3.3.	<i>Request for Tank Truck</i>	\$25.00/hour plus man hours
3.4.	<i>Fee for pumping: 1 time emergency</i>	Free
3.5.	<i>Additional calls to same address</i>	\$25.00/hr. minimum 1 hour fee.
3.5.	<i>Advanced Life Support 1 Rates</i>	
3.5.1.	ALS 1 Base Rate	\$400.00
3.5.2.	ALS 2 Base Rate	\$500.00
3.5.3.	ALS Non-Emergency Rate	\$295.00
3.5.4.	ALS Mileage	\$10.00
3.5.5.	ALS Backup Fee	\$80.00
3.6.	<i>Basic Life Support Rates</i>	
3.6.1.	BLS Base Rate	\$275.00
3.6.2.	BLS Non-Emergency Rate	\$275.00
3.5.3.	BLS No Transport Rate	\$125.00
3.5.4.	BLS Mileage	\$10.00
3.7.	<i>Ambulance Stand-by fee for special events</i>	\$75.00 per officer (each event)* *Plus Administrative Costs (12 admin cost/hr)
3.8.	<i>Life Support Services</i>	
3.8.1.	Oxygen	\$50.00
3.8.2.	ET (Endotracheal Tube Therapy)	\$95.00
3.8.3.	IV (Intravenous Infusion Therapy)	\$75.00
3.8.4.	Monitor	\$100.00
3.8.5.	Defibrillation	\$75.00
3.8.6.	Cervical Immobilization	\$50.00
3.8.7.	Usable Supplies	Set by Medicare/Medicaid

ARTICLE 4
POLICE DEPARTMENT
Amended 11-17-03

4.1.	Report Copies (accident or criminal)	\$10.00 for the first page plus .25 per page thereafter
4.2.	Special Detail (Dances, games, guard duty, etc.)	\$75.00 per officer (each event)* *Plus Administrative Costs (\$12.00 admin. cost/hr)
4.3.	Concealed Weapons (Hand Gun) Permit	
	4.3.1. First Permit - State Maximum	\$35.00
	4.3.2. Renewal	\$20.00
4.4.	Alarms	
	4.4.1. Monitoring - limit	\$30.00/year
	4.4.2. False alarm - 2 per month	2 hour min. call out

ARTICLE 5
PUBLIC WORKS
Amended 11-17-03

5.1. Additional Fees

5.1.1.	Public Works Dept. Labor After 3:00 PM	\$25.00/hour
5.1.2.	Opening Public Way (Deposit)	\$300.00
5.1.3.	Sewer Hookup	\$200.00

5.2. Solid Waste Fees

5.2.1.	Business Companies Hauling Trash	\$200.00/annually
5.2.2.	Business Hauling directly to Pine Tree Landfill or to the transfer station	\$25.00/annually
5.2.3.	Non-resident Business working on Hampden Project (temp permit)	\$25.00/annually
5.2.4.	Resident Transfer Station Sticker	\$5.00

ARTICLE 6
RECREATION
Amended 11-17-03

6.1. Recreation Fee Waiver Policy: Any person interested in any Hampden Recreation program that feels they do not have the financial means to afford the full fee shall receive a waiver at the sole discretion of the Recreation Director. Full or partial fee waivers may be given as determined by financial need and the recreation program for which the waiver is requested.

6.2. Program Fees:

6.2.1. Kids Kamp	\$110.00/full week
6.2.2. Kids Korner morning session	\$6.00/day
6.2.3. Kids Korner afternoon session	\$10.00/day
6.2.4. Team Sport Resident eight week session	\$25.00
6.2.5. Team Sport Non-Resident eight week session	\$30.00
6.2.6. Individual Sport – length of session varies	Cost plus basis

6.3. Resident Play Field Rental Fees (all requests subject to availability and require submission of a completed facility request form):

6.3.1. Single Field, Single Game	Cost plus basis
6.3.2. Single Field, Entire Day	Cost plus basis
6.3.3. Single Field, Multi-week Program	Cost plus basis
6.3.4. Single Field, In-Town Travel Teams per game	Free

6.4. Non-Resident Play Field Rental Fees (all requests subject to availability and require submission of a completed facility request form):

6.4.1. Single Field, Single Game	\$50.00 plus Cost
6.4.2. Single Field, Entire Day	\$100.00 plus Cost
6.4.3. Single Field, Multi-week	\$40.00 plus Cost/per use
6.4.4. Single Field, Use of Lights	\$15.00 per event

ARTICLE 7
LIBRARY
Amended 11-17-03

7.1. Library Fees		
7.1.1. Resident Annual Fee		Free
7.1.2. Non-Resident Annual Fee		\$20.00/year
7.1.3. Overdue Fees		
7.1.3.1. Books and Periodicals		\$0.05/day
7.1.3.2. Audio or Video		\$0.50/day
7.1.3.3. Maximum Overdue Fee		\$3.00/item
7.2 Self-service Photocopies		
7.2.1. 8 ¹ / ₂ x 11 or smaller		\$0.10/page
7.2.2. 8 ¹ / ₂ x 14		\$0.10/page
7.2.3. 11 x 17		\$0.10/page
7.3 Self-service Printer Pages		
7.3.1. 8 ¹ / ₂ x 11 or smaller		\$0.10/page
7.3.2. 8 ¹ / ₂ x 14		\$0.10/page

ARTICLE 8

POOL

Amended 11-17-03, 4-4-05, 10-6-08

8.1. Pool Fee Waiver/Scholarship Policy: Any person interested in Lura Hoit Pool's resident swim lessons (8.9) and non-resident swim lessons (8.10) that feels they do not have the financial means to afford the full fee shall receive a waiver/scholarship at the sole discretion of the Pool Director to be paid for with the scholarship fund. Full or partial fee waivers may be given as determined by financial need for the learn to swim program only.

8.2. Annual Resident Membership Fees:

8.2.1. Family	\$255.00
8.2.2. Single Adult	\$155.00
8.2.3. Youth/Teen	\$120.00
8.2.4. Senior	\$145.00

8.3. Six Month Resident Membership Fees:

8.3.1. Family	\$155.00
8.3.2. Single Adult	\$ 95.00
8.3.3. Youth/Teen	\$ 75.00
8.3.4. Senior	\$ 90.00

8.4. Three Month Resident Membership Fees:

8.4.1. Family	\$ 95.00
8.4.2. Single Adult	\$ 60.00
8.4.3. Youth/Teen	\$ 50.00
8.4.4. Senior	\$ 55.00

8.5. Annual Non-Resident Membership Fees:

8.5.1. Family	\$280.00
8.5.2. Single Adult	\$180.00
8.5.3. Youth/Teen	\$145.00
8.5.4. Senior	\$170.00

8.6. Six Month Non-Resident Membership Fees:

8.6.1. Family	\$170.00
8.6.2. Single Adult	\$110.00
8.6.3. Youth/Teen	\$ 90.00
8.6.4. Senior	\$105.00

8.7. Three Month Non-Resident Membership Fees:

8.7.1. Family	\$105.00
8.7.2. Single Adult	\$ 70.00
8.7.3. Youth/Teen	\$ 60.00
8.7.4. Senior	\$ 65.00

8.8.	<i>Daily Swim Fee during family or lap swim times</i>	
8.8.1.	Single Swim - Resident	\$ 4.00
8.8.2.	Single Swim – Non-Resident	\$ 5.00
8.8.3.	Resident 12 Use Punch Card	\$30.00
8.8.4.	Non-Resident 12 Use Punch Card	\$36.00
8.9.	<i>Resident Swim Lessons (8 Classes):</i>	
8.9.1.	Members	\$25.00
8.9.2.	Non-Members	\$35.00
8.10.	<i>Non-Resident Swim Lessons (8 Classes):</i>	
8.10.1.	Members	\$30.00
8.10.2.	Non-Members	\$40.00
8.11.	<i>Resident Adult Aqua Aerobics (10 Classes):</i>	
8.11.1.	Members	\$25.00
8.11.2.	Non-Members	\$30.00
8.12.	<i>Non-Resident Adult Aqua Aerobics (10 Classes):</i>	
8.12.1.	Members	\$30.00
8.12.2.	Non-Members	\$35.00
8.13.	<i>Adult Aqua Aerobics Drop Ins:</i>	
8.13.1.	Members	\$4.00/class
8.13.2.	Non-Members	\$5.00/class
8.14.	<i>Gentle Aerobics</i>	\$1.50/class
8.15.	<i>Pool Facility Rental Fees (Limited Availability):</i>	
8.15.1.	Resident Pool Rental	\$70.00/hour includes 2 guards
8.15.2.	Resident Lounge Rental	\$20.00/hour
8.15.3.	Non-Resident Pool Rental	\$85.00/hour includes 2 guards
8.15.4.	Non-Resident Lounge Rental	\$25.00/hour
8.15.5.	Each Additional Lifeguard (As Required by Rules)	\$15.00/hour
8.16.	<i>Swim Diaper</i>	\$1.00

An itemized listing of fees for each town department will be submitted to the Town Council by the Town Manager on or before October of each year for the Councils review, revision, and approval.

ARTICLE 9
ANNUAL REVIEW BY TOWN COUNCIL

9.1 An itemized listing of fees for each town department will be submitted to the Town Council by the Town Manager on or before October of each year for the Council's review, revision, and approval.

C-1-d



TOWN OF HAMPDEN
TOWN CLERK'S OFFICE

COMMENTS ON:

Public Hearing Date: 6/15/09
(If applicable)

- Application for Liquor License
- Application for Victualer's License
- Application for Off-premises Catering
- Application for Outdoor Wood-burning Furnace License

NAME: Mae's Convenience Stores, LLC
d/b/a Circle K #7057
 Business Name Individual

ADDRESS: 63 Main Rd. North PHONE: 862-4499

MAP/LOT: Map 36, Lots 42 thru 45 DATE: 5/27/09

DEPARTMENT REPORT:

Inspected on June 1, 2009 and found all
Proper safety requirements to be in Place.

DATE: 6-1-09

BY: [Signature]
 Title: Code Enforcement Officer

BY: Keith Barnhart
 Title: Fire/Building Inspector

TOWN OF HAMPDEN, MAINE

APPLICATION FOR VICTUALER'S LICENSE

DATE: 5-15-09 PHONE NUMBER: 812-379-9227 x 1047

NAME(S): Main Convenience Stores LLC

ADDRESS: 70 Box 247, Columbus IN 47202

NAME OF BUSINESS: Circle K #7057

LOCATION OF BUSINESS: 63 Main Rd North Hampden ME

SIGNATURE: Betty Watts

(FOR TOWN USE ONLY)

*This facility has been inspected and meets ordinance criteria.

Buffy
Code Enforcement Officer

Keith Bamford
Fire Inspector/Building Inspector

*All sewer user fees and personal property taxes are paid in full to date.

ok Cheryl M. Johnson
Tax Collector

ok Chris H. Leland
Town Treasurer

Please return completed form to: **Town Clerk
Town of Hampden
106 Western Avenue
Hampden, ME 04444**

LICENSE FEE: \$50.00 Date Received/Fee Paid: MAY 27 2009 / \$50.00

TOWN OF HAMPDEN
SEWER REPLACEMENT PROJECT

BID SHEET

June 4, 2009
1:00 PM

BIDDER	BID BOND	TOTAL BID PRICE
Maine Earth	X	1,686,975.00
Sargent Corp.	X	1,575,900.00
Lou Silver	X	1,631,520.00
T Buck Construction	X	1,994,000.00
Thibodeau, Inc.	X	2,227,422.00

HAMPDEN TOWN COUNCIL BID PROCEDURE GUIDELINES

1. Department heads may purchase items, at their discretion. Any item in the excess of seven hundred fifty dollars (\$750) must be purchased with a purchase order. This purchase order is to be made out by the department head with a copy sent to the town manager within twenty-four (24) hours.
2. Purchases less than four thousand dollars (\$4,000) may be handled by the town manager. The town manager shall handle purchases under a quotation system. Under this system prices are solicited by the town manager and the item or service is purchased from the supplier that the town manager recommends. There is no formal bid advertisement however, and no official sealed bid opening when a quotation is requested.
3. Purchase or construction in excess of four thousand dollars (\$4,000) will be put out for bids with advertisement and an official bid opening by the town clerk at the town office. The advertisement will specify the date and the hour of the public opening. After opening of all bids, they will be turned over to the appropriate council committee for review and said committee will report their recommendation to the full town council at the next regularly scheduled council meeting. A majority vote of the councilors present is required to accept a bid. The town council reserves the right to accept or reject any or all bids.
4. When unusual circumstances exist, purchases exceeding four thousand dollars (\$4,000) may be negotiated by use of the quotation system as provided in the above article # 2 subject to the approval of the town council. "Unusual circumstances" include but are not confined to limited availability of the product or service within the area such as blacktop, tar, asphalt, salt, calcium chloride and short term rental of equipment.
5. In the event the town or department wishes to dispose of town-owned equipment with a value exceeding one thousand dollars (\$1,000), the town council will advertise for bids. Said advertisement shall state an official bid opening by the town clerk at the town office, specifying the date and hour of the public opening of same. After opening of all bids, they will be turned over to the appropriate council committee for review and said committee will report their recommendation to the full council at the next regularly scheduled council meeting. A majority vote of the councilors present is required to accept a bid. The town council reserves the right to accept or reject any or all bids. For town-owned equipment with a value of less than one thousand dollars (\$1,000), the town manager shall handle such sales under a quotation system. Under this system, values are solicited by the town manager and the item is sold to the buyer that the town manager recommends. There is no final bid advertisement however, and no official sealed bid opening when a quotation is requested.

revised 05/21/79
revised 09/18/00

revised 12/17/90
revised 05/07/84

HAMPDEN COMMUNITY ROOM RENTAL/USE POLICY

A. Room Use Priorities

The Hampden Community Room's use priorities are as follows:

1. Voting location for all municipal, state, federal elections
2. Police/Fire/personnel Training for the Town of Hampden
3. Training space for Hampden municipal departments
4. Regional training space for municipal-government related entities
5. Meeting space for local non-profit agencies
6. Training space for local companies (Fee required)

B. Municipal Department Use

Hampden Municipal Departments wishing to utilize the community room shall complete a Municipal Department Request Form. Departments using the room are required to set up prior to and clean up after use.

C. Rules for use of Community Room by non-Hampden-municipal-government entities:

1. Parking for room users (during the work day) shall be along the sides of the building in the upper lot, in spaces in the lower lot, and in free spaces behind the post office. No parking during the day in spaces in front of the municipal building. (See attached diagram for entrance and parking areas)
2. Wireless internet is available on site, but there is no availability on site for photocopying, technical support, or provision of projectors or other equipment.
3. Room use is confined to the Community Room only. Access to the remainder of the Public Safety office and living space is not available. This includes the kitchen, unless special permission is granted in advance.
4. The facility set up and clean up is the responsibility of the entity requesting use of the room. A \$25 refundable cleaning deposit is required prior to room use and will be returned immediately after room use if left in clean and neat condition.
5. Local companies utilizing the space shall make arrangements **in advance** before bringing any large vehicles, trailers, or outside demonstration materials to the municipal complex. Space for such activities is very limited.
6. Entities utilizing the room shall be required to pay for any and all damages to the facility caused by participants of their activity.
7. Entities utilizing the facility for activities involving children shall insure that there are sufficient adult supervisors to keep noise and activity at reasonable levels. This facility is located in a Public Safety area and the business of police, fire, and EMS is the first priority there. Personnel in these areas are on duty 24/7 and we ask for courtesy to them while utilizing the facility.

8. Room users shall be required to fill out a Room Use Request form and submit it to the Town Manager, or his/her designee for approval, at least one month prior to the requested date.
9. For-profit entities utilizing the space shall pay a fee of \$50 for ½ day or evening use and \$100 for full-day use. Half day and evening use is defined as 4 hours or less, including clean-up.

D. Effective Date

Policy Effective Date: July 1, 2009

Council Approved: _____

HAMPDEN COMMUNITY ROOM
ROOM USE REQUEST FORM
(Non-Hampden-Municipal-Department)

Date of Application: _____

Name of Entity Requesting Use _____

Address: _____

Telephone: _____

Email: _____

Contact Person Name: _____

Address: _____

Telephone: _____

Email: _____

Date Room Requested for Use: _____

Number of Participants: _____

If event involving children - # of adult supervisors _____

Time required: _____

I, _____, have read the Hampden Community Room Use Policy and agree to adhere to all terms and conditions of that policy.

Date: _____ Signature: _____

Application Granted _____

Application Denied _____

If denied, reason _____

Fee Paid (if any) \$ _____

Date Paid _____

Cleaning deposit paid \$ _____ Date: _____

Cleaning deposit refunded: Yes _____ Date: _____

No _____ Reason for retention _____

Date Posted on Calendar: _____ Posted by: _____

Approved by: _____ Date: _____

Hampden Community Room
Municipal Department Request Form

Date: _____

Department Name: _____

Department Contact: _____

Date Use Requested: _____

If use is for activities involving children, the department shall insure that there are sufficient adult supervisors to keep noise and activity at reasonable levels. This facility is located in the Public Safety area and the business of police, fire, and EMS is the first priority there. Personnel in these areas are on duty 24/7 and we ask for courtesy to them while utilizing the facility.

Time requested: _____

Approval Granted: _____

Approval Denied: _____

Reason: _____

Approved by: _____ Date: _____

Date posted on Calendar: _____

Posted by: _____

DRAFT #2 5-27-09

TOWN OF HAMPDEN

OUTSIDE AGENCY BUDGET REQUEST & MID-YEAR FUNDING REQUEST POLICY

The Hampden Town Council adopts the following policy for requests for support from the Town of Hampden both as part of the annual budget process and mid-year requests.

Section 1: Purpose

The purpose of this policy is to standardize the process of considering requests for financial support from the Town of Hampden by groups and organizations that are not departments of the municipal government. Exempted from this policy are tax assessments for SAD #22 and Penobscot County, which are statutory responsibilities of the community.

Section 2: Definitions

Outside Agency: Shall include any non-profit organization requesting financial assistance for a service provided to or for the benefit of the residents of the Town of Hampden **as part of the Town's annual budget process.**

School Group: Shall include School academic groups, clubs, and sports teams that are affiliated with SAD #22.

Section 3. Administrative Procedures

1. Annual Budget

- a. Funding requests by Outside Agencies shall be made annually only as part of the Hampden Municipal Budget Process.
- b. Funding requests must be submitted in writing to the Town Manager no later than March 1st of each year and shall include information documenting services provided to Hampden residents.
- c. All requests received shall be included in the budget prepared by the Town Manager for Council Review.
- d. All Outside Agencies submitting requests shall be notified by the Town Manager of the date and time of the Budget Review Hearing where their request will be considered.
- e. The Town of Hampden reserves the right to accept or reject any request. Submission of a request is not a guarantee of funding. Decisions related to funding requests will be made by the Town Council as part of their annual budget review.

2. Mid-fiscal year Funding Requests

- a. Funding for **School** Group requests is limited to funds available from the Town Council General Expense line item budget.
- b. Funding requests from **School** Groups may be made at any time during the fiscal year, however, if the budget line item used to fund such requests has been exhausted, the Town Manager shall notify the Group that funding is not available in the current fiscal year.
- c. Requests shall be submitted in writing to the Town Manager for inclusion on a Finance Committee Agenda. The Finance Committee shall review the request of the **School** Group at a regular meeting at which Group representative(s) shall be present for Committee questions.
- d. The Finance Committee shall make a funding recommendation on the request to the full Council at a regularly scheduled Council meeting.
- e. The maximum award for any **School** Group request shall be \$200.
- f. Application by **a School** Group is not a guarantee of funding.

Section 4. Effective Date

This policy shall be effective upon approval by the Hampden Town Council.

TOWN OF HAMPDEN
MAINE PUBLIC EMPLOYEES RETIREMENT SYSTEM (PERS) PLAN
CHANGES

1. **Special Plan for Public Safety Employees**
As a result of discussions held relative to the 2009/2010 municipal budget, the Hampden Town Council, at the request of the Public Safety employees, agrees to provide a new Plan through the Maine Public Employees Retirement System for Firefighters and Police Officers. The new Plan would be Special Plan 3. The new plan would apply to service rendered after June 30, 2009 and the effective date of the plan change is July 1, 2009. Service rendered prior to July 1, 2009 will remain under Regular Plan AN.

2. **Cost of Living Provision.**
The Town of Hampden also agrees to approve the cost of living provision, for future service only. The new plan would apply to service after June 20, 3009 and the effective date of the plan change is July 1, 2009. Service rendered prior to July 1, 2009 will remain under regular Plan AN.

3. **Employer Contributions**
For Public Safety Employees, the Town agrees to contribute 8.4% on behalf of employees, Employees must contribute 4.9%. Any future increases in the cost of this program shall be borne by an increase in the employee contribution.
For non-Public Safety Employees the Town agrees to contribute 8.4% on behalf of the employee. Employees must contribute .9%. Any future increases in the cost of this program shall be borne by an increase in the required employee contribution.

4. **The Town Council authorizes the Town Manager to sign the agreement between the Town of Hampden and the Maine Public Employees Retirement System.**

Adopted by the Hampden Town Council on Monday, June 15, 2009.

C. L. a



HAMPDEN PUBLIC SAFETY

Police - Fire - EMS
106 Western Avenue
Hampden, Maine 04444
Phone 207-862-4000
Fax: 207-862-4588



To: PSD Rogers
From: Sgt Scott Webber
RE: Street lighting Highland Ridge
Date: 03/20/09

Pursuant to your request, I have observed area on Highland Ridge for street lighting needs.

Currently there is no light at the intersection of Highland Ridge and Main Road South. I recommend a street light at this intersection to better mark the road, creating a safer entrance from Highland Ridge onto Main Road South.