



HAMPDEN TOWN COUNCIL
HAMPDEN MUNICIPAL BUILDING

MINUTES

MONDAY

NOVEMBER 16, 2015

7:00 P.M.

Attending:

Mayor David Ryder

Councilor Bill Shakespeare

Councilor Terry McAvoy

Councilor Dennis Marble

Councilor Stephen Wilde

Councilor Greg Sirois

Town Manager Angus Jennings

Town Clerk Denise Hodsdon

A Member of the Media

Former Councilor Tom Brann

Mayor Ryder called the meeting to order at 7:00 pm.

- A. PLEDGE OF ALLEGIANCE** – *Mayor Ryder led the Pledge of Allegiance*
- B. CONSENT AGENDA** – *Councilor McAvoy requested that Item B.3.h. be set aside. Motion by Councilor Marble, seconded by Councilor McAvoy to accept the balance of the Consent Agenda. Unanimous vote in favor.*

1. SIGNATURES

2. SECRETARY'S REPORTS

- a. **October 19, 2015 Meeting Minutes**

3. COMMUNICATIONS

- a. **Francis Pergolizza – Application for Appointment to Recreation Committee – Referral to Services Committee**
- b. **Joan Reilly – Application for Appointment to Planning Board – Referral to Planning & Development Committee**
- c. **Subway of Hampden – Victualers License Renewal**
- d. **Angelo's of Hampden – Victualers License Renewal**
- e. **Coffee Break Café – Victualers License Renewal**
- f. **Manager Jennings/DEP – Request for Review Response re MRC/Fiberight Processing Facility**
- g. **Manager Jennings – MMA Certificate – Fair Labor Standards Training**
- h. **MMA – Local government Efficient Fund – Request for Grant Proposals** – *Motion by Councilor McAvoy, seconded by Councilor Shakespeare to refer this item to the Infrastructure Committee for discussion at its next meeting on November 23rd. Unanimous vote in favor.*
- i. **Maine Municipal Employees Health Trust – 2016 Health Trust Rate Announcement**

4. REPORTS

- a. **Infrastructure Committee Minutes – 9/28/2015**
- b. **Finance Committee Minutes – 10/5/2015**
- c. **Services Committee Minutes – 9/14/2015**
- d. **Library Trustees Minutes – 9/8/2015**
- e. **Maine Center for Disease Control and Prevention – Report about Cancer Concerns in Hampden and Coldbrook Road Neighborhood**
- f. **Pool Trustees Minutes – 10/13/2015**

C. PUBLIC COMMENTS – *None*

D. POLICY AGENDA

1. **NEWS, PRESENTATIONS & AWARDS** – *Mayor Ryder recognized former Town Attorney Tom Russell for his 27-plus years of service as the Town’s attorney. Unfortunately Attorney Russell was unable to attend the meeting, but Mayor Ryder expressed appreciation for his time and effort, noting that he has helped the Town through some difficult times in those 27 years.*
Public Comment – Former Councilor Tom Brann of 262 Western Avenue said when the Council is going to recognize an individual or organization with a presentation or award, he would like to see that listed as an item on the agenda so that people will know in advance that the recognition is taking place.

2. PUBLIC HEARINGS - *None*

3. NOMINATIONS – APPOINTMENTS – ELECTIONS

- a. **Official Return of Votes – November 3, 2015 Municipal Election** – *Town Clerk Denise Hodsdon reported the official results of the Municipal Election held on November 3, 2015. This item was informational only.*
- b. **Avery Caldwell – Appointment to Board of Assessment Review – Finance Committee Recommendation** – *Motion by Councilor Marble, seconded by Councilor Sirois to appoint Avery Caldwell to the Board of Assessment Review. Unanimous vote in favor.*
- c. **Jane Jarvi – Reappointment to Recreation Committee – Services Committee Recommendation** – *Motion by Councilor McAvoy, seconded by Councilor Marble to reappoint Jane Jarvi to the Recreation Committee. Unanimous vote in favor.*

4. UNFINISHED BUSINESS

- a. **Sale of Surplus Vehicles**
 1. **1996 Ford E-350 Miller/McCoy Ambulance (Public Safety)**

2. 2007 Ford Crown Victoria – Public Works (formerly Public Safety)

Mayor Ryder explained this item was informational only. Under the Town's Bid Procedure Guidelines, the Town Manager has the authority to solicit and accept quotes for town-owned equipment valued at less than \$5,000.00. The Town has accepted an offer of \$3,500.00 for the 1996 Ford 3-350 Miller/McCoy ambulance and an offer of \$500.00 for the 2007 Ford Crown Victoria.

- b. MRC Voting Ballot** – *Mayor Ryder noted that previously the Council had nominated Town Manager Angus Jennings to serve on the Municipal Review Committee's Board of Directors. Since then, the Town Attorney has advised that his serving on the Board would create a conflict of interest and his name is being withdrawn from the list of nominees. Motion by Councilor Marble, seconded by Councilor McAvoy to cast a vote for Cathy Conlow of Bangor. During discussion, Councilor Shakespeare said he would like to vote for Tony Smith of Mount Desert. Vote on the motion was 5 in favor; 1 opposed (Shakespeare) – motion carried.*

5. NEW BUSINESS

- a. Sewer Commitment – 7/1/2015 to 9/30/2015** – *Motion by Councilor McAvoy, seconded by Councilor Marble to approve the Sewer Commitment for July 1, 2015 to September 30, 2015. Unanimous vote in favor.*
- b. Public Safety Grant Acceptance & Approval of Matching Funds** – *Motion by Councilor Marble, seconded by Councilor Sirois to accept the Maine Municipal Safety Enhancement grant in the amount of \$2,000 and to approve expenditure of \$1,052 from the Matching Grants Reserve fund. Unanimous vote in favor. Mayor Ryder noted that the purpose of the grant is to purchase cold water and swift water rescue equipment.*
- c. Update regarding Sanitary Sewer System Mapping – Stillwater Environmental Engineering** – *Motion by Councilor Sirois, seconded by Councilor Wilde to accept the \$2,500 to \$3,500 proposal from Stillwater Environmental Engineering for mapping of the sanitary sewer system. Unanimous vote in favor.*
- d. Application for Renewal of Liquor License received from Armstrong Tennis Center at 60 Mecaw Rd.** – *Motion by Councilor Shakespeare, seconded by Councilor Sirois to approve the liquor license application for Armstrong Tennis Center at 60 Mecaw Road. Unanimous vote in favor.*

- e. **Review of MRC Draft Agreements for Municipal Solid Waste Management Starting in 2018** – *Manager Jennings noted that the Municipal Review Committee (MRC) is a non-profit organization representing 187 municipalities in their negotiations with PERC on municipal solid waste management. MRC has entered into a development agreement with Fiberight, a private company based in Maryland to build and operate a waste-to-energy facility in Hampden. Manager Jennings reported that that process is moving forward and is currently before the DEP for State permitting. The DEP is holding a public meeting this Thursday, November 19th at 6:00 pm in the Municipal Building Community Room. One set of issues is to do with the Town's status as the host community and the other set of issues is the broader agreement for municipal solid waste management for the 187 municipalities. Under the terms of their development agreement with Fiberight, the MRC needs to secure agreements to guarantee a minimum tonnage of 150,000 tons per year. The Town has received a set of three draft legal agreements for review and comment. Manager Jennings had a working meeting last week with a couple of Councilors and DPW Director Sean Currier, in which they discussed a number of questions and issues. Those questions and comments have been compiled in a draft memo to MRC. The draft was reviewed earlier by the Finance Committee and it was the recommendation of the committee that the memo accurately conveys the Council's questions to be submitted to MRC. The next step in the process is that the MRC will take into account all comments received from member municipalities and re-circulate final legal documents sometime in December.*

Councilor Marble said he wanted to assure the public that the Town is taking this matter very seriously, a lot of due diligence is going on and people should feel positive about the engagement of the Town in this process.

E. COMMITTEE REPORTS

Services Committee – *Councilor McAvoy reported that the committee met on November 9th and discussed the agreement between the Town and the MRC. Manager Jennings updated the committee on the time table for the new AV equipment and the committee briefly discussed how the separation of utilities is working at the Skehan Center. The next meeting will be at 6:00 pm on Monday, December 14th.*

Infrastructure Committee – *Councilor Marble reported that the committee has been discussing public safety issues surrounding the use of soccer fields and parking on Western Avenue. The committee continues to look at possible options and best use. Additionally, the committee is continuing discussions about possible changes to operations at the transfer station. The next meeting is at 6:00 pm on Monday, November 23rd.*

Planning & Development Committee – *Councilor Shakespeare reported that the committee has not met since the last Council meeting but the next meeting is scheduled for 6:00 pm on Wednesday, November 18th.*

Finance & Administration Committee – Mayor Ryder reported that all items discussed by the Finance Committee earlier in the evening have already been discussed by the full Council tonight.

F. **MANAGER'S REPORT** – A copy of the Manager's Report is attached and made a part of the minutes.

G. **COUNCILORS' COMMENTS**

Councilor Sirois thanked the voters for re-electing him to serve another three years. **Councilor Marble** gave kudos to the Hampden soccer and cross-country teams for their successful seasons. He said it is great to see citizens stepping forward to volunteer for the various Town boards and committees. Lastly, he said it has been brought to his attention by more than one citizen that a few people are spending some of their time spreading gossip about our previous Town Manager. He said that while he might not agree with statements from people, he will always respect people who stand up and let you know who they are and try to speak to things based on evidence or information that seems credible. He said he can't respect people who spread information like this without saying who they are or citing information while doing it. He said this not only does a disservice to our former Town Manager, but it does a disservice to all of us at the same time.

Councilor McAvoy reminded everyone to shop local and buy American.

Mayor Ryder commented that he received a phone call from a group of people who had recently visited Dorothea Dix Park and they were very happy with the results of the improvements that have been made there. He encouraged everyone to go down to the park and check it out. He noted it is still a work in progress and he would love to hear from anyone with any ideas or suggestions. He also thanked the Garden Club for the beautiful flowers out front again this year.

H. **ADJOURNMENT** – There being no further business, the meeting was adjourned at 7:35 pm.



Denise Hodsdon
Town Clerk

Town of Hampden
106 Western Avenue
Hampden, Maine 04444



Phone: (207) 862-3034
Fax: (207) 862-5067
Email:
townmanager@hampdenmaine.gov

TO: Town Council

FROM: Angus Jennings, Town Manager

DATE: November 16, 2015

RE: Town Manager's Report to Town Council meeting

This report is intended to provide brief updates regarding current matters of potential interest that are not otherwise addressed on the Council agenda.

Health Insurance Cost Increase for 2016

On November 12, we received written notice that the Town's employee health insurance rates will increase by 9.85% beginning January 1, 2016. Our preliminary estimate is that this increase will cost approximately \$28,146 above the budgeted amount for health insurance during the current fiscal year, and, holding all things equal, about twice that amount for FY17. I am presently working with Finance personnel Tammy Ewing to confirm this estimate, and to bring forward a proposal to the Council for payment of the extra costs for the balance of FY16.

FY15 Municipal Audit

On November 12, the Town's auditor James W. Wadman, CPA, provided an initial draft of portions of the FY15 municipal audit. Later this week, Tammy and I will meet with lead auditor Kellie Bowden to provide any additional information they may need to finalize the audit, and to talk through any questions. Once the final audit is received this will be shared with the Council.

RSU #22 Building Committee – McGraw/Weatherbee

Dean Bennett and I are continuing to track discussions of the RSU #22 School Board's Building Committee regarding potential capital improvements to improve peak hour traffic circulation and enhance the physical facilities of the McGraw and Weatherbee Schools. We will attend tomorrow evening's scheduled meeting and will continue to keep the Council apprised of information as it becomes known. In an informal conversation with the Asst. Superintendent recently, I expressed concern about how any proposed capital project would affect the Town budget, and emphasized the importance of staying in coordination on any related planning.

Personnel Evaluations / Org Chart / Job Descriptions

One of the initiatives that I set for myself upon beginning work in late August was to ensure that all Town employees receive personnel evaluations; to review existing job descriptions with staff to determine whether changes are needed to accurately reflect each position's responsibilities; and to create an accurate organizational chart illustrating Hampden's staffing and volunteer capacity.

I had expected this work may occur during the course of my first year (or more); however, in anticipation of the FY17 budget process I plan to attempt to substantially advance this work – even if it's not possible to complete – by early January 2016. I think this will provide helpful baseline information for staff, management and the Council to inform the budgeting process.

I recently attended a Fair Labor Standards Act training in Augusta, and it emphasized the importance of this work to organizational management. I am bringing this to the Council's attention because the work will take a significant amount of my time, and will affect other staff time, during the month of December. Depending on how this work progresses, I will periodically reevaluate a schedule for completion.

Hampden Cable Franchise Agreement

Denise and I have reviewed a number of documents on file regarding Time Warner Cable with the intent to resume work on trying to get a cable franchise agreement in place. Among other items, we found a series of correspondences among members of the Penobscot Downeast Cable Television Consortium, and I have recently been added to this group's correspondence list. I expect that we'll have solid information on this topic soon and, at that time, will advise the Council regarding present status and any next steps.

Council Chambers AV Equipment

We have been moving forward based on the Council's acceptance of the bid for electrical work, and adjustment to the base Audio/Visual scope. All equipment has been ordered and has begun to arrive.

Related to this work, I have met with the Hampden Academy Principal and corresponded with their technology teacher. We will post a notice seeking one or more students interested in video production who may be available to work part-time to record the Council meetings.

Right now, we are working based on the schedule on the next page.

From: Kyle Severance
Date: November 9, 2015 at 3:04:50 PM EST
Subject: A/V Upgrade Timeline

After meeting with Rodney and Matt today, here is the tentative timeline for the A/V system upgrade:

11/16 Council Meeting

Phase 1 (prep work):

11/19: NESCOM will consolidate the racks
11/20 and 11/23: Public Works will install counter top in the closet
11/24: Hampden Electric will run power to the closet

12/7 Council Meeting (will only be able to do one camera shot)

Phase 2 (switch over):

12/8, 12/9, or 12/10 (should only take one of these days): Hampden Electric will do speakers, run camera cable, run mic snake
12/11, 12/12, 12/13 (and possibly 12/10 evening): NESCOM will do complete switch over

12/21 Council Meeting (if everything goes as planned will be recorded on new system)

Phase 2 dates are dependent on having all the equipment. All the equipment has been ordered but some of the specialized pieces have estimated delivery time of 3-4 weeks.

Please let me know if you have anything to add or see any issues.

Kyle Severance
GIS/IT Specialist | Town of Hampden, Maine