



HAMPDEN TOWN COUNCIL
HAMPDEN MUNICIPAL BUILDING
MINUTES

MONDAY

MAY 21, 2012

7:00 P.M.

Attending:

Mayor Janet Hughes

Councilor Andre Cushing

Councilor Tom Brann

Councilor Shelby Wright

Councilor Jean Lawlis

Town Manager Sue Lessard

Town Attorney Tom Russell

Librarian Debbie Lozito

Public Works Director Chip Swan

Recreation Director Kurt Mathies

Pool Director Darcy Peakall

Citizens

Media

Councilor Kristen Hornbrook (left at 8 p.m. due to illness)

The meeting was opened at 7:02 p.m. by Mayor Hughes.

Motion by Councilor Wright to excuse Councilor Williams from attending. Motion died for lack of a second.

Motion by Councilor Brann, seconded by Councilor Lawlis to set aside the rules to add an item to the agenda. Vote 5-1 (Hornbrook)

Motion by Councilor Brann, seconded by Councilor Lawlis to add item C-4-b – Preparation of Cost Estimate for Build Out of Business Park. Vote 5-1 (Hornbrook)

A. CONSENT AGENDA

Councilor Hornbrook asked that item A-3-a be set aside from the consent agenda.

Motion by Councilor Cushing, seconded by Councilor Lawlis to approve the balance of the consent agenda. Vote 5-1 (Hornbrook).

1. SIGNATURES

2. SECRETARY'S REPORTS

3. COMMUNICATIONS

- a. *Rotary Club of Presque Isle/Mayor Hughes – Bangor Daily News Comments – Councilor Hornbrook asked if the next to the last sentence (acknowledgement of the letter) had been done. Mayor Hughes indicated that it had. Motion by Councilor Cushing, seconded by Councilor Lawlis to accept item A-3-a. Vote 5-1 (Hornbrook)*
- b. *Maine Municipal Association – Nominations to MMA's Legislative Policy Committee*

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

- c. Sarah McVeigh – New Application for Pool Board of Trustees – Referral to Services Committee
- d. David Barrett – Application for Reappointment to Dyer Library Board of Trustees – Referral to Services Committee

4. REPORTS

- a. Pool Trustees Minutes – 4/10/2012
- b. Finance & Administration Committee Minutes – 4/23/2012
- c. Finance & Administration Committee Minutes – 5/7/2012
- d.

Due to difficulty speaking, Mayor Hughes asked Deputy Mayor Cushing to run the meeting and Deputy Mayor Cushing ran the balance of the meeting.

B. PUBLIC COMMENTS – *Shelley Blosser, 344 Main Road South – had stopped coming to Council meetings because the big issue before was the Comprehensive Plan, but now this council wants to limit the right to bear arms and that is a Constitutional right and Councilors have taken an oath to abide by the Constitution and should abide by their oath.*

C. POLICY AGENDA

1. PUBLIC HEARINGS

There were none.

2. NOMINATIONS – APPOINTMENTS – ELECTIONS

- a. Approval of Warden & Election Clerk Schedule – 6/12/2012 Election *Motion by Mayor Hughes, seconded by Councilor Brann to approve. Vote 5-1 (Hornbrook).*

3. UNFINISHED BUSINESS

- a. Zoning Ordinance Text Amendment to Create a Waterfront 1 District – Referral for Public Hearing – *Councilor Brann introduced this zoning text amendment for public hearing at the next Council meeting.*
- b. Adoption of Revised Town Council Rules - *Motion by Councilor Brann, seconded by Councilor Lawlis to adopt the revised Town Council Rules with a friendly amendment from Mayor Hughes to add “when serving as an ex-officio member” to Section 18h.*

Councilor Hornbrook pointed out that Section #20 refers to Roberts Rules of Order and she objected to the use of the term ‘so moved’ which is not a recognized motion under Roberts Rules of Order and the Council needs to strike the use of that term.

Vote on the motion was 5-1 (Hornbrook)

C-3-a



TO: Mayor Hughes and Hampden Town Council
FROM: Robert Osborne, Town Planner RLO
SUBJECT: Planning Board Recommendation on Draft Zoning Ordinance Text Amendment to Create a Waterfront 1 District Referral Item.
DATE: May 10, 2012

Please be advised that the Hampden Planning Board at their May 9, 2012 meeting voted unanimously to return the attached Zoning Ordinance text amendment and map amendment to the Town Council with an ought to pass recommendation. The Board held public hearings on the proposed amendments at their April 11, 2012 meeting and the only public comment was from Town Staff. Subsequently the item was sent to the Planning Board Ordinance Committee at their meeting on May 9, 2012. The committee recommended two modest changes to the text amendment which the full Board included with their ought to pass recommendation.

First they proposed that the citation in Article 3.16.5.2 be clarified that it is referring to *MRSA Title 28-A Section 1051(3)* (State law governing serving of alcoholic beverages for outdoor restaurants).

Second, they proposed that Article 3.16.5.4 be added to clarify the access requirements of new lots in the district (given that this area lacks town streets):

4. *All new lots in the district are to be served by and have access to a paved right-of-way leading to a public way. Such right-of-way shall be dimensionally adequate to accommodate two-way traffic and utility services.*

Regarding the map amendment it should be noted that there are three parcels that are proposed to be changed from Commercial Service District to Waterfront 1 District. They are Tax Map 19, Lots 31 and 31-A and Tax Map 28, Lot 17-A.

5/21/2012 - Introduced for Public Hearing

TOWN OF HAMPDEN

Draft

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

Deletions are ~~Strikethrough~~ Additions Double Underlined

3.16. Waterfront 1 District

3.16.1. Purpose - This district is intended for the location of a wide variety of water dependent and water related uses as well as commercial retail and service uses. In general this area is devoted to uses that are consistent with the Shoreland Zoning General Development uses. Furthermore it is recognized that limited land area is available for such uses thus innovative development standards are required.

3.16.2. Permitted Uses (Subject to Site Plan Review) - Any retail or service business, boat sales, service and storage, hotel and motels, business or professional offices, take-out restaurant, small restaurant, sit-down restaurant, place of assembly, outdoor recreation and accessory uses or structures. Essential service and buildings for essential service.

3.16.3. Conditional Uses (Subject to Site Plan Review) - Outdoor dining restaurant, tavern, bar, dance hall, commercial school. Functionally water-dependent uses along the Penobscot River. Any establishment which provides in excess of 5,000 square feet of outdoor display or storage of goods or equipment. Stockpiles (subject to Article 4.9) not accessory to excavation, gravel pit and quarry activities.

3.16.4. Lot Dimensions

<u>Minimum Lot Area</u>	-	<u>20,000 sq. ft.</u>
<u>Minimum Road Frontage</u>	-	<u>none</u>
<u>Minimum Setbacks:</u>		
<u>Street Yard</u>	-	<u>10 feet</u>
<u>Other Yards</u>	-	<u>10 feet</u>
<u>Maximum Ground Coverage</u>	-	<u>50 percent</u>
<u>Maximum Building Height</u>	-	<u>35 feet</u>

3.16.5. Special District Regulations

1. Notwithstanding the maximum building height regulations in Article 3.16.4. building height may be up to 50 feet under the following standards. Buildings in excess of 35 feet in height shall provide additional setbacks on all yards as herein stipulated: Subtract 35 feet from the proposed building height and add that difference to each yard setback requirement.

EXAMPLE: A 48 foot tall building is proposed. By subtracting the base Commercial Service District maximum building height from the proposed height the following is the result $48' - 35' = 13'$.

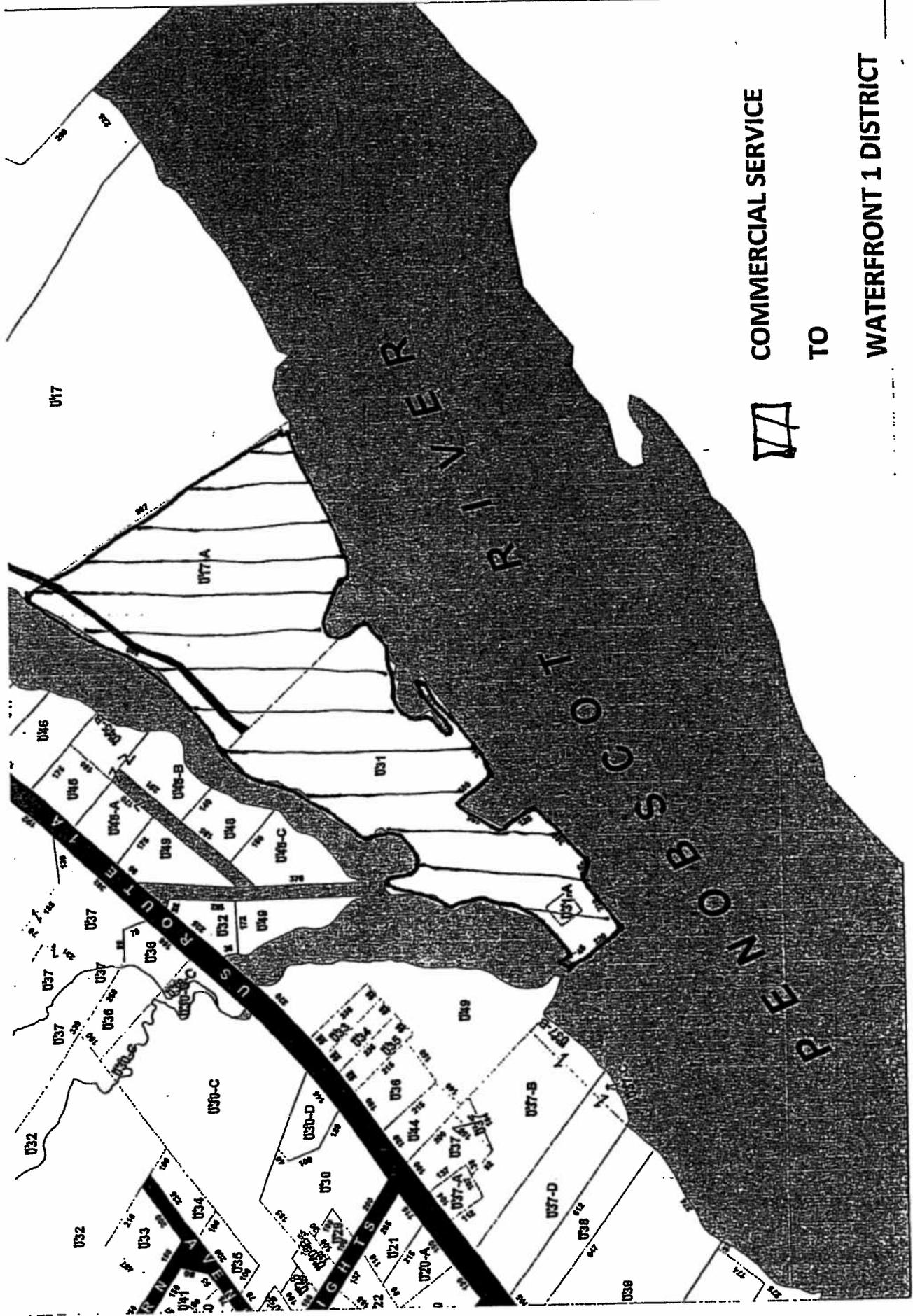
Then add that amount to each yard or setback.

<u>Setback Type</u>	<u>Base Setbacks:</u>	<u>Total Setback</u>
<u>Street Yard</u>	<u>- 10 feet</u>	<u>23 feet</u>
<u>Other Yard</u>	<u>- 10 feet</u>	<u>23 feet</u>

2. Outdoor dining areas proposed for outdoor dining restaurant uses shall be clearly delineated on a site plan including barriers required under M.R.S.A. Title 28-A Section 1051(3). Outdoor dining restaurant uses proposing outdoor consumption of alcoholic beverages shall comply with M.R.S.A. Title 28-A: LIQUORS §1051. Licenses generally which requires that outside areas be controlled by barriers and by signs prohibiting consumption beyond the barriers.

3. Notwithstanding the maximum building height regulations buildings used for functionally water-dependent uses along the Penobscot River are not subject to the maximum building height standard in Article 3.16.4. or 3.16.5.1. provided the lot area for such a use is at least five acres in size.

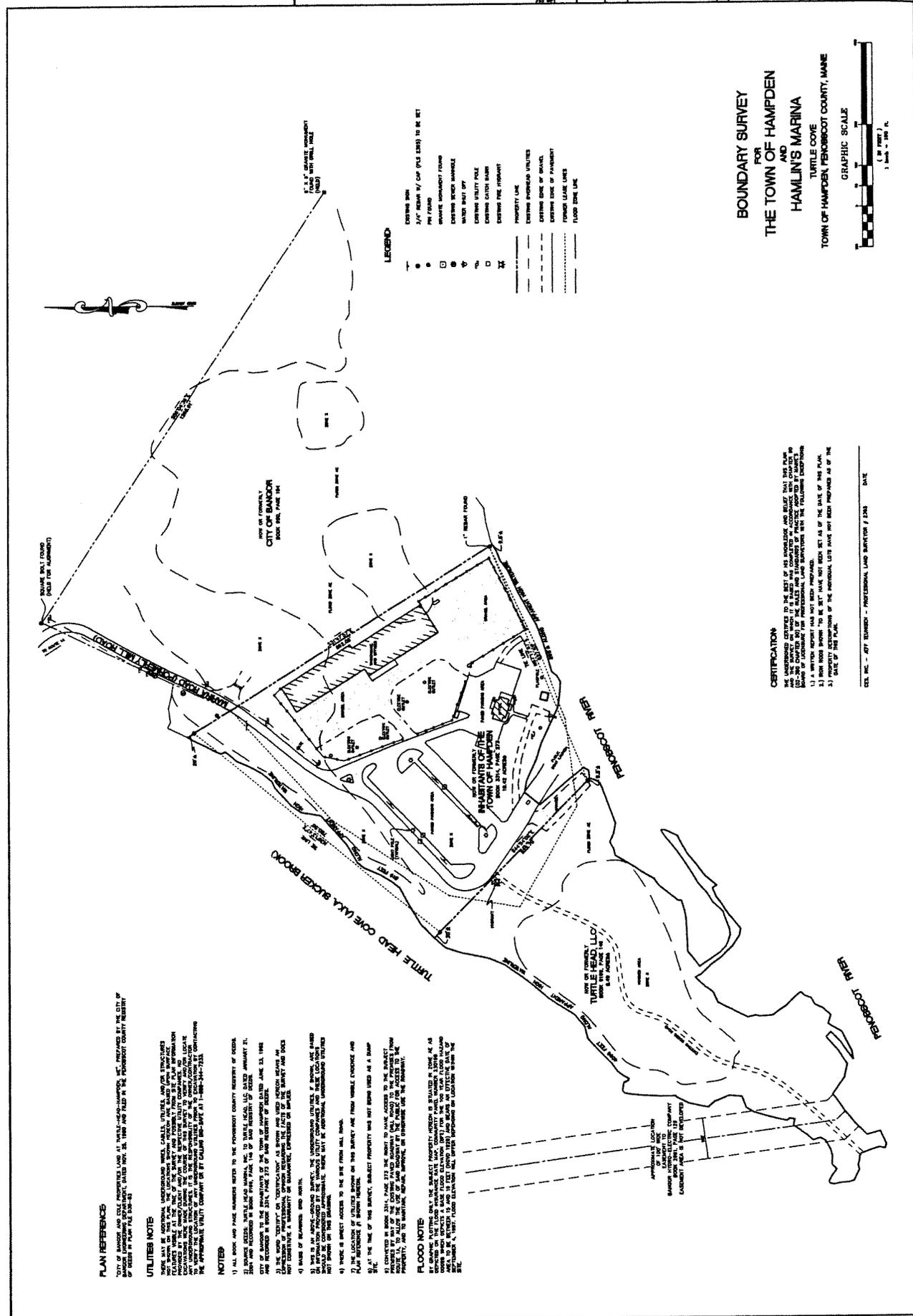
4. All new lots in the district are to be served by and have access to a paved right-of-way leading to a public way. Such right-of-way shall be dimensionally adequate to accommodate two-way traffic and utility services.




 COMMERCIAL SERVICE

TO

WATERFRONT 1 DISTRICT



PLAN REFERENCES

TOWN OF HAMFDEN AND HAMLIN'S MARINA, INC. PREPARED BY THE CITY OF BANGOR, MAINE, DATED NOV. 28, 1988 AND FILED IN THE PENOBSCOT COUNTY REGISTRY OF DEEDS IN PLAT FILE 108-92.

UTILITIES NOTE

1) THERE MAY BE ADDITIONAL UNDETERMINED WELLS, TRENCHES, UTILITY LINES AND/OR STRUCTURES LOCATED WITHIN THE AREA OF THIS SURVEY. THE SURVEYOR HAS CONDUCTED VISUAL INSPECTIONS AND HAS BEEN ADVISED BY THE CITY OF BANGOR THAT THERE ARE NO KNOWN UTILITIES LOCATED WITHIN THE AREA OF THIS SURVEY. THE SURVEYOR HAS CONDUCTED VISUAL INSPECTIONS AND HAS BEEN ADVISED BY THE CITY OF BANGOR THAT THERE ARE NO KNOWN UTILITIES LOCATED WITHIN THE AREA OF THIS SURVEY.

NOTES

- 1) ALL BOOKS AND PAGE NUMBERS REFER TO THE PENOBSCOT COUNTY REGISTRY OF DEEDS.
- 2) SURVEY RECORDS, TURTLE HEAD MARINA, INC. TO TURTLE HEAD, LLC DATED JANUARY 21, 2008 AND RECORDED IN BOOK PAGE 108-104 OF THE REGISTRY OF DEEDS.
- 3) THE WORD "SUBJECT" OR "SUBJECTS" AS APPEARS AND USED THROUGHOUT THIS SURVEY HAS THE MEANING OF "SUBJECTS" OR "SUBJECTS" AS APPEARS AND USED THROUGHOUT THIS SURVEY.
- 4) THERE IS AN ADJACENT UNDEVELOPED PROPERTY, THE UNDERSTANDING UTILITIES OF WHICH WERE NOT REVEALED BY VISUAL INSPECTION. THE SURVEYOR HAS CONDUCTED VISUAL INSPECTIONS AND HAS BEEN ADVISED BY THE CITY OF BANGOR THAT THERE ARE NO KNOWN UTILITIES LOCATED WITHIN THE AREA OF THIS SURVEY.
- 5) THERE IS AN ADJACENT UNDEVELOPED PROPERTY, THE UNDERSTANDING UTILITIES OF WHICH WERE NOT REVEALED BY VISUAL INSPECTION. THE SURVEYOR HAS CONDUCTED VISUAL INSPECTIONS AND HAS BEEN ADVISED BY THE CITY OF BANGOR THAT THERE ARE NO KNOWN UTILITIES LOCATED WITHIN THE AREA OF THIS SURVEY.

FLOOD NOTE

1) THE SURVEYOR HAS CONDUCTED VISUAL INSPECTIONS AND HAS BEEN ADVISED BY THE CITY OF BANGOR THAT THERE ARE NO KNOWN UTILITIES LOCATED WITHIN THE AREA OF THIS SURVEY.

CERTIFICATION

I, THE SURVEYOR, CERTIFY THAT THIS SURVEY WAS CONDUCTED IN ACCORDANCE WITH THE REQUIREMENTS OF THE PROFESSIONAL LAND SURVEYING ACT AND THE RULES AND REGULATIONS OF THE BOARD OF PROFESSIONAL LAND SURVEYORS WITH THE FOLLOWING EXCEPTIONS:
 1.1 A SWATCH REPORT HAS NOT BEEN PREPARED.
 2.1 FROM BOOKS SHOWN TO BE SET HAVE NOT BEEN SET AS OF THE DATE OF THIS PLAN.
 3.1 FROM BOOKS SHOWN TO BE SET HAVE NOT BEEN SET AS OF THE DATE OF THIS PLAN.

CEL, INC. - 457 SUMMIT - PROFESSIONAL LAND SURVEYORS / 2011 DATE

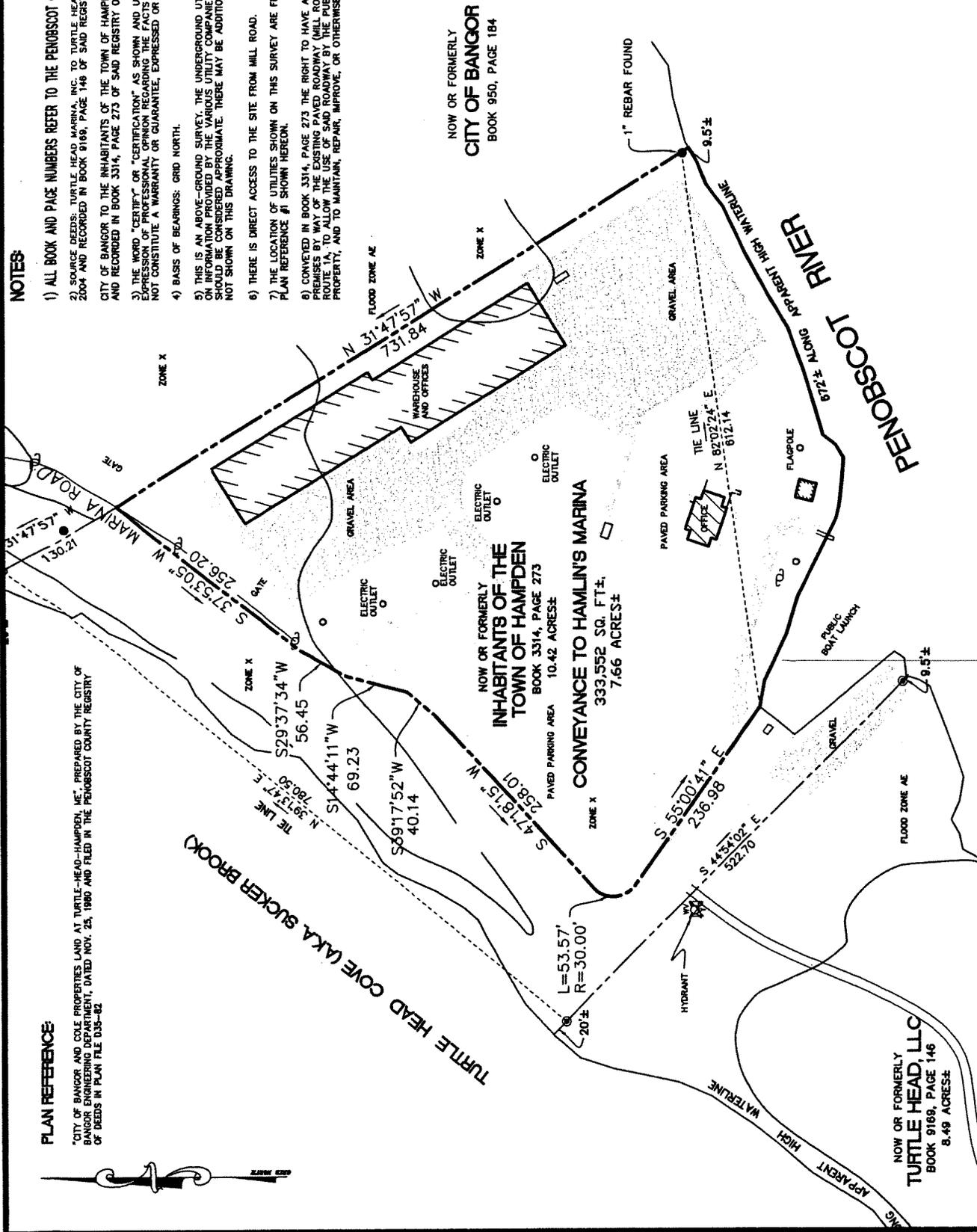
PLAN REFERENCE:

"CITY OF BANGOR AND COLE PROPERTIES LAND AT TURTLE HEAD, HAMPDEN, ME," PREPARED BY THE CITY OF BANGOR, ENGINEERING DEPARTMENT, DATED NOV. 25, 1980 AND FILED IN THE PENOBSCOT COUNTY REGISTRY OF DEEDS IN PLAN FILE 035-82.



NOTES:

- 1) ALL BOOK AND PAGE NUMBERS REFER TO THE PENOBSCOT COUNTY REGISTRY OF DEEDS.
- 2) SOURCE DEEDS: TURTLE HEAD MARINA, INC. TO TURTLE HEAD, LLC, DATED JANUARY 21, 2004 AND RECORDED IN BOOK 9169, PAGE 146 OF SAID REGISTRY OF DEEDS.
- 3) CITY OF BANGOR TO THE INHABITANTS OF THE TOWN OF HAMPDEN DATED JUNE 23, 1982 AND RECORDED IN BOOK 3314, PAGE 273 OF SAID REGISTRY OF DEEDS.
- 4) THE WORD "CERTIFY" OR "CERTIFICATION" AS SHOWN AND USED HEREON MEANS AN EXPRESSION OF PROFESSIONAL OPINION REGARDING THE FACTS OF THE SURVEY AND DOES NOT CONSTITUTE A WARRANTY OR GUARANTEE, EXPRESSED OR IMPLIED.
- 5) BASIS OF BEARINGS: GRID NORTH.
- 6) THIS IS AN ABOVE-GROUND SURVEY. THE UNDERGROUND UTILITIES, IF SHOWN, ARE BASED ON INFORMATION PROVIDED BY THE VARIOUS UTILITY COMPANIES AND THESE LOCATIONS ARE SHOWN AS APPROXIMATE. THERE MAY BE ADDITIONAL UNDERGROUND UTILITIES NOT SHOWN ON THIS DRAWING.
- 7) THERE IS DIRECT ACCESS TO THE SITE FROM MILL ROAD.
- 8) THE LOCATION OF UTILITIES SHOWN ON THIS SURVEY ARE FROM VISIBLE EVIDENCE AND PLAN REFERENCE #1 SHOWN HEREON.
- 9) CONVEYED IN BOOK 3314, PAGE 273 THE RIGHT TO HAVE ACCESS TO THE SUBJECT PREMISES BY WAY OF THE EXISTING PAVED ROADWAY WILL ROAD TO THE PREMISES FROM THE PROPERTY, TO ALLOW FOR THE CONVEYANCE OF THE SUBJECT PROPERTY TO THE PROPERTY, AND TO MAINTAIN, REPAIR, IMPROVE, OR OTHERWISE USE THE ROADWAY.



NOW OR FORMERLY
CITY OF BANGOR
BOOK 950, PAGE 184

NOW OR FORMERLY
INHABITANTS OF THE TOWN OF HAMPDEN
BOOK 3314, PAGE 273
CONVEYANCE TO HAMLIN'S MARINA
333,552 SQ. FT. ±
7.66 ACRES ±

NOW OR FORMERLY
TURTLE HEAD, LLC
BOOK 9169, PAGE 146
8.49 ACRES ±

TOWN OF HAMPDEN TO HAMLIN'S MARINA
TOWN OF HAMPDEN
PROPERTY CONVEYANCE EXHIBIT

BY:	JAT
DATE:	10-13-2011
REV:	
REV DATE:	

DWG: **1 OF 1**

JN: 5479

SCALE: 1"=150'

CES INC
ENGINEERING · SURVEYING · PLANNING · SCIENCES

HAMPDEN TOWN COUNCIL RULES

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.
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.
 - 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 Information 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.
7. A New Councilor orientation packet shall be provided to all Councilors at the time they are sworn in.
8. Excused absences for Councilors for Council meetings may be granted as the result of illness, vacation, work commitments, or family illness.
9. 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:
 - A. Consent Agenda
 1. Signatures – Treasurer's Warrants, etc
 2. Secretary's Report
 3. Communications
 4. Reports
 - B. Public Comments
 - C. Policy Agenda
 1. Public Hearings
 2. Nominations-Appointments – Elections
 3. Unfinished Business
 4. New Business
 - D. Committee Reports
 - E. Manager's Report

F. Councilor Comments

G. Adjournment

10. 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 Council to chair the meeting.
11. When a question is under debate, the Mayor shall receive no motion but to adjourn, or for the previous question, to lay on the table, or to postpone to a day certain, or to refer to a committee or some administrative official or to amend, or to postpone indefinitely; which several motions shall have precedence in order in which they stand arranged.
12. 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 or reconsideration is decided, that vote shall not be reconsidered.
13. 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.
14. 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.
15. 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.
16. 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 address and then designating the subject matter on which they desire to address the Council.
17. 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) members of the Council as the Mayor may designate, or, upon a motion, the Council may ballot.
- a. Finance & Administration – The purpose of this 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.
 - b. Services Committee – The purpose of this committee shall be to review all matters related to services provided by the Town related to recreation, parks, trails, the library, the pool, and other items related to non-emergency or public works services provided in the community
 - 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.
 - e. Communications – The purpose of this Committee shall be to review all matters related to the Town Website, Town Newsletter, Town Cable Channel 7, and other town sponsored communication activities.
18. 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 an ex-officio member of all committees with the exception of Finance & Administration, and shall serve as a member and Chairperson of that Committee. The Mayor shall not count as an appointed member for the purpose of establishing a quorum at all other Committee meetings. *when serving as an ex-officio member*
19. The Mayor of the Council may appoint members of the Council and/or citizens of the Town to special committees as authorized by the Council. No Committee shall have the power of executive action unless specifically authorized and shall report back to the Council for action on its recommendations or proposals.
20. In all cases where the parliamentary proceedings are not determined by the by foregoing rules and orders. "Roberts Rules of Order" shall be taken as authority to decide the course of proceedings.
21. The first and third Mondays of each month are designated as 'regular' council meetings with the provision that a unanimous vote of the council would cancel a meeting. Whenever a regular meeting falls on a legal holiday, such meeting will take place the following day.
22. 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.

23. 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.
24. Council Meetings shall not extend beyond 10 p.m. without an affirmative vote of the Town Council.
25. 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.

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

Adopted by Council: 5/21/2012

- c. *Adoption of Non-Municipal Organization Funding Request Policy – The Town Manager explained the basis for the draft funding policy. Councilor Hornbrook objected to consideration of donating taxpayer dollars to charities and will not support this policy. Councilor Lawlis indicated that she finds herself on the opposite side of this issue and sees that this funding can benefit the elderly in the community. Motion by Councilor Brann, seconded by Mayor Hughes to adopt the policy as presented. Councilor Hornbrook stated that she feels this policy is overreaching because it donates taxpayer dollars to charities. Councilor Brann stated that several people have asked for such a policy. Councilor Lawlis stated that she considers these items to be services – not charity. Vote 5-1 (Hornbrook).*
- d. *Update re Old Hampden Academy Reuse – Councilor Brann notified the Council that the Purchase and Sale agreement for the old Academy was nearly complete and that it was estimated that the Town would take possession of the property around the first of August. Phase 1 of the Environmental Assessment has been completed and so far only shown concerns about asbestos and underground tanks. This item was for information only to keep everyone up to date on the progress on this issue.*

4. NEW BUSINESS

- a. 2012/2013 Budget:
 - 1. *Budget Introduction PowerPoint Presentation – The Town Manager presented a Power Point Presentation concerning the budget and information related to the fiscal position of the Town. The Power Point and Budget Message will be posted on the Town Website and attached to the minutes as part of the permanent record.*
 - 2. *Library – Librarian Debbie Lozito presented the budget. The only changes were related to employee costs resulting from the proposed 2.5% wage increase. The Town Manager reminded the Council of the numerous grants that have been obtained by the library for programs, the circulation desk project, and air conditioning installation. No change to proposed \$239,330 budget.*
 - 3. *Recreation - \$136, 570 includes salaries and benefits of the Director and Assistant Director only. All other expenses are paid through the Recreation Enterprise account.*
 - 4. *Pool – This year's pool budget proposes to operate similar to the Recreation Department. Taxes will cover personnel costs and fees will be used to pay all other expenses of the operation. This results in a decrease in the pool budget to \$224,917, and a corresponding decrease to pool fees revenue which will be used for non-employee costs of the pool. Councilor Brann suggested that the taxation budget for the pool should cover the two full time persons and building costs and all other expenses moved to a Pool Enterprise account.*
 - 5. *Debt Service - \$380,268 and this does not include the first year payment to SAD 22 of \$33,000 for the Old Academy.*

TOWN OF HAMPDEN
NON-MUNICIPAL ORGANIZATION FUNDING REQUEST POLICY

As part of the annual budget review process, the Hampden Town Council shall consider whether to include budget requests from non-profit Non-Municipal Organizations. This decision shall be made after the municipal budget, including school, and county costs, has been presented. The annual amount of funding for non-municipal organizations shall not exceed \$20,000 without a super majority vote of the Town Council.

The following process shall be followed by interested organizations:

1. Application –

Non-profit and civic organizations seeking funding from the Town of Hampden shall meet the following criteria and provide the following information:

A. Eligibility criteria –

1. Organizations must provide a service/benefit to residents of the Town of Hampden
2. Organizations must be non-profit entities

B. Information/action required for consideration of request

1. Completion of non-municipal organization funding request form and submission of verifying documentation.
2. Attendance by an authorized representative of the entity requesting funding at the Hampden annual budget review session related to non-municipal funding requests

2. Evaluation

Non-municipal organization funding requests shall be evaluated according to the following criteria:

- A. Type of service/benefit provided & value to the community
- B. Availability of the service/benefit in the community
- C. Resident participation/benefit
- D. Preference

1. Preference shall be given to organizations located in the Town of Hampden
2. Preference shall be given to organizations who provide service to the community through volunteer activities
3. Preference shall be given to organizations that provide necessary services that may otherwise result in impacts to the municipal budget through line items such as general assistance.

4. Preference shall be given to organizations that offer desired services not otherwise available to Hampden residents.
5. Preference shall be given to entities whose purpose furthers goal(s) in the Town's Comprehensive Plan.



Adopted by Town Council: 5/21/2012

TOWN OF HAMPDEN
NON-MUNICIPAL ORGANIZATION FUNDING REQUEST FORM

Name of Organization: _____

Address : _____

Telephone number: _____

Email address: _____

Date Organization established: _____

Non-profit : Yes _____ No _____

501c3: Yes _____ No _____

Service/benefit provided to Hampden Residents:

Location(s) service(s)/benefit(s) provided:

Dollar value of service provided: _____

Documentation supporting this request must be included with the application.

- b. *Preparation of Cost Estimate for Business Park (Added at beginning of meeting) – The cost for this project will not exceed \$2500 and will come from the Business Park Revenue Account. No motion is required from the Council since the amount is under the \$10,000 bid/approval limit and it is not being taken from Reserve funds. The Planning and Development Committee supports this project in order for the Town to have good information on what the infrastructure costs are for completing the construction of the Business Park.*

D. COMMITTEE REPORTS –

Infrastructure – Councilor Wright indicated that Infrastructure had not met and would not be meeting until the 4th Monday in June.

Services – Councilor Lawlis reported that the Services Committee did not meet due to lack of a quorum and that the next meeting will be the 2nd Monday in June.

Planning & Development - Councilor Brann reported that the Planning & Development meeting had been pre-empted by the Budget Meeting which was cancelled due to lack of a quorum. Phase II Environmental Assessment is in process for the old Academy and the marina project is ready to be submitted for final approval to the State for the land swap.

Finance – Mayor Hughes reported that Finance had met prior to the Council meeting and discussed items for the upcoming Community Survey, as well as the cost estimate for the build out of the business park. The Committee also began discussion on the Town Council section of the Town Charter.

- E. MANAGER'S REPORT – *Manager Lessard reported that as we head toward the end of the fiscal year, the Town's finances are in very good condition; she thanked the Department Heads for their good work on the upcoming budget.*

F. COUNCILORS' COMMENT –

Councilor Lawlis – Went to the Hampden Garden Club Plant and Pie Sale and it was a great success. Harmony Hall is looking great with the renovation work being done.

Councilor Brann – Plans on scheduling time on the Planning & Development Agenda to talk about a Farmer's Market.

Councilor Wright – Reported that a Farmer's Market is held on Fridays in the Schacht's parking lot from 2-6 p.m.

Councilor Hughes – Thanked Councilor Cushing for taking over the meeting and thanked staff for the budget presentations.

Councilor Cushing – Noted that the Destination Imagination teams had made thank you posters for the Town for their contribution to the Globals this year. He indicated that he appreciated those who attended the meeting.

G. ADJOURNMENT

The meeting was adjourned at 9:04 p.m.

Respectfully submitted,



Denise Hodsdon

Town Clerk