



HAMPDEN TOWN COUNCIL
HAMPDEN MUNICIPAL BUILDING
AGENDA

MONDAY

NOVEMBER 16, 2015

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. October 19, 2015 Meeting Minutes

3. COMMUNICATIONS

a. Francis Pergolizza – Application for Appointment to Recreation Committee – Referral to Services Committee

b. Joan Reilly – Application for Appointment to Planning Board – Referral to Planning & Development Committee

c. Subway of Hampden – Victualers License Renewal

d. Angelo's of Hampden – Victualers License Renewal

e. Coffee Break Café – Victualers License Renewal

f. Manager Jennings/DEP – Request for Review Response re MRC/Fiberight Processing Facility

g. Manager Jennings – MMA Certificate – Fair Labor Standards Training

h. MMA – Local government Efficient Fund – Request for Grant Proposals

i. Maine Municipal Employees Health Trust – 2016 Health Trust Rate Announcement

4. REPORTS

a. Infrastructure Committee Minutes – 9/28/2015

b. Finance Committee Minutes – 10/5/2015

c. Services Committee Minutes – 9/14/2015

d. Library Trustees Minutes – 9/8/2015

e. Maine Center for Disease Control and Prevention – Report about Cancer Concerns in Hampden and Coldbrook Road Neighborhood

f. Pool Trustees Minutes – 10/13/2015

C. PUBLIC COMMENTS

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

D. POLICY AGENDA**1. NEWS, PRESENTATIONS & AWARDS****2. PUBLIC HEARINGS****3. NOMINATIONS – APPOINTMENTS – ELECTIONS**

- a. Official Return of Votes – November 3, 2015 Municipal Election
- b. Avery Caldwell – Appointment to Board of Assessment Review – Finance Committee Recommendation
- c. Jane Jarvi – Reappointment to Recreation Committee – Services Committee Recommendation

4. UNFINISHED BUSINESS

- a. Sale of Surplus Vehicles
 - 1. 1996 Ford E-350 Miller/McCoy Ambulance (Public Safety)
 - 2. 2007 Ford Crown Victoria – Public Works (formerly Public Safety)
- b. MRC Voting Ballot

5. NEW BUSINESS

- a. Sewer Commitment – 7/1/2015 to 9/30/2015
- b. Public Safety Grant Acceptance & Approval of Matching Funds
- c. Update regarding Sanitary Sewer System Mapping – Stillwater Environmental Engineering
- d. Application for Renewal of Liquor License received from Armstrong Tennis Center at 60 Mecaw Rd.
- e. Review of MRC Draft Agreements for Municipal Solid Waste Management Starting in 2018

E. COMMITTEE REPORTS**F. MANAGER'S REPORT****G. COUNCILORS' COMMENTS****H. ADJOURNMENT**



HAMPDEN TOWN COUNCIL
HAMPDEN MUNICIPAL BUILDING
MINUTES

B-2-a

MONDAY

OCTOBER 19, 2015

7:00 P.M.

Attending:

Mayor David Ryder

Councilor Bill Shakespeare

Councilor Terry McAvoy

Councilor Dennis Marble

Councilor Stephen Wilde

Councilor Greg Sirois

Town Manager Angus Jennings

Town Clerk Denise Hodsdon

Kathryn King

Citizens

Mayor Ryder called the meeting to order at 7:02 pm.

- A. PLEDGE OF ALLEGIANCE** – *Mayor Ryder led the Pledge of Allegiance*
- B. CONSENT AGENDA** – *Motion by Councilor McAvoy, seconded by Councilor Marble to accept the Consent Agenda. Unanimous vote in favor.*
 - 1. SIGNATURES**
 - 2. SECRETARY'S REPORTS**
 - a. October 5, 2015 Meeting Minutes**
 - 3. COMMUNICATIONS**
 - a. Transfer Station – Clerical Corrections to Rules & Regulations**
 - b. Code Enforcement Officer Myles Block – New Building Inspector & New Defined Roles**
 - c. Tax Assessor Kelly Karter – 2016 State Valuation**
 - d. Avery Caldwell – Application for Appointment to Board of Assessment Review – Referral to Finance Committee**
 - e. Jane Jarvi – Application for Re-appointment to Recreation Committee – Referral to Services Committee**
 - 4. REPORTS**
 - a. Services Committee Minutes – 8/10/2015**
 - b. Finance Committee Minutes – 9/21/2015**
 - c. Monthly Department Reports – September 2015**
- C. PUBLIC COMMENTS-** *None*
- D. POLICY AGENDA**

1. NEWS, PRESENTATIONS & AWARDS

- a. **Hampden Academy Presentation of Life in a Jar – The Story of Irena Sandler – Kathryn King** – *Hampden Academy teacher Kathryn King informed the Council that there will be two performances of “Life in a Jar – The Story of Irena Sandler” at the Hampden Academy Performing Arts Center on Sunday, November 8th at 1:00 and 5:00 pm. The stage production tells the story of Irena Sandler, a Polish Catholic social worker who risked her life to save 2500 Polish Jewish children from the Nazi death camps in 1942. Mrs. King urged everyone to attend this inspiring community event.*

2. PUBLIC HEARINGS - None

3. NOMINATIONS – APPOINTMENTS – ELECTIONS

- a. **Walter Cupples – Appointment to Board of Appeals – Planning & Development Committee Recommendation** – *Motion by Councilor Shakespeare, seconded by Councilor Marble to appoint Walter Cupples as a member of the Board of Appeals. Unanimous vote in favor.*
- b. **Courtney O'Donnell – Appointment to Board of Appeals – Planning & Development Committee Recommendation** – *Motion by Councilor Shakespeare, seconded by Councilor Marble to appoint Courtney O'Donnell to the Board of Appeals. Unanimous vote in favor.*

4. UNFINISHED BUSINESS

- a. **Municipal Review Committee Board of Directors Election – Nomination of Town Manager Angus Jennings** – *Motion by Councilor Sirois, seconded by Councilor Marble to approve the nomination of Angus Jennings for the Municipal Review Committee Board of Directors. Unanimous vote in favor.*
- b. **Service Fees 2015/2016 – Finance Committee Recommendation** – *Motion by Councilor Shakespeare, seconded by Councilor Sirois to approve the services fees for 2015/16 as listed. Unanimous vote in favor. A copy of the list is attached and made a part of the minutes.*
- c. **License Plate Issuance Policy** – *Motion by Councilor Shakespeare, seconded by Councilor Sirois to approve the policy as proposed. Unanimous vote in favor. It was noted that the policy will be reviewed with staff in 90 days. A copy of the policy is attached and made a part of the minutes.*
- d. **Catch Basin Cleaning – Funding Proposal – Finance Committee Recommendation** – *Upon recommendation of the Finance Committee, Councilor Shakespeare moved and Councilor Sirois*

Town of Hampden
106 Western Avenue
Hampden, Maine 04444



Phone: (207) 862-3034
Fax: (207) 862-5067
email: hampden@midmaine.com

Town of Hampden
RECEIVED

SEP 09 2015

Office of the
Town Manager

To: Angus Jennings, Town Manager
From: Kelly Karter, Assessor *Kelly*
RE: Service Fee Calculations
Date: September 21, 2015

Following is a listing of the calculated service fees that apply to residential property according to our Service Fee Ordinance. Currently there are six residential properties that have applied for and receive a total exemption from property tax. This ordinance addresses the cost of Town Services (such as ambulance, fire, road maintenance, etc.) utilized by these entities. The cost of education, county tax and general assistance are deducted from the municipal budget prior to developing the mil rate that is applied to valuation of the property.

The list is as follows:

Community Housing of Maine	\$ 1,949.84
Medical Care Development	\$ 4,896.02
OHI George Street	\$ 1,971.27
OHI Patterson Road	\$ 1,510.59
Penquis Mental Health Services	\$ 1,810.56
The Housing Foundation	\$20,451.88
Total Service Fees	\$32,590.16

These fees have been calculated according to the ordinance. Some may change once financials are submitted.

TOWN OF HAMPDEN
IN THE TOWN COUNCIL

Order 2015-02

Adoption: October 19, 2015

**ORDER ESTABLISHING ELIGIBILITY FOR TOWN ISSUED
LICENSE PLATES, PROCEDURES AND HOURS OF OPERATION**

ORDERED, that, beginning on November 2, 2015, the Town of Hampden shall issue motor vehicle license plates according to guidelines and training by the Maine Bureau of Motor Vehicles.

The Town of Hampden shall only process applications for license plates for documented Hampden residents.

The Town of Hampden shall issue license plates in sequential order, and will not honor requests for plate numbers that are out of rotation.

To ensure access to technical assistance from the Bureau of Motor Vehicles as needed, the Town of Hampden will only process applications for license plates received between the hours of 8:00 AM and 4:30 PM Monday through Thursday.

This Order shall remain in effect until rescinded by the Town Council.

Town Clerk:

ORDERED by a majority of the Town Council:

Denise Hodsdon

seconded to move \$10,000 from the Bus line item to a newly created catch-basin cleaning line item. Unanimous vote in favor.

5. NEW BUSINESS

- a. Proposed Amendments to Fees Ordinance – Finance Committee Recommendation** – *As required by Article 9.1 of the Fees Ordinance, staff has reviewed the current fee structure for each department and made comment and suggestions for possible revisions. The sewer fee structure was referred to the Infrastructure Committee and the recreation fee structure was referred to the Services Committee. Proposed amendments to the ordinance are on hold until the Committees have completed their review.*
- b. VFW Bingo and Games of Chance License Renewal** – *Motion by Councilor Shakespeare, seconded by Councilor Wilde to approve the VFW Bingo and Games of Chance License renewal. Vote on the motion was 5-0; Councilor Sirois recused himself because he is a member of the VFW.*
- c. Pizza Gourmet – Application for Renewal of Liquor License** – *Motion by Councilor Shakespeare, seconded by Councilor Sirois to approve the liquor license renewal application for Pizza Gourmet. Unanimous vote in favor.*
- d. Request to Use Streets & Roads Reserve Funds for Replacement of School Sign on Route 202 – Finance Committee Recommendation** – *Manager Jennings reported that RSU #22 has agreed to pay half of the cost of replacing the sign. The Town will pay the total amount of \$761.02 and RSU #22 will reimburse \$380.51 to the Town for its share. Upon recommendation of the Finance Committee, Councilor Marble moved and Councilor McAvoy seconded to expend \$761.02 from the Streets & Roads reserve account for the replacement of the school sign. Vote on the motion was 4-2 (Shakespeare and Sirois opposed) – motion carried.*
- e. Request to Use Computer Reserve Funds for Replacement of Public Safety Server – Finance Committee Recommendation** – *Motion by Councilor Wilde, seconded by Councilor Marble to approve the expenditure of \$8,885 from the Computer reserve account to upgrade the Public Safety server. Unanimous vote in favor.*
- f. Cancel/Reschedule November 2nd Council Meeting** – *Due to the November 3rd election, Councilor Sirois moved and Councilor Wilde seconded to cancel the November 2nd regular meeting. Unanimous vote in favor.*

E. COMMITTEE REPORTS

Services Committee – *the last meeting was cancelled and the next meeting will be at*

6:00 pm on Monday, November 9th.

Infrastructure Committee – Next meeting is at 6:00 pm on Monday, October 26th.

Planning & Development Committee – The committee met on October 7th and continued discussion of a new marina sign, draft private road ordinance and the codification portfolio. The meeting scheduled for October 21st has been cancelled.

Finance Committee – All items discussed at tonight's meeting have already been discussed by the full Council this evening.

F. **MANAGER'S REPORT** – None.

G. **COUNCILORS' COMMENTS**

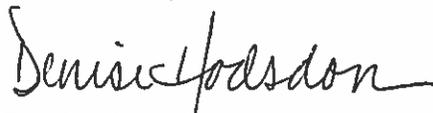
Councilor Shakespeare asked when the flags will come down off the poles and the Christmas lights will be going up. This is usually done soon after Veterans' Day.

Councilor Marble appreciated that a number of folks have offered to volunteer to serve on Town boards and committees. He also hoped that folks are planning to vote in the upcoming election and that they will talk with their friends and neighbors. If folks happen to receive a robocall or mailing, he hopes they will consider whose or what interests are being served by the originators of those calls and mailings. He said Hampden needs votes that will support the Town, not attack it.

Councilor McAvoy reminded everyone to shop local and buy American.

Mayor Ryder thanked Deputy Mayor Shakespeare for chairing the last meeting. He also hoped that folks will head to Dorothea Dix Park and enjoy the walking trails.

H. **ADJOURNMENT** – There being no further business, the meeting was adjourned at 7:34 pm.



Denise Hodsdon
Town Clerk

Town of Hampden
106 Western Avenue
Hampden, Maine 04444



Phone: (207) 862-3034
Fax: (207) 862-5067
email: info@hampdenmaine.gov

B-3-C

October 20, 2015

Atif Sheikh
Subway of Hampden
7 Western Avenue
Hampden, ME 04444

Dear Mr. Sheikh:

Your application for renewal of your Victualer's License has been approved. Accordingly, I am enclosing the license, which under Section 5.A of the Town of Hampden Victualer's Ordinance, must be displayed in a place within the establishment where it can be readily viewed by any member of the public.

Please call if you have any questions.

Sincerely,

Denise Hodsdon, CMC
Town Clerk

Enclos:

VICTUALER'S LICENSE CERTIFICATE

No. 20

MUNICIPALITY OF HAMPDEN, MAINE

To all whom these presents may concern: Date: November 5, 2015

KNOW YE, that Subway - Hampden / Atif Sheikh,

doing business as SUBWAY OF HAMPDEN

has been duly licensed as a Victualer at 7 Western Avenue

in the Municipality of Hampden by said Municipality until November 19, 2016,

and has paid to the Municipal Treasurer the fee of \$ 50.00.

Authorized Municipal Officer

CODE ENFORCEMENT OFFICER

Town of Hampden
106 Western Avenue
Hampden, Maine 04444



B-3-d
Phone: (207) 862-3034
Fax: (207) 862-5067
email: info@hampdenmaine.gov

October 20, 2015

Elisaveta Turla
Restaurant Angelo's of Hampden
102 Main Rd South
Hampden, ME 04444

Dear Elisaveta:

Your application for Victualer's License has been approved. Accordingly, I am enclosing the license, which under Section 5.A of the Town of Hampden Victualer's Ordinance, must be displayed in a place within the establishment where it can be readily viewed by any member of the public.

Please call if you have any questions.

Sincerely,

Denise Hodsdon, CMC
Town

Enclos

VICTUALER'S LICENSE CERTIFICATE

No. 19

MUNICIPALITY OF HAMPDEN, MAINE

To all whom these presents may concern: Date: October 20, 2015

KNOW YE, that Elisaveta Turla,

doing business as RESTAURANT ANGELO'S OF HAMPDEN

has been duly licensed as a Victualer at 102 Main Road South

in the Municipality of Hampden by said Municipality until November 21, 2016,

and has paid the fee of Fifty Dollars (\$50.00).

Authorized Municipal Officer / **CODE ENFORCEMENT OFFICER**

Town of Hampden
106 Western Avenue
Hampden, Maine 04444



B-3-e
Phone: (207) 862-3034
Fax: (207) 862-5067
email: info@hampdenmaine.gov

October 20, 2015

William Buxton & Cheryl Bouchard
Coffee Break Café
75 Main Rd. North
Hampden, ME 04444

Dear Bill and Cheryl:

Your application for Victualer's License has been approved. Accordingly, I am enclosing the license, which under Section 5.A of the Town of Hampden Victualer's Ordinance, must be displayed in a place within the establishment where it can be readily viewed by any member of the public.

Please call if you have any questions.

Sincerely,

Denise Hodsdon, CMC
Town C

Enclost

VICTUALER'S LICENSE CERTIFICATE

No. 18

MUNICIPALITY OF HAMPDEN, MAINE

To all whom these presents may concern: Date: October 20, 2015

KNOW YE, that Coffee Break Café 2012, LLC,

doing business as COFFEE BREAK CAFÉ

has been duly licensed as a Victualer at 75 Main Road North

in the Municipality of Hampden by said Municipality until November 19, 2016,

and has paid the fee of Fifty Dollars (\$50.00).

Authorized Municipal Officer CODE ENFORCEMENT OFFICER

Town of Hampden
106 Western Avenue
Hampden, Maine 04444



Phone: (207) 86:
Fax: (207) 86:
email: townmar

B-3-f

October 22, 2015

Karen Knuuti
Department of Environmental Protection
Bureau of Remediation and Waste Management
106 Hogan Road
Bangor, Maine 04401

Subject: Request for Review Response, proposed Fiberright facility

Ms. Knuuti,

The town appreciates the DEP's request for review of the pending application for MRC/Fiberright processing facility proposed to be located in Hampden. A complete copy of the project application was provided to the town.

As the proposed host community for this facility, we anticipate a local application submittal in the near future. This project will be subject to a local development review and permitting processes established in local ordinances. The project engineers have maintained regular communications with our planning, public works and public safety personnel, including from the Hampden Water District, on an ongoing basis. As various questions arrive, both during and after the DEP permitting process, we have and will continue to work with the applicant to achieve positive outcomes for the project, the community and the region.

We expect that certain submissions required by the town may closely resemble submissions in the application under your review. Therefore, in anticipation of our local development review and permitting process, the town does not have substantive comments on the application at this time. We recognize that a DEP decision on the pending application may be made before our local development review and permitting process has been completed. Any local permitting will of course take into account DEP permits and conditions.

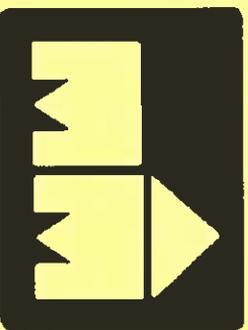
Thank you,

Angus Jennings
Town Manager

cc: Town Council; Planning Board; Planning & Economic Development; Public Works; Public Safety;
Hampden Water District

B-3-g

MAINE MUNICIPAL ASSOCIATION
PUBLIC SERVICE TRAINING



hereby certifies that

Angus Jennings

has successfully completed a course on

Fair Labor Standards Act – for Public Employees

Instructor(s): Linda McGill

Glenn Israel

Date: November 9, 2015

B-3-h



Denise Hodsdon <clerk@hampdenmaine.gov>

Fwd: Local Government Efficient Fund – Request for Grant Proposals

1 message

Angus Jennings <townmanager@hampdenmaine.gov>

Tue, Nov 10, 2015 at 11:38 AM

To: Denise Hodsdon <clerk@hampdenmaine.gov>

Please include this in correspondence for Monday's meeting. I'll circulate to department heads and see if there are questions that would be submitted prior to the 12/4 questions deadline. Grant applications are due 1/15. Thanks -

----- Forwarded message -----

From: FYI re Efficiency Fund Grant RFP <KeyMunicipalOfficials@imail.memun.org>

Date: Tue, Nov 10, 2015 at 10:56 AM

Subject: Local Government Efficient Fund – Request for Grant Proposals

To: KeyMunicipalOfficials <KeyMunicipalOfficials@mail.memun.org>

Cc: kdufour@memun.org, lellis@memun.org, gherman@memun.org, gcorbin@memun.org

To: Key Municipal Officials

From: Kate Dufour

Date: Tuesday, November 10, 2015

Re: Local Government Efficient Fund – Request for Grant Proposals

With the adoption of the FY 2016 – FY 2017 General Fund budget, the Legislature appropriated \$1.5 million (\$750,000 in both FY 2016 and FY 2017) to capitalize the Local Government Efficiency Fund program.

As you may recall, the Efficiency Fund was created as part of Question 1-A adopted by the voters in 2004 and the “LD 1” law enacted in 2005. The incentive program was designed to provide municipalities with financial resources to develop and implement cost effective and regionally collaborative service delivery systems.

The Department of Administrative and Financial Services (DAFS), which is tasked with overseeing the program, has invited municipal officials to submit applications for the Efficiency Fund grants. A copy of the “request for proposal”, which includes required application instructions and forms, is attached to this memo.

There are two key deadlines to keep in mind.

First, questions regarding the grant application process must be submitted to DAFS no later than 5:00 p.m. on Friday, December 4, 2015. Questions should be directed to Jennifer Meroow at either Jennifer.Meroow@Maine.gov or 624-7811.

Second, completed applications and proposals must be submitted to DAFS no later than 2:00 p.m. on Friday, January 15, 2016. Completed applications are be submitted to:

Division of Purchases
Burton M. Cross Building, 111 Sewall Street, 4th Floor
9 State House Station, Augusta ME 04333-0009

—

Angus Jennings
Town Manager

Town of Hampden
106 Western Avenue
Hampden, ME 04444
(207)-862-3034
townmanager@hampdenmaine.gov

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 **RFP - Efficiency Fund Grants.doc**
208K

STATE OF MAINE
Department of Administrative and Financial Services

RFP# 201510194

Efficient Delivery of Local and Regional Government Services

RFP Coordinator:
Jennifer Merrow
78 State House Station
Augusta, Maine 04333-0078

Tel: (207) 624-7811 E-mail: Jennifer.Merrow@Maine.gov

From the time this RFP is issued until award notification is made, all contact with the State regarding this RFP must be made through the aforementioned RFP Coordinator. No other person/State employee is empowered to make binding statements regarding this RFP. Violation of this provision may lead to disqualification from the bidding process, at the State's discretion.

Deadline for Submitted Questions: December 4, 2015, 5:00 p.m. local time

Proposals Due: January 15, 2016, not later than 2:00 p.m. local time

Submit to:
Division of Purchases
Burton M. Cross Building, 111 Sewall Street, 4th Floor
9 State House Station, Augusta ME 04333-0009

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Public Notice

State of Maine
Department of Administrative and Financial Services
Public Notice for RFP# 201510194
Efficient Delivery of Local and Regional Services

The State of Maine, Department of Administrative and Financial Services, announces a grant opportunity for municipal, county or regional governments seeking to create efficiencies in service to its residents. In accordance with State procurement practices, the Department is hereby announcing the publication of a Request for Proposals (RFP) # 201510194 for the award of such grants.

A copy of the RFP can be obtained by contacting the Department's RFP Coordinator for this project: Jennifer Merrow. The RFP Coordinator can be reached by email at Jennifer.Merrow@Maine.gov or by postal mail at 78 State House Station, Augusta, Maine, 04333.

Proposals must be submitted to the State of Maine Division of Purchases, located at the Burton M. Cross Office Building, 111 Sewall Street, 4th Floor, 9 State House Station, Augusta, Maine, 04333-0009. Proposals must be submitted by 2:00 pm, local time, on January 15, 2016, when they will be opened at the Division of Purchases' aforementioned address. Proposals not received at the Division of Purchases' aforementioned address by the aforementioned deadline will not be considered for grant award.

State of Maine
Department of Administrative and Financial Services
RFP# 201510194
Funds for Efficient Delivery of Local and Regional Services

PART I INTRODUCTION

A. Purpose and Background

Maine State Government's Fund for the Efficient Delivery of Local and Regional Services, hereinafter referred to as the "Fund", was established in 2005 to encourage intergovernmental cooperation on projects that will result in cost-savings, and ultimately a reduction in property taxes. In support of this, the Fund provides monetary assistance to municipalities, counties and state agencies that work together for this purpose.

Governor LePage has placed tax reform and relief at the top of his agenda. Toward that end, the Fund has been revitalized for the 2016-17 biennium. As the administrator of the Fund, the Department of Administrative and Financial Services ("Department") is seeking proposals for grant opportunities as defined in this Request for Proposals (RFP) document. This document provides instructions for submitting proposals, the procedure and criteria by which the awards will be made and the contractual terms that will govern the relationship between the State of Maine ("State") and the awarded Bidder(s).

B. General Provisions

1. Issuance of this RFP does not commit the Department to issue an award or to pay expenses incurred by a Bidder in the preparation of a response to this RFP. This includes attendance at personal interviews or other meetings and software or system demonstrations, where applicable.
2. All proposals should adhere to the instructions and format requirements outlined in this RFP and all written supplements and amendments (such as the Summary of Questions and Answers), issued by the Department. Proposals are to follow the format and respond to all questions and instructions specified below in the "Proposal Submission Requirements and Evaluation" section of this RFP.
3. Bidders shall take careful note that in evaluating a proposal submitted in response to this RFP, the Department will consider materials provided in the proposal, information obtained through interviews/presentations (if any), and internal Departmental information of previous contract history with the Bidder (if any). The Department also reserves the right to consider other reliable references and publicly available information in evaluating a Bidder's experience and capabilities. The proposal shall be signed by a person authorized to legally bind the Bidder and shall contain a statement that the proposal and the pricing contained therein will remain valid and binding for a period of 180 days from the date and time of the bid opening.
4. The RFP and the selected proposal(s), including all appendices or attachments, shall be the basis for the final contract, as determined by the Department.

5. Following announcement of award(s), all submissions in response to this RFP will be considered public records available for public inspection pursuant to the State of Maine Freedom of Access Act (FOAA) (1 M.R.S. §§ 401 et seq.).
<http://www.mainelegislature.org/legis/statutes/1/title1sec401.html>
6. The Department, at its sole discretion, reserves the right to recognize and waive minor informalities and irregularities found in proposals received in response to this RFP.
7. The State of Maine Division of Purchases reserves the right to authorize other Departments to use the contract(s) resulting from this RFP, if it is deemed to be beneficial for the State to do so.
8. All applicable laws, whether or not herein contained, shall be included by this reference. It shall be the Proposer's/Vendor's responsibility to determine the applicability and requirements of any such laws and to abide by them.

C. Eligibility to Submit Bids

In accordance with Maine Revised Statute Title 30-A § 6201, eligible applicants are Maine municipalities, counties or regional government subdivisions.

<http://www.mainelegislature.org/legis/statutes/30-A/title30-Asec6201.html>

Regional government subdivisions are those that are pursuant to Maine Revised Statute Title 30-A chapters 115 or 119.

<http://www.mainelegislature.org/legis/statutes/30-A/title30-Ach115sec0.html>

<http://www.mainelegislature.org/legis/statutes/30-A/title30-Ach119sec0.html>

D. Contract Term

The Department is seeking proposals to provide services, as defined in this RFP, for the anticipated contract period defined below. Please note that the dates below are estimated and may be adjusted as necessary in order to comply with all procedural requirements associated with this RFP and the contracting process. The actual contract start and end dates will be established by a completed and approved contract.

The term of the anticipated contract resulting from this RFP is April 1, 2016 through June 30, 2017. A one-year extension may be requested.

E. Available Funds

The State has up to \$1.5 million available for these intergovernmental projects. Of the moneys available, \$750,000 is available in each fiscal year of the State's 2016-17 biennium. These fiscal years end on June 30, 2016 and 2017. The Department reserves the right to award grants in total or to divide the awards between the two State fiscal years.

F. Number of Awards

The Department reserves the right to make one or multiple awards as a result of this RFP process. The number of awards will be based on the ranking of proposals and availability of funds.

PART II SCOPE OF SERVICES TO BE PROVIDED

The State of Maine seeks to support municipalities, counties and regional government subdivisions in developing partnerships for delivering government services. The Fund was established to encourage and support intergovernmental cooperation with the ultimate goal of reducing property taxes. More information on the Fund can be found in Maine Revised Statute, Title 30-A, Chapter 231, (<http://www.mainelegislature.org/legis/statutes/30-A/title30-Ach231sec0.html>) and at www.maine.gov/dafs/Fund/index.html.

Grants will be awarded for qualifying projects that are designed to achieve significant and sustainable savings in the cost of delivering local and regional government services, and that ultimately reduce the demand for property tax revenues. Savings must be achieved through collaborative approaches to service delivery, enhanced regional delivery systems, consolidated administrative services, broad-based purchasing alliances and interlocal agreements. Grants will not be awarded on proposals that serve a single entity; collaboration with other eligible government entities is required. In addition, grants will not be awarded for planning purposes or for the construction of public works.

Applicants could consider the following types of projects:

- Implementation of shared services, such as payroll processing or tax assessment;
- Development of shared governance, such as land use ordinances or building codes; or,
- Consolidation of office policies or systems, such as those for accounting or property tax administration.

These projects are provided for illustrative purposes. They do not indicate preference for any particular type of project, and applicants are not limited to these types of projects.

PART III KEY RFP EVENTS

A. Timeline of Key RFP Events

Event Name	Event Date and Time
Due Date for Receipt of Written Questions	12/4/2015 at 5:00pm, local time
Due Date for Receipt of Proposals	1/15/2016 at 2:00pm, local time
Estimated Contract Start Date (subject to change)	4/1/2016

B. Questions

1. General Instructions

- a. It is the responsibility of each Bidder to examine the entire RFP and to seek clarification in writing if the Bidder does not understand any information or instructions.
- b. Questions regarding the RFP must be submitted in writing and received by the RFP Coordinator listed on the cover page of this RFP document as soon as possible but no later than the date and time specified in the timeline above.
- c. Questions may be submitted by e-mail, and include the RFP Number and Title in the subject line. The Department assumes no liability for assuring accurate/complete/on time e-mail transmission and receipt.
- d. Include a heading with the RFP Number and Title. Be sure to refer to the page number and paragraph within this RFP relevant to the question presented for clarification, if applicable.

2. **Summary of Questions and Answers:** Responses to all substantive and relevant questions will be compiled in writing and distributed to all registered, interested persons by e-mail no later than seven (7) calendar days prior to the proposal due date. Only those answers issued in writing by the RFP Coordinator will be considered binding. The Department reserves the right to answer or not answer any question received.

C. Submitting the Proposal

1. **Proposals Due:** Proposals must be received no later than 2:00 p.m. local time, on the date listed in the timeline above, at which point they will be opened. Proposals received after the 2:00 p.m. deadline will be rejected without exception.
2. **Mailing/Delivery Instructions:** PLEASE NOTE: The proposals are not to be submitted to the RFP Coordinator at the requesting Department. The official delivery site is the State of Maine Division of Purchases (address shown below).
 - a. Only proposals received at the official delivery site prior to the stated deadline will be considered. Bidders submitting proposals are responsible for allowing adequate time for delivery. Proposals received after the 2:00 p.m. deadline will be rejected without exception. Postmarks do not count and fax or electronic mail transmissions of proposals are not permitted unless expressly stated in this RFP.

Any method of hardcopy delivery is acceptable, such as US Mail, in-person delivery by Bidder, or use of private courier services.

- b. The Bidder must send its proposal in a sealed package including **one original and seven copies** of the complete proposal. Please clearly label the original. One electronic copy of the proposal must also be provided on CD or flash drive with the complete narrative and attachments in MS Word format. Any attachments that cannot be submitted in MS Word format may be submitted as Adobe (.pdf) files.
- c. Address each package as follows (and be sure to include the Bidder's full business name and address as well as the RFP number and title):

Bidder Name/Return Address

Division of Purchases
Burton M. Cross Building, 4th Floor
111 Sewall Street
9 State House Station
Augusta ME 04333-0009

Re: RFP# 201510194

PART IV PROPOSAL SUBMISSION REQUIREMENTS

This section contains instructions for Bidders to use in preparing their proposals. The Bidder's proposal must follow the outline used below, including the numbering and section and subsection headings as they appear here. Failure to use the outline specified in this section or to respond to all questions and instructions throughout this document may result in the proposal being disqualified as non-responsive or receiving a reduced score. The Department and its evaluation team for this RFP have sole discretion to determine whether a variance from the RFP specifications should result in either disqualification or reduction in scoring of a proposal. Rephrasing of the content provided in this RFP will, at best, be considered minimally responsive. The Department seeks detailed yet succinct responses that demonstrate the Bidder's experience and ability to perform the requirements specified throughout this document.

A. Proposal Format

1. For clarity, the proposal should be typed or printed. Proposals should be single-spaced with 1" margins on white 8 ½" x 11" paper using a font no smaller than 12 point Times New Roman or similar.
2. All pages should be numbered consecutively beginning with number 1 on the first page of the narrative (this does not include the cover page or table of contents pages) through to the end, including all forms and attachments. For clarity, the Bidder's name should appear on every page, including Attachments. Each Attachment must reference the section or subsection number to which it corresponds.
3. Bidders are asked to be brief and to respond to each question and instruction listed in the "Proposal Submission Requirements" section of this RFP. Number each response in the proposal to correspond to the relevant question or instruction of the RFP. The proposal should be limited to a maximum total of 25 pages. Pages provided beyond the aforementioned maximum amount will not be considered during evaluation.
4. The following proposal elements, if applicable/requested, will not be counted as part of the maximum total number of pages allowed for the proposal: proposal cover page, table of contents, executive summary, financial forms, any required attachments, appendices, or forms provided by the Department in the RFP.
5. The Bidder may not provide additional attachments beyond those specified in the RFP for the purpose of extending their response. Any material exceeding the proposal limit will not be considered in rating the proposals and will not be returned. Bidders shall not include brochures or other promotional material with their proposals. Additional materials will not be considered part of the proposal and will not be evaluated.
6. Include any forms provided in the application package or reproduce those forms as closely as possible. All information should be presented in the same order and format as described in the RFP.
7. It is the responsibility of the Bidder to provide all information requested in the RFP package at the time of submission. Failure to provide information requested in this RFP may, at the discretion of the Department's evaluation review team, result in a lower rating for the incomplete sections and may result in the proposal being disqualified for consideration.

8. Bidders should complete and submit the proposal cover page provided in Appendix A of this RFP and provide it with the Bidder's proposal. The cover page must be the first page of the proposal package. It is important that the cover page show the specific information requested, including Bidder address(es) and other details listed. The proposal cover page shall be dated and signed by a person authorized to enter into contracts on behalf of the Bidder.

B. Proposal Contents

Section I Project Plan

1. Executive Summary

Provide a brief overview of the project, including the project goals, plans for collaboration or consolidation, the type of services affected by the project, and how the goals will be achieved. This section should give the grant reviewers a clear and concise understanding of the proposed project. The overview should not exceed one page.

2. Project Plan

Provide a more detailed description of the project, including steps to be taken, a project timeline with milestones and responsible parties.

3. Risk Mitigation

This section should include a discussion of project risks and the steps that will be taken to mitigate those risks.

Section II Participant Qualifications and Cooperation

1. Project Participants

Identify all government agencies that will be participating in the project, and of those agencies, which will be the lead. The lead agency will be responsible for facilitating each project and for fulfilling the requirements of the grant contract.

For each participating agency, identify the key staff and provide a summary of their experience applicable to the project. The lead agency should also identify the Project Manager and provide a summary of the Project Manager's applicable experience. If subcontractors are to be used, provide a list that specifies the name, address and a brief description of the subcontractors' organizational capacity and qualifications.

2. Interagency Cooperation

The extent and quality of cooperation among the project participants is an important factor in the success of a cooperative project. Describe the level of cooperation amongst the project participants, including the success of previous collaborative efforts and any actions that demonstrate the participants' commitment to the proposed project.

Section III Cost/Benefit Proposal

1. General Instructions

- a. The Bidder must submit a cost proposal that covers the entire period of the contract, including any optional renewal periods. Please use the expected contract start date of April 1, 2016 when preparing this section.
- b. The cost proposal shall include the costs necessary for the Bidder to fully comply with the contract terms and conditions and RFP requirements.
- c. Failure to provide the requested information and to follow the required cost proposal format provided in Appendix B may result in the exclusion of the proposal from consideration, at the discretion of the Department.
- d. No costs related to the preparation of the proposal for this RFP or to the negotiation of the contract with the Department may be included in the proposal. Only costs to be incurred after the contract effective date that are specifically related to the implementation or operation of contracted services may be included.

2. Cost/Benefit Proposal Form Instructions

The Bidder should fill out Appendix B, following the instructions detailed here and in the form. The form is intended to capture one-time project-related expenses and the corresponding anticipated amount of tax savings. For expenditures, administrative and other costs of ongoing operations that would otherwise be budgeted by a municipality, county or regional government subdivision, are not eligible costs. For anticipated savings, agencies should include those savings that would occur in each agency's ensuing five full fiscal years. The partial fiscal year that includes April 1, 2016 should not be included.

Section IV Replicability

In addition to presenting innovative and successful cooperative projects that can produce cost savings through property tax relief, applicants are encouraged to demonstrate the portability of their ideas to other regions. Ideally, grants awarded through this program can be used as pilot projects to demonstrate how savings can be achieved state-wide. Please describe what aspects of the proposed project could be replicated by other agencies and any documentation or other means of information sharing that could be distributed to other interested agencies.

Section V Agreement to Grant Terms

The Chief Executive, or equivalent officer, of each government agency that is participating in this proposal must review and sign the Agreement to Grant Terms, found in Appendix C. Proposals with missing signatures will not be considered.

PART V PROPOSAL EVALUATION AND SELECTION

Evaluation of the submitted proposals shall be accomplished as follows:

A. Evaluation Process - General Information

1. An evaluation team, established in accordance with Maine Revised Statute Title 30-A § 6208, will judge the merits of the proposals received in accordance with the criteria defined in the RFP, and in accordance with the most advantageous cost and economic impact considerations (where applicable) for the State.
2. Officials responsible for making decisions on the selection of a contractor shall ensure that the selection process accords equal opportunity and appropriate consideration to all who are capable of meeting the specifications. The goals of the evaluation process are to ensure fairness and objectivity in review of the proposals and to ensure that the contract is awarded to the Bidder(s) whose proposal(s) best satisfies the criteria of the RFP at a reasonable/competitive cost.
3. The Department reserves the right to communicate and/or schedule interviews/presentations with Bidders if needed to obtain clarification of information contained in the proposals received, and the Department may revise the scores assigned in the initial evaluation to reflect those communications and/or interviews/presentations. Interviews/presentations are not required, and changes to proposals will not be permitted during any interview/presentation process. Therefore, Bidders should submit proposals that present their costs and other requested information as clearly and completely as possible.

B. Scoring Weights and Process

1. **Scoring Weights:** The score will be based on a 100 point scale and will measure the degree to which each proposal meets the following criteria:

Section I. Project Plan **30 points**

Includes all elements addressed in Part IV-B, Section I.

Section II. Participant Qualifications and Cooperation **20 points**

Includes all elements addressed in Part IV-B, Section II.

Section III. Cost Benefit Proposal **30 points**

Includes all elements addressed in Part IV-B, Section III.

Section IV. Replicability **20 points**

Includes all elements addressed in Part IV-B, Section IV.

2. **Scoring Process:** The review team will use a consensus approach to evaluate the bids. Members of the review team will not score the proposals individually but instead will arrive at a consensus as to assignment of points on each category of each proposal. The Cost section will be scored according to a mathematical formula described below.

The contract award(s) will be made to the Bidder(s) receiving the highest number of evaluation points, based upon the proposals' satisfaction of the criteria established in the RFP.

- 3. Scoring the Cost/Benefit Proposal:** The total cost and benefits proposed for conducting all the functions specified in this RFP will be assigned a score according to a mathematical formula. The lowest Cost/Benefit Percentage will be awarded 30 points. Proposals with higher percentage values will be awarded a pro-rated score calculated in comparison with the lowest percentage proposal.

The scoring formula is:

Total Project Cost / Anticipated 5-year Savings = Cost/Benefit Percentage for Proposal

$$\frac{(\text{Lowest Cost/Benefit Percentage})}{(\text{Cost/Benefit Percentage for Proposal Being Scored})} \times 30 \text{ Points} = \text{Pro-Rated Score}$$

No Best and Final Offers: The State of Maine will not seek a best and final offer (BAFO) from any Bidder in this procurement process. All Bidders are expected to provide their best value pricing with the submission of their proposal.

- 4. Negotiations:** The Department reserves the right to negotiate with the successful Bidder to finalize a contract at the same rate or cost of service as presented in the selected proposal. Such negotiations may not significantly vary the content, nature or requirements of the proposal or the Department's Request for Proposals to an extent that may affect the price of goods or services requested. The Department reserves the right to terminate contract negotiations with a selected respondent who submits a proposed contract significantly different from the proposal they submitted in response to the advertised RFP. In the event that an acceptable contract cannot be negotiated with the highest ranked Bidder, the Department may withdraw its award and negotiate with the next-highest ranked Bidder, and so on, until an acceptable contract has been finalized. Alternatively, the Department may cancel the RFP, at its sole discretion.

C. Selection and Award

1. The final decision regarding the award of the contract will be made by representatives of the Department subject to approval by the State Purchases Review Committee.
2. Notification of grantee selection or non-selection will be made in writing by the Department.
3. Issuance of this RFP in no way constitutes a commitment by the State of Maine to award a contract, to pay costs incurred in the preparation of a response to this request, or to pay costs incurred in procuring or contracting for services, supplies, physical space, personnel or any other costs incurred by the Bidder.
4. The Department reserves the right to reject any and all proposals or to make multiple awards.

D. Appeal of Contract Awards

Any person aggrieved by the award decision that results from this RFP may appeal the decision to the Director of the Bureau of General Services in the manner prescribed in 5 MRSA §1825-E and 18-554 Code of Maine Rules, Chapter 120 (found here: <http://www.maine.gov/purchases/policies/120.shtml>). The appeal must be in writing and filed with the Director of the Bureau of General Services, 9 State House Station, Augusta, Maine, 04333-0009 within 15 calendar days of receipt of notification of contract award.

PART VI CONTRACT ADMINISTRATION AND CONDITIONS

A. Contract Document

1. The successful Bidder will be required to execute a contract in the form of a State of Maine Agreement to Purchase Services (BP54). A list of applicable Riders is as follows:

Rider A: Specification of Work to be Performed

Rider B: Method of Payment and Other Provisions

Rider C: Exceptions to Rider B

Rider D: Grantee Accounting and Reporting Requirements

Rider E: (Optional; for use by Department)

Rider G: Identification of Country in Which Contracted Work Will Be Performed

The complete set of standard BP54 contract documents may be found on the Division of Purchases website at the following link:

<http://www.maine.gov/purchases/info/forms/BP54.doc>

Other forms and contract documents commonly used by the State can be found on the Division of Purchases website at the following link:

<http://www.maine.gov/purchases/info/forms.html>

2. Allocation of funds is final upon successful negotiation and execution of the contract, subject to the review and approval of the State Purchases Review Committee. Contracts are not considered fully executed and valid until approved by the State Purchases Review Committee and funds are encumbered. No contract will be approved based on an RFP which has an effective date less than fourteen (14) calendar days after award notification to Bidders. (Referenced in the regulations of the Department of Administrative and Financial Services, Chapter 110, § 3(B)(i):

<http://www.maine.gov/purchases/policies/110.shtml>

This provision means that a contract cannot be effective until at least 14 days after award notification.

3. The Department estimates having a contract in place by April 1, 2016. The State recognizes, however, that the actual contract effective date depends upon completion of the RFP process, date of formal award notification, length of contract negotiation, and preparation and approval by the State Purchases Review Committee. Any appeals to the Department's award decision(s) may further postpone the actual contract effective date, depending upon the outcome. The contract effective date may need to be adjusted, if necessary, to comply with mandated requirements.
4. In providing services and performing under the contract, the successful Bidder shall act independently and not as an agent of the State of Maine.

B. Standard State Agreement Provisions

1. Agreement Administration

- a. Following the award, an Agreement Administrator from the Department will be appointed to assist with the development and administration of the contract and to act as administrator during the entire contract period. Department staff will be available after the award to consult with the successful Bidder in the finalization of the contract.
- b. In the event that an acceptable contract cannot be negotiated with the highest ranked Bidder, the Department may withdraw its award and negotiate with the next-highest ranked Bidder, and so on, until an acceptable contract has been finalized. Alternatively, the Department may cancel the RFP, at its sole discretion.

2. Payments and Other Provisions

The State anticipates paying the Contractor on the basis of net 30 payment terms, upon the receipt of an accurate and acceptable invoice. An invoice will be considered accurate and acceptable if it contains a reference to the State of Maine contract number, contains correct pricing information relative to the contract, and provides any required supporting documents, as applicable, and any other specific and agreed-upon requirements listed within the contract that results from this RFP.

3. Reporting

The contract award(s) will include requirements for quarterly financial and progress reports. Specific accounting and reporting requirements will be identified in the award contract.

PART VII - APPENDICES

- Appendix A: Proposal Cover Pages
- Appendix B: Cost/Benefit Calculation
- Appendix C: Agreement to Grant Terms

Appendix A – Proposal Cover Pages

**State of Maine
 Department of Administrative and Financial Services
 RFP# 201510194
Efficient Delivery of Local and Regional Services**

Project Name:		
Lead Organization Name:		
Chief Executive - Name/Title:		
Tel:	Fax:	E-mail:
Street Address:		
City/State/Zip:		
<i>(provide information requested below if different from above)</i>		
Lead Point of Contact for Proposal - Name/Title:		
Tel:	Fax:	E-mail:
Street Address:		
City/State/Zip:		

Cost/Benefit Percentage (from Appendix B):	
<i>The proposed cost listed above is for reference purposes only, not evaluation purposes. In the event that the cost noted above does not match the Bidder's detailed cost proposal documents, then the information on the cost proposal documents will take precedence.</i>	

- This proposal and the pricing structure contained herein will remain firm for a period of 180 days from the date and time of the bid opening.
- No personnel currently employed by the Department or any other State agency participated, either directly or indirectly, in any activities relating to the preparation of the Bidder's proposal.
- No attempt has been made or will be made by the Bidder to induce any other person or firm to submit or not to submit a proposal.
- The undersigned is authorized to enter into contractual obligations on behalf of the above-named organization.

Debarment, Performance, and Non-Collusion Certification

By signing this document I certify to the best of my knowledge and belief that the aforementioned organization, its principals, and any subcontractors named in this proposal:

- a. Are not presently debarred, suspended, proposed for debarment, and declared ineligible or voluntarily excluded from bidding or working on contracts issued by any governmental agency.*
- b. Have not within three years of submitting the proposal for this contract been convicted of or had a civil judgment rendered against them for:

 - i. fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a federal, state or local government transaction or contract.*
 - ii. violating Federal or State antitrust statutes or committing embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;*
 - iii. are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or Local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and*
 - iv. have not within a three (3) year period preceding this proposal had one or more federal, state or local government transactions terminated for cause or default.**
- c. Have not entered into a prior understanding, agreement, or connection with any corporation, firm, or person submitting a response for the same materials, supplies, equipment, or services and this proposal is in all respects fair and without collusion or fraud. The above mentioned entities understand and agree that collusive bidding is a violation of state and federal law and can result in fines, prison sentences, and civil damage awards.*

Failure to provide this certification may result in the disqualification of the Bidder’s proposal, at the discretion of the Department.

To the best of my knowledge all information provided in the enclosed proposal, both programmatic and financial, is complete and accurate at the time of submission.

Name:	Title:
Authorized Signature:	Date:

Appendix B – Cost/Benefit Calculation

**State of Maine
 Department of Administrative and Financial Services
 RFP# 201510194
Efficient Delivery of Local and Regional Services**

Project Name:	
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In accordance with Title 30-A, §6201, grant funds may not be used for administrative and other costs of ongoing operations that would otherwise be budgeted by a municipality, county or regional government subdivision. These costs should not be included in the cost information for this proposal. Please provide project cost information in the following table. Additional lines may be included as needed.

Cost Category (Training, software, etc.)	Provider (Name of Agency or Subcontractor)	Targeted Completion (Calendar Year and Quarter)	Comments or Explanation	Amount
Total Project Cost:				

For anticipated savings, agencies should include those property tax savings that would occur in each agency's ensuing five full fiscal years. The partial fiscal year that includes April 1, 2016 should not be included. Please provide anticipated property tax savings that will result from this grant.

Local/Regional Agency Name	Method of Calculating Savings	Projected 5-year Property Tax Savings
Anticipated 5-year Savings:		

Calculate the Cost/Benefit Percentage for Proposal (Totals from above, Project Cost divided by the Anticipated 5-year Savings)	
<u>Total Project Cost / Anticipated 5-year Savings</u> =	

Appendix C – Agreement to Grant Terms

PROJECT NAME: _____

AGREEMENT TO GRANT TERMS

1. The information contained in this application and in any attachments is true and correct to the best of my knowledge.
2. Any funds received as a result of this application will be used only for the purposes defined in this application. No part of the grant will be used for a political campaign, or to support attempts to influence legislation of any governmental body other than through making available the results of non-partisan analysis, study, and research. No portion of the award can be sub-contracted to a secondary grantee without the express permission of the Department of Administrative and Financial Services.
3. Any funds received as a result of this application will be expended within 18 months of the contract date between the Department and the grantee. Any unused funds will be returned to the Department for use in future grant awards.
4. To the greatest extent feasible, savings that result from implementing this project will be used for property tax relief.
5. Progress reports will be completed and submitted on a timely basis. The Department reserves the right to withhold payment if progress reports are not complete or not submitted.
6. The CEO of each participating entity must sign below:

(Insert Typed Name, Title, and Agency)	Date
(Insert Typed Name, Title, and Agency)	Date
(Insert Typed Name, Title, and Agency)	Date
(Insert Typed Name, Title, and Agency)	Date

(Replicate additional signature lines if needed)



Maine Municipal Employees Health Trust

60 COMMUNITY DRIVE AUGUSTA, MAINE 04330-9486 (207) 621-2645
www.mmeht.org

B-3-i
RECEIVED

NOV 12 2015

Office of the
Town Manager

IMPORTANT NOTICE

Please Note: Because of the complexity involved in inputting the multiple health plan rate adjustments described below, the 2016 rate sheets are not yet completed. The Health Trust will send out the updated rate sheets as soon as possible. Please contact the Health Trust Billing and Enrollment Department or your Health Trust Field Service Representative for more information on 2016 rates.

To: Mr Angus G Jennings, Town Manager
Town of Hampden
From: Diane Barnes, Chair, Board of Trustees
Date: November 4, 2015
Re: 2016 Health Trust Rate Announcement – Non-Rated Groups

The Maine Municipal Employees Health Trust (MMEHT) Board of Trustees has established 2016 rates for its health, dental, life, vision, income protection, and long term disability plans. These rates will take effect on January 1, 2016. The Health Trust will mail a separate general rate and benefit plan change announcement to all Health Trust participants within the next few weeks.

This notice contains the following important announcements and information:

- 2016 Rate Adjustments by Benefit Plan Type
- 2016 Rate Adjustment – Medicare Retirees
- 2016 Health Plan Benefit Changes
- Health Trust Wellness Programs
- Good Information = Good Health Decisions

2016 Rate Adjustments

The Health Trust announces the following 2016 rate adjustments by benefit plan type:

1. Health Plans
For all Non-Rated Groups: 6.25% increase for POS A and POS C plans
8.25% increase for POS 200, PPO 500, PPO 1000, and PPO 1500 plans
9.85% for PPO 2500 plan
2. Dental Plan No adjustment (all groups)
3. Life Insurance Plan No adjustment (all groups)
4. Vision Insurance Plan No adjustment (all groups)
5. Income Protection Plan No adjustment (all groups)
6. Long Term Disability Plan No adjustment (all groups)

These rate adjustments will become effective January 1, 2016.

The health plan rate adjustments listed above apply to all Non-Rated Groups – that is, employer groups with 50 or fewer covered participants. Health plan premiums for the Individually Rated Groups (groups with more than 50 covered employees) will receive adjustments ranging from an increase of 3% for the POS A and POS C plans; 5% for the POS 200, PPO 500, PPO 1000, and PPO 1500 plans; and 6.6% for the PPO 2500 plan, to an increase of 9% for the POS A and POS C plans; 11% for the POS 200, PPO 500, PPO 1000, and PPO 1500 plans; and 12.6% for the PPO 2500 plan. Rate adjustments for the Individually Rated groups depend in part upon the group's own claims experience, and in part upon the experience of the Health Trust as a whole.

Each year, the Health Trust Board works with its actuary, benefit advisors, and staff to examine plan costs and set rates. This is accomplished by looking at the Health Trust's past claims experience, as well as future inflation trends that take into account increasing use of medical services, technology, prescription drugs, and cost shifting from underpayment of services by Medicaid and Medicare.

The Trustees also examine shifting enrollment from higher cost to lower cost Trust health plans. Over the past few years this enrollment shift has continued to accelerate, as more employers and employees move from the Health Trust's POS A and POS C plans to the lower cost options offered by the Health Trust (i.e., the POS 200 and PPO plans). As these lower cost plans continue to grow, and their experience becomes more credible, the Trust's actuary has determined that they are underpriced, based upon actual claims experience by plan.

Because of this underpricing, the Trustees voted to continue the corrective action that they began last year, and to implement different rate adjustments for different health plans. As a result, the rate increases for the POS 200, PPO 500, PPO 1000, and PPO 1500 plans will be 2% higher than the percentage rate increase for the POS A and POS C, and the rate increase for the PPO 2500 plan will be 3.6 % higher than the rate increase for the POS A and POS C. This action continues the multi-year, gradual approach that began in 2015, to address the issue of underpricing in certain Health Trust health plans.

For 2016, combining factors for healthcare trend and actual Health Trust claims experience resulted in an indicated average rate adjustment of slightly more than 11%. Recognizing that this could cause a significant financial hardship for Trust employers and employees, the Health Trust Board of Trustees voted to use a portion of the Health Trust reserves, approximately \$5.6 million, to lower the rate adjustment. This reduced the indicated average rate adjustment to an overall Trust-wide average of 6.25%, with the corrective rate adjustments for the lower cost plans being added on after that. This increase is also below the expected 11% healthcare inflation trend in Maine.

The Health Trust is able to apply funds from the reserves to lower rates for 2016 because it is financially strong. Maintaining enough in the reserve account to provide stability in the future continues to be an important Trust goal. It is important to note, however, that as a result of the federal Affordable Care Act (ACA) and health care reform, the Health Trust is subject to a number of fairly substantial fees, totaling over \$2 million. These fees, which support programs under the ACA and are assessed to commercial insurers as well, are incorporated into the Health Trust's 2016 funding model. They will continue into the future, affecting the Trust's available reserves.

2016 Rate Adjustment – Medicare Retirees

The Health Trust is one of the few providers of health benefits in the state of Maine that will continue to cover employees as part of the group, even after they have retired. Eligible retirees under the age of 65 are eligible to continue the same coverage as active employees. Retirees age 65 and over, or those eligible for Medicare, are eligible for the Health Trust's Retiree Group Companion Plan coverage. This plan includes full prescription drug benefits, with the same prescription drug coverage as the active employee plans.

The Health Trust's actuary has determined that the trend (the amount by which claims costs for the Medicare retirees are expected to increase in 2016) is approximately 6% for medical claims, and 16% for prescription drug claims. Prescription drug costs currently make up about 70% of the total plan costs for the Medicare retirees participating in the Health Trust plan. As a result, premiums for the Medicare retirees will be increasing in 2016, but not necessarily at the same percentage as premiums for active employees.

Because the premiums for these Medicare retirees are based in part upon the annual rate adjustments for the employer groups from which they retired, the monthly premiums for Medicare retirees vary widely. The Health Trust Board has determined that it is in the best interests of these retirees, and of the Trust as a whole, for these premiums to be brought more in line with actual claims experience for the entire group of Medicare retirees, rather than tying the annual rate adjustment for the retirees to the experience of the active employees.

The Health Trust has begun the process of equalizing the monthly premiums for all Medicare retirees. This has resulted in rate increases between 3.0% and 9.0% for those Medicare retirees who retired from individually rated groups (that is, employers with more than 50 covered employees). Those Medicare retirees who retired from a non-rated group (that is, an employer that currently covers 50 or fewer employees in a Health Trust health plan) will be assessed a rate increase of 4.0%.

Health Plan Benefit Changes for 2016

The following plan benefit changes will be effective January 1, 2016, for all of the Health Trust POS and PPO medical plans. There will be no benefit plan changes to the Health Trust’s Medicare Retiree Group Companion Plan.

1. There will be changes to the copays charged for specialist office visits, as outlined below.

	Primary Care Physician (PCP)		Specialist - Includes Walk-In Clinics		
	Current PCP Copay	2016 PCP Copay	Current Specialist Copay	2016 Specialist Copay	Increase in Specialist Copay
POS A	\$10	\$10 – no change	\$10	\$20	\$10
POS C	\$15 *	\$15 * – no change	\$15	\$25	\$10
POS 200	\$15 *	\$15 * – no change	\$20	\$30	\$10
PPO 500	\$20 *	\$20 * – no change	\$30	\$35	\$5
PPO 1000	\$20 *	\$20 * – no change	\$30	\$35	\$5
PPO 1500	\$25 *	\$25 * – no change	\$35	\$40	\$5
PPO 2500	\$25 *	\$25 * – no change	\$35	\$40	\$5

* Copay is reduced if the member receives services from a Primary Care Physician who has been designated as a Provider of Distinction.

2. In compliance with Maine state mandates, effective January 1, 2016, all of the Health Trust POS and PPO medical plans will remove the age limit for treatment of autism spectrum disorders (currently covered until age 10).
3. The Health Trust’s Providers of Distinction program will no longer provide financial incentives to members for using preferred hospitals. The Health Trust will, however, continue to provide incentives for participants who receive services from Primary Care Physicians who have been designated as providers of Distinction. These incentives are available to participants in all of the Health Trust POS and PPO health plans, with the exception of the POS A plan.

A copy of the Health Trust’s 2016 Providers of Distinction Program flyer is included with this letter.

Health Trust Wellness Programs

For over twenty-five years, the Health Trust has provided **health education and promotion programs** to Health Trust health plan participants. These programs, which range from health education classes held at the worksite, to grant programs for employer-sponsored wellness programs, to newsletters and bulletins, can help your employees and their dependents to stay healthier and more productive in the workforce. The Health Trust recommends these wellness programs as an important tool to help keep claims costs down and health insurance premiums at a reasonable level.

We encourage you and your employees to take advantage of the Health Trust's health education and promotion programs. We can help improve the health status of your employees and control costs with wellness offerings aimed at modifying health risk factors such as smoking, obesity, poor nutrition, stress, and sedentary life styles. We encourage you to contact the Health Trust's Wellness Works staff at 1-800-452-8786 for more information.

Good Information = Good Health Decisions

All health care is not created equal. For that reason, the Health Trust is a member of a non-profit organization called the **Maine Health Management Coalition (MHMC)**. The Coalition is comprised of over 60 Maine employers and plan sponsors, including doctors, hospitals, insurers, and public and private employers. The MHMC exists to address the crisis of rising health care costs by improving the quality and value of health care that is delivered in our state.

We encourage you and your employees to visit the Coalition's Website at www.getbettermaine.org. Your employees can compare their physicians' practices to other local practices, learn more about some of the best primary care doctors in Maine, identify which doctors can best treat specific chronic conditions, and get reliable, independent information about local physicians and hospitals.

The Health Trust wants its participants to get safe, high quality health care when they need it. We know that quality health care saves lives, and it saves costs. We also know that the quality of health care varies in Maine. The MHMC website can help your employees learn what questions to ask about their health care, find answers they can trust, and discover health care choices they can make.

As a member of the Health Trust, you are part of a group self-insured plan that is committed to providing its employer groups and participants with superior customer service and quality benefit plans, and to using its strength in numbers to take full advantage of cost saving opportunities in the health care market, today and in the future. **The Board of Trustees appreciates your commitment to the Trust.**

If you have any questions about the information contained in this notice, or if you would like additional information about any Health Trust program, please contact Anne Wright, Director, Health Trust Services, at 1-800-452-8786.

Health Trust Board of Trustees

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Maine Municipal Employees Health Trust

60 COMMUNITY DRIVE AUGUSTA, MAINE 04330-9486 (207) 621-2645 www.mmeht.org

Providers of Distinction Program for Primary Care Physicians (PCPs) Effective January 1, 2016

for POS C, POS 200, PPO 500, PPO 1000, PPO 1500 and PPO 2500 Plans

Throughout calendar year 2016, the Health Trust will continue to provide financial incentives to participants who voluntarily use preferred Primary Care Physicians (PCPs), under the *MMEHT Providers of Distinction* program.

In an effort to make this program easier for our members to understand, we have developed the following Q&A. If you have questions regarding this program, please call Health Trust Member Services at 1-800-852-8300.

What are tiered networks?

Tiered networks allow members to reduce their office visit copays by seeking care from Providers of Distinction – primary care doctors that have demonstrated the highest quality as determined by the Maine Health Management Coalition (MHMC).

Which MMEHT health plans use the tiered networks?

All MMEHT health plans with the exception of the POS A plan and the Retiree Group Companion Plan use the tiered networks for the Preferred PCP designation.

What is the advantage to using a Preferred PCP?

If your Primary Care Physician is designated as a Preferred PCP, your office visit copay will be reduced to \$10 per visit if you are enrolled in the POS C, POS 200, PPO 500, or PPO 1000 plan; or to \$15 if you are enrolled in the PPO 1500 or PPO 2500 plan.

How do I find out if my Primary Care Physician is a Preferred PCP?

Log on to the Maine Health Management Coalition's website at www.getbettermaine.org, click on Search by Practice Name, choose either Adult Care or Pediatrics from the drop-down box, then enter the required information for your doctor. A doctor or practice will only be considered Preferred if they rate "Good", "Better", or "Best" in at least two categories, based on quality of care.

How can I find a Primary Care Physician who may qualify to be a Preferred PCP?

First, log on to the Maine Health Management Coalition's website at www.getbettermaine.org, click on Search by Ratings & Location, then choose either Adult Care or Pediatrics from the drop-down box. This option will allow you to compare a number of doctors and practices around the state. You can also narrow your search down to a particular geographic area. A doctor or practice will be considered preferred if they rate "Good", "Better" or "Best" in at least two categories.

You will then need to log on to www.anthem.com to be sure that the provider you are considering participates in the Anthem network.

For how long is the MMEHT Providers of Distinction tier effective January 1, 2016 in place?

The MMEHT Board of Trustees approved the use of the MMEHT Providers of Distinction PCP lists as noted on the Maine Health Management Coalition website, www.getbettermaine.org. MHMC ratings can change periodically throughout the year; they will notify physicians of any changes.

Please refer to the back of this flyer for more information on the
2016 Providers of Distinction program.

MMEHT PRIMARY CARE PHYSICIANS OF DISTINCTION

PCPs Primary Care Physicians	Preferred PCPs Providers with at least two “Good”, “Better”, or “Best” ratings from the Maine Health Management Coalition website: www.getbettermaine.org												
Incentives	★ Reduced Office Visit Copays <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">POS C</td> <td style="width: 33%;">\$10</td> <td style="width: 33%;">PPO 1000</td> <td style="width: 33%;">\$10</td> </tr> <tr> <td>POS 200</td> <td>\$10</td> <td>PPO 1500</td> <td>\$15</td> </tr> <tr> <td>PPO 500</td> <td>\$10</td> <td>PPO 2500</td> <td>\$15</td> </tr> </table>	POS C	\$10	PPO 1000	\$10	POS 200	\$10	PPO 1500	\$15	PPO 500	\$10	PPO 2500	\$15
POS C	\$10	PPO 1000	\$10										
POS 200	\$10	PPO 1500	\$15										
PPO 500	\$10	PPO 2500	\$15										

The MMEHT Board of Trustees has adopted a listing of Primary Care Physicians (PCPs) as its preferred tier or MMEHT Providers of Distinction based on the Maine Health Management Coalition’s (MHMC) **quality** (effective care and safety) metrics as reported on the Coalition’s website (www.getbettermaine.org). The Maine Health Management Coalition’s Pathways to Excellence (PTE) Steering Committee has developed a set of metrics to measure how effectively primary care practices manage their patients with chronic conditions and how pediatric practices manage their patients.

The Maine Health Management Coalition Foundation publishes quality data on Primary Care Physicians (PCPs). Doctors who treat adults voluntarily submit clinical information to Bridges to Excellence and/or the National Committee on Quality Assurance. These organizations in turn conduct assessments and generate rankings regarding the quality of the care being provided. The participating Primary Care Physicians may also submit information about the tools they use in maintaining and transferring medical information, and assisting their patients.

Bridges to Excellence and the National Committee on Quality Assurance are independent, non-profit organizations that publish information about how well doctors and their staffs across the U.S. are doing at taking care of their patients. Once a ranking is given it remains valid for two to three years.

The Maine Health Management Coalition’s website, www.getbettermaine.org, is a link to the doctor ratings. A doctor or practice will be considered preferred if they rate “Good”, “Better” or “Best” in at least two categories. Categories include effective, safe and satisfactory care. If a doctor is not rated, receives a low score, or does not report, that doctor will not be considered preferred.

NOTES



Maine Municipal
 Employees Health Trust
 60 COMMUNITY DRIVE
 AUGUSTA, ME 04330
www.mmeht.org

(207) 621-2645
 800-852-8300
 Fax (207) 624-0166

Member Service Representatives
 Monday - Friday, 8:00 am to 4:30 pm
 E-mail: HTService@memun.org

INFRASTRUCTURE COMMITTEE MEETING
Monday, September 28, 2015

MEETING MINUTES

Attending:

*Councilor Dennis Marble, Chair
Councilor Stephen Wilde
Mayor David Ryder
Councilor Terry McAvoy*

*Councilor William Shakespeare
Town Manager Angus Jennings
Recreation Director Shelley Abbott
Public Works Director Sean Currier
Resident Tom Brann*

Councilor Marble called the meeting to order at 6:03 p.m.

1. MEETING MINUTES – 8/4/2015 Meeting – *Motion by Councilor McAvoy, seconded by Mayor Ryder to approved the August 4, 2015 minutes. Unanimous (5-0) vote in favor.*

2. OLD BUSINESS

a. Parking at Lura Hoyt Pool and Soccer Field – *Manager Jennings presented background information regarding concerns that have been raised about parking at the pool facility overflowing onto Western Ave. Parking demand tends to be greatest on Thursday evenings and Saturday morning to midday in the fall as a result of soccer programming. Manager Jennings reported that this parking overflow was especially acute on the first Thursday of fall youth soccer (Sept. 10), but has improved in the couple of weeks since then due to staff actions including additional “no parking” signage installed on the south side of Western Avenue; and placement of orange cones on the north side of the road at the Pool driveway, the crosswalk and Evergreen Drive to provide adequate separation of parking from pedestrian and vehicular access points to ensure sight distance. Manager Jennings reported on a recent meeting including DPW Director Currier, Recreation Director Abbott and Public Safety Chief Rogers. Chief Rogers reported that his officers have not expressed safety concerns regarding the current parking situation, since the noted changes. He has planned public safety staffing appropriately to ensure officer availability for scheduled events expected to draw many participants, such as a soccer tournament the weekend of October 3-4. One additional change that Director Abbott will make for the 2016 program brochure will be to omit timing for soccer programs from the registration flyer, but instead provide this post-registration once Recreation staff knows overall attendance to allow staff to stagger program start times to minimize parking shortages and overflow.*

Councilor Wilde noted that there are restrictions on addition of impervious surface to the site resulting from DEP regulations that prevent us from adding new parking spaces without DEP permitting approval. Director Abbott expressed concern about a concept plan to convert the volleyball court to parking because this public amenity receives use for its intended purpose, and reflects prior public investment. Mayor Ryder asked whether youth soccer programs could be run at the VFW Fields to reduce parking pressures at the pool site. Director Abbott responded that those fields are heavily used by Little League, and that the timing

would conflict with times needed for soccer programs. She discussed the option to run two soccer games at a time, rather than three (as is done now) in order to reduce the number of participants in each time slot, but indicated that in order to accommodate the same number of participants this would extend staffing hours.

Mayor Ryder asked whether soccer programs could be hosted at Dorothea Dix Park, especially non-game skills training that would be appropriate for younger kids.

Director Currier asked whether parking capacity is a concern at the VFW fields. Councilor Marble indicated that it's busy every now and then. Director Currier asked whether the former ice rink site (at the VFW fields) might be a viable site for additional field space, or parking. Councilor Marble suggested that staff continue to look into solutions to the field space and parking issues. Councilor McAvoy indicated that it would be impractical to make changes this fall, but that over the longer term he'd like to see the Recreation Department find other locations to program activities.

Mayor Ryder asked whether the VFW ice rink site should be explored as a potential field location. Councilor Marble indicated that this could be reviewed in the context of looking at parking and site utilization, generally, in the Town Center. Councilor McAvoy asked whether materials removed from catch basins during cleaning could be used as backfill on the ice rink site, and Director Currier indicated that this may be possible. Councilor Marble expressed support to explore alternative programming locations including the ice rink site and the VFW fields.

Tom Brann indicated that the old ice rink used to hold 4" of standing water. He noted that there is a lot of space between the VFW ball fields and Main Road. He asked whether the drainage swale north of the pool building could be buried to increase parking on that site. He indicated that the sand volleyball court was originally intended to be flooded and frozen in the winter to serve as an ice skating rink, but Director Abbott indicated that the valve required to do so had not been installed.

Councilor Marble requested a progress update from staff in a couple of months.

3. NEW BUSINESS

- a. **Request to use Recreation Clearing account funds – Shelley Abbott, Recreation Director – \$4,215.00 for Boiler Rooms Door Replacement at Skehan Recreation Center; and \$7,455.82 for purchase of replacement mower – Referral from Services Committee –** Director Abbott presented the results of her solicitation of multiple cost estimates for the replacement of boiler room doors at the Skehan Center, and recommended acceptance of the proposal from Exactitude in the amount of \$2,980 and to fund the purchase from the Recreation clearing account. Motion by Councilor Wilde, seconded by Mayor Ryder, to refer the matter to the Finance Committee with a recommendation to accept the Exactitude bid. Motion passed 5-0.

Director Currier presented the results of his solicitation of multiple cost estimates for the purchase of a replacement mower, and recommended acceptance of the

proposal from Hammond Tractor in Fairfield in the amount of \$4,500 (including trade-in value). Councilor McAvoy asked whether the mower would be used on non-Recreation property. Director Currier responded that it would be used primarily on Recreation property, including the Pool property, VFW, Ballfield Road, and the field behind the Skehan Center, and would also be used at Lakeview Cemetery. Councilor Shakespeare asked about the rationale of buying the mower now rather than waiting until spring. Director Currier responded that the current mower has logged 1,930 hours, and he wanted to preserve the value of the current mower for trade-in. Motion by Mayor Ryder, seconded by Councilor Wilde, to refer the matter to the Finance Committee with a recommendation to accept the bid from Hammond Tractor and to fund the purchase from the Recreation clearing account. Resident Tom Brann expressed his opinion that this matter reflects extreme micromanagement, and that the Council should be concerned with whether the lawns get mowed rather than the specifics of equipment purchasing. Motion passed 5-0.

b. DPW Director Project Updates

- a. MS4 Stormwater Permit Compliance / Catch Basin Cleaning –**
Manager Jennings provided background regarding the need for catch basin cleaning as part of the Town's MS4 permit requirements. He explained that, although this work is required during the current fiscal year under the terms of the permit, no funds were budgeted.

Councilor McAvoy said that it's important for the Town to stay on top of this issue. Mayor Ryder asked whether this work was something we have to do or something we should do. Director Currier replied that this is something we are required to do, and that it's the Town's responsibility to comply with the permit conditions. He expressed his goal of getting the work done in order to be able to address stormwater management issues (including catch basin cleaning) on a preventive basis rather than waiting until the catch basins have accumulated a lot of material.

Manager Jennings stated that he anticipates bringing forward a proposal to the Finance Committee and to the Council to fund this work, drawing from cost savings elsewhere in the FY16 budget, to allow the work to go forward this fall.

- b. Route 1A/Main Road North sidewalks –** *Director Currier provided the Council an update on work that MaineDOT has programmed to resurface Main Road North and to add new sidewalks, anticipated in 2018. Director Currier had noticed that the sidewalk plans did not include widening of the bridge near the Water District and, without widening the bridge, sidewalks wouldn't be feasible. He had brought this matter to the attention of MaineDOT, and it appears that the state may revisit the design to potentially include this work. The Town would be responsible for a 10% share of construction costs for any such work.*

- c. Transfer Station "Swap Shop" –** *Director Currier provided background regarding the type of items that are sometimes left at the Swap Shop, including*

at times hazardous materials such as discarded propane tanks. He reported that it takes a fair amount of staff time to clean up the Swap Shop after each weekend, and raised concerns regarding haphazard parking patterns, internal traffic flow issues and, in general, the amount of materials left in the Swap Shop that have no repurpose value and become junk that must be disposed of – sometimes incurring disposal costs – by the DPW. Mayor Ryder asked about staffing levels, and whether the Swap Shop could be monitored more closely. Director Currier responded that, with two people working, one is responsible for operating the compactors and the other is generally occupied, especially during C&D weekends. Councilor Shakespeare asked whether, if we continue to operate the Swap Shop, it could be relocated for improved visibility and management. Councilor Marble suggested that there may not be enough room within the fenced-in portion of the Transfer Station to do all that we're trying to do out there. Councilor McAvoy said that when the Swap Shop was first opened it was serving a purpose, but now it's not clear that it's functioning as the community resource it was intended to be.

Director Currier said that the fence can't be moved without a DEP permitting process, and that he'd look into this in more detail with the DEP.

Councilor Shakespeare provided a brief history of the Transfer Station, including stating that rules were adopted in 2003 to restrict trailers in an effort to keep commercial contractors from using the facility (which is intended for non-commercial residential use). The Council has previously said that a resident could use a dump trailer, but that the Council never updated the posted weight limit restriction. He expressed his opinion that the Council needs to get rid of the weight limits at the Transfer Station.

Manager Jennings recommended that the Transfer Station Rules and Regulations, and associated documents that communicate the rules to the public, be brought to the next meeting of the Council.

Councilor McAvoy said that the C&D operations should be on a future agenda, as he is alarmed by the amount (tonnage) of solid waste based on Hampden's population.

Mayor Ryder directed that the weight limit posted on the Transfer Station signage be addressed.

It was agreed that the Transfer Station Rules and Regulations, and associated materials, would be placed on the next Town Council agenda.

4. PUBLIC COMMENTS – None.

5. COMMITTEE MEMBER COMMENTS – None.

There being no further business, the meeting was adjourned at 7:50 p.m.

Respectfully submitted –
Angus Jennings, Town Manager

FINANCE & ADMINISTRATION COMMITTEE MEETING

Monday, October 5, 2015

MINUTES**Attending:***Councilor (Dep. Mayor) William Shakespeare**Councilor Terry McAvoy**Councilor Stephen Wilde**Councilor Greg Sirois**Councilor Dennis Marble**Town Manager Angus Jennings**Public Safety Director Joe Rogers (through item 3.a.)**Lt. Jason Lundstrom (through item 3.a.)**Deputy Mayor Shakespeare called the meeting to order at 6:01 p.m.***1. Meeting Minutes**

- a. *September 21, 2015 – Motion by Councilor McAvoy, seconded by Councilor Marble to approve the September 21, 2015 minutes. Unanimous (5-0) vote in favor.*

2. Review & Sign Warrants – Warrants were reviewed and signed by Committee members.**3. Old Business**

- a. **Extrication Equipment Bid Results – Fire Department – Lt. Lundstrom** *described to the Council the process that the Fire Department undertook to solicit bids from vendors to purchase life safety equipment, including jaws of life, with Federal grant funds and local matching funds awarded over the summer. The vendor with the lowest proposed price, Industrial Protection Services, was also the vendor that received the highest ratings for quality. Councilor Shakespeare expressed, on behalf of the Council, that he is proud of the work of the Fire Department to secure these competitive grant funds, and the other Councilors agreed. Motion by Councilor Sirois, seconded by Councilor Marble, to recommend award of the bid to Industrial Protection Services in the amount of \$47,130.00. Approved 5-0.*
- b. **Electrical Work Associated with AV Equipment Upgrade – Manager Jennings** *provided background regarding the Council's prior authorization of funding from the Host Community Benefits account to support upgrades to the Audio/Visual equipment in the Council Chambers. Because the initial bid did not include electrical work, a meeting was held between the A/V vendor*

and Hampden Electrical to scope out the work needed to accompany the new A/V equipment. Hampden Electrical had provided a proposed cost, and had updated that cost proposal (to a lower amount) earlier today to reflect scope clarifications provided by the A/V vendor Rodney Verrill. Manager Jennings recommended, based on his consultation with the Town IT staff Kyle Severance, that an item in the initial A/V bid – a high definition blu-ray recorder (at a cost of \$3,570.00) – could be removed from that bid in order to bring the entire project – A/V and electrical – under the budget previously approved for the A/V work. Motion by Councilor Marble, seconded by Councilor McAvoy, to recommend to the Council to accept the bid from Hampden Electrical in the amount of \$3,547.00, and to modify the A/V proposal to exclude the high-definition blu-ray recorder. Approved 5-0.

4. New Business

- a. **1996 Ford E-350 Ambulance Sale Bid Results – Public Safety Director Joseph Rogers** presented to the Council that, after conducting a publicly noticed auction of an old ambulance, the only bid received was for \$507.00. Director Rogers recommended, due to the low amount of the bid, that the bid be rejected. Motion by Councilor McAvoy, seconded by Councilor Marble, to recommend to the Council that the bid be rejected. Approved. 5-0.
- b. **Service Fees 2015/2016 – Manager Jennings** described the process by which service fees are calculated and assessed annually pursuant to the Service Fee Ordinance, and introduced the materials in the meeting packet setting out the calculated fees for six properties. Councilor Sirois asked whether a property on Mayo Road owned by Acadia should also be subject to the Service Fee Ordinance. Councilor McAvoy asked whether the amounts were based on each organization's prior year revenues. Manager Jennings recommended that no harm would come from delaying this matter, and agreed to work with the Assessor to provide more information. Councilor Marble motioned, and it was seconded, to postpone this matter until the next meeting of the Finance Committee. Approved 5-0.
- c. **Request to use Recreation Clearing Account Funds – Recreation Director Shelley Abbott – Referral from Infrastructure Committee –** Manager Jennings reported that, following the direction of the Infrastructure Committee at a prior meeting, multiple vendors were contacted regarding the request for funding to replace the boiler room doors at the Skehan Center, and to purchase a new mower to be used on recreation fields. The low price bid for the boiler room doors, in the amount of \$2,980.00, was provided by Exactitude Hardware Consultants in Bangor. (This bid excludes painting and grouting, but DPW has offered to complete this work). Councilor Marble

motioned, and Councilor Wilde seconded, to recommend acceptance of the Exactitude Hardware Consultants bid to the Council. During discussion of the motion, Councilor McAvoy noted that the Skehan Center lease indicates that pictures were taken of the condition of the facility at the time that the Town took occupancy. The motion was approved 5-0.

The low price bid for the mower – a Z950M John Deere mower – in the amount of \$4,500.00, was provided by Hammond Tractor in Fairfield. Councilor Marble noted that, through this process, everyone’s role worked. The Council scrutinized the initial prices, Town staff worked in coordination to secure more favorable pricing, DPW staff will contribute labor toward the project, and as a result of all of this the project costs are lower. Motion by Councilor Marble, seconded by Councilor Wilde, to recommend acceptance of the Hammond Tractor bid to the Council. Approved 5-0.

5. Public Comment – None.

6. Committee Member Comments – None.

There being no further business, the meeting was adjourned at 6:30 p.m.

Respectfully submitted –

Angus Jennings, Town Manager

SERVICES COMMITTEE MEETING

Monday, September 14, 2015

MINUTES

Attending:

Councilor Terry McAvoy

Mayor David Ryder

Councilor Dennis Marble

Town Manager Angus Jennings

Councilor William Shakespeare

Councilor Stephen Wilde

Councilor Greg Sirois (arrived 6:10 p.m.)

Chairman McAvoy called the meeting to order at 6 p.m.

1. **MINUTES – August 10, 2015** – *Motion by Councilor Marble, seconded by Mayor Ryder, to approve the minutes of the August 10, 2015 Services Committee meeting with no changes. Unanimous vote in favor.*
2. **OLD BUSINESS** – *None.*
3. **NEW BUSINESS**
 - a. **Interview with applicant to serve on Board of Trustees, Lura E. Hoit Memorial Pool – Marsha Richardson** – *The Committee noted Ms. Richardson's statement of interest to serve on the pool board. Councilor Marble expressed appreciation for Ms. Richardson's interest in serving the community, and Councilor McAvoy agreed. By unanimous vote, the Committee recommended that the Town Council appoint Marsha Richardson to serve on the Pool Board of Trustees.*
 - b. **Recreation Plan 2015: presentation and discussion – Shelley Abbott, Recreation Director; and Recreation Committee** – *Recreation Director Abbott presented an overview to the Committee of the process, timeline and objectives of the work leading to the recent publication of the 2015 Recreation Plan. Work has been underway since February, with regular working meetings of the Recreation Committee beginning in March. The process included active engagement with park user groups, and affiliated programs (i.e. Bronco Travel Soccer, etc.). The Recreation Plan includes information regarding current facilities and programs, participation rates and trends, and statements of Goals and Objectives for recreation programs. Ms. Abbott invited questions of the Council.*

Councilor Marble said that the report was very well done, and has a lot of educational content and useful demographic information. He spoke about the potential need for ball fields, and for programs serving both youth and senior citizens. He suggested that the Plan should include a one-page list of bullet point priorities in order to focus discussion, and recommended coordinated planning with the Schools.

Ms. Abbott expressed that she has been working with the RSU22 Adult Education group, but that the Recreation Department program guide is only sent out by email (with hard copies available for pickup). RSU22 does promote Rec Department programs.

Councilor Marble asked whether planning between School and Rec Department facilities could happen together.

Jason Sharpe, a member of the Recreation Committee and a member of the RSU22 School Board, indicated that a vibrant partnership exists with the school, and that the need for fields has been solved temporarily. He said that Ms. Abbott has been great. He feels that some High School facilities are underutilized but groups have been operating in silos and this takes time to change.

Councilor McAvoy pointed out the project list on page 17 of the Recreation Plan, specifying the inclusion of renegotiating a lease extension for the Skehan Center. He noted the language indicating that the Skehan Center programming is "paid entirely through user and rental fees of the Recreation Department," and asked Ms. Abbott whether this was true. Ms. Abbott said that it was. Councilor McAvoy indicated that he felt that this implies that the Skehan Center is financially self-supporting, and he doesn't think this is the case. He asked what other revenues are counted. Ms. Abbott referred to the Recreation Enterprise Account.

Councilor McAvoy asked whether Kids' Korner is considered part of the Recreation Department. Ms. Abbott answered that it is, and always has been.

Councilor McAvoy asked about the amount of financial shortfall incurred by the Skehan Center, looking only at revenues and costs from that facility. Ms. Abbott did not have accounting records with her, and indicated that all FY15 numbers are tentative until receipt of the report from the Town's independent auditor, but estimated that, for FY15, the amount was about \$45,000. In the current fiscal year, we're showing a positive financial situation. All of the funds from summer programs were put into the General Ledger account, which was a change from prior fiscal years.

Mr. Sharpe introduced the analogy of running a business, stating that businesses don't often turn a profit during their initial three years of operations but that they get better over time. He feels that the Skehan Center is an integral part of the recreation programming, and believes that with increased staffing the Department could run more programs and generate more revenues.

Councilor Sirois expressed his opinion that Recreation Departments in any town cannot be expected to support themselves financially. The amount of

funds allocated to recreation through the town budget result in a public service and a greater good.

Councilor McAvoy indicated that, when the Skehan Center lease was signed, the Council was told that the facility would pay for itself and it's never been true as the facility has drawn \$40-50k per year from the Enterprise Account.

Mr. Sharpe expressed interest in seeing the accounting of these funds.

Councilor Shakespeare did not recall saying that the Skehan Center would pay for itself, and expressed his opinion that recreation programs represent a public service that is valued by people living in Hampden.

Councilor Wilde said that the recreation programs offered in Hampden were one consideration in his family's decision to move to Hampden years ago. Councilor Wilde commended Ms. Abbott and the Recreation Committee for a fantastic job with the Recreation Plan, and indicated that he's not aware of any town recreation program that turns a profit.

Nancy Fenders said that we need to look at recreation holistically.

Councilor Shakespeare thanked the Committee, and Ms. Abbott, for their hard work and dedication.

Jane Jarvi indicated that the number of participants in the recreation programs, as reported in the Recreation Plan, speaks to the quality of the programs. She expressed that recreation programming offers many intangible benefits to the community, such as keeping children active and engaged in healthy activities. She thought Councilor Marble's suggestion of a page of bullet point priorities was a good one.

Mr. Sharpe indicated that there has been a strong partnership in the past six to nine months between the Recreation Department, Schools and sports travel programs. He suggested that it would be a plus to have the Council's Services Committee involved with this work. As an example of how recreation programs benefit the local economy, he spoke about 21 home soccer games to be held on October 4, and the likelihood that this will lead to a lot of pizza and coffee purchases.

- c. Request to use Recreation Clearing account funds - \$4,215.00 for Boiler Rooms Door Replacement at Skehan Recreation Center; and \$7,455.82 for purchase of replacement mower – Recreation Director Abbott presented the requests for funds, and indicated that she has been in close coordination with DPW Director Sean Currier. The mower is requested for funding out of the Recreation Clearing account because the equipment would be used nearly 100% of the time on town recreation facilities. The current**

mower has 1900 hours on it and is near the end of its useful life, and DPW has been unable to secure funds for a new one.

Councilor Marble advised Ms. Abbott to ensure that the Code Enforcement Officer sign off on the boiler room door installation. He expressed that \$7,500 seems like a lot for a mower. Councilor Sirois indicated that, for a commercial grade mower, this appears to be a reasonable price.

Councilor Shakespeare recalled that this item was discussed at the Infrastructure Committee two years ago but wasn't funded at that time.

Mayor Ryder asked about the funds balance in the Recreation Clearing Account. Ms. Abbott indicated that the balance is approximately \$74,000, and that additional amounts of approximately \$20,000 and \$10,000 were expected to be added to this amount pending the outcome of the auditors' report.

Mayor Ryder asked why multiple bids were not sought for the requested items.

Councilor McAvoy suggested that this request be forwarded to the Infrastructure Committee meeting on September 28. He also requested to read the Skehan Center lease. He expressed concern about replacing doors that have been there for decades when the town has only been in the facility for two years.

Councilor Shakespeare agreed that multiple bids should be sought, and asked whether the mower purchase could wait until spring.

Ms. Abbott asked whether, if it's referred to Infrastructure, it could then (upon their recommendation) go right to the Town Council. Councilor McAvoy indicated that it could.

The request was referred to the September 28 meeting of the Infrastructure Committee.

- d. Request for access to Papermill Park for installation of weir for eel research – Joseph Zydlewski, U.S. Geological Survey Maine Cooperative Fish & Wildlife Research Unit –** *The request was reviewed. Councilor Marble indicated that he'd like to ensure a reasonable warrantee is in place against any potential damage to town property. Councilor McAvoy indicated that he would like to receive documentation that the requested work has obtained all necessary permissions from state agencies.*

Councilor Sirois made a motion to allow Joseph Zydlewski vehicular access to and from the stream for the purpose of installing the weir, and to access

*the site twice daily for monitoring, and to install educational signage.
Councilor Marble seconded.*

Councilor McAvoy asked about indemnification against damages.

Councilor Marble would like Town Manager Jennings to draft a contract specifying terms under which the permissions would be granted, including provision of required permits and indemnification against damages.

The motion was recommended by a vote of 6-0.

4. PUBLIC COMMENTS – None.

5. COMMITTEE MEMBER COMMENTS – None.

There being no further business, the meeting was adjourned at 6:50 p.m.

Respectfully submitted –

Angus Jennings
Town Manager

B-4-d

Edythe Dyer Community Library Board of Trustees' Meeting
September 8, 2015

A. Call to order: The meeting of the Board of Trustees of the Edythe Dyer Community Library, Hampden, Maine was called to order at 6:00 p.m.

Members present: Mark Russell, Yvonne Lambert, Cheri Condon, Dave Barrett, Ruth Stearns, John Skehan, Tony Mourkas, Debbie Lozito (Library director) and Angus Jennings (Town Manager)

Members absent: Richard Jenkins, Mary Ann Bjorn

B. Approval of minutes: Yvonne/Dave approved unanimously

C. Library reports:

D. Unfinished business

1. Policy work—

a. Internet Acceptable Use Policy amended for Children's Internet Protection Act compliance Dave/Yvonne to accept the policy as amended approved unanimously

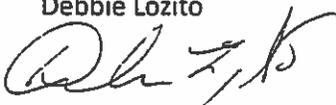
b. Library Card Policy Tony/John moved to accept the policy as amended approved unanimously

E. New business—Angus Jennings, the new town manager, told the trustees about his move and his work history.

F. Adjournment 6:46 p.m.

The next meeting will be Tuesday November 10, 2015 at 6:00 p.m.

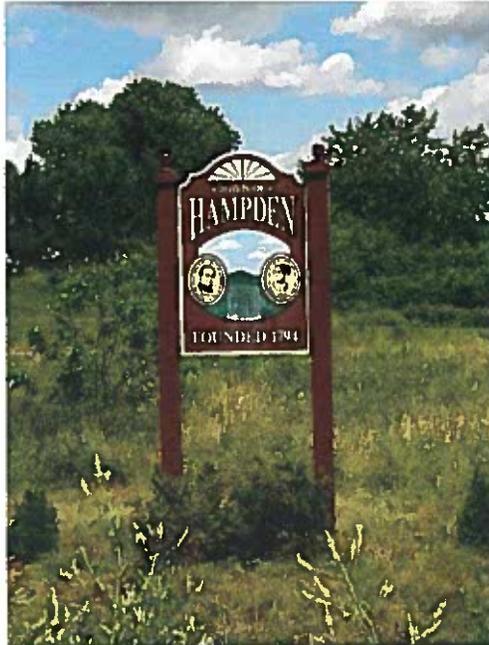
Debbie Lozito



Recording Secretary

Date of approval _____

B-4-e



Report about Cancer Concerns to the People of Hampden and the Coldbrook Road Neighborhood

Maine Center for Disease Control and Prevention
June 2015



Paul R. LaPage, Governor

Mary C. Mayhew, Commissioner

Introduction

We have heard and understand your concerns about the cancer rates in your community. We know that you are aware of people and families in the neighborhood with one or more cancers. The Maine Cancer Registry, a program within the Maine Center for Disease Control and Prevention (Maine CDC), has been looking into these cancer concerns for several years. The Registry takes your concerns seriously and has used science-based methods to investigate. Our investigation shows that the majority of cancers identified are common and the less common cancers occur in small numbers of individuals. We also found that the total number of cancers is not greater than would be expected to occur. This is a final report explaining our findings for the town of Hampden, including some recommendations for cancer prevention.

Background

Since 1999, Maine CDC has received several questions about the number of cancer cases in the town of Hampden and in the "Coldbrook Road neighborhood." The Registry has answered these concerns by studying the cancer data. Our research does not point to a cancer excess in the town or to a cancer cluster in the specific neighborhood of Coldbrook Road.

There are certain findings that must be in place in order to define a cancer cluster. A cancer cluster is when more cancer cases of a certain type occur in a population than would normally occur or be expected within a group of people in a certain area over a defined period of time.

Maine's population is aging, survival rates of people with cancer are getting longer and cancer is a common disease. This may cause cancer cases to seem like they are happening more often than in the past. About 1 in 3 women and almost 1 in 2 men will get cancer during their lifetime. Many factors increase the risk of getting cancer such as age, some family history, using tobacco, not getting enough exercise and unhealthy eating habits.

The Registry has determined that the types of cancers being diagnosed and the ages at diagnosis do not suggest an increased risk for cancer in the town of Hampden nor in the "Coldbrook Road neighborhood."

Relevant Town Data

Private Wells

A number of households in the town obtain water from privately-owned wells. The list of homes and businesses using private wells in this area is outlined by the Maine CDC Drinking Water Program:

- 20 homes on **Coldbrook Road**; (east of the landfill)
- 3 businesses on **Coldbrook Road** (convenience store, trucking company, equestrian center);
- 4 homes on **Old Coldbrook Road** (adjacent to the landfill); and
- 33 homes including one apartment complex on **Papermill Road** (south of the landfill).

This list includes homes in the “Coldbrook Road neighborhood.”

Analysis and summary

While several analyses of Hampden’s cancer data were completed, we have included only the most recent analysis (done in November 2013) since it is representative and thorough. Fifteen years of cancer diagnoses are included. The four data tables and graphs that follow include explanations. We also include analysis of the cancers reported in the “Coldbrook Road neighborhood.”

Most Common Types of Cancer Hampden, 1997 - 2011

• Prostate	96	33%
• Female Breast	77	30%
• Lung and Bronchus	77	14%
• Colorectal	48	9%
• Melanoma	39	7%
• Bladder	31	6%

Maine Cancer Registry

Figure 1. Most Common Types of Cancer: Hampden, 1997- 2011. The second column shows the number of each of these cancers diagnosed in Hampden residents over the span of 15 years. The third column shows the percentage for each cancer, based on either the total number of males, females or both. All other types of cancers each account for less than 5 percent of the total.

For the separate analysis of the “Coldbrook Road neighborhood” (also including individuals on Emerson Mill Road and Wilbur Drive), the Registry received names from three informants. We verified the cancer diagnosis, address and other pertinent information for each in the confidential Registry database. The database has information from as early as 1983 but is more complete beginning in 1990-1995. We were able to confirm a cancer diagnosis in 10 individuals who were diagnosed while residing in this area of Hampden. In addition, there were nine individuals who were reported to have lived in the neighborhood prior to their cancer diagnosis. These 19 were diagnosed during the 20-year period from 1992 through 2011. We did not include in the analysis: two individuals with cancers diagnosed in 1983, one non-resident who was a landfill employee, and nine for whom we could not verify a cancer diagnosis.

Of the 19 individuals in the analysis, there were no children or adolescents; the youngest was age 24. Six of the 19 individuals had more than one cancer. The total number of cancers was 27. Similar to the distribution of cancer types in Hampden as a whole, there were five prostate cancers, three breast cancers, three melanomas, two lung cancers and two colorectal cancers. There were also three lymphomas (all different types) and two malignant brain tumors. All other cancer types occurred only once. All cancers occurred in expected age groups. None of these findings are supportive of a cancer cluster.

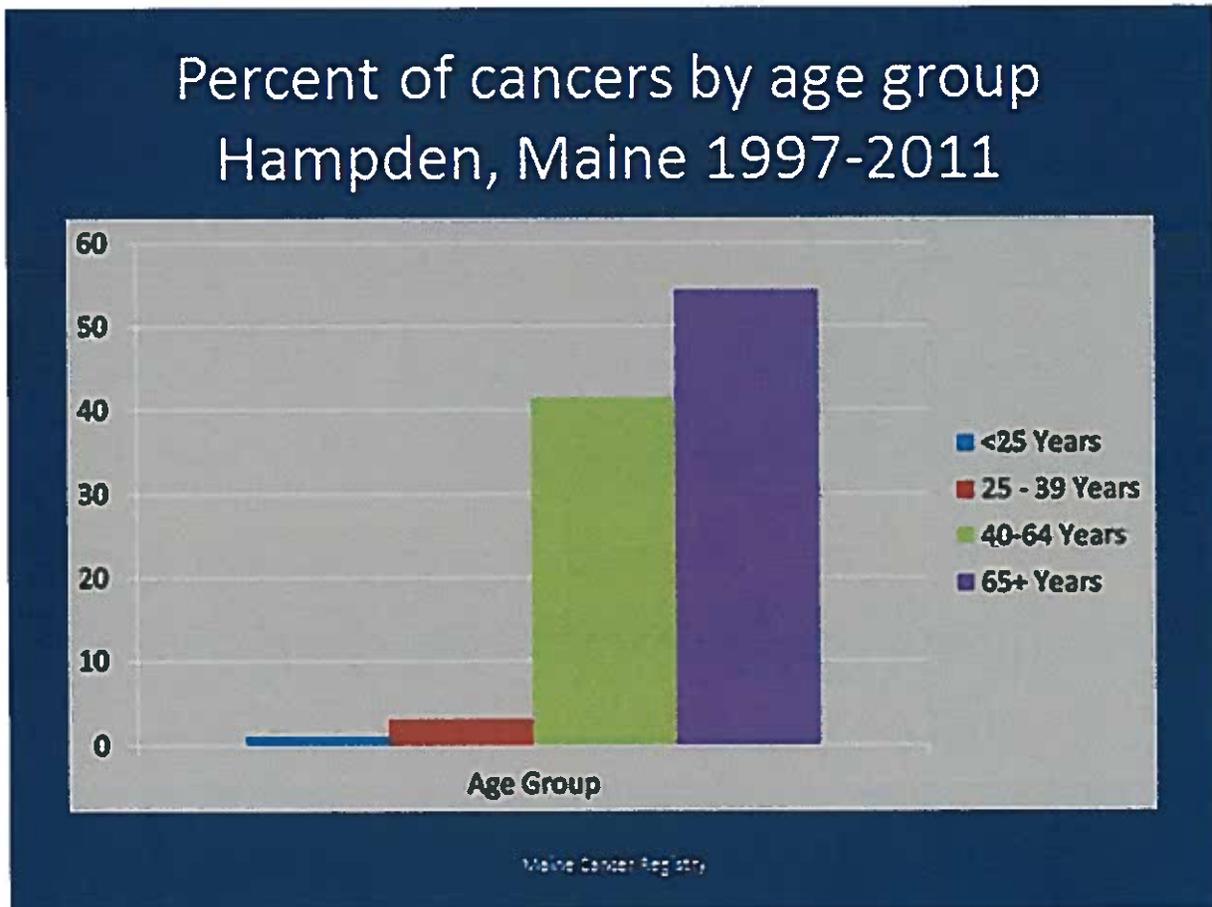
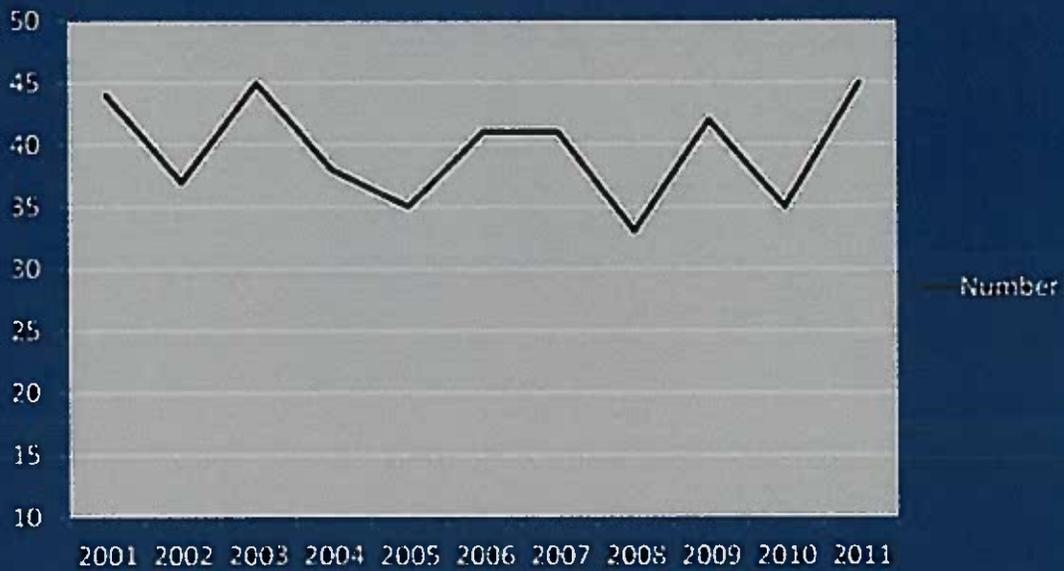


Figure 2. Number of cancers by age group: Hampden, Maine 1997-2011. There is an increase in the number of cases as age increases as shown from left to right. This is as expected because cancer is much more likely to occur in older individuals than in children and young adults.

Number of new cancer cases Hampden, 2001-2011



Maine Cancer Registry

Figure 3. Number of new cancer cases Hampden, 2001 – 2011. The number of cases (on the left side of the chart) varies up and down from year to year without a consistent increase or decrease over the decade.

Number of Observed and Expected Cases in Hampden (1997-2011)

Cancer Site	Observed	Expected cases based upon Maine	Standardized Incidence Ratio
All sites	553	546	1.0
Prostate	96	77	1.2
Lung and Bronchus	77	82	0.9
Female Breast	77	77	1.0
Colorectal	48	54	0.9
Bladder	31	29	1.1

Data source: Maine Cancer Registry

Maine Cancer Registry

Figure 4. Number of Observed and Expected Cases: Hampden (1997-2011). The observed (or actual) number of newly-diagnosed common cancers and the total number of cancers (second column) are compared to the expected numbers of cancers (third column) based upon cancer rates for the State of Maine for the same years. In the fourth column, the standardized incidence ratio is a fraction where numbers less than 1 indicate that the cancer type occurs less frequently in Hampden than expected. Numbers greater than 1, especially greater than 1.2, indicate a higher number of cancer cases than expected. Here one can see that prostate cancer (in the second row) and bladder cancer (in the sixth row) have numbers greater than 1 but only slightly greater. When the number is 1.0, then the observed cases equal the expected cases.

Environmental Concerns

Landfill

An environmental concern in Hampden involves the Pine Tree Landfill which is adjacent to the "Coldbrook Road neighborhood." The 2012 Pine Tree Landfill annual report

documented instances of leachate spills and some increases in arsenic measurements in monitoring wells. In a 2014 memo, the Maine CDC Drinking Water Program highlighted some concerning results from the 2012 water sampling tests. The test results indicated that following the 2007-2010 closure, the landfill is affecting groundwater in the area. In some places around the landfill, aspects of the water quality appear to be deteriorating, including residential wells. A methane gas extraction system is in place.

Our investigation did not find evidence of a previous or ongoing cancer cluster in the “Coldbrook Road neighborhood” of Hampden. However, as long as these residents depend on well water, there is a potential health hazard. The Maine CDC Drinking Water and Environmental Health Programs encourage residential well owners to test their water quality, including arsenic levels.

Air Quality

A second environmental concern is diesel exhaust. We contacted the Department of Environmental Protection to locate air quality data for Hampden and the “Coldbrook Road neighborhood,” but found that the closest air quality monitor is in Bangor. It would not adequately reflect air quality in Hampden.

Conclusions and Recommendations

The goal of the study was to find out if there is evidence of increased cancer in the Town of Hampden. None of the analyses of data over the past decade have pointed to a greater risk of cancer for the Town of Hampden than would be expected. The data also do not show evidence of a cancer cluster in the “Coldbrook Road neighborhood.”

There are many ways to help prevent cancer. We urge everyone to consider the following actions:

- If you are using well water, test the water in your homes as recommended.
 - Information on well water testing
<http://www.maine.gov/dhhs/mecdc/environmental-health/eohp/wells/mewellwater.htm>
- Consider testing your home for radon as recommended.
 - Information on radon testing
<http://www.maine.gov/dhhs/mecdc/environmental-health/rad/radon/hp-radon.htm>

- Get recommended cancer screenings. Some can prevent cancer and others can detect cancer early.
 - Cervical cancer
 - Colorectal cancer
 - Breast cancer
 - Lung cancer
- Do not smoke in your home. If you want to quit tobacco, get help by calling the Maine Tobacco HelpLine 1-800-207-1230 or seek assistance from your primary care provider. Quitting resources <http://ptmstore.org/index.php/helpline-materials>



The Department of Health and Human Services (DHHS) does not discriminate on the basis of disability, race, color, creed, gender, sexual orientation, age, or national origin, in admission to, access to, or operations of its programs, services, or activities, or its hiring or employment practices. This notice is provided as required by Title II of the Americans with Disabilities Act of 1990 and in accordance with the Civil Rights Act of 1964 as amended, Section 504 of the Rehabilitation Act of 1973, as amended, the Age Discrimination Act of 1975, Title IX of the Education Amendments of 1972 and the Maine Human Rights Act and Executive Order Regarding State of Maine Contracts for Services. Questions, concerns, complaints or requests for additional information regarding the ADA may be forwarded to DHHS' ADA Compliance/EEO Coordinators, 11 State House Station – 221 State Street, Augusta, Maine 04333, 207-287-4289 (V), 207-287-3488 (V), TTY users call Maine relay 711. Individuals who need auxiliary aids for effective communication in program and services of DHHS are invited to make their needs and preferences known to the ADA Compliance/EEO Coordinators. This notice is available in alternate formats, upon request.

The meeting was called to order at 7:00 p.m.

Board members present: Josh Sargent, Karen Brooks, Ben Curtis Sam Manhart, Sarah McVeigh, Carcey Peakall, Greg Hawkins, Sue O'Brian, Victoria Levesque, Mike Jellison, and Marsha Richardson.
Board members not present: Pat Foley

Jim Feverston was also present.

Secretary's minutes were accepted.

The Board welcomed our new member Marsha Richardson.

The Director's Report

- Participants were down by 220
- Rentals were down by \$148.00
- Receipts were up by \$374.00
- Fuel usage was down by 55 gallons
- Darcey gave us a new phone list of Board members

Treasurer's Report

- \$10,000 was transferred from the Trustee's Account to the Checking Account to pay for the yearly installment fee for loan that purchased the air handler. Paid to the Town of Hampden.
- Checking Account: \$11,102.56 minus \$10,000 for installment payment.
- Pool Endowment: down by \$2,428.26
- Susan Abraham Memorial Endowment: 2 checks were written for the amounts of \$48.00 and \$150.00 for scholarships. A deposit of \$210.00 was the check reversal for Life-Guard training; the bank did not charge us a fee.
- The pool received a check from the Swim Outlet of \$27.02
- The Darling's ice cream truck donated \$95.00 from the day of the Water Carnival.

Unfinished business:

Spaghetti Dinner:

- Dates: Third week of January, Friday or Saturday night
- The board discussed how many sittings was feasible, whether to pre-sell tickets or just at the door, different ways to advertise (marquee, sign out by the road at the pool, sign at Kiwanna's, and a 50/50 raffle.
- Mike suggested that Job Corp would be able to supply desserts.

New business:

- Water Carnival review: 46 people participated, \$100.00 was raised by the raffle, \$105.00 from Darling's ice cream truck (Jim gave a donation he was given by someone of \$10.00).

Committee Reports: new committee assignments were given

Annual Giving: Vickie, Mike, Karen, Sarah, Jim and with Sue as the chair

Community Relations: Mike, Sam, Josh, and Ben

Fund Raising: Pat, Sarah, Greg, and Marsha

Mike mentioned Lura Hoit being honored by the Brewer School System

D-3-a

**OFFICIAL RETURN OF VOTES
FOR
MUNICIPAL ELECTION
HELD ON
NOVEMBER 3, 2015**

**Councilors At-Large (3-Year Term) – 3
Directors School Administrative District No. 22 (3-Year Term) – 2**

Given in at the General/Referendum Election held on November 3, 2015.

At a legal meeting of the Inhabitants of Hampden in the County of Penobscot, qualified to vote in the municipal election, held on the first Tuesday of November, the same being the 3rd day of said month in the year of our Lord, two thousand fifteen, the said Inhabitants gave their votes for Councilor At-Large (3-Year Term) – 3; and Directors RSU No. 22 (3-Year Term) – 2.

The same were received, sorted and declared in open meeting by the Warden who presided and in the presence of the Clerk, who formed a list of the person voted for and made a record thereof as follows:

Total Number of Ballots Cast: 1553

**For Councilor At-Large – 3
(To serve for three (3) years)**

Gregory J. Sirois	<u>781</u>
Ivan P. McPike	<u>701</u>
Mark S. Cormier	<u>688</u>
Brent T. Marquis	<u>612</u>
Andrew J. Colford	<u>666</u>
William W. Shakespeare	<u>552</u>
Blank (includes Undeclared Write-ins counted as Blank:	<u>659</u>

OFFICIAL RETURN OF VOTES
GENERAL/REFERENDUM ELECTION
NOVEMBER 3, 2015

**For Directors School Administrative District No. 22 – 2
(To serve for three (3) years)**

Wallace J. Fraser, Jr.	<u>1041</u>
Anthony L. Liberatore	<u>1159</u>
Blank (includes Undeclared Write-ins counted as Blank:	<u>906</u>

A True Copy.

Attest: Denise Hodsdon
Denise R. Hodsdon, Town Clerk
Town of Hampden



Check One: Initial Application D-3-b
 Reappointment Application

TOWN OF HAMPDEN
APPLICATION FOR TOWN BOARDS AND COMMITTEES

NAME: CALDWELL AVERY J.
LAST FIRST MI
ADDRESS: 150 EMERSON MILL RD HAMPDEN 04444
STREET TOWN ZIP

MAILING ADDRESS (if different): _____

TELEPHONE: 207-907-9704 (cell) 207-862-0140
HOME WORK

EMAIL: averycaldwell@roadrunner.com

OCCUPATION: REAL ESTATE BROKER

BOARD OR COMMITTEE PREFERENCE:

FIRST CHOICE: BOARD OF ASSESSMENT REVIEW

SECOND CHOICE (OPTIONAL): _____

How would your experience, education and/or occupation be a benefit to this board or committee? I have been working in the real estate field for over 15 years and am taking appraisal courses with the

Appraisal Institute and assessing courses with Maine Revenue Services to become a Certified Maine Assessor (CMA.)

Are there any issues you feel this board or committee should address, or should continue to address? no

3 YEAR

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

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

5 YEAR
PLANNING BOARD

OCT 08 2015

FOR TOWN USE ONLY Date Application Received: _____
COUNCIL COMMITTEE ACTION: _____ DATE: _____
COUNCIL ACTION: _____ DATE: _____
____ NEW APPT ____ REAPPOINTMENT DATE APPOINTMENT EXPIRES: _____

D-3-C



Check One: Initial Application Reappointment Application

TOWN OF HAMPDEN
APPLICATION FOR TOWN BOARDS AND COMMITTEES

NAME: JARVI JANE L
LAST FIRST MI
ADDRESS: 10 Sophie Lane Hampden ME 04444
STREET TOWN ZIP

MAILING ADDRESS (if different):

TELEPHONE: 207-862-8016 207 941-7887
HOME WORK

EMAIL: Best: jarvi@Husson.edu

OCCUPATION: Admin/Mngr

BOARD OR COMMITTEE PREFERENCE:
FIRST CHOICE: Recreation

SECOND CHOICE (OPTIONAL):

How would your experience, education and/or occupation be a benefit to this board or committee? BS-Recreation, MS-therapeutic recreation, Doctorate-Leadership

Are there any issues you feel this board or committee should address, or should continue to address? Continue to address needs of whole community.

- 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

FOR TOWN USE ONLY
Date Application Received: SEP 21 2015
COUNCIL COMMITTEE ACTION: DATE:
COUNCIL ACTION: DATE:
NEW APPT REAPPOINTMENT DATE APPOINTMENT EXPIRES:

Town of Hampden
106 Western Avenue
Hampden, Maine 04444



Phone: (207
Fax: (207
Email:
townmanag

D-4-a

TO: Town Council
FROM: Angus Jennings, Town Manager
DATE: November 12, 2015
RE: Recommended sale of town-owned equipment

Under the Hampden Town Council Bid Procedure Guidelines #5, town-owned equipment with a value of less than five thousand dollars (\$5,000) may be sold under a quotation system, through which my office would solicit quotations and sold to a buyer based on my recommendation.

An auction of a surplus Ambulance held earlier this fall yielded a single bid of \$507.00, and at a prior meeting of the Council this bid was rejected.

Subsequent to the auction, Chief Rogers solicited additional quotations for sale of the Ambulance, and has received one offer for \$1,500 with another tentative offer for an amount greater than \$1,500 but less than \$4,000. Before Monday's meeting, we expect to receive confirmation of whether the second offer is solid.

It is my opinion that the information received to date supports a finding that the Ambulance is worth less than \$5,000. The Town Attorney has advised that its sale does not require a vote of the Council (memo enclosed). However because this matter has appeared before you recently, and as advised by Mayor Ryder, I will bring forward a recommendation to the Council on Monday for a sale of the Ambulance to the highest bid received at that time.

In addition to the Ambulance, there is a surplus police cruiser which was transferred to the possession of DPW some time ago. DPW Director Currier has received an offer of \$500 and, based on the condition of the cruiser (photos and description attached), I will recommend that, unless we receive a higher offer before Monday (which is not expected), we accept the offer of \$500 and sell the cruiser to Wayne Bouchard.

cc: Chief Rogers; DPW Director Currier

----- Forwarded message -----

From: Sean Currier <publicworks@hampdenmaine.gov>

Date: Wed, Nov 4, 2015 at 3:02 PM

Subject: Police Cruiser adopted by public works

To: Angus Jennings <townmanager@hampdenmaine.gov>

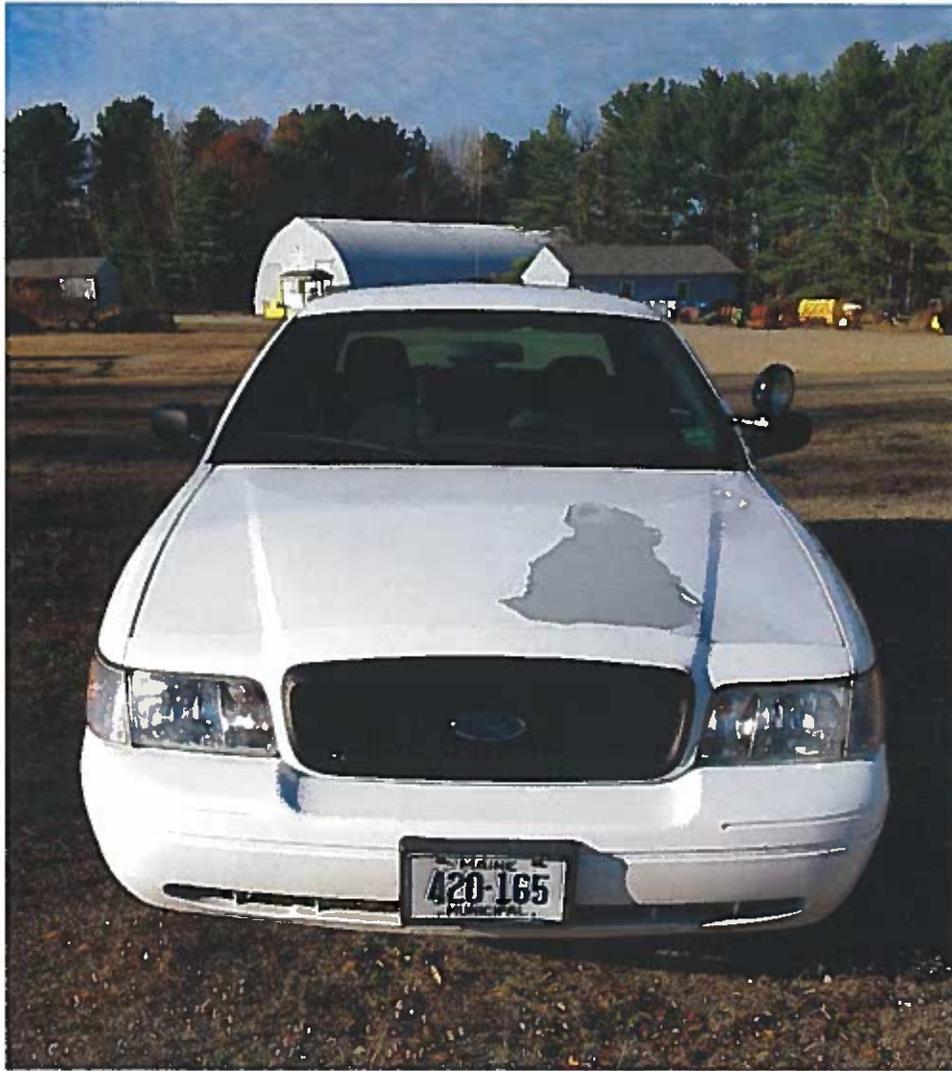
Angus, im not sure when we got this vehicle but its useful life here in Hampden has run its course. I would like to sell (or bring to auction) before winter. The vehicle does not run and is in the way of the back lot in the public works yard. We called a company (bouchard towing) to give us a price to bring the car to auction and he offered us \$500 sight unseen. Wayne Bouchard. Let me know how you would like to proceed. I don't think you will get close to that at auction.

Thanks,

Sean

Sean Currier
Public Works Director
Town of Hampden
106 Western Avenue
Hampden, ME 04444
[\(207\)862-3337](tel:(207)862-3337)









Angus Jennings <townmanager@hampdenmaine.gov>

RE: Disposition of public property

1 message

Edmond J. Bearor <ebearor@rudmanwinchell.com>
To: Angus Jennings <townmanager@hampdenmaine.gov>
Cc: "Lynn E. Brochu" <lbrochu@rudmanwinchell.com>

Sun, Nov 8, 2015 at 6:39 PM

Angus, I have reviewed the question you posed below regarding procedures for the sale or disposition of town owned equipment with a value of less than \$5,000.

SHORT ANSWER: I think Section 5 of the Policy is clear in establishing that the Town Manager is authorized to dispose of such property without Council approval.

Two questions that arise are:

- 1) Despite what appears to be clear language authorizing the Town Manager to dispose of property worth less than \$5,000, what has been the past practice, and, if different from the path which seems clear to me, what is the rationale for the past practice? If the answer is that the town has followed a practice whereby the town manager has exercised the authority inherent in that office by virtue of the Section 5 of the policy, then continuing that practice seems prudent. If, on the other hand, the Town Manager has not acted in the manner authorized by the Policy, why has that practice been followed and should it continue to be followed despite the plain language in the Policy? That is more a political question than a legal one, but probably worth looking into.
- 2) What steps should the Town Manager take in order to determine the fair market value of the item to be disposed? In this instance, it is certainly arguable that offering the ambulance for sale by sealed bid and receiving no bids in excess of \$5,000, establishes that the FMV is less than \$5,000. I don't know, however, whether the Policy contemplates that the sealed bid process be employed in order to determine the FMV. That would seem to be a bit cumbersome and time consuming. It would be consistent with the Policy to have either the opinion of an outside expert, if need be, or the opinion of a municipal department head with knowledge of the value of items considered for disposition, to provide an estimate of value to the Town Manager in order to determine which path should be followed.

Edmond J. Bearor, Esq.

The Graham Building | 84 Harlow Street

P.O. Box 1401 | Bangor, Maine 04402

tel: 207.947.4501 | fax: 207.941.9715

direct dial: 207.992.2626

ebearor@rudmanwinchell.com

RUDMAN • WINCHELL

COUNSELORS AT LAW

From: Angus Jennings [mailto:townmanager@hampdenmaine.gov]
Sent: Wednesday, October 28, 2015 7:48 AM
To: Edmond J. Bearor
Subject: Disposition of public property

Billing category: Administration

Ed,

On our phone conversation last week, I asked you about the Town's options to sell a surplus ambulance to a private party after having advertised the sale at auction; receiving only one bid (for \$507.00); and rejecting that bid. Soon after, the Town received an offer to purchase the old ambulance for \$1500.

You advised that State law does not restrict the Town's ability to sell the ambulance, due to its low value, outside of the auction process, but advised review of any local ordinance or regulation that may apply. The Town's Bid Procedure Guidelines, attached, are excerpted below:

"For town-owned equipment with a value of less than five thousand dollars (\$5,000), the Town Manager shall handle such sales under a quotation system. Under this system, values are solicited by the Town Manager and the item is sold to the buyer that the Town Manager recommends. There is no formal bid advertisement however, and no official sealed bid opening when a quotation is requested."

Because the ambulance was put out to bid and, in so doing, this established the value at less than \$5,000, it appears that this sale can go forward without further bidding.

You also advised reviewing whether the equipment was initially purchased by the Town with State or Federal funds, which could in some instances create additional restrictions. I'll review this question with Chief Rogers.

My question now: I would like to clarify whether the sale of the ambulance requires a vote of the Council. As I read the attached policy it's not clear to me whether I could approve the sale or simply recommend this action to the Council. If you find the policy unclear, this could be brought to the Council for clarification through amendment.

Please advise, or call to talk it over.

Thanks,

Angus

—

Angus Jennings
Town Manager

Town of Hampden

*106 Western Avenue
Hampden, ME 04444
(207)-862-3034
townmanager@hampdenmaine.gov*

Under Maine's Freedom of Access ("Right to Know") law, all e-mail and e-mail attachments received or prepared for use in matters concerning Town Business or containing information relating to Town business are likely to be regarded as public records which may be inspected by any person upon request, unless otherwise made confidential by law. If you have received this message in error, please notify us immediately by return email. Thank you for your cooperation.

NOTICE:

This email and any files transmitted with it are confidential and intended solely for the use of the entity or individual to whom they are addressed. If you have received this email in error, please notify the system manager at Admin@rudman-winchell.com immediately. This email does not reflect an intention by the sender or the sender's client or principal to conduct a transaction or to make any agreement by electronic means. Neither this communication nor any attachment shall be deemed to satisfy the requirement for a writing, and nothing contained herein shall constitute a contract or electronic signature under the Electronic Signatures in Global and National Commerce Act, any version of the Uniform Electronic Transactions Act adopted by any political subdivision of the United States, or any law governing electronic transactions.

D-4-b

**RUDMAN WINCHELL
MEMORANDUM**

FROM: Ed Bearor Esq.
TO: Angus Jennings, Town Manager
DATE: November 11, 2015
RE: Board Membership Potential Conflicts

Town of Hampden
RECEIVED

NOV 12 2015

Office of the
Town Manager

You have asked for our opinion concerning the potential conflicts of interest that may arise from appointment of Hampden's Town Manager to a position on the board of directors of an outside organization, ostensibly as the Town's representative.

The entity concerned is one with which it is anticipated the Town will enter into, or be asked to consider, a multi-year contract requiring the annual expenditure of substantial Town funds. In addition, it is anticipated that the Town, in its role as a local land use permitting authority, will be asked to approve an application to be submitted by the entity concerned, for construction of a major new industrial facility in Hampden.

Based on the foregoing general description, we believe that appointment of the Town Manager to a position on the board of the entity concerned is problematic, and potentially raises substantial conflict of interest questions, as discussed further below.

(1) Duty of Loyalty. Under Maine law, directors and officers of corporate entities have a general duty of loyalty to the entity concerned, to act in the entity's best interests, except as otherwise required by law. This duty is manifested in a number of particulars. A corporation's directors and officers may not disclose confidential information received by them pertaining to the entity's interests; may not appropriate business opportunities developed by or presented to the corporation for their personal profit; and must usually inform the entity of information coming within the director's or officer's knowledge that may materially and adversely affect the entity's interests. *See, e.g., Northeast Harbor Golf Club, Inc. v. Harris*, 1999 ME 38 concerning appropriation of a corporate opportunity. As stated by the Law Court in *Harris*, at paragraph 25, "When personal interests diverge from the corporation's interest, a conflict of interest arises."

Similarly, the Town Manager has a duty of loyalty to the Town of Hampden. In the case of a public official, the duty of loyalty is underscored by the oath of office prescribed in Article 9, section 1 of the Maine Constitution, quoted in part below:

I, _____ do swear, that I will faithfully discharge, to the best of my abilities, the duties incumbent upon me as _____, according to the Constitution and laws of the State. So help me God.

See also Article X, section 1001, Hampden Town charter (same oath).

The duties “incumbent upon” a Maine town manager include, among many others, a duty not to disclose confidential information received or prepared by the municipality for discussion in a duly-called executive session concerning municipal economic development matters, pursuant to 1 MRS section 405(6)(C). For an entity proposing to construct a major development in the municipality, the manager’s duty to preserve the confidentiality of municipal executive session discussions may be directly contrary to the manager’s duty of loyalty to the corporate entity as a board member. This is especially true if the entity will be seeking local development assistance.

When there is a conflict between personal interests (which may include interests arising out of the board member’s duties to another organization) and the interests of the corporate entity, a minimum requirement is full disclosure, per *Harris* at paragraphs 12-13. However, disclosure does not cure the conflict, when the manager is divided between loyalty to the municipality and loyalty to the corporate entity in a particular matter, perhaps having received confidential information about the matter concerned from each party. In such cases, the prudent course is to screen the manager from all participation in the matter concerned for either side. Screening for this purpose would include abstention from any discussion or votes by the corporate board or the municipality on the matter concerned, consistent with the provisions of 30-A MRS section 2605.

While screening and abstention can be used to address conflicts as to particular matters, the effect of using these procedures is to deprive the corporate entity of the knowledge and experience of its board member, and to deprive the municipality of the services of its manager in the matter concerned. This is a particular problem in regard to the municipality. A municipal manager may be one of many board members of the corporate entity; but the municipality has

only one manager. In Hampden, under Article IV, section 403(7) of the Town Charter, the Town Manager is specifically charged with responsibility for advising and making recommendations to the Town Council. In our opinion, the Town Manager would be precluded from providing such advice and from participating in negotiations concerning any proposed contract with the entity for which the Town Manager also serves on the board of directors.

(2) Municipal Permitting. In some circumstances, Maine cities and towns act in a simultaneous dual role with respect to certain matters. In the area of land use permitting, municipalities act in their quasi-judicial, governmental capacity in reviewing and approving permit applications. In this capacity, the municipality must be entirely neutral with respect to the permit applicant and any other parties who may support or oppose a particular application.

However, in their proprietary or enforcement capacities, municipalities may support or oppose particular applications, and may appear before the Town's own planning and appeals boards for this purpose. In some circumstances, municipalities may even appeal the decisions of their own boards to Superior Court. *See, e.g., City of Bangor v. O'Brien*, 1998 ME 130 (city appeal of Board of Appeals variance decision). So long as the municipality's enforcement / proprietary and permitting functions are handled by different individuals, and the municipality's enforcement / proprietary interests do not create bias on the part of the board members charged with reviewing permit applications, this is perfectly permissible.

Similarly, the Town Manager's appointment as a board member of an entity that later submits a land use permit application to the Town of Hampden would not in itself create a conflict of interest, so long as the Town, in its proprietary capacity, supports or is neutral with respect to the application concerned, *and so long as the Manager has no direct role in advising or assisting the planning and appeals boards in reviewing the application*. Under Hampden's ordinances, review of land use permit applications normally is not within the Town Manager's responsibilities. The Manager also does not appoint planning or appeals board members. (Article VI, Town Charter). However if the Manager, due to personnel vacancies or for other reasons, assists or advises the Planning Board or Board of Appeals in his capacity as manager, in regard to a permit application, at the same time the Manager also serves as a member of the board of directors of the permit applicant, the court would likely find that such participation had voided the permit proceedings.

Summary. Appointment of the Town Manager to the board of directors of a separate corporate entity poses conflict of interest questions whenever the entity's activities involve contracting with the Town of Hampden, or otherwise potentially affect the Town's interests. In deciding whether to allow the Town Manager to be appointed to or to serve on such boards, the Town Council should weigh the potential impact of loss of the Manager's services, due to a conflict of interest, on what may be a critical contract negotiation or other matter involving the Town and the entity concerned.

395 State Street
Elisworth, ME 04605
www.mrcmaine.org



MRC
Municipal Review Committee, Inc.

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

To: MRC Membership
From: Greg Louder, MRC Clerk 
Date: November 3, 2015
RE: MRC Board of Directors Election Ballot

Town of Hampden
RECEIVED

NOV 04 2015

Office of the
Town Manager

Please find enclosed a MRC Board of Directors election ballot. Ballots cast in this election will determine the election of three (3) Directors to serve on the MRC Board of Directors for three-year terms from January 1, 2016 through December 31, 2018. The candidate receiving the fourth highest number of votes will be elected to fill a vacancy from January 1, 2016 through December 31, 2018.

Biographical descriptions of the candidates, as provided by the candidates, are also enclosed for your information.

Ballots must be returned to MRC before 5:00 pm, December 15, 2015.

The election results will be read at the MRC Annual Meeting held at 3:00 P.M. in the afternoon on December 16, 2015 at the Cross Insurance Center on 515 Main Street in Bangor.

Note: Vote must be cast for one candidate only.

Please contact Greg Louder at 664-1700 or 866-254-3507 with any questions.

Voting Ballot

- ◆ To fill three positions for a three year term from January 1, 2016 to December 31, 2018
(3 highest vote totals)
- ◆ To fill a vacancy from January 1, 2016 to December 31, 2017
(Fourth highest vote total)

The Charter Municipality of _____ casts its vote for the following *individual* to serve on the Municipal Review Committee Board of Directors for the above stated term.

Note: Candidates are listed alphabetically. Biographies provided by each candidate are attached.

VOTE FOR ONE INDIVIDUAL ONLY

→ More than one checked box will invalidate the ballot ←

- Irene L. Belanger – China
- Catherine M. Conlow - Bangor
- Karen Fussell – Brewer
- Angus Jennings - Hampden
- Peter Nielson – Winthrop
- Mike Roy – Waterville
- Tony Smith – Mount Desert
- Barbara Veilleux – Penobscot County

Please return this ballot no later than 5:00 p.m., DECEMBER 14, 2015 to:

Municipal Review Committee, Inc.
395 State Street
Ellsworth, Maine 04605
Or

FAX: (207) 667-2099 EMAIL ATTACHMENT: glounder@mrcmaine.org

**RESULTS OF THIS ELECTION WILL BE READ AT THE MRC ANNUAL MEETING
TO BE HELD DECEMBER 16, 2015**

Town of China – Irene L. Belanger

Dedication

We are pleased to dedicate this year's town report to Irene L. Belanger.

The Town of China has been the home to Irene Belanger and her husband Joseph a.k.a. "Val" since at least 1969 when they purchased property and built a home at 119 Ingraham Road. Irene and Val are very devoted to their family having seven children (Deborah, Tom, Billy, Jeff, Susan, Val and Maurice), fifteen grand-children and four great grand-children.

While Irene's two main careers paths involved the real estate and motherhood vocations, she has devoted exhaustive energy to the benefit of others. You will note from the listing below that she is devoted to and passionate about China and therefore has contributed many, many volunteer hours, serving on:

- The Recreation Committee for many years
- The Planning Board for approximately 15 years
- The Select Board for many years
- The Four Seasons Club for many years
- The Health and Wellness Clinic staff
- The Volunteer Drivers Group, driving residents to doctor appointments and shopping
- The Boy Scouts Council 479 (Cub Scouts) Den Mother – 7 Year Merit Award
- The Comprehensive Plan Implementation Committee
- The Lake Access Committee
- The Thurston Park Committee
- The Economic and Community Development Committee
- The Transfer Station Committee – Recycling Coordinator
- The Kennebec Valley Council of Governments, Board Vice-President representing China, etc.



Irene L. Belanger

In the real estate vocation Irene engaged at many levels. She:

- Was a past State Real Estate Commissioner
- Taught Adult Education in Augusta and Gardiner
- Taught Real Estate and Law in a Degree Program at Mid-State College
- Was a member of the State and National Board of REALTORS for over 30 years
- Was a local Board Realtor of the Year three times
- Was State Realtor of the Year once
- Lobbied for property rights and other housing issues in Washington, D.C.
- Lobbied for property rights and other housing issues in the State Legislature

Irene and Val like to spend time during the summer and fall months at their summer camp in Madrid, Maine. Irene also likes to read, cook and engage in a variety of craft work. We are thankful for their positive energy.

City of Bangor – Catherine M. Conlow

Biography for Catherine M. Conlow

City Manager, Bangor, Maine (Nov. 2010 – Present)

Town Manager, Orono, Maine (Jan. 2004 – Nov. 2010)

Public Services Director, Blaine, MN. (May 2001 – Dec. 2003)

Jackson County, OR. (June 1989 – April 2001)

Director of Economic and Special Development

Executive Director, Urban Renewal Agency

Solid Waste Manager

B.S. Public Administration

Shippensburg University

Master of Public Administration

George Washington University

Member – International City Management Association, Maine Town and City Manager's Association

MRC Director – 2013 to 2015, member of MRC Finance Committee

City of Brewer – Karen Fussell

In addition to serving the past three years on the MRC Board of Directors, Karen Fussell has been the Finance Director for the City of Brewer for 15 years. She is a Certified Internal Auditor and has dual master's degrees in Public Policy and Urban Planning from the Kennedy School of Government at Harvard University. Karen has worked for the U.S. Congressional Budget Office, the City and County of San Francisco's Controller's Office and as an Environmental Planner for the California Department of Transportation. Karen has been interested and involved in solid waste issues for over 25 years. She was instrumental in implementing Brewer's highly successful pay as you throw and Zero-Sort recycling programs. Karen currently chairs the MRC Communications Committee and has worked actively to ensure that MRC will meet its mission to provide affordable, long term, and environmentally sound disposal of municipal solid waste post-2018.

Town of Hampden – Angus Jennings

Angus Jennings began serving as Hampden's Town Manager in August of 2015 after his appointment by unanimous vote of the Town Council. Mr. Jennings has spent his career in municipal government and as a consultant to cities and towns in the areas of public land management, zoning and regulation and infrastructure finance. He has previously served 5 years on the board of the Massachusetts Assn. of Planning Directors, including as President. The Hampden Town Council nominates Mr. Jennings to the MRC Board to extend its long-time engagement with MRC, and to support continued collaborative efforts toward building the Fibrigh facility in Hampden.

Town of Winthrop – Peter A. Nielson

Town Manager: Clinton, Wayne, Wilton, Oakland, Winthrop 1990 – Present

University of Maine MPA 2001

PERC customer beginning 1998

Former MRC rep from Winthrop, Clinton

City of Waterville – Mike Roy

I am completing 38 years in municipal government, first starting with the Town of Fairfield (7 years). I became Town Manager in Vassalboro and was there for 11 years before leaving to become Town Manager in Oakland (10 years). I have been City Manager in Waterville for 11 years. I also served as President of the MMA in 1996-97.

Town of Mount Desert – Tony Smith

I am just completing my first three-year term on the MRC. If I hadn't already thought that solid waste management was a complex and expensive business, I certainly do now. The next three years will be critical to the successful future management of solid waste in the local area and the State of Maine. Decisions made will affect all facets of solid waste management, not the least of which is the associated cost. I would like to continue the work of my first three-year term with the other board members to address the pending challenges.

BSc. Degrees in Biology and Chemistry, Mount Allison University, 1979 and Civil Engineering, UMaine, 1986.

Consulting Engineer for 15 years with 12 of those years with CES, Inc.; experience in solid waste management including landfill closures and transfer station and recycling center siting, design and construction.

Public Works Director for the Town of Mount Desert since 2001; equipment and staff management responsibilities include curbside MSW collection with town-owned packer trucks and town staff; recycling center; annual one week bulky waste collection. Tasks include four successful contract negotiations with Teamsters Local 340 with a fifth pending.

Chairman of the Acadia Disposal District, an independent quasi-municipal, tax-exempt solid waste corporation comprised of five towns each represented by one director; operates under an adopted set of by-laws and an interlocal agreement signed by the member towns; provides services related to the efficient and lawful management, disposal and recycling of waste materials on behalf of its member towns. Tasks include coordination of an annual household hazardous and universal waste collection event; two successful contract negotiations with an area transfer station and successful agreement negotiations with the City of Ellsworth for recycling.

Enjoy working with colleagues and staff and love my job 95% of the time – we all have our moments.

Member of the Episcopal Church's Buildings and Grounds Committee, Somesville Library Association and Town fire department.

Resident of the Town of Mount Desert; enjoy reading, walking, snow shoeing and hunting and fishing as a reason to get to the woods.

County of Penobscot – Barbara Veilleux

Barbara Veilleux currently resides in the Town of Holden with her husband, Mark. She has been a resident of the town for 29 years and has served on the town's Budget Committee. Barbara was first employed by Merchant's National Bank in 1973. Her career began in the Accounting Department, where she carried out general ledger, teller and loan accounting functions. In the mid 1980's Barbara was promoted to Loan Officer. After a twenty year career in banking, Barbara was ready for a new challenge and in 1997 she was hired by Penobscot County. Within a few years, Barbara became the Administrative Assistant for the office that oversees the provision of municipal services to the Unorganized Territories. It was in this capacity that she first became involved with solid waste issues. Serving as the Director of Unorganized Territory Administration since 2008, Barbara was instrumental in regionalizing the County's solid waste program. She continues to stay abreast of legislative activities, new technologies and current issues in the solid waste field. Most recently, Barbara was appointed to fill the vacant seat on the Municipal Review Committee's Board of Directors that was created due to the resignation of former member, Josh Reny. Barbara has stayed closely involved in the post 2018 issues facing the MRC and strongly believes that they are on the path to becoming a leader in solid waste management in Maine. Her main objective is to keep solid waste disposal rates affordable for all MRC communities while simultaneously setting the highest possible standards under Maine's solid waste hierarchy.

Town of Hampden
106 Western Avenue
Hampden, Maine 04444



Phone: (
Fax: (20
email: in

D-5-a

CERTIFICATE OF COMMITMENT OF SEWER RATES

To: Angus G. Jennings, the treasurer of the municipality of Hampden, Maine

We the undersigned municipal officers of the municipality of Hampden, Maine hereby certify and commit to you a true list of the sewer rates established by us pursuant to 30-A M.R.S 3406 for those properties, units and structures required by local and state law to pay a sewer rate to the municipality, for the period beginning July 1, 2015 and ending September 30, 2015. This list is comprised of the pages numbered 1 to 145 inclusive which are attached to this certificate. The date(s) on which the rates included in this list are due and payable is (are) November 30, 2015. You are hereby required to collect from each person named in the attached list his or her respective amount as indicated in the list, the sum total of those lists being \$150,145.32. You are hereby required to charge interest at a rate of 7% per annum on any unpaid account balance beginning December 1, 2015. You are hereby authorized to collect these rates and any accrued interest by any means legally available to you under state law. On or before October 26, 2015 you shall complete and make an account of your collections of the whole sum committed to you.

Given under our hands this _____ day of _____, 20__.

Municipal Officers of the Town of Hampden, Maine



MAINE MUNICIPAL ASSOCIATION

Risk Management Services

60 Community Drive
PO Box 9109
Augusta, Maine 04332-9109

T
(
(
R
F

D-5-b

October 27, 2015

Jason Lundstrom
Town of Hampden
106 Western Ave
Hampden, ME 04444

RE: Safety Enhancement Grant Application for October 2015

Dear Lieutenant Lundstrom:

The selection committee has reviewed your application and is pleased to approve your request. This grant is to be used exclusively for purchasing the Cold Water and Swift Water Rescue PPE, as stated in your application.

The grant is intended to cover two-thirds of your cost up to, but not exceeding \$2,000. When your project is complete, please send us proof of payment (cancelled check, treasurer's warrant, "paid" stamped invoice, etc.) so that reimbursement can be made. The grant must be used within one year from the date of this letter or it will be withdrawn.

We have enclosed a press release that may be used to announce your Safety Enhancement Grant to your community. If you have any questions, please call Jennette Holt at 624-0140 or contact me directly at 624-0138. Congratulations on your grant! We appreciate your interest in workplace safety.

Sincerely,

Edward MacDonald
Loss Control Manager

Enclosed: Draft Press Release

cc: Angus Jennings



Hampden Public Safety

Emergency Services Working Together

106 Western Avenue
Hampden, ME 04444



Phone: 207-862-4000

Email: 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
Administrative Assistant

Police

T. Daniel Stewart
Sergeant/SRO

Scott A. Webber
Sergeant

Christian D. Bailey
Sergeant

Joel Small
Police Officer

Joseph D. Burke
Police Officer/MDEA

Benson G. Eyles
Police Officer

Shawn F. Devine
Police Officer

Marc Egan
Police Officer

William Miller
Police Officer

Jeffrey L. Rice
Police Officer

Fire

Jason Lundstrom
Lieutenant/Fire Inspector

Daniel Pugsley, Jr.
Lieutenant/Paramedic

Matthew St. Pierre
Lieutenant/Paramedic

Myles Block
CEO/Paramedic

Jared LeBarnes
Building Inspector/Paramedic

Joseph Dunton
Paramedic/Chaplain

Matthew Thomas
FF/Paramedic

Shaun McNally
FF/Paramedic

Aaron Jellison
FF/Paramedic

Matthew Roope
FF/Paramedic

Maine Municipal Safety Enhancement Grant 2015

The Hampden Fire Department has been awarded \$2,000.00 to purchase cold water/swift water rescue equipment. The following equipment will be purchased upon the council's approval of the awarded grant.

- (2) First Watch Ice Rescue Suits
- (4) Mustang Swift water PFD
- (2) Rescue Helmets
- (2) Pair Tactical Gloves
- (1) Rescue Sling victim retrieval device
- (2) 100' Orange Rescue Rope (Sterling)
- (2) 100' Rapid Intervention Response Rope (Sterling)

The total cost of the project is \$3052.00. This is a matching grant, so the financial breakdown is noted below.

Maine Municipals Share = \$2,000.00

Town of Hampden Share = \$1052.00

The Hampden Fire Department asks the Hampden Town Council for their approval of the grant, and the approval of utilizing \$1052.00 from the grant matching account.

Sincerely,

Jason Lundstrom
Lieutenant Hampden Fire Department
Town of Hampden Public Safety
Fire Inspector
Health Officer



D-5-C

**Town of Hampden
RECEIVED**

OCT 26 2015

October 26, 2015

**Office of the
Town Manager**

Dear Sean,

Per your request, Stillwater Environmental Engineering has created a scope and budget for assisting the Town of Hampden with mapping the locations of its' sanitary sewer system.

Based on our experience with infrastructure mapping, including mapping and inspecting stormwater infrastructure for the Town of Hampden, we have created a most probable cost estimate based on the following assumptions:

- SEE environmental engineering interns will be working with one Hampden Public Works staff member who will assist in the mapping efforts (e.g. lifting sewer manholes, field measurements, etc.);
- A Hampden Public Works vehicle will be used for transportation throughout the Town during the infrastructure mapping;
- From discussion with you, our estimate is based on approximately 500 sewer manholes;
- All basemaps necessary for the completion of this project will be provided by the Town;
- Our environmental engineering intern rate is \$35 per hour; and
- We are estimating that 6-10 sewer manholes can be mapped and inventoried per hour.

Given the above assumptions, we expect a most probable cost range of \$2500 to \$3500. This estimate includes mileage to and from the Town as well as travel time.

We can begin work immediately upon authorization to proceed. Thank you for choosing SEE for this project and we look forward to continued opportunities to work with you. Please feel free to contact me with any questions.

Sincerely,
SEE, Inc.

Philip Ruck, P.E.

Philip L. Ruck P.E., *President*

TELEPHONE: (207) 949-0074

EMAIL: pruck@stillwaterenv.com

WEBSITE: www.stillwaterenv.com



D-5-d

TOWN OF HAMPDEN
TOWN CLERK'S OFFICE

COMMENTS ON:

Date of Council Action: 11/16/2015
Public Hearing: Yes No X

- Application for Liquor License
- Application for Victualer's License
- Application for Off-premises Catering
- Application for Outdoor Wood-burning Furnace License

NAME: Armstrong Tennis Center Dean Armstrong
Business Name Individual

ADDRESS: 60 Mecaw Rd. PHONE: 942-4836

MAP/LOT: _____ DATE: 11/12/2015

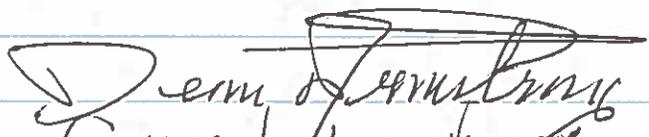
DEPARTMENT REPORT:
No concerns

DATE: 11/12/15 BY: [Signature]
Title: Public Safety Director

BY: _____
Title: _____

11/12/2015

The ARMSTRONG TENNIS CENTER requests
waiver of the newspaper notice
regarding our beer license
which we have had for many
years and as of today are
applying for renewal for another
year.


General Manager,
Owner of ATC

**BUREAU OF ALCOHOLIC BEVERAGES
DIVISION OF LIQUOR LICENSING & ENFORCEMENT
8 STATE HOUSE STATION
AUGUSTA, ME 04333-0008**

DEPARTMENT USE ONLY	
LICENSE NUMBER:	CLASS:
DEPOSIT DATE	
AMT. DEPOSITED:	BY:
CK/MO/CASH:	



Promise by any person that he or she can expedite a liquor license through influence should be completely disregarded.

To avoid possible financial loss an applicant, or prospective applicant, should consult with the Division before making any substantial investment in an establishment that now is, or may be, attended by a liquor license.

PRESENT LICENSE EXPIRES 10/15/2015

INDICATE TYPE OF PRIVILEGE: MALT SPIRITUOUS VINOUS

INDICATE TYPE OF LICENSE:

- | | |
|---|---|
| <input type="checkbox"/> RESTAURANT (Class I,II,III,IV) | <input type="checkbox"/> RESTAURANT/LOUNGE (Class XI) |
| <input type="checkbox"/> HOTEL-OPTINONAL FOOD (Class I-A) | <input type="checkbox"/> HOTEL (Class I,II,III,IV) |
| <input type="checkbox"/> CLASS A LOUNGE (Class X) | <input type="checkbox"/> CLUB-ON PREMISE CATERING (Class I) |
| <input type="checkbox"/> CLUB (Class V) | <input type="checkbox"/> GOLF CLUB (Class I,II,III,IV) |
| <input type="checkbox"/> TAVERN (Class IV) | <input type="checkbox"/> OTHER: <u>INDOOR TENNIS CLUB</u> |

REFER TO PAGE 3 FOR FEE SCHEDULE

ALL QUESTIONS MUST BE ANSWERED IN FULL

1. APPLICANT(S) –(Sole Proprietor, Corporation, Limited Liability Co., etc.) <u>S CORPORATION</u> DOB: <u>ATC</u>		2. Business Name (D/B/A) <u>ARMSTRONG TENNIS CENTER</u>	
DOB:		Location (Street Address) <u>60 MEADOW ROAD</u>	
DOB:		City/Town <u>Hampden</u> State <u>MAINE</u> Zip Code <u>04444</u>	
Address <u>60 MEADOW ROAD</u>		Mailing Address <u>60 MEADOW ROAD</u>	
City/Town <u>Hampden</u> State <u>MAINE</u> Zip Code <u>04444</u>	City/Town <u>Hampden</u> State <u>MAINE</u> Zip Code <u>04444</u>		
Telephone Number <u>207-942-4836</u> Fax Number <u>NONE</u>	Business Telephone Number <u>207-942-4836</u> Fax Number <u>NONE</u>		
Federal I.D. #	Seller Certificate #		

3. If premises is a hotel, indicate number of rooms available for transient guests: N/A
4. State amount of gross income from period of last license: ROOMS \$ _____ FOOD \$ 1,200 LIQUOR \$ _____
5. Is applicant a corporation, limited liability company or limited partnership? YES NO

If YES, complete Supplementary Questionnaire

6. Do you permit dancing or entertainment on the licensed premises? YES NO
7. If manager is to be employed, give name: DEAN ARMSTRONG
8. If business is NEW or under new ownership, indicate starting date: N/A
- Requested inspection date: _____ Business hours: _____
9. Business records are located at: 60 MECRAW ROAD, HAMPTON, MAINE 04444
10. Is/are applicants(s) citizens of the United States? YES NO
11. Is/are applicant(s) residents of the State of Maine? YES NO

12. List name, date of birth, and place of birth for all applicants, managers, and bar managers. Give maiden name, if married: Use a separate sheet of paper if necessary.

Name in Full (Print Clearly)	DOB	Place of Birth
DEAN ARMSTRONG	6/23/1935	WATERVILLE, ME

Residence address on all of the above for previous 5 years (Limit answer to city & state)
91 CENTER ST BANGOR, MAINE 04401

13. Has/have applicant(s) or manager ever been convicted of any violation of the law, other than minor traffic violations, of any State of the United States? YES NO

Name: _____ Date of Conviction: _____
 Offense: _____ Location: _____
 Disposition: _____

14. Will any law enforcement official benefit financially either directly or indirectly in your license, if issued? Yes No If Yes, give name: _____

15. Has/have applicant(s) formerly held a Maine liquor license? YES NO

16. Does/do applicant(s) own the premises? Yes No If No give name and address of owner: _____

17. Describe in detail the premises to be licensed: (Supplemental Diagram Required)
INDOOR TENNIS CLUB WITH 4 COURTS, 2 LOCKER ROOMS, GENERAL LOBBY

18. Does/do applicant(s) have all the necessary permits required by the State Department of Human Services? YES NO Applied for: _____

19. What is the distance from the premises to the NEAREST school, school dormitory, church, chapel or parish house, measured from the main entrance of the premises to the main entrance of the school, school dormitory, church, chapel or parish house by the ordinary course of travel? 3 miles Which of the above is nearest? SCHOOL

20. Have you received any assistance financially or otherwise (including any mortgages) from any source other than yourself in the establishment of your business? YES NO

If YES, give details: 171 MEN HAS UNPAID TAXES, DRUGS, MARIJUANA, MORTGAGE

The Division of Liquor Licensing & Inspection is hereby authorized to obtain and examine all books, records and tax returns pertaining to the business, for which this liquor license is requested, and also such books, records and returns during the year in which any liquor license is in effect.

NOTE: "I understand that false statements made on this form are punishable by law. Knowingly supplying false information on this form is a Class D offense under the Criminal Code, punishable by confinement of up to one year or by monetary fine of up to \$2,000 or both."

Dated at: Hampden, MAINE on _____

11/12, 2015

Town/City/State

Date

Dean Armstrong

Signature of Applicant or Corporate Officer(s)

DEAN ARMSTRONG

Print Name

Please sign in blue ink

Dean Armstrong

Signature of Applicant or Corporate Officer(s)

DEAN ARMSTRONG

Print Name

NOTICE - SPECIAL ATTENTION

All applications for NEW or RENEWAL liquor licenses must contact their Municipal Officials or the County Commissioners in unincorporated places for approval of their application for liquor licenses prior to submitting them to the bureau.

THIS APPROVAL EXPIRES IN 60 DAYS.

FEE SCHEDULE

Class I	Spirituos, Vinous and Malt	\$ 900.00
	CLASS I: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Clubs; Hotels; Indoor Ice Skating Clubs; Indoor Tennis Clubs; Vessels; Qualified Caterers; OTB.	
Class I-A	Spirituos, Vinous and Malt, Optional Food (Hotels Only)	\$1,100.00
	CLASS I-A: Hotels only that do not serve three meals a day.	
Class II	Spirituos Only	\$ 550.00
	CLASS II: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Clubs; Hotels; Indoor Ice Skating Clubs; Indoor Tennis Clubs; and Vessels.	
Class III	Vinous Only	\$ 220.00
	CLASS III: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Clubs; Hotels; Indoor Ice Skating Clubs; <u>Indoor Tennis Clubs</u> ; Restaurants; Vessels; Pool Halls; and Bed and Breakfasts.	
Class IV	Malt Liquor Only	\$ 220.00
	CLASS IV: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Clubs; Hotels; Indoor Ice Skating Clubs; Indoor Tennis Clubs; Restaurants; Taverns; Pool Halls; and Bed and Breakfasts.	
Class V	Spirituos, Vinous and Malt (Clubs without Catering, Bed & Breakfasts)	\$ 495.00
	CLASS V: Clubs without catering privileges.	
Class X	Spirituos, Vinous and Malt - Class A Lounge	\$2,200.00
	CLASS X: Class A Lounge	
Class XI	Spirituos, Vinous and Malt - Restaurant Lounge	\$1,500.00

CLASS XI: Restaurant/Lounge; and OTB.

FILING FEE.....\$ 10.00

UNORGANIZED TERRITORIES \$10.00 filing fee shall be paid directly to County Treasurer. All applicants in unorganized territories shall submit along with their application evidence of payment to the County Treasurer.

All fees must accompany application, made payable to the **Treasurer of Maine**. This application must be completed and mailed to Bureau of Alcoholic Beverages and Lottery Operations, Division of Liquor Licensing and Enforcement, 8 State House Station Augusta ME 04333-0008. Payments by check subject to penalty provided by Title 28A, MRS, Section 3-B.



STATE OF MAINE

Dated at: Hampden, Maine Penobscot ss
City/Town (County)

On: November 16, 2015
Date

The undersigned being: Municipal Officers County Commissioners of the
 City Town Plantation Unincorporated Place of: Hampden, Maine

Hereby certify that we have given public notice on this application and held public hearing thereon as required by Section 653 Title 28A, Maine Revised Statutes and herby approve said application.

THIS APPROVAL EXPIRES IN 60 DAYS
NOTICE - SPECIAL ATTENTION

§ 653. Hearings; bureau review; appeal

1. **Hearing.** The municipal officers or, in the case of unincorporated places, the county commissioners of the county in which the unincorporated place is located, shall hold a public hearing for the consideration of applications for new on-premise licenses and applications for transfer of location of existing on-premise licenses. The municipal officers or county commissioners may hold a public hearing for the consideration of requests for renewal of licenses, except that when an applicant has held a license for the prior 5 years and a complaint has not been filed against the applicant within that time the applicant may request a waiver of the hearing.
 - A. The bureau shall prepare and supply application forms. [1993, c.730, §27(amd).]
 - B. The municipal officers or the county commissioners, as the case may be, shall provide public notice of any hearing held under this section by causing a notice, at the applicant's prepaid expense, stating the name and place of hearing, to appear on at least 3 consecutive days before the date of hearing in a daily newspaper having general circulation in the municipality where the premises are located or one week before the date of the hearing in a weekly newspaper having general circulation in the municipality where the premises are located. [1995, c.140, §4 (amd).]
 - C. If the municipal officers or the county commissioners, as the case may be, fail to take final action on an application for a new on-premise license, for transfer of the location of an existing on-premise license or for renewal of an on-premise license within 60 days of the filing of an application, the application is deemed approved and ready for action by the bureau. For purposes of this paragraph, the date of filing of the application is the date the application is received by the municipal officers or county commissioners. This paragraph applies to all applications pending before municipal officers or county commissioners as of the effective date of this paragraph as well as all applications filed on or after the effective date of this paragraph. This paragraph applies to an existing on-premise license that has been extended pending renewal. The municipal officers or the county commissioners shall take final action on an on-premise license that has been extended pending renewal within 120 days of the filing of the application. [1999, c589, §1 (amd).]
2. **Findings.** In granting or denying an application, the municipal officers or the county commissioners shall indicate the reasons for their decision and provide a copy to the applicant. A license may be denied on one or more of the following grounds:
 - A. Conviction of the applicant of any Class A, Class B or Class c crime: [1987, c45, Pt.A§4 (new).]
 - B. Noncompliance of the licensed premises or its use with any local zoning ordinance or other land use ordinance not directly related to liquor control: [1987, c.45, Pt.A§4(new).]
 - C. Conditions of record such as waste disposal violations, health or safety violation or repeated parking or traffic violations on or in the vicinity of the licensed premises and caused by persons patronizing or employed by the licensed premises or other such conditions caused by persons patronizing or employed by the licensed premises that unreasonably disturb, interfere with or affect the ability of persons or businesses residing or located in the vicinity of the licensed premises to use their property in a reasonable manner: [1993, c.730, §27 (amd).]
 - D. Repeated incidents of record of breaches of the peace, disorderly conduct, vandalism or other violations of law on or in the vicinity of the licensed premises and caused by persons patronizing or employed by the licensed premises: [1989, c.592,§3 (amd).]
 - E. A violation of any provision of this Title; and [1989, c.592, §3 (amd).]
 - F. A determination by the municipal officers or county commissioners that the purpose of the application is to circumvent the provisions of section 601. [1989, c.592, §4 (new).]

[1993, c730, §27 (amd).]

3. **Appeal to bureau.** Any applicant aggrieved by the decision of the municipal officers or county commissioners under this section may appeal to the bureau within 15 days of the receipt of the written decision of the municipal officers or county commissioners. The bureau shall hold a public hearing in the city, town or unincorporated place where the premises are situated. In acting on such an appeal, the bureau may consider all licensure requirements and findings referred to in subsection 2.

A. [1993, c.730, §27 (rp).]

4. **No license to person who moved to obtain a license. (REPEALED)**
5. **(TEXT EFFECTIVE 3/15/01) Appeal to District Court.** Any person or governmental entity aggrieved by a bureau decision under this section may appeal the decision to the District Court within 30 days of receipt of the written decision of the bureau.

An applicant who files an appeal or who has an appeal pending shall pay the annual license fee the applicant would otherwise pay. Upon resolution of the appeal, if an applicant's license renewal is denied, the bureau shall refund the applicant the prorated amount of the unused license fee.



State of Maine
 Bureau of Alcoholic Beverages
 Division of Liquor Licensing and Enforcement

For Office Use Only:
 License #: _____
 Date Filed: _____

**Supplemental Information Required for
 Business Entities Who Are Licensees**

For information required for Questions 1 to 4, this information is on file with the Maine Secretary of State's office and must match their record information. Please clearly complete this form in its entirety.

1. Exact legal name:
ARMSTRONG TENNIS CENTER

2. Other business name for your entity (DBA), if any:

3. Date of filing with the Secretary of State: 11/12/2015

4. State in which you are formed: MAINE

5. If not a Maine business entity, date on which you were authorized to transact business in the State of Maine: N/A

6. List the name and addresses for previous 5 years, birth dates, titles of officers, directors and list the percentage ownership: (attached additional sheets as needed)

Name	Address for Previous 5 years	Date of Birth	Ownership %
DEAN ARMSTRONG	91 CENTER ST, BANGOR ME 04401	6/23/1935	100%

7. Is any principal person involved with the entity a law enforcement official?

Yes No

8. If Yes to Question 7, please provide the name and law enforcement agency:

Name: N/A Agency: _____

9. Has any principal person involved in the entity ever been convicted of any violation of the law, other than minor traffic violations, in the United States?

Yes

No

10. If Yes to Question 9, please complete the following: (attached additional sheets as needed)

Name: _____

Date of Conviction: _____

Offense: _____

Location of Conviction: _____

Disposition: _____

Signature:

Dean Armstrong
Signature of Duly Authorized Person

11/12/2015
Date

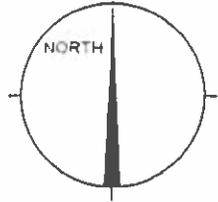
DEAN ARMSTRONG
Print Name of Duly Authorized Person

If you have questions regarding the legal name or assumed (DBA) name on file with the Secretary of State's office, please call (207) 624-7752. The SOS can only speak to the information on file with their office, not the filing of this supplemental information – please direct any questions about this form to our office at the number below.

Submit Completed Forms To: Bureau of Alcoholic Beverages and Lottery
Operations Division of Liquor Licensing Enforcement
8 State House Station Augusta, Me 04333-0008
Telephone Inquiries: (207) 624-7220
Fax: (207) 287-3434
Email Inquiries: MaineLiquor@Maine.gov

SKETCH

SCALE: 1"=60'

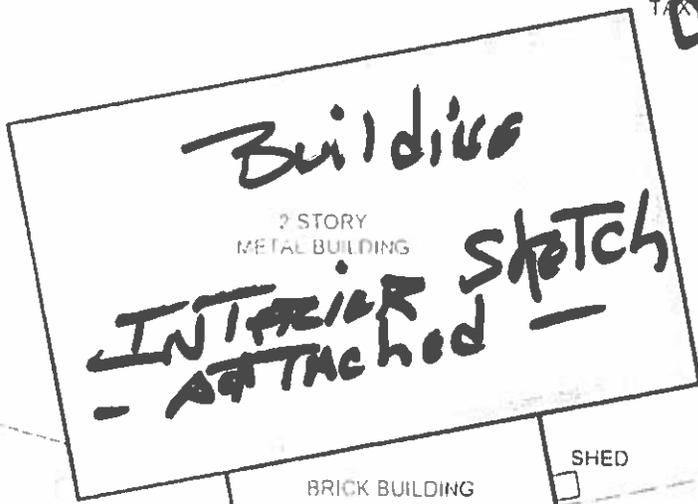


Land of
CHADWICK BAROSS
INC

Volume 4210, Page 279
TAX PARCEL 10-0-47

Land of
**ARMSTRONG
TRAINING
CENTER**

ARMSTRONG
TRAINING
CENTER
Volume 7061, Page 12
TAX PARCEL 10-0-47B



? STORY
METAL BUILDING

BRICK BUILDING

SHED

PAVED PARKING AREA

MECAW ROAD

SIGN

ELECTRIC
TEL

R=825'±
A=249'±

3BR 1

Land of
R H FOSTER ENERGY,
LLC.

Parcel Six
Volume 7061, Page 5
TAX PARCEL 10-0-47B-B

PLUSGA & DAY
LAND SURVEYORS

70 MARK STREET
BAYLOR MARK
DATE 05-08-2013
PROJ NO 13050 M

LEGEND

○ UTILITY POLE

+ GUY/ANCHOR

--- EDGE OF PAVED OR GRAVEL SURFACE

— PROPERTY LINE / PUBLIC RIGHT OF WAY LINE

--- OVERHEAD WIRES

TENNIS COURTS
EXIT

TENNIS COURT
2

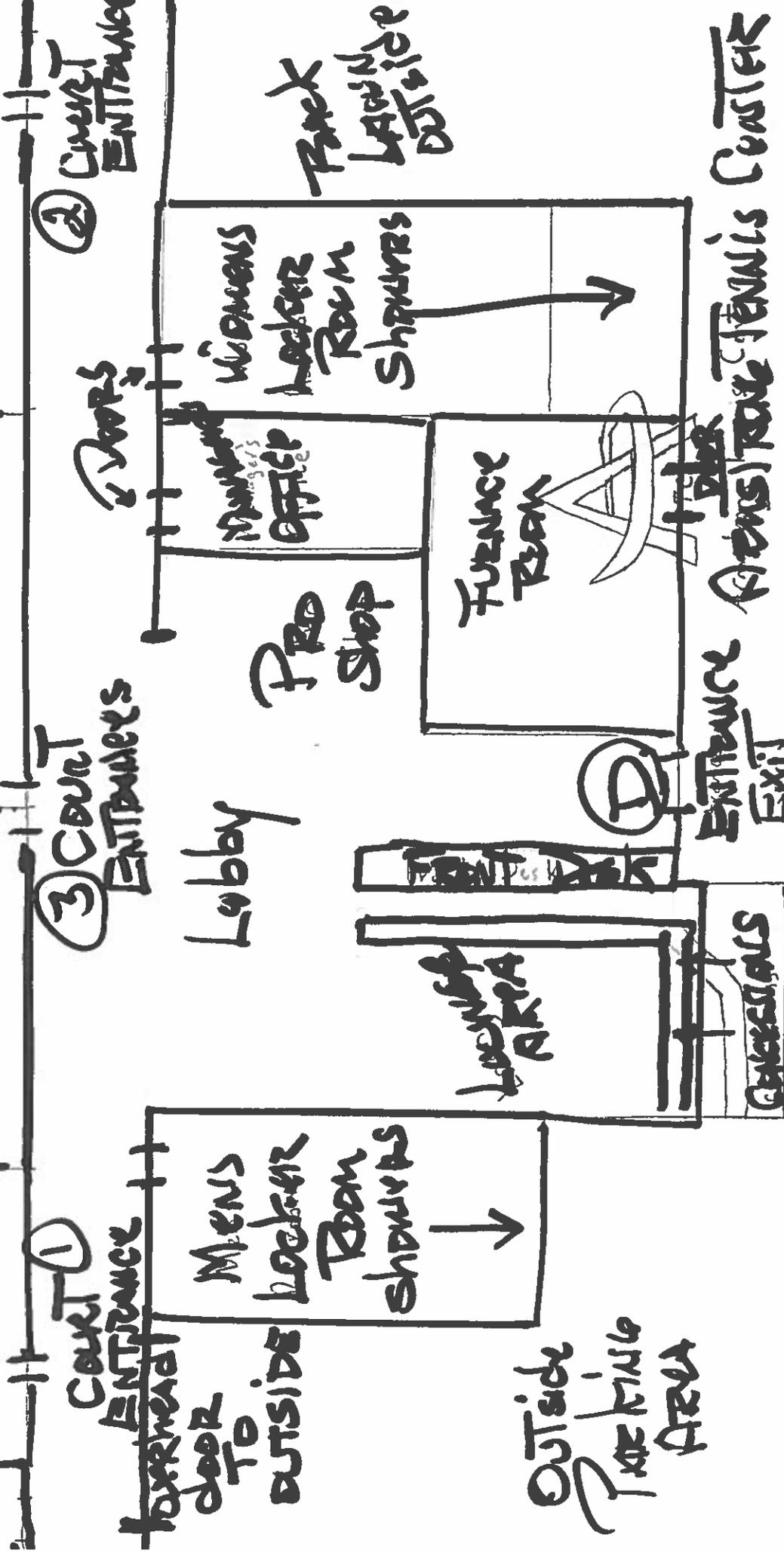
TENNIS COURT
3

TENNIS COURT
EXIT
4

HEXITS BUILDING ABCD

DIVIDER BETWEEN NETS ONLY BETWEEN COURTS THAT CAN BE RETRACTED EASILY-

(A) EXIT



COURT 1
ENTRANCE

COURT
ENTRANCES
3

COURT
ENTRANCE
2

OUTSIDE
PARKING
AREA

MENS
LOCKER
ROOM
SHOWERS

Lobby

PRO
SHOP

OFFICE

WOMENS
LOCKER
ROOM
SHOWERS

FURNACE
ROOM

REST
AREA

CONCESSIONS

ENTRANCE
EXIT

TENNIS
COURTS

PARKING
LOT
OUTSIDE



D-5-e

Denise Hodsdon <clerk@hampdenmaine.gov>

MRC/Fiberight draft documents for review

2 messages

Angus Jennings <townmanager@hampdenmaine.gov>

Tue, Oct 27, 2015 at 5:07 PM

To: David Ryder <rydertowncouncil@hampdenmaine.gov>, Bill Shakespeare <shakespearetowncouncil@hampdenmaine.gov>, Dennis Marble <marbletowncouncil@hampdenmaine.gov>, Terry McAvoy <mcavoytowncouncil@hampdenmaine.gov>, Gregory Sirois <siroistowncouncil@hampdenmaine.gov>, Stephen Wilde <wildetowncouncil@hampdenmaine.gov>
Cc: Denise Hodsdon <clerk@hampdenmaine.gov>

Council:

I recently received many documents for review from MRC re the proposed Fiberight project (as did every other MRC member municipality). The packet mailed to me included ten documents, so I've scanned each separately and labeled them both 1 to 10 (in the order they were packaged) and with a descriptive label.

The MRC Board has requested comments on these documents, including the three legal documents that are presented as drafts, by November 13. I've asked Sean, and his solid waste staff, as appropriate, to review the materials and contribute to any comments the Town may submit to the MRC Board.

Because there is not another Council meeting before 11/13 I'm circulating these docs via email. If any of you wish to get closely involved with this effort let me know. I'm happy to include whomever in a meeting with me and Sean sometime before the 13th to discuss any comments we might wish to provide. Certainly, if we prepare comments at the staff level, these would be copied to the Council - and if any judgment calls arise I'd reach out on those specifically.

There is a lot of material here and this review will take some time; Sean and I will meet toward the end of next week to review whether and to what extent we anticipate providing comments.

Thanks,
Angus

Angus Jennings
Town Manager

Town of Hampden
106 Western Avenue
Hampden, ME 04444
(207)-862-3034
townmanager@hampdenmaine.gov

Under Maine's Freedom of Access ("Right to Know") law, all e-mail and e-mail attachments received or prepared for use in matters concerning Town Business or containing information relating to Town business are likely to be regarded as public records which may be inspected by any person upon request, unless otherwise made confidential by law. If you have received this message in error, please notify us immediately by return email. Thank you for your cooperation.

10 attachments

-  **10 MRC Site Lease Agreement.pdf**
1267K
-  **9 MRC Master Waste Supply Agreement.pdf**
1019K
-  **8 MRC Draft Joinder Agreement.pdf**
699K
-  **7 MRC Fiberight History and BOD Contacts.pdf**
100K

-  **6 MRC Summary Timeline.pdf**
77K
-  **5 MRC Site Map.pdf**
194K
-  **4 MRC Site Lease Agreement Summary.pdf**
117K
-  **3 MRC Master Waste Supply Agreement Summary.pdf**
76K
-  **2 MRC Joinder Agreement Summary.pdf**
93K
-  **1 MRC Transmittal Memo 10-13-15.pdf**
76K

Angus Jennings <townmanager@hampdenmaine.gov>

Mon, Nov 9, 2015 at 12:24 PM

To: Dennis Marble <marbletowncouncil@hampdenmaine.gov>

Cc: David Ryder <rydertowncouncil@hampdenmaine.gov>, Terry McAvoy <mcavoytowncouncil@hampdenmaine.gov>, Stephen Wilde <wildetowncouncil@hampdenmaine.gov>, Gregory Sirois <siroistowncouncil@hampdenmaine.gov>, Bill Shakespeare <shakespearetowncouncil@hampdenmaine.gov>, Denise Hodsdon <clerk@hampdenmaine.gov>, Sean Currier <publicworks@hampdenmaine.gov>

Hello,

Because of the importance of this issue, I contacted Greg Louder at MRC to see if he'd agree to an extension of time from this Friday to next Tuesday 11/17 to allow for full Council review before we provide comments re the draft documents.

Greg agreed, so this item will be included on next Monday's Finance and Council agendas.

I will still plan to have a work session this Thursday noon, and whomever is interested and available to meet to review the docs is welcome to do so.

Please let me know if you have any questions.

Thanks,
Angus

Sent from my iPhone

On Nov 8, 2015, at 5:39 PM, Angus Jennings <townmanager@hampdenmaine.gov> wrote:

Dennis, I know what you mean.

I'm in touch with the town manager network and there will be a coordinated legal review (w shared i.e. reduced costs) sometime after towns' comments are submitted this Friday.

Councilors Wilde and McAvoy will meet with me and Sean this Thursday noon to review what we'd like to submit. (All are welcome).

I can give a brief update on this during public comments at tomorrow's Services Comm.

Angus

On Nov 8, 2015, at 2:54 PM, Dennis Marble <marbletowncouncil@hampdenmaine.gov> wrote:

Angus,

If I were an attorney and had a few days, I'd give all this a real review. But I'm not! Wow.

Dennis

Sent from my iPad

[Quoted text hidden]

- | <10 MRC Site Lease Agreement.pdf>
- | <9 MRC Master Waste Supply Agreement.pdf>
- | <8 MRC Draft Joinder Agreement.pdf>
- | <7 MRC Fiberight History and BOD Contacts.pdf>
- | <6 MRC Summary Timeline.pdf>
- | <5 MRC Site Map.pdf>
- | <4 MRC Site Lease Agreement Summary.pdf>
- | <3 MRC Master Waste Supply Agreement Summary.pdf>
- | <2 MRC Joinder Agreement Summary.pdf>
- | <1 MRC Transmittal Memo 10-13-15.pdf>