

TOWN COUNCIL MINUTES

DECEMBER 17, 2007

The regularly scheduled meeting of the Hampden Town Council was held on Monday, December 17, 2007. The meeting was held at the municipal building council chambers and was called to order by Mayor Briggs at 7:00 p.m.

Attendance: **Councilors:** Mayor Rick Briggs, Robert Gilberti, Thomas Brann, Matthew Arnett, Andrew Colford, Shannon Cox and Edward Murphy

Town Manager: Susan Lessard

Town Counsel: Thomas Russell

Department Heads/Staff: Town Planner Bob Osborne, Public Works Director Chip Swan, Public Safety Director Joseph Rogers, Code Enforcement Officer Ben Johnson and Lieutenant Ray Pipes

Members of Boy Scout Troop #1776, Councilor-Elect Andre Cushing, Gene Weldon from Lane Construction, Representatives from Pine Tree Landfill, a member of the press, and citizens

The first order of business was a special presentation of gifts and a Council Proclamation honoring Councilor Gilberti for his many years of service to the Town.

A. CONSENT AGENDA

Treasurer's Warrants were circulated for approval and signatures of the Finance Committee. Councilor Arnett requested that Item A.2.a. and Item A.4.e. be set aside. Motion by Councilor Gilberti, seconded by Councilor Colford to accept the balance of the consent agenda – unanimous vote in favor.

A.2.a COUNCIL MINUTES – SEPTEMBER 4, 2007

Councilor Arnett stated that the minutes are accurate as reported, but he wanted to make a clarification to the item relating to the flag discussion. He noted that the Council has supported the flag proposal with maintenance and installation support. In Allison Berube's presentation, she talked about flags being put only on lighted utility poles along Route 1-A between Western Avenue and Kennebec Road and out Western Avenue to the railroad tracks. Councilor Arnett noted that his motion to support that included that specific area. At the time Mrs. Berube made her presentation, she was under the impression that there were 72 lighted poles in that area. Councilor Arnett wanted to correct the record to reflect that after counting the lighted poles, there are actually only 47 lighted poles in that area and he said that Mrs. Berube has concurred with that number.

Motion by Councilor Arnett, seconded by Councilor Colford to accept Item A.2.a. – unanimous vote in favor.

A.4.e. PINE TREE LANDFILL SPECIAL WASTE ACTIVITY REPORT – OCTOBER 2007

Councilor Arnett noted that the report includes spoiled foods, which is waste that should no longer be received at the landfill. Manager Lessard had already contacted the landfill regarding that entry on the report and they have explained that it was a mislabeling of waste – it was actually C&D, not food. Motion by Councilor Arnett, seconded by Councilor Brann to accept Item A.4.e. – unanimous vote in favor.

B. PUBLIC COMMENTS

There were none.

C. POLICY AGENDA

1. PUBLIC HEARINGS

- a. ZONING ORDINANCE TEXT AMENDMENTS FOR EARTHMOVING, MINERAL EXTRACTION, GRAVEL PIT AND QUARRY STOCKPILING (ARTICLE 3, ARTICLE 4.1.9.2, ARTICLE 4.9, ARTICLE 4.23)

Continued

Mayor Briggs explained that this is a continuation of the public hearing that was held at the last meeting. He explained the procedure for the public hearing and then re-opened the hearing for further testimony.

Proponents – None; Opponents – None.

General Questions or Comments: Manager Lessard noted that the Town Planner and Town Attorney have each reviewed the information submitted by Gene Weldon of Lane Construction at the last meeting. Town Planner Bob Osborne wrote a response to Mr. Weldon's issues and Attorney Russell has reviewed Bob's response and submitted a memo to Manager Lessard offering comments on these issues. Manager Lessard requested that both of these documents be entered into the record for this public hearing.

Attorney Russell said he had recommended two amendments and he advised that everyone should have an opportunity to comment on those amendments if they wish. The amendments included revised language to the reclamation provision and changing all of the references to December 19 (which were predicated to the Council adopting the ordinance on November 19th), to January 17th, which would be 30 days from the date of this meeting. Attorney Russell advised that these amendments were not substantive and if the Council is inclined to put those amendments forward,

they could be incorporated into the ordinance now without the need for another public hearing.

Gene Weldon of Lane Construction Corp. expressed appreciation to the Council and Staff for taking additional time to review his comments and concerns. He said Attorney Russell's comments addressed his concerns but he would like to see the recommended amendments be incorporated prior to adoption.

The hearing was closed.

Motion by Councilor Colford, seconded by Councilor Arnett to amend the proposed ordinance to incorporate the two amendments as recommended by the Town Attorney – unanimous vote in favor.

Motion by Councilor Arnett, seconded by Councilor Brann to adopt the proposed ordinance as amended – By roll call, vote on the motion was 6 in favor (Murphy, Cox, Brann, Arnett, Colford and Briggs); 1 opposed (Gilberti) – motion carried.

- b. APPLICATION FOR A VICTUALER'S LICENSE RECEIVED FROM DANA EDWARDS, DLJJ, LLC, d/b/a EDWARDS' FAMILY SHOP 'N SAVE at 77 WESTERN AVENUE

Mayor Briggs opened the hearing.

Proponents – None; Opponents – None; General Questions or Comments – None. The hearing was closed.

Motion by Councilor Gilberti, seconded by Councilor Murphy to approve the application – unanimous vote in favor.

- c. APPLICATION FOR A VICTUALER'S LICENSE RECEIVED FROM TINA CARROLL, CARROLL CREW, LLC d/b/a PAT'S PIZZA at 662 MAIN ROAD NORTH

Mayor Briggs opened the hearing.

Proponents – None; Opponents – None; General Questions or Comments – None. The hearing was closed.

Motion by Councilor Murphy, seconded by Councilor Gilberti to approve the application – unanimous vote in favor.

2. NOMINATIONS-APPOINTMENTS-ELECTIONS

There were none.

3. UNFINISHED BUSINESS

a. GOALS & OBJECTIVES REVIEW

Manager Lessard compiled a list of the goals and objectives identified by the Council at its special workshop held in August, as well as the responsible parties and proposed time line for implementation of each item. This was informational only for Council review.

It was decided that the Council will hold a special meeting at the end of January to further discuss the list and proposed timelines and to discuss shoreland zoning changes to reflect new State regulations.

Councilor Brann moved to remove the second item from the list – Council Goal Setting Sessions – and to set aside the first non-regularly scheduled Council Meeting Monday as a special meeting for the purpose of setting goals for the next year. Councilor Arnett seconded the motion and vote was unanimously in favor.

b. PRIVATE PUMP STATION RECOMMENDATIONS – KENNEBEC ROAD PROJECT

Councilor Colford reported that the Public Works Committee has reviewed the recommendations of the Public Works Director and Town Attorney relative to the proposed Arey's Corner Condominiums private pump station. The Committee recommends incorporating the recommendations of the Town Attorney and the Public Works Director (copies attached), but to add the requirement for an annual inspection of the generator and a certification that it will work as well as an annual confirmation from the third party that is providing the maintenance that there is an existing contract for that maintenance service. Attorney Russell reported that his proposed amendments have been accepted by the developer and he has received revised documents. Motion by Councilor Colford, seconded by Councilor Arnett to incorporate the recommendations of the Public Works Director and Town Attorney, together with the additional requirements recommended by the Public Works Committee – unanimous vote in favor.

c. BID RESULTS – PUBLIC WORKS

Public Works Director Chip Swan reported the results of the recent bid openings for the sale of the municipal garage heating system, a 1997 Crown Victoria automobile and a 1997 Tommy Lift tail gate. He recommended acceptance of the highest bid for each item.

1. MUNICIPAL GARAGE HEATING SYSTEM

Motion by Councilor Gilberti, seconded by Councilor Colford to accept the bid from Tim McCann in the amount of \$820.43 with the funds to be deposited in the Public Works Garage Reserve account – unanimous vote in favor.



TOWN OF HAMPDEN
DEPARTMENT OF PUBLIC WORKS

106 WESTERN AVE.
HAMPDEN, ME 04444

TEL 862-3337

FAX 862-3910

November 28, 2007

To: Sue Lessard
From: Chip Swan
Subject: Private Sewer Pump Station, Arey's Corner Condominiums

After reviewing the subject project I would like to make the following recommendation.

The Town of Hampden allows the private sewer pump station with the following conditions:

1 The Association to retain maintenance firm for the pump station. A copy of the contract and copies of inspection reports shall be provided to the Town of Hampden.

2 To provide permanent alternate power supply (Generator) to the pump station with an automatic transfer switch (onan) single phase 100 amp 120/240 volt NEMA 3R .

The alternate switch information was provided by Maine Electric who services all the pump stations in Hampden.

Please add this item to the next town council agenda 12/3.

Yours truly,

Chip Swan, PWD

CC: Public Works Committee

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November 29, 2007

Mr. Robert Osborne, Town Planner
Town of Hampden
106 Western Avenue
Hampden, Maine 04444

Re: Arey's Corner Condominiums

Dear Bob:

It is my understanding that Jeffrey J. Fearon and Travis J. Fearon are in the process of filing a preliminary subdivision plan for a proposed condominium development to be located on a parcel of land located on the Kennebec Road. As part of the application, it is my understanding that the applicants are seeking approval for a private pumping station to pump the sewer effluent from the ten condominium units to the Town sewer line located in the Kennebec Road right of way. Section 5.3.1.5 of the Sewer Ordinance requires that private pump stations must be maintained in perpetuity by either a single private entity or a maintenance association. Section 5.3.1 also provides that the Planning Board shall not approve any development or subdivision that includes a private pump station unless the design thereof and the legal documentation showing evidence of their perpetual maintenance have been reviewed and approved by the Town Council, with written recommendation of the Public Works Director, Town Attorney, and Town Engineering Consultant.

For this particular project, it is contemplated that the maintenance of the private pump station will be the responsibility of the Arey's Corner Condominium Association, an entity of which the members will consist of the unit owners in condominium. I have been provided with the following: 1) Sheet 1-1, entitled "Subdivision Plan: Preliminary - Arey's Corner" dated August 23, 2007; 2) a copy of Sheet 1-4, entitled "Plan & Profile: Applewood Lane - Arey's Corner" dated October 23, 2007; 3) a copy of the Declaration of Condominium for Arey's Corner Condominiums; and 4) a copy of the proposed Bylaws of Arey's Corner Condominium Association.

In essence, the private sewer system, including the pump station, is included in the common area of the condominium project, and Article Eighteen of the Declaration delegates to the Executive Board of the Association the obligation and responsibility to all elements of the

Mr. Robert Osborne, Town Planner
November 29, 2007
Page 2

Common Area, including the facilities necessary for the furnishing of sewer service. In fact, a specific paragraph has been included dealing with the sewer pump station and appurtenances. Article Eighteen also provides that the cost of the maintenance shall be a common expense, and the Declaration includes provisions for the assessment of unit owners for the common expenses incurred by the Association.

Based on my review of the documents, I am satisfied that the framework and the legal documents will provide a mechanism for the perpetual maintenance of the private pump station and related facilities. However, I recommend that the language in the Declaration of Condominium and the Bylaws be revised in accordance with the following:

1. Article Seven of the Declaration should be revised to make a specific reference to the private sewer system,
2. Article Eighteen of the Declaration should be revised to clarify the elements of the private sewer system and the powers of the Association with respect to it, and
3. Article II, Section 4 and Article VII, Section 2(g) of the Bylaws should also be revised for the same reasons.

For your information and review, please find enclosed my suggested revisions to the above-referenced provisions. If you have any questions or comments, or you need any additional assistance on this matter, please feel free to contact me.

Very truly yours,

FARRELL, ROSENBLATT & RUSSELL


Thomas A. Russell

TAR/kam

Enc.

Cc: Edward Russell, Esq. (w/enc.)

Declaration of Condominium

ARTICLE SEVEN

Description of Common Areas

The common areas shall mean and include the land and all portions of the property not contained within any unit, including, but not by way of limitation, the foundation, columns, beams, supports, main walls, roofs, and entrances and exits of the buildings; the grounds, any areas used for storage of janitorial supplies and maintenance equipment and materials; installations of all central services, if any, including garbage collection; and, in general, all apparatuses and installations existing for common use, including but not limited to the private sewer system serving the Arey's Corner Condominiums (pump station, gravity mains, force mains, manholes, emergency back-up power system and appurtenances); any utility pipe lines or systems servicing the Units, all other parts of the Property necessary or convenient to its existence, maintenance and safety, or normally in common use, or which have been designated as Common Areas on the survey or plans; and all repairs, replacements and substitutions of any of the foregoing. All areas not shown as numbered units, limited common areas, or roadways on the recorded plan of Arey's Corner Condominiums to be recorded herewith is dedicated as open space for the private enjoyment of owners of units in Arey's Corner Condominiums and shall remain an open space in perpetuity.

ARTICLE EIGHTEEN

Maintenance, Alterations and Improvements; Powers of the Association

1. The maintenance, replacement and repair of the Common Areas, including but not limited to the private sewer system requirements set forth below, shall be the responsibility of the Executive Board and the cost thereof shall be a Common Expense. The Executive Board shall also maintain, replace and repair the roads, parking area, storage area and all conduits, ducts, pump station, plumbing and wiring and other facilities for the furnishing of light, power, water and sewer service. All incidental damages caused to a Unit by the maintenance, replacement and repairs of the Common Areas or utility services shall be repaired promptly and the cost thereof charged as a Common Expense.

The sewer pump station, gravity mains, force mains, manholes, emergency back-up power system and appurtenances thereto shall remain as Common Areas of the Condominium as required by the Town of Hampden's Sewer Ordinance. The Association may not petition the Town of Hampden for acceptance of the sewer system until or unless the Town amends the ordinances pertaining to pump stations. The Association shall retain a qualified professional or firm to provide ongoing inspection, maintenance, repair, replacement and emergency services for the pump station and other components of the private sewer system serving the Condominium. The Association or maintenance entity is required to have an automatic emergency back-up power system available for the pump station in the event of a power outage.

Amendments to By-Laws

Article II

Section 4. The term "Common Area" shall mean all real property [including the private sewer system serving the Arey's Corner Condominiums (pump station, gravity mains, force mains, manholes, emergency back-up power system and appurtenances)] ~~pumping station and any other improvements thereto~~ owned by the Association for the common use and enjoyment of the owners. The Common Area to be owned by the Association at the time of the conveyance of the first unit is all of the real estate hereinabove described. All areas not shown as numbered units, limited common areas, or roadways on the recorded plan of Arey's Corner Condominiums to be recorded herewith is dedicated as open space for the private enjoyment of owners of units in Arey's Corner Condominiums and shall remain an open space in perpetuity.

Article VII

Section 2. Duties. It shall be the duty of the board of directors to:

(g) cause the Common Area including the private sewer system serving the Arey's corner Condominiums (pump station, gravity mains, force mains, manholes, emergency back-up power system and appurtenances) to be inspected, maintained, repaired and replaced in accordance with the requirements set forth in the Declaration of Condominium for the Arey's Corner Condominiums including the pump station.

2. 1997 CROWN VICTORIA

Motion by Councilor Gilberti, seconded by Councilor Murphy to accept the bid from Mike Berzinis in the amount of \$216.27 with the funds to be deposited into the Police Cruiser Reserve account – unanimous vote in favor.

3. 1997 TOMMY LIFT TAIL GATE

Motion by Councilor Arnett, seconded by Councilor to accept the bid from Mike Berzinis in the amount of \$45.00 – unanimous vote in favor.

d. APPOINTMENT OF 2 REPRESENTATIVES TO TRUST FOR PUBLIC LANDS

Manager Lessard explained that Hampden needs to appoint two representatives to participate in the discussions regarding the regional public lands approach. She has been involved in the process together with GIS/IT Specialist Gretchen Heldmann and Gayle Zydlewski, who has been involved with the Comprehensive Planning process. Manager Lessard recommended that she be named as a representative together with either Gretchen or Gayle as the second member. Motion by Councilor Arnett, seconded by Councilor Brann to appoint Manager Lessard and Gayle Zydlewski as the two representatives and to appoint Gretchen Heldmann as the alternate representative – unanimous vote in favor.

e. OUTDOOR WOOD BOILER STATE RULES – REFERRAL TO CHARTER & ORDINANCE COMMITTEE

Motion by Councilor Brann, seconded by Councilor Cox to refer this to the Charter and Ordinance Committee – unanimous vote in favor.

Manager Lessard said that the state rules that have been endorsed by the Board of Environmental Protection still need to be ratified by the Legislature and advised that it might be best to wait to see what the Legislature actually does with the rules before spending a lot of time of making changes to incorporate the new rules.

f. AMBULANCE BILLING – CONSIDERATION OF WRITE-OFF OF OLD BALANCES – REFERRAL TO FINANCE COMMITTEE

Manager Lessard requested that the Finance Committee review the outstanding ambulance accounts to determine action necessary to either actively pursue collection or write off older accounts and make recommendation to the full Council. Motion by Councilor Arnett, seconded by Councilor Colford to refer this item to the Finance Committee – unanimous vote in favor.

g. HAMPDEN AUDIT REPORT – MS4 STORMWATER & GARAGE INSPECTION

Manager Lessard reported that thanks to the efforts of a great many people, the Town is now performing well above average for on-the-ground implementation of Maine's MS4 Program and that the Town has made significant improvements towards reaching full compliance by forming and implementing an efficient and well managed Stormwater Team.

h. ARBOR DAY PROCLAMATION – TREE CITY USA

This item was not on the agenda, but requires Council action and needs to be signed by December 31st.

Motion by Councilor Brann, seconded by Councilor Cox to set aside the rules for the purpose of adding an item to the agenda – unanimous vote in favor.

Motion by Councilor Brann, seconded by Councilor Arnett to add the proposed Arbor Day Proclamation to the agenda – unanimous vote in favor.

Motion by Councilor Brann, seconded by Councilor Cox to authorize the Mayor to sign the proclamation – unanimous vote in favor.

4. NEW BUSINESS

a. WHITCOMB-BAKER POST 4633 – RENEWAL OF BINGO & GAMES OF CHANCE LICENSE

Motion by Councilor Brann, seconded by Councilor Colford to approve renewal of the license for 2008 – unanimous vote in favor.

b. FORECLOSED PROPERTY SALE – MOBILE HOME ONLY – GILBERT BELANGER

Manager Lessard explained that the mobile home is located on land owned by another party. The original land owner was a relative of the mobile home owner, but that is no longer the case and the owner is no longer living in the mobile home. Taxes are outstanding from 1997 through 2008 and she requested that the Council authorize putting this mobile home out for public sale.

Motion by Councilor Arnett, seconded by Councilor Brann to approve the sale of real estate owned by Gilbert Belanger located at 151 Pond Road – unanimous vote in favor.

c. HOLIDAY HOURS – TOWN OPERATIONS

Motion by Councilor Brann, seconded by Councilor Colford to close on December 24th and December 31st – unanimous vote in favor.

d. SAD 22 – GRADUATION REQUEST

Hampden Academy Senior Class President Harvey Shue informed the Council that the Senior Class wishes to have an outdoor graduation. He reported that at this time the School Board is prepared to pay \$1500 towards the graduation. The total estimated cost for an outdoor graduation is \$10,500 and he asked the Council if they would consider giving a donation toward the cost of the outdoor graduation similar to the donation it gave to last year's Senior Class. Mayor Briggs reminded the Council that last year the Town made a one-time donation of \$3000 from Host Community Benefits provided the Class raised a matching amount. He noted that at the time, it was the hope of the Council that if the Town helped out that year, that the District would step forward and include the cost in its budget this year.

Motion by Councilor Colford, seconded by Councilor Arnett to make a matching donation of up to \$3000 from Host Community Benefits.

During discussion, several Councilors expressed disappointment with the School Board for not including this in its budget and making the students solicit donations to pay for their outdoor graduation. Councilor Cox said she believes that the School Board is in the process of adding that as a line-item to that budget with the intent that it will be fully funded in two to three years. She expressed concern about creating a situation for the seniors trying to raise the money this year where there is animosity building among the councils and boards. She said she would support the motion with the stipulation that this is the last year. She also suggested that the Council call a meeting with school leadership and members of the Board.

By roll call, vote on the motion was 3 in favor (Cox, Arnett and Colford) and 4 opposed (Murphy, Gilberti, Brann and Briggs) – motion did not carry.

Councilor Brann then moved to donate \$500 from the Council's General Expense account. Mayor Briggs seconded the motion.

Councilor Colford commented that whether the Council gives \$3,000 or \$500, the same principle still stands and if we give \$500, we might as well give \$3000 as we did last year.

Motion by Councilor Arnett, seconded by Councilor Colford to table this item until after a meeting with SAD #22 authorities – unanimous vote in favor.

Motion by Councilor Arnett, seconded by Councilor Brann to direct the Town Manager to speak with Superintendent Lyons to express the Council's concerns regarding this issue and see if something can be resolved – unanimous vote in favor.

e. PERSONAL PROPERTY TAX ABATEMENTS – 1998-2005 - \$1,260.45

Manager Lessard provided a list of outstanding personal property tax

accounts for businesses which are no longer located in Hampden and requested that the Council approve abatement of these amounts.

Motion by Councilor Arnett, seconded by Councilor Brann to approve the abatements as listed – unanimous vote in favor.

f. REAL ESTATE TAX ABATEMENT TO CORRECT ASSESSMENT –
MAP 7, LOTS 17 & 18 - \$116.64

Tax Assessor Vivian Gresser requested that the Council authorize abatement for property located partially in Hampden and partially in Newburgh. Since 2005 the portion located in Newburgh was erroneously added to the portion taxed in Hampden.

Motion by Councilor Brann, seconded by Councilor Colford to authorize abatement as requested – unanimous vote in favor.

D. COMMITTEE REPORTS

Councilor Colford reported that the Public Works Committee may be recommending an RFP for services currently provided by the Sewall Company – more information to follow later.

Councilor Arnett reported that the Communications Committee has extended the deadline for the January newsletter to the end of this week.

Councilor Arnett further reported that the Charter & Ordinance Committee met regarding the shoreland zoning issue. He commended the GIS Department and Town Planner for doing a wonderful job of giving a visual of what is going to be involved in this process.

Councilor Brann reported that the Community Services Committee will meet tomorrow at 6:30 pm, to be immediately followed by a Comprehensive Planning Committee at 7:00 pm.

E. MANAGER'S REPORT

A copy of the Manager's Annual Report is attached.

Manager Lessard also read a poem she wrote which included events of 2007, Town Departments and Councilors.

F. COUNCILOR'S COMMENTS

Mayor Briggs gave out Certificates of Appreciation to each Councilor and Town Clerk Denise Hodsdon.

Councilor Murphy wished Councilor Gilberti good luck.

TO: Hampden Town Council
FROM: Sue Lessard, Town Manager
DATE: December 17, 2007
RE: ANNUAL REPORT 2007

Calendar year 2007 was both busy and productive for the Town of Hampden. Over the course of the past year we have worked on projects that will impact the future of Hampden for years to come. In no particular order, the workload included:

- Extensive work at the Staff and Committee level on the update of the Town's Comprehensive Plan. This project has spawned others including development of a town forest inventory, survey of Dorothea Dix park, GIS efforts resulting in a current, correct landcover map, meetings with affected property owners, and identification of land use patterns that will complement the goals of the Comprehensive Plan.
- Continued work on amendments to the Mineral Extraction and stockpiling zoning ordinance language.
- Reauthorization of the Conservation Commission ordinance and inclusion of this Commission as part of the reviewing 'team' for open space acceptance and development proposals.
- Sale/contract of lots 1, 3, 7, 13 & 15 in the Business Park.
- Creation of the position of Economic & Community Development Specialist as part of the 2007/2008 budget.
- Development of regulations governing the use of Outdoor Woodfired Boilers. This controversial ordinance became necessary in the absence of any State or Federal standards for the use of these items and complaints received about impact in residential areas.
- Adoption of a Non-Stormwater Discharge Ordinance as part of a more comprehensive project to come into compliance with the laws regarding MS4 Communities for dealing with stormwater management.
- Completion of the Route 1A/Westbrook Terrace/Schoolhouse Lane/Pleasant Street Sewer rebuild.
- Completion of the rebuild of the majority of the town sewer system pump stations.
- Completion of the project to upgrade and pave 11 of the 14 gravel roads in the community.
- Budget adoption that kept the mil rate at \$15.70/thousand without the use of inflated or comparable sales valuation increases and limited the budget increase to less than 2%.
- Hiring of new Public Works Director following resignation of long time Director Greg Nash and authorization for a transition plan that

allowed the new Director the ability to work with Greg for a period of two months prior to his retirement.

- Authorization for the placement of snowmobile trail crossing signs on all such intersections in the town.
- Capital purchases of a new Police Cruiser for Public Safety, and loader, tractor, and plow truck as well as a new heating system for the Town Garage for the Public Works department.
- Authorization for staff/volunteers to seek Tree City USA designation for the community.
- Authorization for Public Works to work out a plan for facilitating a project to locate American Flags on lighted poles on Route 1A from Kennebec Road to the intersection of Route 9 and from that intersection to the Town Office.
- Installation of additional lighted holiday decorations on poles on Route 9 from the Route 1A intersection to the town office thanks to the generous donation from Brian Bouchard.
- Renovation of the Tank Truck to insure that it is both safe and roadworthy by the department and development of a replacement plan for a new truck to be ordered for delivery in 2009.
- Appointment of Town Clerk Denise Hodsdon as Registrar of Voters to replace long time Registrar Vivian Gove who resigned.
- Adoption of a Use Policy for Cable Channel 7. The increased usage of this channel has elicited a good deal of positive feedback for the Communications Committee as well as the entire Town Council.
- Continued publication of the Hampden Highlights Newsletter. Coordinated and implemented through the Communications Committee and its volunteers, this publication has become an item that residents have responded to very favorably.
- Welcome to Hampden program. This program provides a 'Welcome to Hampden' bag to residents that move into Hampden. The volunteer committee that runs this program collects donations, stuffs bags, and delivers them based on property transfer information provided by the Assessor. Interest in participating in this program has grown and the bags are stocked with valuable and informative items. We store the bags and the donation items and provide Town-related information for them.
- The Town Council accepted 9 roads this past year. These were Highland Ridge Road, John's Way, Jay's Way, Library Road, Dunton Circle, Silver Drift Trail, Bowen Drive, Commerce Court, and Graystone Drive.
- Provided recognition of the 102nd birthday of Edna Bragg, the Town's oldest citizen with flowers and a certificate at a Town Council meeting.

- Sponsored a subsidized home-composter distribution program in conjunction with the State Planning Office for the fourth year in a row.
- Voted to investigate concerns regarding a proposed Water District Rate increase slated for 2008. As a result, the Town has been granted intervener status in the investigation of the increase being done by the Public Utilities Commission.
- Granted requests from the Hampden Academy Senior Class for subsidy of outdoor graduation costs for 2007 and also contributed to the SAD22 Iraq Serviceman Project.
- Developed short and long term goals and objectives that will be used as a reference when considering actions requested of the Town Council and staff. This will allow the Council to consider the impact of 'adding more to the plate' and how that might impact priorities that have been set previously by the Council.
- Appointment of town committee/commission members, as well as approval of Victualer's licenses, liquor licenses and games of chance licenses.

Individual Departments were busy during 2007 as well. Some of the highlights were:

Recreation

- Increased Kid's Korner Program from one site to two for afternoon programming.
- Received grant for use in moving the Town Gazebo to the Pool site for more opportunity for use by the public.
- Successfully nominated local citizen for Recreation Volunteer of the year through Maine Recreation & Parks Association.
- Continued work on trails between Town Office and Pool site as well as worked with Community Services Committee on defining long term recreational needs in town.

Pool

- Overhaul of air-handling system resulting in a more fuel efficient operation. Savings of oil in the first two months of operation since the overhaul are close to 1800 gallons – or over \$5,000.
- Painting and rehab of pool facility during September.
- Contract with the High School Swim team for practice time at the facility. This increases pool revenue and also affords the team the opportunity to practice without having to go to Brewer for pool time.
- Revamped after school activity and swim programs.
- Increased participation in swim lessons.

Administration

- 99% tax collection by year end thanks to the efforts of Tax Collector Cheryl Johnson. Thanks also to Cheryl's hard work, our General Assistance Program also continues to be seen as a model program by the State. Cheryl has been asked on several occasions to be an instructor at classes on the subject and is also a member of the Board of the State Welfare Director's Organization.
- Sewer Collections consistently high with minimal liens and foreclosures thanks to the ongoing efforts of utility billing clerk Kathy Cole. Kathy also maintains the inventory for the entire facility and keeps a close eye on things to make sure that items are appropriately accounted for by department.
- Ambulance billing/recordkeeping improvements made by part-time staff assistant Tammy Ewing. In the short time that she has been with us, Tammy has completed software, registration, and finance training and become a very valuable office employee as well as deputy registrar of voters.
- Financial recordkeeping/reporting improvements made after turnover of responsibilities to finance officer Janie Pitcher. She has made substantial improvements to our processes related to payroll, accounts payable, and personnel.
- Implementation of State Voter Registration program by Town Clerk Denise Hodsdon. Denise was also named as the fifth vice president for the New England Clerk's Association which will result in her being the President of that association in five years. It is an honor to be chosen for the position. She was also very instrumental in getting our new and improved website designed and off the ground and continues to be the local contact for implementing Channel 7 programs.

Manager

- Appointed by the Governor to the State Board of Environmental Protection for a four year term.
- Re-elected to the Municipal Review Committee that oversees municipal ownership of part of the PERC facility in Orrington.
- Participated as part of UMaine program for Shoreland protection projects by graduate students.
- Use of interns in media and GIS/IT operations, benefiting both the students and the Town.
- Budget proposal to Town Council resulting in less than 2% increase in tax commitment and no increase in tax rate.
- Downsized administrative staff position from full to part-time and redistributed duties among existing staff members.

- Successfully replaced long term Public Works Director Greg Nash with an inclusive process that resulted in staff, council, and management participation.
- Increased active investment of town funds through diversification of assets in secure investments. This practice had not been done prior to the past several years.
- Continued certified 'sniffer school' graduate

Assessing/Planning/GIS/IT

- No adjustment for sales ratio/valuation changes for 2007/08 budget. Assessor Vivian Gresser recognized by State personnel at time of assessing review for her meticulous and accurate records.
- GIS improvements resulting in more effective and efficient use of meeting time since maps can be created as needed. Thanks to the efforts of GIS/IT staff member Gretchen Heldmann we are able to provide more relevant, accurate information to taxpayers on a more timely basis in a visual manner. In addition, Gretchen's efforts in the IT area have resulted in a very efficient, reliable IT network serving all departments. Also, Gretchen's work allowed our ambulance to be computer-connected to EMMC, installed laptops in the police cruisers, provided dispatch with our hydrant system locations to improve dispatch efficiency, and continues to serve on the State GEO Library board which is working to make GIS statewide more efficient.
- Planner Bob Osborne continues to serve on the local BACTS board that determines priorities for state funding of road projects. Thanks in part to his efforts another section of Route 1A is scheduled to be done by 2009 and an additional \$200,000 was recently added to the money available for the project. Bob also acts as the staffer for the very busy Community Services committee, Ordinance Committee, Planning Board, Conservation Commission and Historic Preservation Committees. He headed up a successful stream clean up program in 2007 as well.

Public Safety

- Public Safety employees have written a number of successful grant applications this year for training opportunities as well as for equipment – including a thermal imaging camera. They are to be commended for their efforts on our behalf.
- Local business has taken a serious interest in helping the Town to raise funds for EMS equipment – with the most recent project

being the acquisition of another 12 lead system for the second ambulance.

- The Tank Truck was refurbished resulting in a safer, more reliable vehicle for use until such time as a new one is needed.
- CEO Ben Johnson has done a huge amount of work in getting the Town's Stormwater Program up to state standards. Keith Barnhard has served as the primary contact in the effort which has developed a team approach to the problem. The committee comprised of Public Works, Public Safety, GIS and planning meets after each regional meeting. The recent 'Inspection Report' gave us high marks.
- The Police department solved several difficult cases in a very timely fashion this past year – most notably the attempted rape of a citizen and the apprehension of the party responsible for the bomb threats at Hampden Academy and other local schools. We are fortunate to have well trained and competent staff,

Public Works

- This department had a huge change this year in the retirement of long time director Greg Nash and the hiring of Chip Swan as the new Director. I am pleased to report that things have gone exceptionally well with the transition.
- Staff training has increased and several department members are actively seeking licensing increases for equipment operation.
- The addition of many new roads has increased the miles of plowing and maintenance dramatically.
- As mentioned under Public Safety – the Public Works garage was also audited as part of the Stormwater Program and I am very pleased to note that this facility also got high marks.
- The department is developing an RFP for sewer work that will be necessary prior to the State rebuild of another section of Route 1A.

Economic Development

- 3 lot sales were completed this year and have resulted in two new buildings thus far with another on the horizon thanks to the efforts of Economic Development Director Bion Foster.
- Work with the Community Services committee to determine the best location for business within the Town.
- Transition from a part time to a full time economic development staff effort was begun with the new position authorized.

Library

- Implementation of the e-books program, making Hampden only the second community in the state to offer that program.
- Sewer line hook in to the pump station that also serves Avalon Village as a more efficient and reliable means of access.
- Acceptance of Library Road as a Town Way.
- Successful fundraisers to augment the Endowment Fund.
- Increased use of the library for accessing books from other library facilities statewide.

There is much ahead for 2008 and beyond as well. The closure plan for Pine Tree will continue to head toward the final deliveries in 2009. The gas to energy plant utilizing the methane will come online early in 2008. The Comprehensive Plan work will be finalized and Economic Development efforts related to it will begin implementation. As defined in the Council Goals and Objectives from August, we have a number of exciting projects underway related to evaluation of services provided, customer service improvements, and financial management. In addition to these, there is the ongoing day to day operation of the town departments and committees.

December 11th of this month was my 7th anniversary as Manager of the Town of Hampden. In looking back over the past seven years, I am pleased to note that we have had many successes. As a community we are seen as a leader in terms of process, infrastructure maintenance, and programs. I look forward to the opportunity to continue to work with the Council, staff, volunteers and residents in insuring that the Town of Hampden remains 'the community of choice in Central Maine'.

Councilor Cox extended appreciation to the Public Works Department for their hard work during the recent storms and she wished Councilor Gilberti a Happy Retirement.

Councilor Gilberti wished everyone Happy Holidays and said his retirement from the Council is bittersweet – he will miss it.

Councilor Brann told Councilor Gilberti to enjoy his retirement.

Councilor Arnett joined in congratulations to Councilor Gilberti and commended him for his wonderful service. He also gave his compliments to the Mayor for a job well done.

Councilor Colford wished everyone a Merry Christmas and also wished Councilor Gilberti good luck.

Mayor Briggs wished the entire community Happy Holidays.

G. ADJOURNMENT

There being no further business, the meeting was adjourned at 9:57 p.m.



Denise Hodsdon
Town Clerk