



HAMPDEN TOWN COUNCIL  
HAMPDEN MUNICIPAL BUILDING  
AGENDA

MONDAY

SEPTEMBER 19TH, 2016

7:00 P.M.

• 6:00 pm – Finance & Administration Committee Meeting

A. PLEDGE OF ALLEGIANCE

B. CONSENT AGENDA

1. SIGNATURES

2. SECRETARY'S REPORTS

a. September 8th, 2016 Council Meeting minutes

3. COMMUNICATIONS

- a. Notification to the Council of the Assessor's Return of the assessment of the Town of Hampden
- b. Notification of the closing binder regarding the 2016 Tax Anticipation Note
- c. Town of Hampden updated Organizational chart
- d. Notification and Press Release announcing the receipt of a dividend payment in the amount of \$8,281.00 from the MMA Workers Compensation Fund
- e. Edythe L. Dyer Community Library Board of Trustees meeting packet and financial statement from September 14<sup>th</sup> meeting
- f. Hampden Recreation Committee meeting minutes and agenda from September 1<sup>st</sup> meeting

4. REPORTS

a. Planning & Development Committee Minutes – August 17<sup>th</sup>, 2016

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

AGENDA

- b. Finance & Administration Minutes – August 15<sup>th</sup>, 2016
- c. Infrastructure Committee Minutes – None
- d. Services Committee Minutes – None

C. PUBLIC COMMENTS

D. POLICY AGENDA

1. NEWS, PRESENTATIONS & AWARDS - None

2. PUBLIC HEARINGS – None

3. NOMINATIONS – APPOINTMENTS – ELECTIONS –

a. Signing of the Warrant for Municipal Election to be held November 8<sup>th</sup>, 2016

b. Appointment of Cynthia Gardella to the Dyer Library Board of Trustees – referral from Finance/Administration Committee

c. Ratification of Environmental Trust Committee Appointment of Ken White to the Environmental Trust Committee as the Neutral Member – referral from Finance/Administration Committee

d. MRC Board of Directors Election – Candidate nomination form – referral from Finance/Administration Committee

e. Designation of Manager Jennings as the voting delegate for the Town of Hampden at the Maine Municipal Association Annual Business meeting – referral from Finance/Administration Committee

4. UNFINISHED BUSINESS - None

5. NEW BUSINESS

a. Request for authorization to use Matching Grant Reserve funds in the amount of \$571.66 as the Town's share of an MMA Safety Grant award of \$1,142.41 for the purchase of a ballistic shield – referral from Finance/Administration Committee

b. Request for referral to Public Hearing the Proposed Zoning Ordinance Amendments to Section 4.8.1, Off-Premise Signs and Section 5.3.1, Building Permits – recommended by the Planning Board.

AGENDA

- c. Consideration of request for authorization for cutting, stumping, grinding, permitting and site preparation on the Lura Hoit Pool site for the purpose of additional recreational fields and parking – referral from Services Committee and Finance/Administration Committee
- d. Request for authorization to use Recreation Area reserve funds, (account number 3-767-00), for the purpose of site work for additional recreational fields (up to \$50,000) and wetlands delineation and DEP permitting for additional parking (up to \$50,000), both at the Lura Hoit Pool site – referral from Finance/Administration Committee
- e. Request for Council waiver of the bid procedure guidelines for authorized activities at the Lura Hoit Pool site – referral from Finance/Administration Committee
- f. Acceptance of the proposed amendments to the Town Council Rules – referral from Finance/Administration Committee

e. COMMITTEE REPORTS

f. MANAGER'S REPORT

g. COUNCILORS' COMMENTS

h. ADJOURNMENT



## MINUTES

- c. Report on completion of the site work at the VFW Little League site and thanks to the Department of Public Works

## 4. REPORTS

- a. Planning & Development Committee Minutes – None
- b. Finance & Administration Minutes – 8/1/2016
- c. Infrastructure Committee Minutes – 7/25/2016
- d. Services Committee Minutes – None

C. PUBLIC COMMENTS - *None*

## D. POLICY AGENDA

1. NEWS, PRESENTATIONS & AWARDS - *None*

## 2. PUBLIC HEARINGS –

- a. Adoption of revised Appendices A, B, C and D of The General Assistance Ordinance as prepared by the Office of Family Independence, State of Maine – ***Mayor Ryder opened the public hearing at 7:04 p.m. With no public comment, the public hearing closed at 7:07 p.m. Councilor Marble made a motion to adopt the General Assistance Ordinance as revised and presented. Motion seconded by Councilor McAvoy. Unanimous vote in favor.***
- b. To consider a proposed ordinance authorizing appropriation and borrowing of funds to finance the Town of Hampden's local match of the MDOT Route 1-A reconstruction project through the issuance of General Obligation Bonds or Notes of the Town of Hampden which may be callable in the principal amount not to exceed \$600,000.00-Referral from Council on 8-15-16 – ***Mayor Ryder opened the public hearing at 7:07 p.m. With no public comment, the public hearing closed at 7:09 p.m. Councilor McPike made a motion to borrow \$600,000.00 for the local match of the MDOT Route 1-A project. Manager Jennings stated that bond counsel had advised that the wording of the motion needed to be in the specific format as indicated on the bond ordinance. The motion received no second. Councilor***

MINUTES

**McAvoy made a motion to authorize the appropriation and borrowing of funds to finance the Town of Hampden's local match of the MDOT Route 1A construction project through the issuance of general obligation bonds or notes of the Town of Hampden, which may be callable in a principal amount not to exceed \$600,000.00 as referred from Council on August 15<sup>th</sup>, 2016. Motion was seconded by Councilor McPike. Unanimous vote in favor.**

- c. To consider a proposed ordinance authorizing appropriation and borrowing of funds to finance the Town of Hampden's cost contribution to improvements to the City of Bangor's wastewater treatment plant Biotower, including aeration system upgrades through the issuance of General Obligation Bonds or Notes of the Town of Hampden which may be callable in the principal amount not to exceed \$300,000.00-Referral from Council on 8-15-16 – **Mayor Ryder opened the public hearing at 7:15 p.m. With no public comment, the public hearing closed at 7:16. Councilor McAvoy made a motion to adopt the ordinance to authorize the appropriation and borrowing of funds to finance the Town of Hampden's portion of the cost of improvements to Bangor's wastewater treatment plant biotower through the issuance of general obligation bonds or notes of the Town of Hampden, which may be callable, in a principal amount not to exceed \$300,000.00 as referred from Council on August 15<sup>th</sup>, 2016.**

**Motion was seconded by Councilor Marble. Unanimous vote in favor.**

- d. To consider a proposed ordinance authorizing appropriation and borrowing of funds to finance the Town of Hampden's overdue sewer treatment and maintenance costs due to the City of Bangor and to cure such financial obligations through the issuance of General Obligation Bonds or Notes of the Town of Hampden which may be callable in the principal amount not to exceed \$258,810.00 - Referral from Council on 8-15-16 – **Mayor Ryder opened the public hearing at 7:17 p.m. With no public comment, the public hearing closed at 7:18 p.m. Councilor McAvoy made a motion to adopt the ordinance to authorize the borrowing of funds to finance the Town of Hampden's payment of overdue wastewater treatment and maintenance costs through issuance of general obligation bonds or notes of the Town of Hampden, which may be callable in the principal amount not**

## MINUTES

**to exceed \$258,810.00. Motion was seconded by Councilor McPike. Unanimous vote in favor.**

**Manager Jennings took this opportunity to also state that the two referendums regarding sewer obligations will be repaid by the sewer rate payers.**

- e. To consider proposed amendments to the Fees Ordinance, Article 6, Recreation – Referral from Services Committee – **Mayor Ryder opened the public hearing at 7:19. With no public comment the public hearing was closed at 7:20. Manager Jennings explained that affiliate groups with regard to the fees ordinance has been discussed in the services committee. This amendment will give the permission to set fees at the time of contract negotiation. Councilor McAvoy made a motion to approve the amendments to the Fees Ordinance under article 6, Recreation. Motion was seconded by Councilor Marble. Unanimous vote in favor.**
- f. Application for council approval for an off-premise liquor license for Spectacular Event Center, for a catered event to be held in Hampden. – **Mayor Ryder called the public hearing to order at 7:21. With no public comment, public hearing was closed at 7:21. Councilor Marble inquired if there was any liability to the town if this is passed. The Town Clerk stated that the liability responsibility is with the holder of the liquor license, which is Spectacular Event Center. Councilor Marble made a motion to approve the off premise liquor license. Motion was seconded by Councilor McAvoy. Unanimous vote in favor.**

3. NOMINATIONS – APPOINTMENTS – ELECTIONS – **None**

4. UNFINISHED BUSINESS -

- a. Motion to approve entering into a Master Installment Purchase Agreement with Mercedes-Benz Financial Services, USA, LLC for the purpose of purchasing, via a financing contract, the equipment listed

## MINUTES

as a 2016 Freightliner Model 108SD with snowplow rigging, as originally approved by vote of the Town Council on August 1, 2016. –

***Manager Jennings explained that when this was originally voted on August 1<sup>st</sup>, we were not aware that the finance company needed the motion to be in specific language. Councilor Marble made a motion to enter into a Master Installment Purchase Agreement with Mercedes-Benz Financial Services for the purpose of purchasing 2016 Freightliner plow truck. Motion was seconded by Councilor McPike. Councilor McPike, Councilor Marble and Mayor Ryder voted in favor of the motion. Councilor Cormier and Councilor McAvoy voted in opposition. Motion carries.***

## 5. NEW BUSINESS

- a. Recommendation of the Public Works Director for 2016 grub prevention as quoted by Scotts Lawn Service and authorization to use Cemetery Reserve funds to complete the perpetual care requirement. – ***Councilor McPike made a motion to authorize the use of Cemetery Reserve funds in the amount of \$5,655.00 for grub prevention. Motion was seconded by Councilor McAvoy. Unanimous vote in favor.***
  
- b. Request for authorization to use Cemetery Reserve funds in the amount of \$750.00 to repair the chain link fence at the Locust Grove Cemetery. – ***Councilor Marble made a motion to authorize the use of Cemetery Reserve funds in the amount of \$750.00 to repair the fence at Locust Grove Cemetery. Motion seconded by Councilor McAvoy. Unanimous vote in favor.***
  
- c. Request for authorization to use Municipal Building Reserve funds to purchase the parts and supplies necessary to improve the foundation and storm drain system and to try to prevent leaking on the West side of the Public Safety Building. – ***Councilor McPike made a motion to authorize the use of Municipal Building Reserve funds in the amount of \$840.72 to cover the DPW costs for the repair of the public safety building. Motion seconded by Councilor Marble. Unanimous vote in favor.***

## MINUTES

- d. Recommendation of the Public Safety Director for the 2016 Police Department vehicle as bid by Quirk Auto Group on August 18, 2016 and request for authorization to use Police Cruiser reserve funds for its purchase. – ***Councilor McPike made a motion to authorize the use of Police Cruiser reserve funds in the amount of \$27,053.00 for the purchase of the 2016 Explorer Interceptor as bid by Quirk. Motion was seconded by Councilor McAvoy. Unanimous vote in favor.***
- e. COMMITTEE REPORTS
- Planning & Development – Councilor McPike reported that there were continued talks regarding the conservation easement that MRC/Fiberight would like to have on the 80 acres they hope to purchase. Reported on the graphics that Town Planner Karen Cullen showed them demonstrating the progress people go through when they start a project and her ideas on how to change to streamline the process. Committee members held discussion on “down town” and what is considered the down town area, what we would like to see there over time.***
- Infrastructure – No report***
- Services – Councilor McAvoy reported that the next meeting is Monday the 12<sup>th</sup> at which members will discuss broad band capabilities and continue the discussion on the affiliate programs in recreation. He invited anyone with interest to attend.***
- Finance & Administration - Mayor Ryder reported that all the financial items approved tonight were discussed in committee. Two other items were work plans and priorities and council rules.***
- f. MANAGER’S REPORT – ***Manager Jennings thanked the Council for their flexibility in re-arranging meetings in order to accommodate his vacation with his family. He reported that the town office has two new employees, Jessica Albee and GiGi Dubey, and welcomed them to the team. He also wanted to publicly thank former clerk Denise Hodsdon who has been filling in during this period of staff shortages. Recognition was given to the volunteers and rec staff who made the Children’s Day Celebration such a success. He reported that at an upcoming meeting of the Environmental Trust, the 3<sup>rd</sup> member will be recommended and that his recent meeting with the superintendent was very cordial and productive.***
- g. COUNCILORS’ COMMENTS –
- Councilor McPike – No comment***

MINUTES

**Councilor Marble – Reminded the voters of District II that on the 17<sup>th</sup> there will be a “Hot Stove” session at the library, which is an informal hour in which citizens can exchange information about the town and its leadership.**

**Councilor Cormier – No comment**

**Councilor McAvoy – Thanked everyone who responded to his phone call. He also reminded everyone to shop local and buy American.**

**Mayor Ryder – Stated that he thought the fireworks during Children’s Day were the most impressive he has ever seen and hopes this same company will return.**

**He thanked the Department of Public Works for all their hard work at the VFW. They improved underdrainage and increased parking and made field access easier. Stated that this is a great asset for the town.**

- h. ADJOURNMENT – With no other business, Councilor McAvoy made a motion to adjourn at 7:35. Motion seconded by Councilor Marble. Unanimous vote in favor.**

Respectfully Submitted,



Paula A. Scott, CCM  
Town Clerk

B-3-a

# ASSESSOR'S RETURN

Pursuant to a Warrant to us directed from **William J. Collins**, Administrator of the Court of County Commissioners for the County of Penobscot, dated the **2nd Second Day of February, 2016** we have assessed the polls and estates of the inhabitants, and the estates of the non-resident proprietors of the Town of **Hampden** in said County, the sum of Seven Hundred Ninety-Two Thousand, Five Hundred Fifty-Seven Dollars and Fifty-Four Cents \$ **792,557.54** and have committed lists thereof to Cheryl J. Johnson Collector of said municipality with a warrant in due form of law for collecting and paying the same to Angus Jennings, Treasurer of said municipality or the successor in office, to be paid by the same to **Daniel Tremble** **Treasurer of said County of Penobscot** or the successor in said office on or before the first day of September next.

In Witness Whereof, we have hereunto set our hands at  
 Hampden the 15th day of August 2016

Kelly J. Karter  
 Kelly J. Karter, CMA

Assessor(s) for the municipality of:

**Hampden**

\$ **792,557.54**

To be completed & forwarded to the County Treasurer as soon as the assessment shall be completed.

**Daniel Tremble, Treasurer**  
**County of Penobscot**  
**97 Hammond Street**  
**Bangor, ME 04401**

Daniel S. Pittman  
dpittman@eatonpeabody.com

# Eaton Peabody

Attorneys at Law

B-3-6

80 Exchange Street, P.O. Box 1210  
Bangor, Maine 04402-1210  
Phone 207-947-0111 Fax 207-942-3040  
www.eatonpeabody.com

August 22, 2016

**Town of Hampden  
RECEIVED**

**SEP 06 2016**

**Office of the  
Town Manager**

Angus G. Jennings, Town Manager  
Town of Hampden  
106 Western Ave.  
Hampden, ME 04444

Re: 2016 Tax Anticipation Note  
Principal Amount: \$2,000,000

Dear Mr. Jennings:

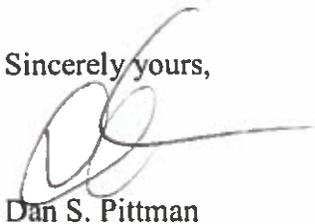
Enclosed is a complete copy of the closing binder and our invoice regarding the above-mentioned matter. We will now be closing our file.

Please keep us in mind for your other financing needs. You should feel comfortable to call with preliminary questions about how best to structure those future needs. I do not usually charge for such preliminary advice until it becomes clear our service is needed and agreement is reached on terms of engagement.

We welcome your comments on our service; whether positive or constructive criticism, we will take them to heart.

Should you have any questions, please do not hesitate to contact me. Thank you for placing your confidence in Eaton Peabody.

Sincerely yours,

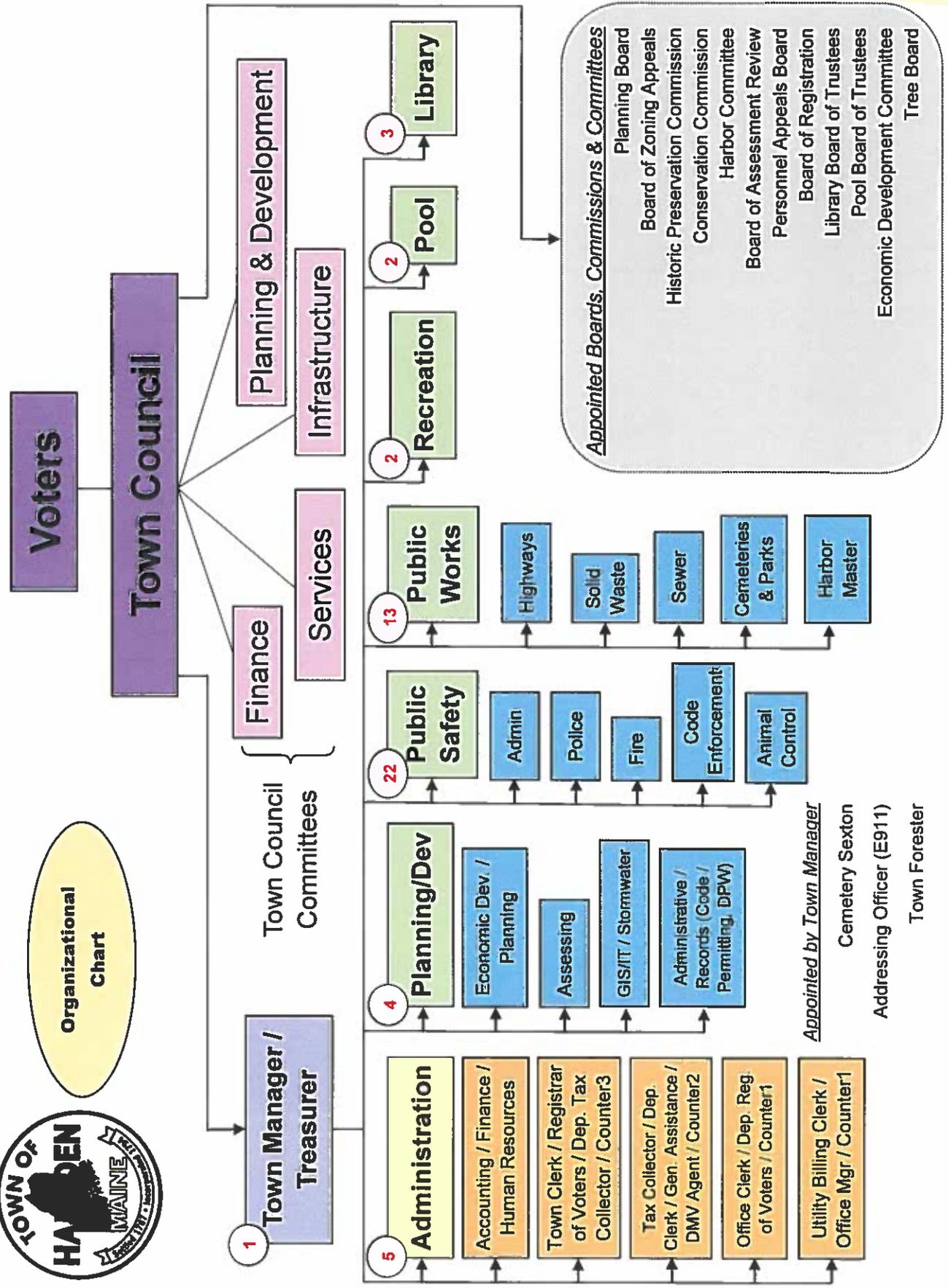


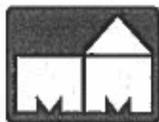
Dan S. Pittman

DSP/kd  
Enc.



Organizational Chart





## MAINE MUNICIPAL ASSOCIATION

### **Risk Management Services**

60 Community Drive  
P.O. Box 9109  
Augusta, Maine 04332-9109

B-3-d

Telephone No.  
(207) 626-5583  
(800) 590-5583 Maine Only  
Fax No. (207) 626-0513

DATE: August 15, 2016

TO: Members of the Workers Compensation Fund and the Property & Casualty Pool

FROM: Patricia Kablitz, CPCU, ARM  
Director, Risk Management Services

RE: Dividend Payments

We are pleased to announce that the Board of Trustees of the **MMA Workers Compensation Fund** voted at its May 19, 2016 meeting to allow a dividend to the members of the Fund who meet the established criteria. Continuing members whose 2015 contributions are greater than \$25,000 annually, whose 2015 loss ratio is less than 40% and whose three-year loss ratio is less than 75% will receive a 4.4% dividend. Continuing members whose 2015 contributions are less than \$25,000 annually and whose loss ratio is less than 50% for the three years ending December 31, 2015, will also receive a 4.4% dividend. All losses are valued as of June 30, 2016.

The Board of Directors of the **MMA Property & Casualty Pool** voted at its May 19, 2016 meeting to allow a dividend to current members of the Pool who meet the established criteria. To earn a dividend, a member must have a loss ratio of 50% or less for the qualifying year of July 1, 2014 to June 30, 2015, calculated and valued as of June 30, 2016. Continuing members whose participation began on July 1, 2010 or prior will earn a 5.39% dividend and members who joined after July 2, 2010 will receive a 4.39% dividend.

Cost savings are realized in providing services to members who participate in both the Property & Casualty Pool and the Workers Compensation Fund. In recognition of the savings, both boards voted to add 1% to the dividends for each program for members who qualify and earn a dividend. You are among the members who participate in both the Workers Compensation Fund and the Property & Casualty Pool. Therefore, if you earned a dividend for either or both programs, the additional 1% has been included in the calculation.

Dividends are being paid in the Workers Compensation Fund and Property & Casualty Pool totaling \$1,199,440. Both governing boards are very pleased with the results of their respective programs and thank you for your support and continued participation. Good management practices and sound loss prevention measures on the part of all of the members have contributed to the success of these programs. Your entity is a big part of this success.

Your check is enclosed with this letter. We have also enclosed a press release that may be used to announce the result of your successful risk management activities and good loss experience to your community. If you have any questions about the dividends or any of the Risk Management Services programs, please call me at 800-590-5583. Additional copies of this letter are included for your elected officials.

**PRESS RELEASE**  
**For Immediate Release**

Municipal officials are pleased to announce that the **Town of Hampden** has received a **\$8,281** dividend check from the Maine Municipal Association as a result of its good loss experience and loss prevention programs.

The Maine Municipal Association offers three self-funded pools for municipal and quasi-public entities in Maine: the Workers Compensation Fund formed in 1978, the Property & Casualty Pool formed in 1987 and the Unemployment Compensation Fund formed in 1978.

The programs are overseen by governing boards of elected and appointed municipal officials. Each year the boards review the programs' loss experience to determine if dividends may be paid. Patricia Kablitz, Director of Risk Management Services for MMA, said more than 78 percent of program participants received a dividend this year for their good risk management practices and loss experience.

This year the Workers Compensation Fund has distributed almost **\$650,000** in dividends to participants and the Property and Casualty Pool has paid dividends of nearly **\$550,000**, for total payments of just under \$1.2 million returned directly to MMA members.

Since 1997, the two programs have returned almost **\$20 million** in dividends to participating members. For more information about any of the MMA Risk Management Services programs, including online training programs and other services, check the offerings on their website at [www.memun.org](http://www.memun.org) and click on the Risk Management Services link, or call 1-800-590-5583.

Fed ID 01-6001159

Maine Sales Tax Exempt E45376

DATE	8/8/2016	CHECK NUMBER	BSBGF173925
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INVOICE NUMBER	INVOICE DATE	DESCRIPTION	GROSS AMOUNT	DISCOUNT	NET AMOUNT
PC 1415 DIV	8/5/2016	Vchr: VO107875	\$3,330.00	\$0.00	\$3,330.00
WC 2015 DIV	8/5/2016	Vchr: VO107876	\$4,951.00	\$0.00	\$4,951.00
PRINT BATCH	VENDOR CODE	PAY TO NAME			NET TOTAL
2,815	19280	TOWN OF HAMPDEN			\$8,281.00

**RECEIVED**  
**AUG 30 2016**  
 BY: *[Signature]*

THIS DOCUMENT IS PRINTED WITH A COLORED BACKGROUND ON WHITE PAPER.  
 THE BACK OF THIS DOCUMENT CONTAINS A WATERMARK. SEE BACK FOR ADDITIONAL SECURITY FEATURE DETAILS. 



**Maine Municipal Association**  
 60 Community Drive  
 Augusta, Maine 04330-9486

Bangor Savings Bank  
 Bangor ME 04401  
 Fed ID 01-6001159  
 Maine Sales Tax Exempt E45376

52-7438/2112

DATE	8/8/2016	CHECK #	BSBGF173925
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AMOUNT	\$8,281.00
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PAY Eight thousand two hundred eighty-one and 00 / 100 Dollars Only \*\*\*\*\*

TO THE ORDER OF  
 TOWN OF HAMPDEN  
 MUNICIPAL BUILDING  
 106 WESTERN AVENUE  
 HAMPDEN ME 04444

*[Signature]*

Second Signature Required if over \$20,000

⑈ 173925⑈ ⑆ 211274382⑆ 4020011222⑈

B-3-e

Edythe L. Dyer Community Library  
Meeting of the  
Board of Trustees  
Wednesday September, 14, 2016  
At 7:30 a.m. at the Library  
Agenda

Angus

- A. Call to Order
- B. Minutes
- C. Reports
  - a. financial
  - b. circulation
  - c. director's
- D. Unfinished business
  - a. policy review—Meeting Rooms and Material Gifts (attached)
- E. New business
  - a. Possibility of a community center including library on the Lura Hoit Pool property—informational only.
  - b. Formation of ad hoc committee to rewrite the library's Mission Statement
- F. Adjournment

Town of Hampden  
RECEIVED

SEP 12 2016

Office of the  
Town Manager

Edythe Dyer Community Library Board of Trustees' Annual Meeting  
May 11, 2016

**A. Call to order:** The meeting of the Board of Trustees of the Edythe Dyer Community Library, Hampden, Maine was called to order at 7:35 a.m.

**Members present:** Dave Barrett, Yvonne Lambert, Tony Mourkas, Ted Sherwood, John Skehan, Ruth Stearns, Debbie Lozito (Library director)

**Members absent:**

**B. Approval of minutes: 7:35 a.m. Dave/Yvonne approved**

**C. Library reports**

- a. financial
- b. circulation
- c. director's

**D. New business election of officers Ted moved acceptance of the slate. Unanimously**

Slate: Tony Mourkas—Chair

Yvonne Lambert—Vice Chair

Dave Barrett—Treasurer

**E. Unfinished business Dave/Tony moved to accept as written. Unanimously accepted**

1. Policy work

a. Internet Acceptable Use Policy

Tony suggested changing the first sentence to just say "provides computing resources" and in #4 "may not use or install their own software" Dave/Tony moved to approve the above changes.

**Unanimously approved**

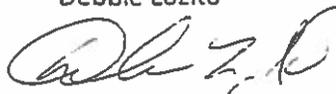
**F. Correspondence—resignation letters from Cheri Condon, Mark Russell, and Mary Ann Bjorn**

**Ted/Dave moved acceptance of resignations with regret and the Chair send letters of appreciation to each. Unanimously approved.**

**G. Adjournment at 8:05 a.m.**

The next meeting will be Wednesday September 14, 2016 at 7:30 a.m.

Debbie Lozito



Recording Secretary

Date of approval \_\_\_\_\_



**Wealth  
Management**

A Division of RBC Capital Markets, LLC, Member NYSE/FINRA/SIPC.

00007377 02 AV 0.373 02 TR 00030 01CDDN01 000000  
 EDYTHE DYER COMMUNITY LIBRARY  
 269 MAIN ROAD NORTH  
 HAMPDEN ME 04444-1659



**YOUR INFORMATION  
 Non-Profit Account**

**Your Financial Advisor**  
 Ben Smith/Matthew Shannon  
 RBC Wealth Management  
 Key Plaza - Suite 303  
 23 Water Street  
 Bangor ME 04401  
 Telephone: (207) 942-8257 or (800) 543-4847  
 E-mail: ben.smith@rbc.com  
 matthew.shannon@rbc.com  
 Web: www.rbcwm-usa.com

**Branch Director:** Bernard Smith  
 Telephone: (207) 942-8257 or (800) 543-4847

**Complex Director**  
 Stephen Pryor  
 Two Portland Square, 5th Floor  
 Portland ME 04101  
 Telephone: (207) 775-2990



Account number:  
 317-40568  
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**RBC ADVISOR  
 ACCOUNT STATEMENT**

JULY 1, 2016 - JULY 31, 2016

**ACCOUNT VALUE SUMMARY**

	THIS PERIOD	THIS YEAR
Beginning account value	\$390,702.80	\$368,854.16
Withdrawals	-1,080.30	-5,648.89
Taxable Income	659.23	4,471.44
Taxes withheld	-12.23	-71.88
Change in asset value	7,844.27	30,508.94
Ending account value	\$398,113.77	\$398,113.77

**YOUR MESSAGE BOARD**

*Whether you want to build, preserve, enjoy, or share your hard-earned wealth, we're here to help. For questions about your account, please contact your financial advisor, who will be happy to assist you.*



# Wealth Management

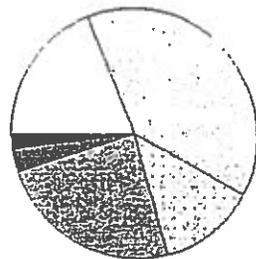
A division of RBC Capital Markets, LLC, Member NYSE/FINRA/SIPC.



## RBC ADVISOR ACCOUNT STATEMENT JULY 1, 2016 - JULY 31, 2016

Account number:  
317-40368  
Page 3 of 11

### ASSET ALLOCATION SUMMARY



Category	Current Value	Percent
<input type="checkbox"/> RBC Branch Sweep Program	\$74,581.42	19%
<input type="checkbox"/> Cash and money market	89.00	0%
<input type="checkbox"/> US equities	157,303.12	39%
<input type="checkbox"/> International equities	50,176.50	13%
<input checked="" type="checkbox"/> Taxable fixed income	95,702.86	24%
<input checked="" type="checkbox"/> Mixed assets	11,182.26	3%
<input checked="" type="checkbox"/> Other assets	9,078.61	2%
Current account value	\$398,113.77	100%

Mutual funds are included in the above categories. Funds that invest in more than one category are reported as "Mixed Assets."  
The cash and money market figure is net of debits including any RBC Express Credit (margin) debit, if applicable.

Deposits in the RBC Branch Sweep Program are not covered by SIPC or FDIC. Please see Asset Detail beginning on page 4 for more information.

### INVESTMENT OBJECTIVE / PROFILE AND RISK TOLERANCE

The investment objective for this account is: Growth  
The risk tolerance for this account is: Moderate Risk  
The advisory risk profile for this account is: Profile 3  
Please see "About Your Investment Objective / Profile and Risk Tolerance" on page 2 for further information.

### GAIN/LOSS SUMMARY

	THIS PERIOD	THIS YEAR
Total realized gain or loss	\$0.00	-\$1,145.20
Short-term gain or loss	0.00	28.36
Long-term gain or loss	0.00	-1,173.56
		AS OF JULY 31, 2016
Unrealized gain or loss		\$25,901.27

Please see "About Your Statement" on page 2 for further information.

### ACTIVITY SUMMARY

Total account value last statement		\$390,702.80
Cash activity		
Beginning balance	75,285.02	
Money coming into your account		
Interest	14.92	
Dividends	562.48	
Capital gains	81.83	
Total	659.23	
Money going out of your account		
Funds to purchase securities	-181.30	
Fees	-1,080.30	
Taxes withheld	-12.23	
Total	-1,273.83	
Ending balance	74,670.42	
Net change cash activity		-\$614.60
Change in security value		
Beginning value of priced securities	315,417.78	
Securities purchased	181.30	
Change in value of priced securities	7,844.27	
Ending value of priced securities	323,443.35	
Net change in securities value		\$8,025.57
Total account value as of July 31, 2016		\$398,113.77

Date	Monthly Deposit	Estimated Revenue	Monthly Deposit	Estimated Revenue
	FY 2015-16	\$7,000.00	FY 2015-16	\$7,000.00
July-16	\$652.65	\$6,347.35	\$881.00	\$6,119.00
August-16	\$823.55	\$5,523.80	\$482.85	\$5,636.15
September-16	\$0.00	\$5,523.80	\$330.70	\$5,305.45
October-16	\$0.00	\$5,523.80	\$1,028.70	\$4,276.75
November-16	\$0.00	\$5,523.80	\$726.55	\$3,550.20
December-16	\$0.00	\$5,523.80	\$540.05	\$3,010.15
January-16	\$0.00	\$5,523.80	\$692.96	\$2,317.19
February-16	\$0.00	\$5,523.80	\$626.50	\$1,690.69
March-16	\$0.00	\$5,523.80	\$826.39	\$864.30
April-16	\$0.00	\$5,523.80	\$581.10	\$283.20
May-16	\$0.00	\$5,523.80	\$345.96	\$62.76
June-16	\$0.00	\$5,523.80	\$775.72	\$838.48
Total		\$5,523.80	\$7,838.48	\$838.48
	\$1,476.20			

	Current Month Circs May, 2016	Renewals May, 2016	Total	Previous Year Circs May, 2015	Cardholders	2016	2015
Adult	1254	368	1622	1498	Resident	1870	1984
AGN/Fic/LT	118	66	184	225	Non -resident	207	228
NF/Bio/ME	182	51	233	272	Library use	9	9
Magazine	276	102	378	353	ILL	193	186
CD	486	103	589	498	Total	2279	2407
DVD	<u>2316</u>	<u>690</u>	<u>3006</u>	<u>2846</u>			
<b>Adult total</b>						New cards	# per town
Youth	702	209	911	786	Hampden	13	1870
JE/BB	389	218	607	676	Bangor	0	18
JF/JGN/BR	143	57	200	196	Hermon	0	20
JNF/Jbio	51	34	85	70	Newburgh	0	51
J CD	118	56	174	229	Winterport	2	83
J DVD	164	109	273	180	Other	-1	35
YAYAGN	<u>1567</u>	<u>683</u>	<u>2250</u>	<u>2137</u>	Library use	0	9
<b>Youth total</b>	<u>76</u>	<u>2</u>	<u>78</u>	<u>55</u>	ILL	0	193
Laptop					Total	<u>14</u>	<u>2279</u>
OverDrive	242	0	242	236			
*Minerva ILL in	630	0	630	620			
*Minerva ILL out	546	0	546	485	People in	2016	2015
<b>Monthly Circ</b>	<u>4201</u>	<u>1375</u>	<u>5576</u>	<u>5274</u>		<u>2072</u>	<u>1961</u>
YTD previous month	43058	11674	62531	62232			
<b>YTD FY</b>	<u>47259</u>	<u>13049</u>	<u>68107</u>	<u>67506</u>			
* in circ report							
Youth Services	May, 2016	Attendance		May, 2016			
Teen	# of programs	154 kids; 132 adults		Public Access			
Adult	19	0		wireless not included			
	13	107					

	Current Month Circs June, 2016	Renewals June, 2016	Total	Previous Year Circs June, 2015	Cardholders	2016	2015
Adult	1431		1834	1856	Resident	1825	1937
AGN/Fic/L	141	403	190	252	Non-resident	200	218
NF/Bio/ME	190	48	238	324	Library use	9	9
Magazine	272	146	418	465	ILL	193	187
CD	431	89	520	734	Total	2227	2351
DVD	<u>2465</u>	<u>735</u>	<u>3200</u>	<u>3631</u>			
Adult total							
Youth	903	224	1127	1100	Hampden	-45	1825
JE/BB	856	272	1128	1224	Bangor	0	18
JF/JGN/BF	181	77	258	260	Hermon	0	20
JNF/Jbio	64	27	91	108	Newburgh	-4	47
J CD	225	62	287	308	Winterport	-2	81
J DVD	285	100	385	298	Other	-1	34
YAYAGN	<u>2514</u>	<u>762</u>	<u>3276</u>	<u>3298</u>	Library use	0	9
Youth total	<u>73</u>	<u>2</u>	<u>75</u>	<u>58</u>	ILL	0	193
Laptop					Total	<u>-52</u>	<u>2227</u>
OverDrive	247	0	247	242			
*Minerva I	679	0	679	687			
*Minerva II	580	0	580	563	People in EDL	2016	2015
Monthly C	<u>5299</u>	<u>1499</u>	<u>6798</u>	<u>7229</u>		<u>2647</u>	<u>2740</u>
YTD previc	47259	13049	68107	67506			
YTD FY	<u>52558</u>	<u>14548</u>	<u>74905</u>	<u>74735</u>			
* in circ report							
Youth Serv	June, 2016	Attendance		June, 2016			
Teen	# of programs	1250 children; 235 adults		Public Access			
Adult	24	0		wireless not included			
	0	121					
	16						

	Current Month Circs July, 2016	Renewals July, 2016	Total	Previous Year Circs July, 2015	Cardholders	2016	2015
Adult					Resident	1841	1949
AGN/Fic/LT	1382	432	1814	1964	Non-resident	195	193
NF/Bio/ME	119	61	180	244	Library use	9	9
Magazine	187	42	229	272	ILL	195	187
CD	250	113	363	415	<b>Total</b>	<b>2240</b>	<b>2338</b>
DVD	451	110	561	667			
<b>Adult total</b>	<b>2389</b>	<b>758</b>	<b>3147</b>	<b>3562</b>			
Youth					Hampden	16	# per town
JE/BB	690	241	931	1128	Bangor	0	1841
JF/JGN/BR	806	373	1179	1384	Hermon	-1	18
JNF/Jbio	141	80	221	284	Newburgh	-1	19
J CD	82	47	129	134	Winterport	-1	46
J DVD	153	64	217	428	Other	-2	80
YAYAGN	225	142	367	421	Library use	0	32
<b>Youth total</b>	<b>2097</b>	<b>947</b>	<b>3044</b>	<b>3779</b>	ILL	2	9
<b>Laptop</b>	<b>68</b>	<b>0</b>	<b>68</b>	<b>54</b>	<b>Total</b>	<b>-13</b>	<b>2240</b>
OverDrive							
*Minerva ILL in	292	0	292	233			
*Minerva ILL out	720	0	720	740			
	523	0	523	631	People in EDL	2016	2015
<b>Monthly Circ</b>	<b>4846</b>	<b>1705</b>	<b>6551</b>	<b>7628</b>		<b>2410</b>	<b>2928</b>
YTD previous month	0	0	0	0			
<b>YTD FY</b>	<b>4846</b>	<b>1705</b>	<b>6551</b>	<b>7628</b>			
* in circ report							
Youth Services		Attendance		July, 2016			
Teen	# of programs	530 children; 344 adults		Public Access			
Adult	27	0		wireless not included			
	0	103					
	14						

	Current Month Circs August, 2016	Renewals August, 2016	Total	Previous Year Circs August, 2015	Cardholders	2016	2015
Adult	1557	718	2275	1885	Resident	1822	1949
AGN/Fic/LT	139	70	209	251	Non-resident	193	193
NF/Bio/ME	210	30	240	297	Library use	9	9
Magazine	318	121	439	420	ILL	193	187
CD	430	105	535	676	<b>Total</b>	<b>2217</b>	<b>2338</b>
DVD	<u>2654</u>	<u>1044</u>	<u>3698</u>	<u>3529</u>			
<b>Adult total</b>							
Youth	855	253	1108	1028	Hampden	-19	1822
JE/BB	694	91	785	1167	Bangor	-1	17
JF/JGN/BR	148	87	235	336	Hermon	0	19
JNF/Jbio	84	52	136	103	Newburgh	0	46
J CD	181	94	275	359	Winterport	-1	79
J DVD	231	134	365	332	Other	0	32
YAYAGN	<u>2193</u>	<u>711</u>	<u>2904</u>	<u>3325</u>	Library use	0	9
<b>Youth total</b>	<u>92</u>	<u>1</u>	<u>93</u>	<u>70</u>	ILL	-2	193
Laptop					<b>Total</b>	<b>-23</b>	<b>2217</b>
OverDrive	297	0	297	250			
*Minerva ILL in	707	0	707	731			
*Minerva ILL out	545	0	545	594	People in EDL	2016	2015
<b>Monthly Circ</b>	<b>5236</b>	<b>1756</b>	<b>6992</b>	<b>7174</b>		<b>2618</b>	<b>2928</b>
YTD previous month	4846	1705	6551	7628			
<b>YTD FY</b>	<b>10082</b>	<b>3461</b>	<b>13543</b>	<b>14802</b>			
* in circ report							
Youth Services	August, 2016	Attendance		August, 2016			
Teen	# of programs	23		Public Access			
Adult		0		wireless not included			
		19		44			

**Edythe L. Dyer Community Library  
Meeting Rooms Policy**

1. Any group or organization seeking to use the facilities of the Edythe L. Dyer Community Library will coordinate dates and times with a member of the library staff.
2. All groups and organizations seeking to use the facilities of the Library shall do so on the basis of an understanding and acceptance of the Library's policies a copy of this policy statement and these understandings shall be available on the Library Web Site.
3. Any non-profit organization located in Hampden that wishes to use the meeting rooms during normal library hours will be permitted to do so on a time available basis, provided it complies with these Library policies. There will be no charge for usage within this category.
4. Any for profit organization or any non-profit organization located outside of Hampden that wishes to use a meeting room during normal library hours will be permitted to do so on a time available basis, provided it complies with these policies. A charge of \$50.00 for up to three hours of usage, payable in advance will be assessed.
5. Any organization that wishes to use a meeting room at times other than the normal library hours will be charged an additional \$10.00 per each hour of usage. The purpose of this charge is to provide for a custodian/security person to be present during the time the room is in use.
6. The library staff is responsible for the maintenance of a schedule for the timing of all functions within the Library. All such usage must be on the basis of prior scheduling. While utmost care will be taken to ensure there will be no conflict in scheduling, it should be understood that priority in the use of the facilities shall be given to library programs and non-profit organizations located in Hampden. In the event of a conflict due to a new library program the organization or group will be required to reschedule.
7. All groups and organizations shall be responsible for setting up and returning the room to its' original condition. No library equipment or supplies shall be used without prior permission from the library staff. The use of facilities, equipment or supplies carries with it the responsibility for replacement or repair of any loss or damage to the full satisfaction of the Library.
8. Materials and supplies may not be stored at the Library.
9. The Library kitchen facilities are available for use only with prior coordination with the library staff.
10. Under no circumstances will alcoholic beverages be allowed on the premises.

## **Edythe L. Dyer Community Library Material Gift Policy**

### Overview

The library may accept non-monetary gifts within the guidelines of the town ordinance and Library Mission Statement. Briefly, the Town of Hampden Ordinance, Section 2.2(b) states in part that the Board of Trustees shall be authorized to accept gifts on behalf of the library. The Mission Statement expresses the purpose of the Library, and as such, helps to guide the trustees and Library Director on the appropriateness of donations for books, compact discs, digital videodiscs and other materials for the collection.

### Materials Donated for the Collection

Materials donated for inclusion in the collection shall be considered under the same basis as materials purchased for the library. If the gifts are judged appropriate for the collection, they will be processed as normal acquisitions. A bookplate acknowledging the donor will only be attached to each gift if the donor expressly wishes it. The Library Director will ask donors if they would mind if their gift is donated to the, "Friends of Edythe Dyer Library" (FoEDL) bookstore or book sale. Proceeds from the FoEDL bookstore and sale are used for the library. Materials accepted for the FoEDL bookstore and book sale do not include periodicals, Readers Digest Condensed Books, encyclopedias, books on tape or VHS tapes.

### Other material Donations

The Library Director and the Trustees will accept other donations to the library as they judge appropriate.

### Acknowledgment of Donations

The Trustees or the Library Director may acknowledge any gifts accepted for the library. Determination of the value of a gift is the responsibility of the donor.

Revised by the Board of Trustees 5/11/2011

Edythe L. Dyer Community Library  
Director's report for the months of May, June, July, and August, 2016  
Presented the Meeting of the Trustees  
Wednesday September 14, 2016 at 7:30 am at the Library

On May 31 I requested \$2500.00 from RBC. This is first check I have requested since the Endowment Fund has been with Ben Smith at RBC. The municipal book budget ran out of funds in mid-May so the funds allowed me to purchase materials through July 1 when the fiscal year begins. The public hearing for the town budget was held on June 27, I'd like to thank Tony for attending. The town's budget was approved by majority with two no votes.

On May 27 I was elected to the Northern Maine Library District board. This is an exciting time to be on that board because the Maine Library District model is being completely reworked. Since the 1970s Maine has had three geographic districts, each with a District Consultant. The working plan now, is to do away with geographical districts and have specialty consultants. At the final spring NMLD meeting the topic was a newly published report from The Aspen Institute, titled Rising to the Challenge: re-envisioning Public Libraries. I will be participating in a statewide discussion on this report for one hour each month until March, 2017.

The Summer Reading Program On Your Mark, Get Set, Read! was in full swing by the end of June. We had great prizes this year. Ed Gardella, representing the Masonic Charitable Foundation donated six bicycles to libraries this year (their program "Bikes for Books" has been in schools for several years). Bicycles were on display all summer at the library and readers got a chance to win for each book they read. Besides regular storytimes, we had four special programs including music, puppets, and storytellers. The Summer Reading Finale was a barbecue party in the park next to the Lura Hoit Pool. Bike winners names were drawn, Noah Gardner played his electronic piano and sang and Hampden Public Safety for kept us safe while barbecuing our dinner!

The Friends of EDL held a 'children's booksale' on the patio with proceeds going to the Summer Reading Finale. They also had emergency exit lighting installed in the basement bookshop so it can be open whenever the library is open. Their most recent purchase was Adirondack chairs for the patio. They also pay for the landscaping of the front garden area making the Library entrance so inviting.

Elizabeth and Ariel planned and implemented a live Clue Game for their evening book discussion group. If you remember Clue, you know ". . . in the library with the candlestick by Mr. Mustard. . ." in their game Ellen was the murderer in the tower with a barcode scanner. Participants learned about many collections, rooms, and services in the library that they didn't know before. We're hoping to do another edition of Live Clue in the winter and open it to anyone interested. Elizabeth wrote and received a Maine Humanities Council Book Discussion grant. The series is titled Opening Windows: Women's Stories from Different Cultures. It is a five month series of multicultural novels. We are pleased that 21 people have taken the first book.

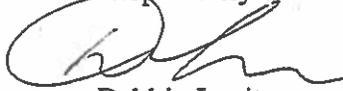
The 2014 STK Foundation funds are being used to add push button door openers in both vestibule doors and heat pumps in the Blue Room and the Children's Room. The heat pumps were installed during the last week of August and the door openers are scheduled to be installed September 15.

I was asked to bring our portrait of Stephen Loper for a talk that Sandra Boynton and Bob Hawes gave at the Hampden Historical Society on August 22. The portrait is on long-term loan to EDL from the Congregational Church—Mr. Loper was an early minister at that church. I learned a lot about the

· painting and have a copy of the talk detailing the painting's history.

Andy Stewart and the activities director from Avalon Village, Tish, met with me and we talked about how to collaborate to bring more programming for older people—not just Avalon residents. We hope to form an advisory community group to brainstorm ideas for programming. It would be nice to have at least one library trustee attend those meetings. Please let me know if you are interested.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Debbie Lozito', written over a circular stamp or mark.

Debbie Lozito

# HAMPDEN RECREATION COMMITTEE

B-3-f

## MEETING AGENDA

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**Date:** September 1, 2016— Community Room Hampden Public Safety  
**Time:** 6:00 PM

**Committee Members:** Jane Jarvi (2018), Francis Pergolizzi (2018), Stephanie Shayne (2018), Jason Sharpe (2016), Jessica Giles (2016), Jonathan Perry (2016), and Nancy Fenders (2016)

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### Agenda:

- I. Call to Order, Roll Call
  - II. Approval of Agenda
  - III. Public Comments
  - IV. Approval of Minutes from previous meeting (April 2016)
  - V. Directors Update/Report
    - A. Spring Program #'s
    - B. Department/Skehan Center updates
    - C. Fall Program Updates
  - VI. Unfinished Business
    - A. Scholarship Program Request
    - B. 2016/2017 Budget
    - C. Online Program Registration
    - D. Bronco Soccer Camp Review
  - VII. New Business
    - A. Affiliated Program Framework Discussion
  - VIII. Next Meeting: Services Committee Hampden Town Council,  
Monday, September 12, 2016, 6 PM,  
Hampden Town Council Chambers
  - IX. Adjournment
-

Hampden Recreation Committee  
Minutes  
April 14, 2016

Committee Members: Jane Jarvi (2018), Frank Pergolizzi (2018), Jason Sharpe (Chair) (2016),  
Stephanie Shayne (2018). Excused: Nancy Fenders (2016), Jessica Giles (2016),  
Jonathan Perry (2016).

Recreation Department: Shelley Abbott, Director. Jill McLaughlin, Assistant Director

- I. Meeting was called to order at 6:35.
- II. Agenda was approved
- III. Public Comments: none
- IV. Minutes from January 2016 approved.
- V. Directors Update/Report
  - a. Winter II Program updates: Registration numbers, sessions, instructors and timing all being evaluated. Winter camp ROI is low. Programming for school breaks may be restructured
  - b. Facilities updates:
    - i. Skehan Center: Floors will be refinished at the end of summer. Landlord contacted re: rental agreement. Extensive discussions are being held with the Town Council as verbal agreements made by previous town employees versus the actual lease have lead to inconsistencies in expectations and obligations of both parties.
    - ii. Ball Field Road: Large section of perimeter fence and light poll damaged due to tree falling across fence and lines. Insurance covers cost minus \$1,000 deductible. Repairs will commence weather permitting.
  - c. Spring Schedule is released and registration has begun. The summer schedule will be release mid-May.
- VI. Unfinished Business
  - a. VFW Drive facilities. Services Committee released recreation funds from the subdivision in lieu of green space fee. Those funds will address a prioritized list of outdoor facilities in need of repair including the tennis courts, field leveling, parking (drainage) at the VFW Drive facilities. Also included will be signage and new picnic tables at Dorothea Dix Park, new surrounds for port-a-potties, new marina ramp, and other projects. It was noted by Services Committee that Parks does not have a 'home' with the responsibilities still split between recreation and public works.
  - b. Budget: Two budgets were submitted: with and without Skehan Center. Newly instituted accounting procedures provide a clearer picture of the day to day operations.
- VII. New Business
  - a. Online Registration program purchased and will be shared with the Hoyt Pool, "My Rec Software". Currently used by several surrounding communities. It will streamline the registration process and is extremely user friendly. Town technology funds paid for the first year and necessary hardware. It will go live for summer registration

B-4-a

**Planning and Development Committee  
Wednesday August 17, 2016  
6:00 PM  
Town Office Conference Room  
MINUTES**

**Attendees:**

Committee/Council

Ivan McPike-Chair  
Dennis Marble  
Terry McAvoy  
David Ryder  
Mark Cormier

Staff

Angus Jennings, Town Manager  
Karen Cullen, Town Planner

Public

Bill Shakespeare  
Tom Brann  
Denis St. Peter (CES)  
Johanna Szillery (CES)

*Chairman McPike called the meeting to order at 6:00 PM.*

1. **Approval of August 3, 2016 Minutes** – *It was noted that staff had inadvertently left the minutes out of the meeting packet; tabled to September 7 meeting.*
2. **Committee Applications:** *None.*
3. **Updates:**
  - A. **Market Study:** Manager Jennings updated the committee on the market study project. We would work with the consultant to identify the areas of the town to concentrate on, e.g. the waterfront and town center. Manager Jennings said he has reached out to Bangor and Brewer and there is interest in both communities to participate in this project, but it is too early to know at what level. Discussion on benefits to all three communities; it was noted that all three have transitional waterfronts which gives them common ground. It was noted the cost of this could be paid using TIF funds. The committee agreed this would be good information to have to help attract more businesses to Hampden and grow the tax base.
  - B. **MRC/Fiberight:** Manager Jennings gave an update on the status of this project. He and K. Cullen met with Town Attorney Ed Bearor on Tuesday and the PERC appeal of the DEP permits was discussed in regard to any potential impact on the Hampden approval. Since the local permit references portions of the DEP permit (as opposed to duplicating language), if the DEP permit is changed as a result of the PERC appeal, Hampden's probably will not need to be modified. If the DEP permit is overturned, then we will need to revisit the

local permit and modify the language of those sections that refer to the DEP permit.

Discussion regarding the PERC appeal schedule; the bottom line is that the initial phase will likely take 4-6 months and if that decision is appealed the total process would be a year or so.

Denis St. Peter of CES, representing MRC and Fiberight, said at this point they expect to move forward with construction of the infrastructure (including the access road) this fall. They still expect the facility to be completed in 2017 with operations starting in 2018. He added that they have gotten clear indication from DEP that they can move ahead with construction of the infrastructure regardless of the PERC appeal.

**4. Old Business: None.**

**5. New Business:**

**A. MRC Conservation Easement**

Manager Jennings gave a summary of this request: MRC is asking the Town to hold the perpetual conservation easement (CE) on approximately 80 acres at the Fiberight site. He said he's been researching conservation easement's in Maine in general as well as the specifics of this one, and is still in this due diligence stage. We do know this is a perpetual easement and the responsibilities for the holder include state and potentially federal reporting requirements, and may include overseeing the forest/habitat management plan, which we haven't seen yet (it will be sent when the draft is completed, by early September).

Discussion regarding reasons for this CE; this is a requirement of the Corps of Engineers permit and there is an option to pay a fee-in-lieu or provide a perpetual CE; MRC is doing both and is trying to minimize the fee-in-lieu by doing this 80 acre CE. Denis St. Peter said that the DEP permit requires deed restrictions on the 80 acres and the Corps permit requires the fee-in-lieu and the CE. He also stated Corps permit requires that the CE be recorded in December, but they are requesting an extension to April.

Discussion on potential holders of the CE; Johanna Szillery of CES stated DEP will not hold this one. Manager Jennings handed out a list of a dozen potential holders in Maine; J. Szillery said they have reached out to a number of them. It was noted nobody wants to be the holder of this CE, probably due to the amount of work necessary to monitor it and the fact that such monitoring work is

every year forever. Costly in time and money, not many organizations have the resources to take this on. Discussion regarding financial contribution from MRC; J. Szillery said typically there is an endowment provided to the holder to help defray costs.

Discussion regarding public access; MRC wants to limit it to prohibit access during certain times. Manager Jennings noted that typically the holder of an easement is involved in discussions during the drafting of the easement language, so in this case the Council should not look at this language as set in stone – changes can potentially be made.

Councilor McPike said he is concerned with the Town holding this CE since it is in perpetuity and municipal government is constantly changing; at some point there will be no institutional knowledge on it and it'll be forgotten until the state or federal government raises questions on the monitoring. He added that he would like someone else to hold the easement, but that he wants to ensure that if nobody will take it the plant will still get built. K. Cullen asked CES what might happen if they could not find anyone who would agree to hold the CE; CES replied they would likely have to meet the requirement entirely with the fee-in-lieu.

**B. Zoning Ordinance Amendment Process**

K. Cullen handed out a graphic summary of the zoning amendment process including the current process, the required process, and a recommended process. She said the goal is to have the Town Council (and P&D) make the policy decisions regarding what they felt was in the best interest of the town, and the Planning Board and Ordinance Committee do the nuts and bolts work of drafting it. She said her intent is to have the beginning of the process when amendments are drafted be a collaborative effort between the town planner, the P&D, the Ordinance Committee and the Planning Board. She noted that both the town charter and the zoning ordinance will need to be changed to allow the recommended process as drafted in the handout, but we can begin working toward a more streamlined process right now.

Discussion regarding the history of the amendment process; Tom Brann said 20 years ago amendments were done by a referendum vote. The Town changed that to a vote by Town Council, and at that time the public was concerned that they would have no say in zoning amendments so required the public hearing by Town Council. K. Cullen explained that the hearing at the Planning Board is a requirement of statute and the one at the Council level is redundant, and adds both time and money to the process. She added that her

intention is to keep all boards informed regarding the progress of all amendments in process at any given time.

Chairman McPike asked what is the next step with this and K. Cullen replied she will be discussing it with the Planning Board at their next meeting September 14<sup>th</sup>. Councilor Marble suggested that a sample might help people to understand how the process would work. Chairman McPike said this will be on the P&D agenda for September 21.

6. **Zoning Considerations/Discussion:** *Updates provided earlier in meeting.*
  
7. **Citizens Initiatives and 8. Public Comments:** Tom Brann suggested that the loop paved road at Ammo Park could be mowed and used as a recreational area and as access to the "LL Bean" parcel. Discussion regarding the access road to the new church off Route 202; the driveway was built adjacent to and not within the town easement. The issue is that there was supposed to be accommodation for a public parking lot for recreational access in this area.  
  
Tom Brann asked if we could get grant money from the state or federal government to improve the waterfront park area. Discussion regarding the Bangor snow dump and siltation of the marina area.
  
9. **Committee Member Comments:** *Councilor McAvoy expressed concern that the Planning Board members need to be more diligent about attending meetings so there is a quorum. Discussion regarding the need for members of any board to take their jobs seriously and attend all meetings. .*
  
10. **Adjourn:** *There being no further business the meeting was adjourned at 7:41 by motion of Councilor Marble and second of Councilor McAvoy.*

*Respectfully submitted by  
Karen Cullen, Town Planner*

**FINANCE & ADMINISTRATION COMMITTEE MEETING**

Monday, August 15th, 2016

**MINUTES**

Hampden Town Office

*Attending:*

*Mayor David Ryder*

*Town Manager Angus Jennings*

*Councilor Ivan McPike*

*Councilor Mark Cormier*

*Councilor Terry McAvoy*

*Councilor Dennis Marble*

*Councilor Stephen Wilde*

*Mayor Ryder called the meeting to order at 6 p.m.*

**1. Meeting Minutes – August 1st, 2016 – Motion by Councilor McAvoy seconded by Councilor Marble to approve the minutes as written. Approved 6-0.**

**2. Review & Sign Warrants – Warrants were reviewed and signed by Committee members.**

**3. Old Business**

**a. Work plan and priorities for FY17 – This item was tabled for discussion until after New Business.**

**4. New Business –**

**a. Town Manager's recommendation for award of the 2016 TAN – Manager Jennings reported on the bids received for the Tax Anticipation Note (TAN). The low bid was from Androscoggin Trust at 0.86% interest and the second low bid was from Katahdin Trust at 0.89% interest. Councilor McPike said he favored going with Katahdin Trust because they have a local branch in Hampden, and the small difference in interest will not generate significant cost. He made a motion to recommend that the Council accept the bid from Katahdin**

*Trust. The motion was seconded by Councilor Marble, and the motion was approved 6-0.*

- b. Town Council order re-authorizing weir installation and eel research at Papermill Park** – *The request of Hampden resident Joseph Zyslewski was presented. It was approved last year and needs to be renewed annually. There was a motion by Councilor Marble seconded by Councilor Wilde to recommend that the Council approve the request to conduct the eel research. The motion passed 6-0.*
- c. Foreclosed property bid award for property located at 118 Fowlers Landing Rd.** – *Manager Jennings summarized the results of the recent bid for sale of the foreclosed property. He noted that, under the Sale of Town Owned Real Estate Ordinance, the Council must go with the high bid. There was a motion by Councilor McPike seconded by Councilor Wilde to recommend that the Council award the bid to William Burchard whose bid of \$6,020 was the high bid. The motion passed 6-0.*
- d. Setting the 2016/2017 mil rate** – *Manager Jennings said that, at the budget public hearing on June 27, he had thought that the mil rate impact may be as much as a dollar but that, now that the Assessor's determination of values was complete, he was comfortable recommending a mil rate of \$18.20 which would be an increase of \$0.70 on the FY16 mil rate. There was a motion by Councilor McPike seconded by Councilor Marble to recommend that the Council establish an FY17 mil rate of \$18.20 per thousand. The motion passed 4-2 with Councilors McAvoy and Cormier opposed.*
- e. Council meeting schedule for September 2016 and November 2016** – *Manager Jennings presented his memo recommending changes to two Council and Finance Committee meeting dates. There was a motion by Councilor Marble to reschedule the first September meeting to September 8 and the first November meeting to November 14. The motion was seconded by Councilor McAvoy and passed 6-0.*
- f. Request authorization for use of reserve funds in the amount of \$700.00 for the purchase of a Fire Department garage door opener** – *Manager Jennings noted that the invoice for the garage door opener repair had been received and was for the amount of \$1,000. Councilor*

McAvoy asked if there was a garage door at the Fire Station repaired a couple of months ago. There was a motion by Councilor Marble seconded by Councilor McAvoy to recommend Council approval to expend \$1,000 from the Municipal Building Reserve to pay for the repairs. The motion passed 6-0.

**g. Request authorization for use of Public Works Equipment reserve funds for the purpose of leasing an excavator for ditching work –** There was a motion by Councilor McPike seconded by Councilor McAvoy to recommend Council approval to expend \$2,500 from the Public Works Equipment Reserve to pay for the rental of an excavator for use on the Municipal Building drainage repairs and for ditching work. The motion passed 6-0.

**h. Review of Council Rules and Disclosure Statements –** Manager Jennings summarized the disclosure statement included in the packet that the Town Clerk had prepared to comply with ordinance requirements. He said that the packet includes a list of all Town vendors, and he noted that this included some employees who had received mileage or cost reimbursement because they are classified as “vendors.” Councilor McPike said that Item 13 on the Council rules needs discussion. Councilor McAvoy said it’s his understanding that if a Councilor is present and is not precluded from voting due to a conflict of interest, the Councilor must vote and may not abstain. Councilor McPike said that disclosures of conflict should be announced at the Finance Committee meetings. He said the Council rules should provide more discretion regarding the scheduling of meetings. It was agreed that the Council Rules would be added to the next Finance Committee agenda and Committee members were asked to review the Council Rules and provide suggestions regarding potential modifications.

### **Work plan and priorities for FY17**

Manager Jennings resumed discussion on this item which was postponed from earlier in the meeting. He circulated an updated matrix of active and identified projects, with a separate list for projects already completed and a third list of projects that he is taking on but that wouldn’t require specific action of the Council or Committees. He said that, by taking these two categories of projects out of the matrix, he hoped it would assist the Committees and Council to focus on only

*those projects they will need to be involved with. The Committee agreed that the process of establishing formal priorities would continue into September.*

**5. Public Comment – None.**

**6. Committee Member Comments – None.**

**7. Adjournment**

*There being no further business, the meeting was adjourned at 6:48 p.m.*

Respectfully submitted –  
Angus Jennings, Town Manager

D-3-a

**WARRANT FOR MUNICIPAL ELECTION  
TOWN OF HAMPDEN, MAINE  
NOVEMBER 8, 2016**

COUNTY OF PENOBSCOT, SS.

TO: Devon Patterson, a resident of Hampden.

You are hereby required in the name of the State of Maine to notice the voters of Hampden, Maine.

You are hereby notified that the Municipal Election in the municipality will be held at the Municipal Building Community Room, on Tuesday, following the first Monday of November, same being the eighth day of said month in the year of our Lord two thousand sixteen for the purpose of effecting the election to the following offices:

**Directors RSU No. 22 – (2 for 3-year term)**

**Trustee Hampden Water District – (1 for 3-year term)**

**Question 1 – Bond Referendum – Hampden’s Share of Route 1-A Project**

**Question 2 – Bond Referendum – Hampden’s Share of Capital Improvements to Bangor’s Bio-tower**

**Question 3 – Bond Referendum – To cure debt owed to City of Bangor for sewer treatment costs**

The Polls shall be opened at 7:00 a.m. and closed at 8:00 p.m. The Registrar of Voters will hold office while the Polls are open at the Polling Place to correct any error in or change a name on the voting list, to accept the registration of any person eligible to vote and to accept new enrollments. A person who is not registered to vote may not vote in any Election.

Pursuant to Title 21-A, Section 759(7), absentee ballots will be processed at the following times:

November 7, 2016 – Continuously beginning at 9:00 am, or immediately following a requested inspection

November 8, 2016 – 9:00 am; 11:00 am; 1:00 pm; 3:00 pm; 5:00 pm and 8:00 pm

Dated at Hampden, Maine this 19<sup>th</sup> day of September, 2016.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_

WARRANT FOR MUNICIPAL ELECTION  
TOWN OF HAMPDEN, MAINE  
NOVEMBER 8, 2016  
Page 2 of 2

Majority of Municipal Officers of Hampden, Maine

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A True Copy:

ATTESTED: \_\_\_\_\_  
Town Clerk of Hampden, Maine

Date: \_\_\_\_\_



Check One:  Initial Application

D-3-6

TOWN OF HAMPDEN
APPLICATION FOR TOWN BOARDS AND COMMITTEES

NAME: Gardella Cynthia E.
LAST FIRST MI

ADDRESS: 36 Aarons Way Hampden 04444
STREET TOWN ZIP

MAILING ADDRESS (if different):

TELEPHONE: (207) 862-2474 (207) 581-2040
HOME WORK

EMAIL: cynthia.erdley@umit.maine.edu

OCCUPATION: professor

BOARD OR COMMITTEE PREFERENCE:

FIRST CHOICE: Edythe Dyer Library

SECOND CHOICE (OPTIONAL):

How would your experience, education and/or occupation be a benefit to this board or committee? As a professor of developmental psychology, I have a strong knowledge of the interests and needs of different age groups. My family members are long-time patrons of the library, and I am very interested in helping the library continue to grow and improve.

Are there any issues you feel this board or committee should address, or should continue to address? programming/materials for children and teens, library expansion

- CONSERVATION COMMITTEE
BOARD OF ASSESSMENT REVIEW
PERSONNEL APPEALS BOARD
LURA HOIT MEMORIAL POOL
ECONOMIC DEVELOPMENT COMMITTEE
FRIENDS OF DOROTHEA DIX PARK

3 YEAR

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

5 YEAR
PLANNING BOARD

Town of Hampden
RECEIVED
AUG 04 2016

FOR TOWN USE ONLY
Date Application Received:
COUNCIL COMMITTEE ACTION: 9/12/16 9/19/16 DATE:
COUNCIL ACTION: DATE:
NEW APPT REAPPOINTMENT DATE APPOINTMENT EXPIRES:

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: September 15, 2016  
RE: Appointment of Environmental Trust Committee

The membership of the Hampden Environmental Trust Committee is defined as "the Committee described in Section 19 of the DEP Trust." That reference refers to the following section of the Private Landfill Closure Trust, which was executed concurrent with the Environmental Trust:

19. Committee.

(a) Members. The Committee shall consist of three (3) members, who shall act by majority and are identified as follows:

(1) One member shall be appointed by the chair of the Town Council of the Town of Hampden, Maine (the "Town Member"),

(2) One member shall be the Chief Executive Officer of the Grantor, or its successor, or a person designated in writing by such Chief Executive Officer. After delivery of the certificate described in section 8, Grantor may delegate (in writing) the power to appoint a Committee member to another entity (the "SERF Member"),

(3) A third member who shall be chosen by agreement of the Town Member and the SERF Member (the "Neutral Member").

The Town Member and the SERF Member shall serve at the pleasure of the party appointing the same and may be removed or replaced upon written notice to the Chair of the Committee. The Neutral Member shall serve for a term of five (5) years and may be reappointed by agreement of the Town Member and the SERF Member any number of times. The Neutral Member may be removed only by agreement of the Town Member and the SERF Member. Committee action shall require a quorum of three (3) members.

As you know, the Committee has not been active for several years, but its appointment and re-activation is important to several Town policy objectives. The Council has recently ratified Mayor Ryder's appointment of Councilor McPike as the Town Member and Casella's appointment of Kerry Woodbury as the SERF Member.

The Committee held its first meeting and has appointed Hampden resident and business man Ken White to serve as the Neutral Member. This appointment is brought to the Council for ratification. Once all members are appointed and sworn in, the Committee can begin its work.

**HAMPDEN ENVIRONMENTAL TRUST COMMITTEE**

**MEETING**

**Wednesday September 7<sup>th</sup>, 2016**

**8:45 A.M.**

**HAMPDEN TOWN OFFICE**

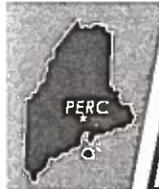
**MINUTES-Draft**

1. **Introductions** – *Councilor Ivan McPike, SERF member Kerry Woodbury and Town Manager Angus Jennings were present along with the Town Clerk. No introductions were needed as all members knew one another.*
2. **Background regarding Environmental Trust – Angus Jennings, Town Manager** – *As there were no members of the public present and the potential nominee was not present, the background information did not need to be shared with those present.*
3. **Consideration of potential appointment of Neutral Member by Town Member (Ivan McPike) and SERF Member (Kerry Woodbury)** – *Councilor McPike nominated Ken White as the neutral member of the committee. He runs F. A. Peabody Insurance and hails from a family that has been in Hampden for many years. Kerry Woodbury seconded the nomination. By unanimous consent it was agreed upon to appoint Ken White to the Environmental Trust Committee.*
4. **Review of next steps** – *Manager Jennings stated that it was too late to get the confirmation of Ken White on the agenda for the 8<sup>th</sup>, but it will be on the agenda for the Council meeting to be held September 19<sup>th</sup>. After Council confirmation we can arrange to have Ken sworn in the following day and then the members can schedule the first meeting that will also tentatively include bank representatives and their in house attorney.*
5. **Adjourn** – *By unanimous consent the meeting adjourned at 8:51 a.m.*

Respectfully Submitted,

Paula A. Scott, Town Clerk

D-3-d



■ 395 State Street  
■ Ellsworth, ME 04605  
■ www.mrcmaine.org

866-254-3507  
207-664-1700 ■ Voice  
207-667-2099 ■ Fax  
glounder@mrcmaine.org ■ E-mail

To: MRC Member Communities  
From: Greg Louder, MRC Clerk *GL*  
Date: September 12, 2016  
Subject: MRC Board of Directors Election – Candidate Nomination Form

Town of Hampden  
RECEIVED

SEP 14 2016

Office of the  
Town Manager

Please find enclosed a nomination form for candidates to serve on the MRC Board of Directors. Candidates receiving the three highest numbers of votes in the upcoming election will fill three seats whose terms expire on December 31, 2016. The three-year terms of office will run from January 1, 2017 through December 31, 2019.

This year, following acceptance of a resignation of a board member serving a 3 year term from January 1, 2016 through December 31, 2018, the MRC Board acted to fill the vacancy for the remainder of 2016. The candidate in the 2016 election with the fourth highest number of votes will be seated for the two remaining years of this seat from January 1, 2017 through December 31, 2018.

The MRC Bylaws limit the slate of candidates to the first nine nominations received. Nominees are placed on a slate of candidates for election by a vote of the MRC membership. MRC Board members are elected to serve the membership at large. Current MRC Board members whose terms expire are eligible to be nominated.

Please complete and return the enclosed form if your municipality wishes to nominate an individual for consideration of placement on the slate of candidates. The Board of Directors is a highly active decision and policy-making body for the organization. We highly encourage you to discuss, with potential nominees, the level of Board of Directors activity described below.

The Board of Directors meets, at a minimum, six times annually. Regular board meetings are at least four hours long. In light of the substantial volume of work associated with the implementation phase of the Post 2018 Planning process, there will be a number of additional duties and time commitments including special meetings, sub-committee assignments and general oversight of the transition of the organization's business.

Regular and Special board meetings are held in the greater Bangor area, with Regular meetings typically held on the 4<sup>th</sup> Wednesday in January, April, July and October from 10:00 AM to 2:00 PM. The Annual Meeting is usually held the second week of December. If potential candidates have questions concerning the Board of Directors' duties, please contact a current member of the MRC Board of Directors (contact list enclosed) or Greg Louder (866-254-3507 or 664-1700).

The deadline for submitting a nomination form is October 19, 2016. An annual election ballot with the final slate of candidates will be prepared and mailed to all MRC Members on or before October 30, 2015. The results of the election will be announced at the MRC Annual Meeting to be held in the second or third week of December of 2016.

Enclosures: Nomination Form  
2016 Board of Directors Contact Information

**MUNICIPAL REVIEW COMMITTEE, INC.  
2016 Election – BOARD OF DIRECTORS  
NOMINATION FORM**

Submitted by MRC Member: \_\_\_\_\_  
(Town/city/county/regional association)

Nominee Name: \_\_\_\_\_

Circle and list all that apply to Nominee for questions 1. through 3. below:

1. YES / NO - Legal Resident of MRC Member: \_\_\_\_\_
2. YES / NO - Elected or Appointed Official of MRC Member: \_\_\_\_\_
3. YES / NO – Employee of MRC Member: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_ FAX: \_\_\_\_\_ Email: \_\_\_\_\_

**The below provided biographical information is to be provided by the nominee. The information, as provided, will accompany the voting ballot provided for the MRC membership's consideration.**

Biography:

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**REMINDER: The final slate is limited to the first nine (9) nominations received**

Please return this form by mail on or before October 19, 2016 to:  
Municipal Review Committee, Inc.  
395 State Street  
Ellsworth, Maine 04605

Delivery via FAX is permitted at: (207) 667-2099 Attn: Greg Lounder or via email attachment to: [glounder@mrcmaine.org](mailto:glounder@mrcmaine.org)

**Municipal Review  
Committee, Inc.  
2016**

**Board of Directors & Officers**

**January 2016\* to December  
2018**

**Catherine Conlow**  
City Manager  
City of Bangor  
73 Harlow Street  
Bangor, Maine 04401

Voice: 992-4200  
FAX: 945-4449  
[cathy.conlow@bangormaine.gov](mailto:cathy.conlow@bangormaine.gov)

**Karen Fussell**  
Finance Director  
City of Brewer  
80 North Main Street  
Brewer, Maine 04412

Voice: 989-8440  
FAX: 989-8435  
[kfussell@brewermaine.gov](mailto:kfussell@brewermaine.gov)

**Tony Smith**  
Public Works Director  
PO Box 248  
Northeast Harbor, Maine 04662

Voice: 276-5743  
FAX: 276-5742  
[director@mtdesert.org](mailto:director@mtdesert.org)

\*MRC Board seated Mr. Smith to fill vacancy for the remainder of 2016

**January 2014 to December 2016**

**Elery Keene**  
Executive Director,  
KVCOG (retired)  
3 Pat Street  
Winslow, Maine 04901

Voice: 872-5231  
[no fax]  
[wekeene@me.acadia.net](mailto:wekeene@me.acadia.net)

**Jim Guerra – Vice President**  
Manager  
Mid Coast Solid Waste Corp  
90 Union Street  
P.O. Box 1016  
Rockport, Maine 04856

Voice: 236-2467  
FAX:  
[mcswc@roadrunner.com](mailto:mcswc@roadrunner.com)

**Chip Reeves - President**  
Director of Public Works  
50 Public Works Way  
Bar Harbor, Maine 04609

Voice: 288-1026  
FAX: 288-0961  
[chip@barharbormaine.gov](mailto:chip@barharbormaine.gov)

**January 2015 to December 2017**

**Ken Fletcher**  
Town Councilor  
Town of Winslow  
382 Garland Road  
Winslow, Maine 04901

Voice: 872-6760  
[no FAX]  
[fletcher2@roadrunner.com](mailto:fletcher2@roadrunner.com)

**Mike Roy**  
City Manager  
City of Waterville  
One Common Street  
Waterville, Maine 04901-6699

Voice: 680-4204  
FAX: 680-4249  
[mroy@waterville-me.gov](mailto:mroy@waterville-me.gov)

**Sophia Wilson - Treasurer**  
Town Manager  
Town of Orono  
59 Main Street  
Orono, Maine 04473

Voice: 889-6905  
FAX: 866-5053  
[sophiew@oronome.gov](mailto:sophiew@oronome.gov)



# Maine Municipal Association

60 COMMUNITY DRIVE  
AUGUSTA, MAINE 04330-9486  
(207) 623-8428  
www.memun.org

D-3-e

Office of Hampden  
RECEIVED

SEP 06 2016

Office of the  
Town Manager

## MEMORANDUM

**TO:** Key Municipal Officials of MMA Member Cities, Towns and Plantations

**FROM:** Stephen W. Gove, Executive Director

**DATE:** September 1, 2016

**SUBJECT:** Voting Credentials for MMA Annual Business Meeting

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The Maine Municipal Association Annual Business Meeting is being held in conjunction with the MMA Annual Convention and will take place on **Wednesday, October 5, 2016, at 1:30 p.m. in Ballroom 5 at the Cross Insurance Center in Bangor, Maine.** The MMA Bylaws entitle each member community to one (1) voting representative.

Enclosed please find the *MMA Voting Delegates Credential Form* on which the municipal officers may designate their municipality's voting representative and alternate. We have also attached the Proposed Agenda for the MMA Annual Business Meeting for your reference. The current MMA Bylaws as adopted in 2013 will be available at the MMA Annual Business Meeting or may be viewed on the MMA website at

<http://www.memun.org/public/MMA/Gov/bylaws.pdf>.

Please note that the MMA Executive Committee is not putting forth any proposed amendments to the MMA bylaws for this year. If you plan to be at the MMA Annual Convention and would like to have a Voting Delegate represent your municipality, please complete the MMA Voting Delegate Credential Form and return to our office by **Tuesday, October 4, 2016** or bring it with you to the MMA Annual Business Meeting. We have provided a self-addressed, self-stamped envelope for your convenience.

We look forward to seeing you at this year's MMA Annual Convention in the City of Bangor. If you have any questions on this information, please contact Theresa Chavarie at 1-800-452-8786 ext. 2211 or in the Augusta area at 623-8428.

**Maine Municipal Association  
Annual Business Meeting  
Wednesday, October 5, 2016  
1:30 – 2:15 p.m.  
Cross Insurance Center, Bangor, Maine  
Ballroom 5**

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**PROPOSED AGENDA**

1. **Introductions and Welcoming Remarks** – MMA President Stephan Bunker  
(Selectperson, Town of Farmington)
2. **Approval of 2015 MMA Annual Business Meeting Minutes** – Stephan Bunker
3. **MMA President’s Report** – Stephan Bunker
4. **Update on Development of MMA’s Legislative Agenda** – Laurie Smith, MMA  
Vice President and Chair of Legislative Policy Committee
5. **Announcement of Election Results for MMA Executive Committee and  
Introduction of New Executive Committee Members** – Stephan Bunker
6. **Executive Director’s Report** - Stephen Gove, MMA Executive Director
7. **Other Business** (*comments from the floor*)
8. **Adjournment**

**MAINE MUNICIPAL ASSOCIATION  
VOTING DELEGATE CREDENTIALS**

\_\_\_\_\_ is hereby designated as the official Voting Delegate and  
(name)

\_\_\_\_\_ as the alternate voting delegate for \_\_\_\_\_  
(name) (municipality)

to the Maine Municipal Association Annual Business Meeting which is scheduled to be held,

Wednesday, October 5, 2016, 1:30 p.m., at the Cross Insurance Center, Bangor Maine.

*The Voting Delegate Credentials may be cast by a majority of the municipal officers, or a municipal official designated by a majority of the municipal officers of each Municipal member.*

Date: \_\_\_\_\_ Municipality: \_\_\_\_\_

**Signed by a Municipal Official designated by a majority of Municipal Officers:**

Name: \_\_\_\_\_ Position: \_\_\_\_\_

**Or Signed by a Majority of Municipal Officers:**

_____	_____
_____	_____
_____	_____
_____	_____

Please return this form no later than **Tuesday, October 4, 2016** or bring it with you to the MMA Annual Business Meeting. If mailing, send to:

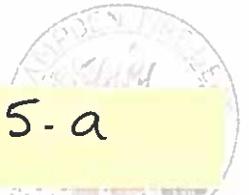
*MMA Annual Business Meeting  
Maine Municipal Association  
60 Community Drive  
Augusta, Maine 04330  
FAX: 207-626-3358*



# Hampden Public Safety

Emergency Services Working Together

106 Western Avenue  
Hampden, ME 04444



D-5-a

Phone: 207-862-4000

Email: [publicsafety@hampdenmaine.gov](mailto:publicsafety@hampdenmaine.gov)

<http://www.hampdenmaine.gov/>

<https://www.facebook.com/hampdenpublicsafety>

**Police—Fire—EMS**

**Code Enforcement**  
**Building Inspection**  
**Fire Inspection**

**Local Health Office**

**Joseph L. Rogers**  
*Director of Public Safety*  
**Kandy A. McCullough**  
*Admin. Office Manager*

**Police**

**T. Daniel Stewart**  
*Sergeant / SRO*  
**Scott A. Webber**  
*Sergeant*  
**Christian D. Bailey**  
*Sergeant*  
**Joel Small**  
*Investigator*  
**Joseph D. Burke**  
*Patrol Officer*  
**Benson G. Eyles**  
*Patrol Officer*  
**Shawn F. Devine**  
*Patrol Officer*  
**Marc Egan**  
*Patrol Officer*  
**William Miller**  
*Patrol Officer*  
**Jeffrey L. Rice**  
*Patrol Officer*

**Fire**

**Jason Lundstrom**  
*Lieutenant / Fire Inspector*  
**Daniel Pugsley, Jr.**  
*Lieutenant / Paramedic*  
**Matthew St. Pierre**  
*Lieutenant / Paramedic*  
**Myles Block**  
*CFO / Paramedic*  
**Jared LeBarnes**  
*Building Inspector / Paramedic*  
**Joseph Dunton**  
*Paramedic / Chaplain*  
**Matthew Thomas**  
*FF / Paramedic*  
**Shawn McNally**  
*FF / Paramedic*  
**Matthew Roope**  
*FF / Paramedic*  
**Chris Liepold**  
*FF / Paramedic*

TO: Angus Jennings, Town Manager  
FROM: Joe Rogers, PSD  
RE: Request for Matching Grant Approval  
DATE: September 15, 2016

An MMA Grant was received in the amount of \$1142.41 for the purchase of an entry shield. I am requesting approval of matching funds in the amount of \$571.66 from the appropriate reserve account to complete the purchase. The shield is intended to be used for protection of police or fire personnel during high risk incidents.



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: September 15, 2016

RE: Zoning ordinance amendments recommended by Planning Board

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At their meeting on September 14, the Planning Board held a public hearing on two zoning amendments:

- Proposed Zoning Ordinance Amendment to Section 4.8.1, Off-Premises Signs. The purpose of the change to the off-premises signage provisions is to allow one sign near the intersection of Main Road North and Marina Road to make the public aware of and direct them to the Waterfront Park. Due to requirements of the Maine Department of Transportation that prohibit the placement of off-premises commercial signs within the state right-of-way, and complexities with ownership of Marina Road, there are challenges to erecting signs that this proposed amendment will help to resolve. The vision is to have one freestanding sign, with a maximum sign size of 50 square feet (per side assuming the sign would be double sided), with placards "embedded" into the design of the overall sign for each business in the Waterfront I Zoning District. The municipal park would be the primary use being advertised on the sign.
- Proposed Zoning Ordinance Amendment to Section 5.3.1, Building Permits. The purpose of the amendment regarding the building permit threshold is to eliminate the existing conflict between Hampden's code and the Maine Uniform Building and Energy Code (MUBEC). Rather than our zoning ordinance specifying what requires a building permit, this amendment refers back to the MUBEC.

The Board voted to refer the amendments to the Town Council as written with a recommendation "ought to pass."

At Monday's Council meeting, these amendments can be referred to public hearing, as required by the Town Charter.

Off-Premises signage for the Waterfront Park area

Add a new section 4.8.1.4 of the Hampden Zoning Ordinance to read:

In order to promote the use and enjoyment of the Waterfront Park and uses within the Waterfront 1 Zoning District, such uses and businesses within said district shall be permitted to have signage located on Main Road North (Route 1A) in the vicinity of Marina Road subject to the following conditions:

- a. One freestanding sign structure is permitted, on which all signage for the Waterfront District 1 shall be installed.
- b. The signage may be double-faced, and the cumulative area shall not exceed 50 square feet per side, exclusive of the sign structure.
- c. Each individual sign for a non-municipal entity shall not exceed 15 square feet in area (per side for a double faced sign).
- d. The maximum height of the sign shall not exceed 15 feet in height from the ground level under the sign.
- e. Lighting of the sign shall only be by an externally located steady stationary white light source, shielded and directed solely at the sign.
- f. If located on private property, the owner of the property must have given permission in writing to allow the installation of the sign.
- g. Authorization for placement of a sign under this section shall be obtained from the Code Enforcement Officer.

## ARTICLE 5 - ENFORCEMENT

*(Amended: 6/3/02)*

**5.1. Administrative Officer** - This Ordinance shall be enforced by a Code Enforcement Officer appointed by the Town Manager with confirmation by the Town Council.

**5.2. Duties** - The Code Enforcement Officer, in enforcing this Ordinance, shall be responsible for establishing reasonable procedures for enforcement, keeping all activities within the jurisdiction of this Ordinance under surveillance, issuing building and/or use permits where applicable, keeping public records of his proceeding and instituting or causing to be instituted any or all actions that might be appropriate for the enforcement of this Ordinance.

**5.3. Permits** - Application for a building permit and a certificate of compliance shall be made concurrently with the initial application.

### **5.3.1. Building Permits**

~~5.3.1.1. Building Permit Required - An application shall be submitted to the Code Enforcement Officer for the following activities, and these activities shall not commence in the Town of Hampden without a permit being issued. Building Permits shall be required per the Maine Uniform Building and Energy Code as amended from time to time.~~

~~1. Construct or alter a structure.~~

~~2. Change of exterior dimensions of a existing structure;~~

~~3. Construct a sign or change the exterior dimensions of a sign;~~

~~4. Reconstruction of a disaster damaged or disaster destroyed structure.~~

**5.3.1.2.** No building permit shall be issued except in conformity with the provisions of this Ordinance.

**5.3.1.3.** Within fourteen (14) days of the filing of an application for a building permit, the Code Enforcement Officer shall approve or deny such application or shall refer the applicant to the planning board or the Board of Appeals. The decision shall be in writing and communicated directly to the applicant. In the case of a denial of an application, the decision shall include reasons for such. One (1) copy of the Code Enforcement Officer's decision shall be filed in the municipal office. *(Amended:09-18-06)*

**5.3.1.4.** No building permit for a building or structure on any lot shall be issued except to the owner of record thereof, or his authorized agent. The Code Enforcement Officer may require that any application for such a permit shall be accompanied by a plan, accurately drawn to scale, showing the actual shape and dimensions of the lot to be built upon, an on site soils survey, the exact location and size of all buildings or structures already on the lot, the location of new buildings to be constructed, together with the lines within which all buildings and structures are to be constructed, the existing and intended use of each building or structure, and other such information as may be necessary to provide for the execution and enforcement of this Ordinance.

**5.3.1.5.** Applications for permits with their accompanying plans and building permits shall be maintained as a permanent record by the Code Enforcement Officer.

**5.3.1.6.** A building permit secured under the provisions of this Ordinance shall expire if the work or change is not commenced within ~~six (6)~~ twelve (12) months of the date on which the permit is granted, or if the work or change is not substantially completed within two (2) years of the date on which the permit is granted.

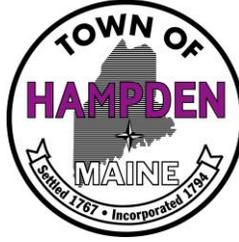
**5.3.1.7.** No building permit, demolition permit, earth moving permit, sign permit or certificate of compliance shall be issued without payment of fees in accordance with the Town of Hampden Fees Ordinance. *(Amended: 11-17-03)*

Any structure on which construction, including but not limited to foundation work, has begun before the issuance of a building permit will be assessed double the above described fees.

**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 improvements, including public utilities (sewer, water and electrical), roads and drainage facilities as approved by the Planning Board and required by town ordinances, are completed to the satisfaction of the Town designated engineering consultant and the road, if any, has been accepted by the Town Council as a town way. *(Amended: 03-01-10)*

**5.3.1.9. *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 subsurface wastewater disposal permit or sewer hook-on permit has been secured by the applicant or his authorized agent in conformance with the State of Maine Subsurface Wastewater Disposal Rules or the Town of Hampden Sewer Ordinance. *(Amended: 03-01-10)*

**Town of Hampden**  
106 Western Avenue  
Hampden, Maine 04444



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

**TO:** Finance Committee & Town Council  
**FROM:** Angus Jennings, Town Manager  
**DATE:** September 15, 2016  
**RE:** Requests for Committee and Council approvals re Lura Hoit Pool site

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As you know, the 2015 Recreation Plan (excerpted attached) prioritizes the identification of land for additional playing fields, development of additional fields, and increased parking at the Lura Hoit Pool site. The identification of a location for recreational field space is also identified as an implementation strategy in the 2010 Comprehensive Plan. Resources toward these efforts were approved through the allocation of funding to the Recreation Area Reserve account within the FY17 budget. The amounts of said allocations were based on amounts in Items R-1 and R-2 within the Capital Program (online at <http://www.hampdenmaine.gov/budget>).

Working with the Services Committee, Mayor Ryder has led an effort to identify such land, to evaluate suitability for field space, and to evaluate potential to expand parking at the Pool site. He has also met with, and conducted site walks with, prospective contractors and volunteers, as has been reported to the Services Committee. Wetlands delineation was completed and presented at the August Services Committee meeting, and at the September 12 meeting the Committee was presented with a concept plan for additional field space and parking. A copy of the concept plan, which includes the wetlands delineations, is attached.

At its September 12 meeting, the Services Committee referred to Council (by a vote of 5-1, with Councilor McAvoy opposed) a recommendation to authorize tree cutting, stumping and grinding on the Lura Hoit Pool site based on the concept plan. This matter is also brought to the Finance Committee and Council as a request for authorization to use budgeted Recreation Area Reserve funds for this purpose, as well as in support of DEP permitting and related activities that would be required under the Site Location Law in order to add impervious area to the site.

The Services Committee favored an incremental approach to this project, rather than completing full engineering plans and costing out the entire project, with the goal of reducing project costs, and preserving flexibility on project implementation based on resources if and as they become available in the future. The Committee discussed the need to proceed incrementally such that each "phase" would result in a stable interim outcome, understanding that full project implementation would be a multi-phase, multi-year undertaking the completion of which would require future identification of resources. In short, if an interim phase is complete, and the full plan is never realized,

the project would be undertaken in a way to ensure that the interim phase would stand alone in a manner that is stable and functional.

In order to bring this project forward, the Town will require support services from independent contractors in several areas, which may include (but is not necessarily limited to) survey, civil engineering, stormwater management, forestry, site work including grading and erosion controls, and construction (i.e. paving, field space, fencing etc., but not including new structures). The work would proceed in sequence, and based on advance preparation of an overall project management plan establishing scopes of work and scheduling for the various parties (including in-house Town resources) involved with the project.

In the interest of facilitating project management given the number of variables inherent in moving from concept plan to project execution, a request is also presented to waive the Bid Procedure Guidelines pursuant to Section 4 ("unusual circumstances"). If this authorization is approved, contractor selection would proceed under a quotation system handled by the Town Manager, through which work scopes would be provided to multiple vendors, with solicitation of qualifications submittals and "apples to apples" cost proposals.

If this project is authorized, my office would lead an effort to bring greater public attention to this initiative, both on an informational basis and in solicitation of community support. (It is believed that pro bono resources may also become available which could reduce direct expenses). Limits of clearing would be established and marked in the field prior to work going forward. Just as was done prior to the tree cutting in Dorothea Dix Park last September, we would also notify site abutters prior to any field work taking place. In short, Town staff, under my oversight, would work diligently to apply best management practices to the work we would undertake.

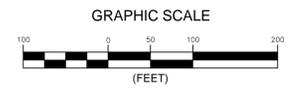
We are also corresponding with DEP, and have a meeting scheduled, in order to ensure that we navigate all State permitting as required.



- NOTES:**
1. WETLAND/STREAM DATA PROVIDED BY TOWN OF HAMPDEN.
  2. EXISTING CONDITIONS INFORMATION BASED ON PUBLICLY AVAILABLE DATA (E.G. MEGIS)
  3. PROPERTY LINES BASED ON TAX MAP DATA ONLY.

**LEGEND:**

	TRAIL
	TREELINE
	STREAM
	NATURAL GAS PIPELINE
	WETLAND BOUNDARY
	WETLAND



ISSUED FOR DISCUSSION

THE INFORMATION CONTAINED HEREIN IS STRICTLY CONFIDENTIAL AND IS THE SOLE PROPERTY OF THE PROJECT OWNER.

DATE: SEPTEMBER 9, 2016    SCALE: 1"=100'    DRAWN: SJF    DESIGN: TMH    APPROVER: TMH

ONLY VALID WITH ORIGINAL STAMP

NO.	REVISIONS:	APPD:	DATE:
A	ISSUED FOR DISCUSSION	TMH	XXX

TITLE:	PRELIMINARY LAYOUT
PROJECT:	TOWN OF HAMPDEN RECREATIONAL FIELDS
CLIENT:	TOWN OF HAMPDEN HAMPDEN, MAINE

SGC PROJECT NUMBER	
DRAWING NUMBER	SK-001
REVISION	
SHEET NUMBER	1 OF 1

The project list is not a fixed element and reflects both committee input, staff input, and survey result input. Future circumstances, especially availability of funding may change priorities or require reprioritization of items. The Action Program is shown in a table format at the end of this section.

#### Financing Potential Improvements

Funding for recreation and parks maintenance, and capital improvements can come from a range of sources including user fees, local, state, and federal grant monies, private donors, business sponsorships, and department reserve funds. In addition, some projects may receive assistance in other forms such as volunteer services, equipment services, or donation of supplies.

In order to avoid liability issues due to poor maintenance, the Town of Hampden may wish to consider due diligence for existing field and facilities needs.

Action Item	Priority Level	Relates to Goal #	Justification
Land identification and acquisition for 50+ acres for future field and facility development	1	1/2	Current participation levels and future growth of programs and participant levels depend on the ability to “house” these users for their chosen activity. Currently two Affiliated programs are utilizing private lands to accommodate their program, and the department is leasing space for offices, indoor department programming, and department storage. Provisions should be made to accommodate growing needs for services.
Increase Parking at the Lura Hoyt Pool Fields (Recreation portion of shared parking lot)	3	1/2	Current participation levels exceed the number of vehicles able to be accommodated in the parking lot with overflow for the recreation parking on Western Avenue. On a Saturday game parked cars on Western Avenue typically stretch from Evergreen Drive to the Town Office, and safety is a real concern for driver visibility and traffic flow.
Develop Additional Sports Field(s) for Soccer and Football Programming	1	1	Field space needs to satisfy current program participation levels with potential loss of HO Bouchard complex due to development (end of 2015) and other privately owned field spaces that could become unavailable for use in the future.
Negotiate Lease extension with HHA LLC for Skehan Recreation Center space back to 5 years, then renewable yearly, with opt out clause with one year notice by either party	1	1/2	Currently the Town is half way through the current lease agreement period of 5 years. The Skehan Center space has been successful in supporting indoor program opportunities paid entirely through user and rental fees of the Recreation Department. In consideration with the 2015 Recreation Planning Survey results over 80% of the respondents felt and indoor facility was of some importance or more to the future of recreation opportunities in Hampden.
Address facility maintenance and safety issues at VFW Recreation facility to provide safe recreation experience for user groups	2	1/2	2 Tennis Courts and 3 Outdoor Basketball Courts located at the VFW Recreation facility need resurfacing and relining to fill in large cracking on play surface. In addition, fill should be added to the parking lot side of the Outdoor Basketball Courts to even out the elevation between the parking lot and the court surface.
Creation and adoption of a	3	1/3	In order to plan for budgeting of maintenance items, safety

long term written maintenance plan for facilities and park areas			concerns of facilities and park areas, and regular maintenance and upkeep items that will potentially avoid costly repairs.
Promotion of available parks/trails, and the amenities that can be accessed onsite	4	3	The 2015 Recreation Plan showed a high priority for need for parks/trails maintenance/upgrade/expansion, but low user levels or lack of knowledge of available areas for use.
Research park and trail opportunities for assistance with park/trail maintenance, and/or park trail creation. This would include grant funding or manpower to complete these opportunities.	5	3	Gaining the knowledge and understanding of what opportunities exist for assistance with town parks and trails will help with feasibility for these type of projects for the future of Hampden. Many grant opportunities have set criteria to apply and may require proposals that identify matching fund sources. In addition, grant funding cycles are lengthy and oftentimes prospective projects must be submitted well in advance of actual project occurring.
Reestablishment of a third full time department position with benefits to assist with current department services and growth, paid exclusively from the department enterprise budget.	2	2	Additional program offerings and additional department revenue may be possible with the addition of a full time position. Currently, the taxation budget pays for two full time positions with benefits (Department Director and Assistant Director) with much of the responsibilities of these positions being administrative and supervisory. An additional full time position with benefits would be attractive to securing a quality employee who understands the time demands for a recreational position, and has interest in gaining hands on experience in department programming and operations.

## HAMPDEN TOWN COUNCIL RULES

**Introduction & Statement of Purpose** - Public Service, even at the local level, can be challenging. As elected officials' sphere of influence and relationship with citizens ebbs and flows according to issues and policy topics, it is sometimes challenging for said officials to be even-handed and broad minded in the sense of the whole community. This is why government service at all levels is guided by core values and ethical standards. In keeping with that idea, the following defines the way in which Hampden elected officials shall approach the matters that come before them: *(Added 2/1/2016)*

### A Simple Three Way Test

- Is it the truth?
- Is it fair to all concerned?
- Will it be beneficial for the Town?

### The Hampden Councilor...

- Will not act out of spite, bias, or favoritism
- Will contribute to a climate of mutual trust and respect
- Has the courage of his/her convictions
- Never forgets that he/she is working for the people – all of the people
- Will understand and demonstrate the elements of teams and teamwork
- Will clearly define roles and relationships
- Will establish and abide by a Council-staff partnership
- And will allocate Council time and energy appropriately.

1. The Town Council shall only act by ordinance, order, or resolve. All ordinances, orders, and resolves shall be confined to one subject, which shall be clearly expressed in the title. All orders and resolves shall be dated, numbered, and signed by the Town Clerk and the Town Councilors will receive a copy. No action of the Council shall be binding or valid unless adopted by the majority vote of those present. *(Amended 9/19/2016)*
2. In all motions of command, the form of expression shall be 'ordered' and in all motions concerning principles, facts, or purposes, the form shall be 'resolved'.
3. The name of the Council member or other person, persons, or group requesting an item on the agenda will be indicated on the agenda with the said item.
4. As a matter of courtesy, conduct for all Council and Committee meetings shall be as follows:
  - a. Cell phones shall be silenced during Council & Committee meetings by Town Councilors, staff, and the general public.
  - b. Councilors and staff shall refrain from texting or emailing during all Council or Committee meetings.

**Commented [AJ1]:** Note: this language was not discussed at the previous meeting, but is recommended for addition here. It is excerpted directly from the Town Charter Sec. 211(e), and is intended to clarify what constitutes a majority vote.

- c. Cell phone use, texting, and email may be done during breaks in regular or special Council meetings or committee meetings.
- 5. Town Councilors shall participate in Freedom of Access Act training within 120 days of being sworn in as a Town Councilor and documentation of that training shall be filed with the Town Clerk.
- 6. Town Councilors shall participate in Elected Officials training offered by the Maine Municipal Association within the first year of office. If a Councilor is unable to complete this training within the first year, the deadline may be extended upon petition by the Councilor and assent of a majority of the Council. *(Amended 2/1/2016)*
- 7. A New Councilor orientation packet shall be provided to all Councilors at the time they are sworn in.
- 8. The Mayor shall take the chair at the appointed time for the meeting, call the members to order, and proceed to the following order of business:  
*(Amended 1/21/2014; 4/7/2014; 5/19/14)*
  - A. Pledge of Allegiance
  - B. Consent Agenda
    - 1. Signatures – Treasurer’s Warrants, etc
    - 2. Secretary’s Report
    - 3. Communications
    - 4. Reports
  - C. Public Comments
  - D. Policy Agenda
    - 1. News, Presentations & Awards
    - 2. Public Hearings
    - 3. Nominations-Appointments – Elections
    - 4. Unfinished Business
    - 5. New Business
  - E. Committee Reports
  - F. Manager’s Report
  - G. Councilor Comments
  - H. Adjournment
- 9. In the absence of the Mayor, the Deputy Mayor shall preside over the Town Council meeting. In the absence of the Deputy Mayor, the Mayor shall appoint, in advance, another Councilor to chair the meeting. *(Amended 9/19/2016)*
- 10. When a question is under debate, the only motions that the Mayor shall entertain will be a receive no motion but to adjourn, or a motion for the previous question, to lay on the table the previous question, or to postpone the previous question to a day certain, or to refer the previous question to a committee or some administrative official or to amend, or a motion to postpone the previous question indefinitely; ~~which several m~~ Motions shall have precedence in order in which they are introduced stand arranged. *(Amended 9/19/2016)*
- 11. When a vote is passed, it shall be in order for any member who voted in the majority, or in the negative on a tie vote, to move a reconsideration thereof at the same, or the next stated meeting, but not afterwards; and

when a motion of reconsideration is decided, that vote shall not be reconsidered.

12. When any member is about to speak, they shall respectfully address the Mayor, confine themselves to the question under debate, and avoid personalities. No member speaking shall be interrupted by another but by a call to order, or to correct a mistake.
13. Every member present, when a question is put, shall give their vote, unless the Council, for special reasons, shall excuse them. Application to be so excused must be made before debate on the issue and the decision on the application shall be made by a majority vote of the council without debate.
14. The rules cannot be dispensed with or suspended if one or more members of the council shall object. No rule or order shall be amended or repealed without notice, in writing, being given at the preceding meeting.
15. Any person wishing to address the Town Council will be given the opportunity to do so in accordance with the following procedure:
  - a. Persons wishing to address the Council on an item which appears on the agenda shall wait until the Mayor announces the consideration of such item, at which time they may address the Council on that particular item. There shall be a five minute limit on such comments per person, per item. In the event that a large number of persons wish to speak on an issue, this limit may be changed to insure that all who wish to speak have the opportunity to do so. Once public comment on an item has closed and a motion and second has been made by members of the Town Council, further public comment is only allowed if approved by a unanimous vote of the Town Council.
  - b. Any person wishing to address the Council on an item not appearing on the agenda shall be allowed to do so only in that section of the agenda referred to as "Public Comments". There shall be a five minute limit on such comments per person per subject raised. Items heard during Public Comment may be agendaed for a subsequent meeting or referred to a Committee or staff member for discussion/action. No votes may be taken by the Council on a subject raised during Public Comment without a vote by the Council to set aside the rules and add it to the regular agenda for consideration.
  - c. Any person wishing to address the Council shall signify their desire by raising their hand and, when recognized by the Mayor, such person shall thereupon request permission to address the Council, giving their name and the name of the road on which they live and then designating the subject matter on which they desire to address the Council. *(Amended 2/1/2016)*
16. At the commencement of the Calendar year, or as soon thereafter as possible, there shall be chosen the following Committees, each Committee to consist of three (3) or four (4) members of the Council as the Mayor may designate, or, upon a motion, the Council may ballot. *(Amended 2/1/2016)*

- a. Finance & Administration – The purpose of this e Committee shall be to review all items related to their fiscal impact on the Town as well as all matters that pertain to items of administrative procedures. This committee will also have the responsibility for the review and signature of all payment warrants. *(Amended 9/19/2016)*
  - b. Services Committee – The purpose of this e Committee shall be to review all matters related to services provided by the Town related to recreation, parks, trails, the library, the pool, communications and other items related to non-emergency or public works services provided in the community. *(Amended 2/1/2016, 9/19/2016)*
  - c. Infrastructure – The purpose of this Committee shall be to review all matters pertaining to public infrastructure including buildings, roads, and all town capital equipment.
  - d. Planning & Development – The purpose of this Committee shall be to review all matters related to all ordinances of the Town and all proposals for economic & community development.
17. Committee procedure shall be governed as follows:
- a. All Committees will be required to post an agenda at least 48 hours prior to the meeting and no issue may be voted on unless it is agendaed.
  - b. It shall be the responsibility of the Committee Chair to discuss the development of the meeting agenda with the assigned staff person at least 24 hours before the meeting is required to be posted.
  - c. The assigned staff member shall prepare and post the agenda.
  - d. Draft minutes of each meeting will be prepared by the staff member supporting the committee within three business days.
  - e. Committee meeting minutes shall be posted on the Town website following their voted approval by the Committee.
  - f. Non-committee Council members attending a Committee meeting will have voting rights if they have been present for the entire discussion of an issue, providing that at least two of the three appointed members of the committee are present.
  - g. Two appointed members of the Committee shall constitute a quorum.
  - h. The Mayor shall serve as a member of all Committees for quorum purposes. *(Amended 2/1/2016)*
18. The Mayor may appoint members of the Council and/or citizens of the Town to special committees as authorized by the Council. *(Amended 2/1/2016)*
19. In all cases where the parliamentary proceedings are not determined by the foregoing rules and orders, “Roberts Rules of Order” shall be taken as authority to decide the course of proceedings.
20. The first and third Mondays of each month are designated as ‘regular’ e Council meetings with the provision that a unanimous vote of the e Councilors present would cancel or reschedule a meeting. Whenever a regular meeting falls on a legal holiday, such meeting will take place the following day except upon unanimous vote of the Councilors present to cancel or reschedule the meeting. *(Amended 9/19/2016)*

21. Special meetings of the Town Council may be scheduled for other dates for special purposes. The agendas for such meetings shall be posted at the Post Office, Town Office, Town Bulletin Board, on the Town website, no less than 72 hours in advance of the meeting (unless an emergency meeting is needed for the purpose of dealing with an unanticipated Town emergency, in which case posting shall be to all normal posting locations and via email to local print media as soon as it is identified that a meeting will be held). The agenda for a Special Meeting shall be prepared as follows;

- A. Call to order
- B. Subject(s) for meeting
- C. Adjourn

The general public shall be allowed to comment on subjects at Special meetings in the same manner as for Regular Council meetings. There shall be no general Public Comment section for items not contained on the agenda for Special Council meetings.

22. Any item on the consent agenda can be set aside for discussion at the request of any Councilor, prior to a motion on the remainder of the consent agenda.
23. Council Meetings shall not extend beyond 10 p.m. without an affirmative vote of the Town Council.
24. The Councilor Comment section of the agenda is reserved for the purpose of enabling any Council member to discuss matters not previously mentioned on the agenda. No official Council action can be taken at this time.
25. Sanctions – Council members who intentionally and repeatedly do not follow council rules may be reprimanded or formally censured by the Council. Serious infractions of Council Rules could lead to other sanctions as deemed appropriate by the Town Council. *(Added 2/1/2016)*

This policy replaces the Council Rules last updated ~~February 19, 2008~~  
September 19, 2016.

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Adopted by Town Council: May 21, 2012

Amended: January 21, 2014  
April ~~7~~ 7, 2014  
May 19, 2014  
February 1, 2016  
September 19, 2016