

TOWN COUNCIL MINUTES**FEBRUARY 4, 2008**

The regularly scheduled meeting of the Hampden Town Council was held on Monday, February 4, 2008. 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, Thomas Brann, Andrew Colford, Edward Murphy, Matthew Arnett, Shannon Cox and Andre Cushing

Town Manager: Susan Lessard

Town Counsel: Thomas Russell was absent

Department Heads/Staff: Economic Development Director Bion Foster, Economic and Community Development Specialist Dean Bennett and Public Works Director Chip Swan

A member of the press and citizens

A. CONSENT AGENDA

Treasurer's Warrants were circulated for approval and signatures of the Finance Committee. Councilor Arnett requested that Item A.4.a. be set aside and Councilor Brann requested that item A.4.d. be set aside. The balance of the Consent Agenda was accepted without objection.

A.4.a. PINE TREE – 2007 MSW BYPASS REPORT

Councilor Arnett asked Manager Lessard to confirm that the MSW was received prior to the cutoff date. Manager Lessard said it was received in April and May, prior to the June 1 cutoff time.

Motion by Councilor Arnett, seconded by Councilor Cushing to accept Item A.4.a. – unanimous vote in favor.

A.4.d. DRAFT FISH AGENT RFP

Councilor Brann noted that for the past five years, the Town has not had a fishing agent and now the Conservation Commission has sent out a request for proposals for filling that position. He thanked them for their effort and noted that it is in a timely fashion so that we may have a fishing agent this coming season.

Motion by Councilor Brann, seconded by Councilor Cox to accept Item A.4.d. – unanimous vote in favor.

B. PUBLIC COMMENTS

There were none.

C. POLICY AGENDA

1. PUBLIC HEARINGS

There were none.

2. NOMINATIONS-APPOINTMENTS-ELECTIONS

a. APPOINTMENTS COMMITTEE RECOMMENDATIONS:

1. NEW APPOINTMENTS:

- a. Mary Ellen Conner – Pool Board of Trustees
- b. Tracey Mahoney – Recreation Committee
- c. Kevin Gendreau – Recreation Committee
- d. Terry Bean – Recreation Committee
- e. Michael Clisham – Board of Appeals – Associate Member to Regular Member

The Appointments Committee recommended appointment of the above candidates and Mayor Briggs read the list for the record.

Motion by Councilor Arnett, seconded by Councilor Cushing to appoint all applicants as listed – unanimous vote in favor.

2. REAPPOINTMENTS

- a. Bion Foster – Library Board of Trustees
- b. Ruth Stearns – Library Board of Trustees
- c. John Skehan – Library Board of Trustees
- d. Donald Desmarais – Library Board of Trustees
- e. Dana Skinner – Economic Development Committee
- f. Norman Stern – Pool Board of Trustees
- g. Michael Avery – Planning Board
- h. Morten Syversen – Planning Board
- i. Peter Frazier – Planning Board
- j. David Lindemann – Recreation Committee

The Appointments Committee recommended reappointment of the above applicants and Mayor Briggs read the list for the record.

Motion by Councilor Arnett, seconded by Councilor Colford to appoint all applicants as listed – unanimous vote in favor.

3. UNFINISHED BUSINESS

a. ECONOMIC DEVELOPMENT – PROJECT/ROLE DISCUSSION
– BION FOSTER

Manager Lessard prepared an outline of the new structure for Economic Development operations (copy attached). At the end of the transition period Bion Foster will become a consultant on a project-specific basis as determined by the Council. The Council discussed the projects listed in the outline and it was decided that this would be referred to the Council's Economic Development Committee in conjunction with the Town's Economic Development Committee for recommendation as to the priority of projects on the list. The Council also requested that the Committee and staff make a recommendation for the Town's continued representation in the Bangor Regional Development Alliance and to make recommendations to encourage development of the former Crestwood Trailer Park property – what it would be best suited for and whether it would require any changes to zoning.

b. RAIN GARDEN – BANGOR AREA STORMWATER GROUP
PLANNING MONEY

Code Enforcement Officer Ben Johnson has advised Manager Lessard that the Bangor Area Stormwater Group may be able to provide some funding for the design and planning for a rain garden in front of the municipal building. However, the BASWG needs to know how much funding the town would be willing to commit to the project. Manager Lessard said the Town has the ability to make an in-kind contribution of materials and labor up to \$10,000.

Councilor Brann noted that this would be an excellent opportunity for the Town to demonstrate how rain gardens can work and he feels that there are several people in the community who would be willing to volunteer for this project.

Motion by Councilor Colford, seconded by Councilor Murphy to make a \$10,000 in-kind contribution to the rain garden project.

Councilor Arnett made a friendly amendment to the motion – to add \$5,000 in cash to be funded from Host Community Benefits. Councilor Brann seconded the amendment. Councilors Colford and Murphy agreed with the amendment.

Vote on the motion as amended was unanimously in favor.

c. WATER DISTRICT UPDATE

At the request of the Council, Attorney Russell researched the steps necessary to take over the Hampden Water District. He has provided a memorandum including the background and legal status of the Water District and explaining that the process to take over the

District would require a Private and Special Law in the Maine Legislature to authorize that action. He also described the steps that the City of Brewer went through when it took over the functions of the Brewer Water District. He suggests that that would be a good model for legislation should Hampden desire to pursue the dissolution of the Hampden Water District. Brewer also hired a law firm with experience in both utility law and the legislative process and Brewer's attorney has offered to provide the name of the attorney that represented Brewer in that process.

Mayor Briggs noted that during the Council's goals and objectives workshop, it was the consensus of the Council that it may be best to wait until the issue of the rate increase is resolved before taking any steps toward taking over the Water District.

Councilor Colford expressed concern that the rate increase process with the PUC could take several more months and wondered what the timeline would be for getting this before the Legislature.

Mayor Briggs explained that the Legislature has reconvened, but is basically handling emergency items only and what was left from last year. The real working session of the Legislature would not reconvene until January, 2009.

Manager Lessard advised that the next phase would be to look at the numbers and costs to determine the feasibility of taking over the District and that process will take some time. She also cautioned that the decision can't be an emotional one.

Councilor Brann said that his interest in considering taking over the Water District has never been about the single rate increase. He is concerned about the future of the water supply for the Town of Hampden and feels that as Hampden continues to grow, we will need to have a more secure water resource – in both the eastern and western parts of Town. He feels that the best way for Hampden to get that is to consider assuming responsibility for providing the water service to all of our citizens in an efficient fashion. He moved to authorize the Town Manager to ask Attorney Russell to take that next step and find the experienced legal counsel that was involved in this process in the past and determine what it will take to actually take over the Water District, what the costs are, and what the benefits are. Councilor Colford seconded the motion.

During discussion, Mayor Briggs asked Councilor Brann if he would object to simultaneously gathering and analyzing the financial information. Councilor Brann said he would be fully in favor of that. It was the consensus of the Council that all of the information needs to be reviewed in order to make a conscious decision.

By roll call, vote was unanimously in favor of the motion.

d. TRANSFER STATION – COMMITTEE REPORT/
RECOMMENDATIONS

Councilor Murphy reported that the Public Works and Solid Waste Committee met with the Public Works Director, Highway Foreman and the Transfer Station Operator on January 24th to discuss problems with issuing transfer station stickers and with disposal of construction and demolition debris and refrigerators. The Committee recommends that the disposal of C & D be limited to the months of May and October, that a \$15 fee be assessed for the disposal of refrigerators and that fee must be paid and a slip obtained from the Town Office, and to maintain the current policy of requiring presentation of vehicle registrations at the time of issuing a sticker. The Committee also felt it would be beneficial to have the Communications Committee develop a program to educate residents about the operations and rules and regulations of the transfer station.

The Committee had also asked Manager Lessard to provide information relative to the costs for C & D disposal and trucking. A copy of those statistics is attached. Manager Lessard pointed out that the abuse at the transfer station is related to disposal of C & D and refrigerators. The average tonnage per household for C & D is .53 tons or 1,062 lbs. per year, which she said is too high for Hampden's population base. Additionally 9.3% of the households with stickers disposed of a refrigerator in 2007.

Motion by Councilor Arnett, seconded by Councilor Cushing to adopt the Committee's recommendations as policy.

During discussion Councilor Brann expressed concern that by restricting the time periods, C & D, including furniture, would be dumped in remote places in the Town or stockpiled outside residences until it can be disposed of. He suggested requiring a sticker or permit from the Town Office for disposal of C & D in order to keep track of who is dumping it, but to keep it open year-round. He felt that there should be a fee and permit for all white goods, not just refrigerators, but that may require expansion of Town Office hours to include weekends. He also suggested rearranging the facility to section off the C & D disposal area.

Councilor Colford agreed with Councilor Brann and felt that the Council needs to address the issue of enforcement at the transfer station, even if that means putting a police officer out there.

Councilor Arnett said he could support the idea of stickers for C & D and a once-a-month designated day only. Mayor Briggs asked if the makers of the motion would agree with an amendment to add one weekend a month for the disposal of C & D, in addition to May and October. Both Councilors Arnett and Cushing agreed with that amendment.

By roll call, vote on the motion as amended was 2 in favor (Murphy and Arnett) and 5 opposed (Cox, Cushing, Brann, Colford and Briggs) – motion did not carry.

Motion by Councilor Brann, seconded by Councilor Colford to continue with the current practice of requiring vehicle registrations for issuance of stickers and to charge a \$15.00 fee for disposal of all white goods.

Motion by Councilor Cushing, seconded by Councilor Arnett to table this and send it back to the Public Works Committee for further review. By roll call, vote was 5 in favor and 2 opposed (Brann and Colford) – motion carried.

e. **CONSIDERATION OF MAKING COMMUNICATIONS COMMITTEE A REGULAR COUNCIL COMMITTEE – COUNCILOR ARNETT**

This item was postponed until the next meeting.

4. NEW BUSINESS

a. **PENOBSCOT CORRIDOR COLLABORATION EFFORT – AUTHORIZATION TO SUBMIT GRANT APPLICATION**

Manager Lessard explained that the Bangor Region Chamber of Commerce has been working with several communities on the idea of applying for a grant to consider regionalization of a number of services. She said there is no financial match required and there is no requirement for participation. Motion by Councilor Cushing, seconded by Councilor Brann to authorize Manager Lessard to sign on behalf of the community to participate in this program – unanimous vote in favor.

b. **SUBDIVISION ORDINANCE TEXT AMENDMENT – REFERRAL TO CHARTER & ORDINANCE COMMITTEE**

Motion by Councilor Arnett, seconded by Councilor Colford to forward this item to the Charter and Ordinance Committee – unanimous vote in favor.

c. **EMERGENCY RESPONSE PLAN – PUBLIC SAFETY**

Manager Lessard explained that in order to apply for Homeland Security funds, the Town is required to have an emergency operations plan. This certifies that the Town has established the National Incident Management System as the standard for incident management.

Motion by Councilor Brann, seconded by Councilor Colford to adopt the plan – unanimous vote in favor.

D. COMMITTEE REPORTS

Councilor Colford reported that the Appointments Committee will be scheduling a meeting to interview additional candidates in the near future.

Councilor Arnett reported that the Communications Committee continues to be active. The next edition of the newsletter will be mailed next week. The Committee is also hoping to recruit additional hosts for the *Hampden Highlights* and *Hampden Happenings* television shows.

Councilor Arnett further reported that the Charter & Ordinance Committee met earlier in the evening and Town Planner Bob Osborne provided an update on the draft shoreline zoning map. The Committee has reviewed a proposed zoning text amendment relative to building permits and he requested that this be on the next agenda for referral to the Planning Board. The Committee also discussed Councilor absenteeism and is suggesting a quarterly report to the Council and public of each Councilor's participation in regular meetings and committee meetings. The Committee is suggesting trying this process for a one-year period rather than actually making any changes to the Charter or Council Rules at this time.

Councilor Cushing reported that the Economic Development Committee will be meeting on February 11th at 7:00 pm.

The Community Services Committee will meet at 6:30 pm on February 5th, to be immediately followed by a Comprehensive Planning Committee meeting at 7:00.

Councilor Brann scheduled a meeting of the Finance Committee for 7:00 pm on February 28th to discuss ambulance billing, further discussion and analysis of reserve funds and to discuss possible tax relief for long-term elderly residents.

A meeting of the Public Works & Solid Waste Committee was scheduled for 7:00 pm on February 21st.

E. MANAGER'S REPORT

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

F. COUNCILOR'S COMMENTS

Councilor Murphy commented that if anyone tries to access the Town's website, they should be sure to use the correct address of www.hampdenmaine.com. If you go to www.hampdenme.com, you will get another site that does have generic information about Hampden, but it is not the Town's site.

Councilor Cox hopes that at future meetings, the issues with the transfer station can be taken care of.

Councilor Cushing reminded everyone that the Hampden Business Association will be meeting tomorrow at noon at Fresh Ginger Restaurant. He extended appreciation to Sergeant Dan Stewart and the Communication Interns for their help in taping of the television shows for March. He noted that there are copies of all shows for loan at the Town Office and Library for anyone who does not have Cable TV. There are copies of the PUC public hearing relative to the Water District's proposed rate increase available for loan as well.

G. ADJOURNMENT

There being no further business, the meeting was adjourned at 10:30 p.m.

A handwritten signature in cursive script that reads "Denise Hodsdon".

Denise Hodsdon
Town Clerk

A-3-A

February 12, 2008

Denise R. Hodsdon, CMC
Town Clerk
Town of Hampden

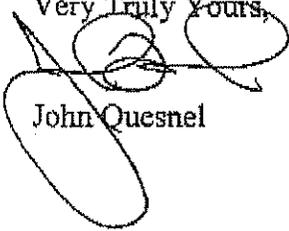
RE: Resignation from the Board of Appeals / Withdrawn Renewal Application

Dear Denise,

Please accept this letter as my resignation from the Board of Appeals. Unfortunately, at this time I do not have the time to faithfully commit to the Board nor do I have the time to take advantage of the training seminars. Hopefully another citizen who can make those commitments will step forward.

If you have any questions or concerns please do not hesitate to let me know. I can be reached at 667-5526.

Very Truly Yours,



John Quesnel

HAMMOND STREET SENIOR CENTER

FOUNDED AND OPERATED BY COURI FOUNDATION, INC.

"Caring Makes The Difference"

A-3-b

Susan Lessard, Town Manager
106 Weston Ave.
Hampden, ME. 04444

February 8, 2008

Dear Susan,

As a follow-up to my January 24th letter requesting support from the Cities and Towns that make up the membership of Hammond Street Senior Center (HSSC), I would like to extend a personal invitation to you. A few City Managers have responded to my recent support request for Hammond Street Senior Center with questions regarding the upcoming relationship between HSSC and the City of Bangor. In the interest of furthering your knowledge concerning the operation of the Center, the physical layout and equipment, and the future plans and options, I would like to invite you to a "Manager Meeting" here at HSSC.

In order to include as many managers as possible, I am planning meetings on the following dates: Tuesday February 26th, Thursday March 6th, and Monday March 10th. These meetings will be held here at HSSC at 3:00 on each of those dates. Please select the date that works best for your schedule and let me know when you plan to come.

These meetings will include a tour of the facility followed by a general question and answer open style meeting between myself and the town managers present. I hope you will be able to attend one of these meetings as I am confident you will then be in a better position to answer any questions your councils and or financial persons may pose to you regarding our financial assistance request.

For those of you who have never visited the Center, I think you will be very impressed and certainly you will gain new knowledge regarding this facility to which many of your town's people are members.

Sincerely



Kathryn Bernier
Executive Director
Hammond Street Senior Center



Check One: Initial Application

A-3-C

Application for Reappointment

TOWN OF HAMPDEN

APPLICATION FOR TOWN BOARDS AND COMMITTEES

NAME: FEVERSTON JAMES
LAST FIRST MI

ADDRESS: 55 Dudley St
STREET MAILING

TELEPHONE: 862-4647
HOME WORK

OCCUPATION: Leadership Consultant

BOARD OR COMMITTEE PREFERENCE:

FIRST CHOICE: Lura Hoyt Memorial Pool Board

SECOND CHOICE (OPTIONAL): _____

How would your experience, education and/or occupation be a benefit to this board or committee? _____

Previous service on Pool Board
Officer, Treasurer, Project Leadership

Are there any issues you feel this board or committee should address, or should continue to address? _____

- CONSERVATION COMMITTEE
- BOARD OF ASSESSMENT REVIEW
- PERSONNEL APPEALS BOARD
- LURA HOYT MEMORIAL POOL
- ECONOMIC DEVELOPMENT COMMITTEE

3 YEAR

- DYER LIBRARY
- RECREATION COMMITTEE
- ZONING BOARD OF APPEALS
- HISTORIC PRESERVATION COMMITTEE

5 YEAR
PLANNING BOARD

FOR TOWN USE ONLY

Date Application Received: FEB 05 2008

APPOINTMENTS COMMITTEE ACTION: _____ DATE: _____

COUNCIL ACTION: _____ DATE: _____

NEW APPT REAPPOINTMENT DATE APPOINTMENT EXPIRES: _____

A-4-a

**EDYTHE L. DYER LIBRARY
BOARD OF TRUSTEES
MINUTES
January 9, 2008**

Members present: Debbie Lozito (ex officio), Don Desmarais (Chair), MaryAnn Bjorn, Ruth Stearns, Bion Foster, Tony Mourkas, Fred Jones, Richard Jenkins, Judy Beebe, Cheri Condon, Yvonne Lambert, Janet Briggs, Dave Barrett, John Skehan and Mark Russell

Meeting called to order at 7:35 a.m.

Minutes of the December 12, 2007 Board meeting were read and accepted as read.

Financial, Circulation, and Director's reports were read. Debbie encouraged everyone to participate in *Penobscot Reads! 2008*. She also informed the board that the airconditioning project will be put to bid January 19 with a pre-bid meeting on January 31. Bids will close three weeks after that meeting and a final decision should be made at the Town Council meeting on February

Motion to adjourn was made and seconded. All were in favor. Meeting was adjourned.

The next meeting is February 13 at 7:30 a.m.

Respectfully submitted,

Donna Beck
Recording Secretary

A-4-b

Board Meeting Minutes ~ 1/8/08

Dan Brooks brought the meeting to order at 7:00pm.

Those present: Dan Brooks, Whitey Miller, Cedena McAvoy, Norman Stern, Karen Brooks, Kim McNutt, Garry Greene, Norma Bishop, Darcey Peakall, and Julie Macleod. Not present: Jim Feverston

The secretary's minutes were accepted as presented.

The treasurer's report was tabled until the February meeting due to Jim being out of town.

Norm invited Debbie Lozito, the director of the Edythe Dyer Community Library to talk about fundraising ideas and their endowment fund that is currently set in place. They do not use their money for capital improvements but as supplemental funds.

Darcey gave the director's report and the board reviewed the handouts. She had the board make a change to the fuel usage. It should read \$2,498.00. A bill came in after the report was printed. Darcey also informed the board that Ralph's seat on the board was not officially a position. We currently do not have any open positions.

Norm reviewed with the board the five-year plan that was established two years ago. He discussed the following items.

1. Flea Market: Should we continue having it the same way that we did in 2007? Should we contact organizations or institutions to rent-a-space and we just sell food, plants, and conduct the silent auction?
2. Fundraising: Should we try to have a capital campaign?
3. Community Connection: Promote the scholarship fund, Hampden Academy swim team, more special needs programs
4. Help the Pool: Aesthetics (paint), practical (office, front desk area), educational needs, art projects hung up, more senior time, friendlier environment, landscaping, LHP logo clothing line, etc...

A discussion took place about the positive and negative aspects of the flea market. It was a good community event, however it took more time and effort than what was anticipated. Many board members talked about their roles in the flea market and there were mixed feelings about having the event in the same manor that was used in September of 2007. The board voted 6-2 that hosting a flea market continues to be a topic of conversation with the understanding that changes need to be made. Garry would like the board to think about different fundraisers that the pool could host instead of the flea market that would be less time consuming and more profitable. Dan would like all the board members to come to the February board meeting with ideas and Kim will compile the list of suggestions to be discussed at the March meeting.

Darcey proposed an increase for members who are paying their yearly membership using the quarterly payment option. There would be no increase for members who pay the whole amount in one lump sum. She would like the quarterly payments option to increase by \$25.00 a year. That is an increase of \$6.25 per quarter. The increase will help with billing cost, time spent and postage. The board voted 7-1 in favor of the increase. The increase will start on March 1, 2008 and all yearly members will receive a letter explaining the changes.

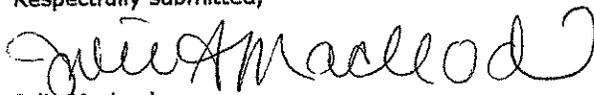
The landscaping project was tabled until next month. A question was brought up on how much it would cost to have it landscaped twice a year. It will be discussed at the February meeting.

A motion to allow Darcey to purchase a \$3,000.00 pool vacuum was passed by a 7-1 vote. The board will use the \$500.00 Lion's Club donation, last year's flea market profit and some of this year's flea market money to cover the cost. Dan stated that the director is authorized to begin purchasing the vacuum.

Karen and Kim will be working on updating the bulletin boards in the pool lobby.

Meeting adjourned at 8:45pm.

Respectfully submitted,


Julie Macleod

A-4-C

Rapid Renewal Transaction Volume Summary
Town of Hampden: Transaction date >= 20080101 and < 20080201

Payment Method	Transaction Count	Transaction Amount	Processing Fees
Credit/Debit Card	0	0.00	0.00
Electronic Check	40	7581.29	0.00
TOTAL	40	7581.29	

Class Code Summary

Class	Count
CO	1
CR	2
PC	35
UM	1
VT	1

Jan. 2008

HAMPDEN RECREATION COMMITTEE

MEETING MINUTES

Date: December 19, 2007 -- Town Hall
Time: 7:00 PM

Attendees: David Lindemann (Chairperson), Kevin Gendreau (Secretary), Rob Reeves, John Clifford, Kurt Mathies, Shelley Abbott, Shawn Good, Terry Bean, Tracy Mahoney

Absent: M.J. Ball

Agenda:

- I. Introduction of New Members
- II. Review of Minutes from Last Meeting
- III. Directors Reports
- IV. By-Laws Discussion (cont'd from last meeting)
- V. Review of New Packet Format
- VI. Late Registrations - Sign-Ups
- VII. Adjournment

Minutes:

- I. Introduction of New Members**
All new members and new committee candidates introduced themselves.
- II. Review of Minutes**
Minutes from Committee Meeting held on October 17, 2007 were accepted.
- III. Directors Report**
Reviewed Report submitted to committee by Kurt Mathies. Also held a brief discussion about new committee members and increased interest in joining Recreation Committee.
- IV. By-Laws**
Completed review of Recreation Committee by-laws. See attached document for details.
- V. New Packet Format**
Shelley Abbott presented the new format for the Winter Recreation Schedule Packet. The committee approved the new format designed to better highlight the activities and their respective Registration Dates, Fees and Enrollment Limits.
Shelley also did some preliminary research on the costs associated with developing a new logo for the Hampden Recreation Department. The average cost for logo development is approximately \$650 - \$1,000. Kevin Gendreau agreed to have prototypes developed for preliminary review (at no charge).
- VI. Late Registrations - Sign-Ups**
Informed newcomers to Committee about the challenges faced by the Rec Department in collecting Late Registration Fees and upholding the rules and guidelines associated with the Registration process. Late registrations not only pose disruptions for the department, but also can place additional strains on Volunteer Coaches by increasing team sizes. It was agreed that late enrollment often causes the program and it's participants to suffer.

HAMPDEN RECREATION COMMITTEE

MEETING MINUTES (continued)

To reduce these problems in the future, the Committee agreed that improved communications will be made to better inform the public of new programs, registration deadlines, late registration rules and fees, and enrollment limits. Late registration policies will be better enforced to reduce the unfair impact on Volunteer Coaches and Registered Participants.

VII. Adjournment

The meeting was adjourned at 8:45 PM. The next Committee Meeting will be scheduled in January using email notification process.

HAMPDEN RECREATION COMMITTEE BY-LAWS

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ARTICLE 1. NAME

- 1.1 The Recreation Committee created by the Town of Hampden shall be known as the Hampden Recreation Committee.

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ARTICLE 11. PARKS & RECREATION ACTIVITIES

- 2.1 Recreation includes those areas which fall within the following general classification of recreation activities: the arts, drama, crafts, athletics, swimming, sports and games, dance, hobbies, music, nature walks and outings, special community events and special events, recreation travel, and volunteer services.

Deleted: For this purpose, parks include all facilities used by the Recreation Department for recreational activities, both active and passive.

ARTICLE 111. COMMITTEE MEMBERSHIP

- 3.1 The Committee shall consist of a minimum of 6 and a maximum of nine members to be appointed by the Town Council for three year terms. Terms shall be staggered to ensure that no more than three (3) Committee Members will have expiring terms in any given calendar year.
- 3.2 Any vacancy created on the Committee shall be filled by appointment of the Town Council for the remainder of the term.
- 3.3 The Recreation Director will serve as an ex-officio member of the committee.
- 3.4 A Recreation Committee Member shall forfeit his term if he/she fails to attend three consecutive regular meetings of the committee without being excused by the chairman.

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ARTICLE IV. DUTIES OF THE COMMITTEE

- 4.1 To review and advise the Town Council on short range and long range plans for Recreation activities.
- 4.2 To participate in studies or surveys that are of interest to the betterment of the program and the Town of Hampden.
- 4.3 To consult and advise on any and all town recreational programs when matters are submitted for consideration.

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HAMPDEN RECREATION COMMITTEE BY-LAWS

4.4 To assist the Recreation Director and the Recreation Program Coordinators in advocating for communication plans, programs, activities and needs, both present and future, to the Town Manager, the Town Council and local citizens.

4.5 To advise the Planning Board in determining open space and recreational areas within developments.

4.6 To review all recreational budgets in preparation of a yearly budget to be submitted to the Town Manager and the Town Council for approval.

4.7 To assist the Recreational staff in obtaining state and federal funds.

ARTICLE V. DUTIES OF RECREATION DIRECTOR

5.1 To work closely with the Committee and the Town Manager in assessing and meeting the needs of residents for recreation activities.

5.2 To organize and direct recreation programs.

5.3 To supervise or delegate scheduling of facilities for recreation activities.

5.4 To suggest new programs where necessary and feasible for recreation activities.

5.5 To prepare and implement various segments of the budget.

ARTICLE VI. MEETINGS

6.1 Meeting of the Recreation Committee shall be held a minimum of once every Quarter of the Calendar Year. The Committee will, however, make every effort to meet on a monthly basis with the exception of any scheduled breaks. Special meetings shall be held when deemed necessary by the Chairperson of the Committee.

6.2 The first meeting of each calendar year shall be known as the organizational meeting. The purpose of this meeting shall be to elect Committee officers.

6.3 The attendance of 50% plus one Committee members shall constitute a quorum at any regular or special meeting.

6.4 All meetings shall be posted and open to the public.

6.5 The order of business at the meeting of the Committee shall be as follows: roll call, approval of agenda, approval of minutes of last meeting, unfinished business, new business, and adjournment. Meetings shall last no later than 9:00 PM unless a majority of members vote on an extension.

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- Deleted: <#>To provide and distribute flyers, pamphlets, etc. on various summer recreation activities.¶ <#>To assist committee in developing recreational plans for Hampden.¶
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HAMPDEN RECREATION COMMITTEE BY-LAWS

ARTICLE VII. OFFICERS

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- 7.1 There shall be a chairperson (or co-chairpersons) and a secretary of the Committee. In the event an office becomes vacant, a replacement to this office shall be elected from the Committee membership at the next official meeting.
- 7.2 Chairperson: shall preside at all meetings, appoint committees, call special meetings when he/she deems it advisable, and perform all such duties as usually befits a chairperson, except when such duties are properly delegated.
- 7.3 Secretary: shall keep the official records of the Committee as directed and keep accurate minutes of each meeting.

**STATE OF MAINE
DEPARTMENT OF HEALTH AND HUMAN SERVICES
MONTHLY GENERAL ASSISTANCE REIMBURSEMENT REPORT**

PLEASE SEE INSTRUCTIONS ON THE BACK

Municipality Hampden County Penobscot Reporting Period Jan 2008
 During this reporting period we processed 7 applications. We paid for 1 number of cases which included 1 number of persons.

*The total number of cases and persons in the household should be counted one time.
 IMPORTANT All statistical information should reflect the number of cases, persons, etc., for whom assistance was actually paid for during the reporting period, not what you have authorized during the reporting period.

Breakdown:	Cases	People	Regular	Emergency	Total
Housing	1	1	87.		87.00
Temporary Housing (Shelter, etc.)					
Heating (all types)					
Electric Service (non heating)					
Propane gas (non heating)					
Food					
Prescriptions					
Medical Services					
Dental					
Burials/Cremations					
Diapers/Baby Supplies					
Household/Personal					
All Other Needs					
TOTAL GA EXPENDED THIS PERIOD					87.00

**Minus Total Amount Reimbursed by clients/other municipalities (100%)

*Please enter the total amount you received from clients or other municipalities for which the Department has already reimbursed you. Do not include SSI reimbursements from the State of Maine.

THIS BOX FOR DHHS USE ONLY

\$ _____

Total GA claimed this reporting period: \$ 87.00
 Reimbursement requested at 50%: \$ 43.50
 Reimbursement requested at 90%: \$ 183.04
 Total year to date GA expended: \$ 183.04
 (from 7/1 of current State fiscal year through end of this reporting period)

State Threshold amount: \$ 150,645
 (This figure was sent to you from DHHS. Your reimbursement rate is 50% until you reach your threshold amount after which, your reimbursement rate is 90%.)

The following information is requested for GA recipients who receive TANF (Temporary Assistance for Needy Families) from the State of Maine. See instruction #6 for explanation of who is eligible for TANF.

1. Total # of TANF cases paid for _____
 2. Total GA expenditures for TANF cases \$ _____

The following information is requested for GA recipients who performed Workfare for the Municipality:

of cases _____ # of People _____ # of Hours Performed _____ Dollar Value \$ _____

I HEREBY CERTIFY THAT THE AMOUNT CLAIMED FROM THE DEPARTMENT OF HEALTH AND HUMAN SERVICES IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF. RECORDS TO VERIFY THIS CLAIM ARE ON FILE IN THE MUNICIPAL OFFICE AND WILL BE RETAINED FOR A PERIOD OF NOT LESS THAN THREE YEARS FROM THE DATE OF THIS DOCUMENT. RECORDS WILL BE AVAILABLE TO ANY REPRESENTATIVE OF THE DEPARTMENT OF HEALTH AND HUMAN SERVICES FOR AUDIT PURPOSES.

SIGNATURE: Cheryl Johnson GA Administrator or Designee DATE: 1-31-2008

MUNICIPALITY NAME: Hampden PHONE: 862-3034

4-4-e

C-4-a



HAMPDEN PUBLIC SAFETY
Code Enforcement Division
106 Western Avenue
Hampden, Maine 04444
Phone 207-862-4500
Fax: 207-862-5067



Memo

Date: October 4, 2007
To: Susan Lessard, Town Manager
From: Ben Johnson, Code Enforcement Officer
Subject: Zoning Ordinance Language Regarding Level of Completion
Necessary for Building Permit & Certificate of Compliance Issuance

In recent months I have been encountering an issue with an element of the Zoning Ordinance regarding issuance of building permits for lots in Planning Board approved subdivisions.

The Zoning Ordinance, Section 5.3.1.8, states that a building permit may be issued when certain improvements have been completed. The previous Public Works Director construed these improvements to equate to approximately 80% road completion. As a matter of course, over the years I have relied on the Public Works Director to let me know when the subdivision construction has reached this "80%" threshold. Once I get the word from the Public Works Director that the subdivision has reached the 80% threshold I can begin issuing building permits.

The problem, and the reason I am writing this memo, is that there seems to be a disconnect between the point when I am able to begin issuing building permits and the language regarding when I am able to issue a full Certificate of Compliance for the structure.

The Zoning Ordinance, Section 5.3.2.5, states that a Certificate of Compliance shall not be issued for structures on subdivision lots until such time as the Town Council has accepted the road containing the frontage for the lot in question. This is where the problem arises. Developers seem to be scrambling to achieve the 80% completion threshold but then appear to be breathing a sigh of relief as though there is nothing else required of them in the short term.

This approach has been all too common in the past several years and has created numerous situations whereby an individual purchases a lot from the developer and has every assurance that the road will be completed in a timely manner (or by the time they expect to be moving into their house). The individual relies on this information and applies for a building permit to begin construction on the house. Several months later, when the individual completes the project and is asking the Town for a Certificate of Compliance they discover that the road (which they were assured by the developer would

be) has not yet been accepted by the Town Council and they are not eligible for a Certificate of Compliance

At a staff meeting several months ago we discussed this matter at length and the general consensus coming out of that meeting was that an Ordinance change may be in order. I feel that it is my responsibility to inform you and the Council when there appears to be a conflict with language contained in the Zoning Ordinance. I am asking that you please make the Council aware of this issue and submit this issue for referral to their Ordinance Committee for further review.

Respectfully Submitted.

Attachment

Proposed Amendments to Zoning Ordinance Section 5.3.1.8

Additions are double underlined

Deletions are ~~strikethrough~~

5.3.1.8. Building permits for structures to be located on subdivision lots shall not be issued ~~by the Code Enforcement Officer until all public improvements in accordance with the Planning Board approved Subdivision Plan are completed to the satisfaction of the Town designated engineering consultant and the road, if any, has been accepted by the Town Council, unless the following improvements have been completed:~~

- ~~1. Installation of all public utilities, in accordance with the approved subdivision plan, including sewer, water and electrical,~~
- ~~2. Substantial construction of roads, meaning the complete installation of gravel sub-base and drainage facilities including ditches, detention basins, road culverts, driveway culverts, etc., and~~
- ~~3. Installation of all property pins for the subdivision lots by a registered surveyor.~~

Proposed Amendments to Zoning Ordinance Section 5.3.1.9

5.3.1.9. *Plumbing Wastewater Disposal Permit Required.* No building permit shall be issued for any structure or use involving the construction, installation, or alteration of plumbing facilities unless either a valid internal subsurface wastewater disposal plumbing permit or a sewer hook-on permit has been secured by the applicant or his authorized agent in conformance with the ~~plumbing code of the State of Maine~~ Subsurface Wastewater Disposal Rules or the Town of Hampden Sewer Ordinance.