



HAMPDEN TOWN COUNCIL  
HAMPDEN MUNICIPAL BUILDING  
AGENDA

MONDAY

SEPTEMBER 21, 2015

7:00 P.M.

• **6:45 pm – Finance & Administration Committee Meeting**

A. PLEDGE OF ALLEGIANCE

B. CONSENT AGENDA

1. SIGNATURES

2. SECRETARY'S REPORTS

- a. September 1, 2015 Meeting Minutes
- b. September 14, 2015 Special Meeting Minutes

3. COMMUNICATIONS

- a. Walter Cupples – Application for Appointment to Board of Appeals – Referral to Planning & Development Committee
- b. Daniel Brooks/Manager & Council – Town Attorney Recognition
- c. Maine Water Utilities Association – Request for Welcome Presentation at 10/8/2015 Meeting

4. REPORTS

- a. Finance Committee Minutes – 8/17/2015
- b. Monthly Department Reports – August 2015

C. PUBLIC COMMENTS

D. POLICY AGENDA

1. NEWS, PRESENTATIONS & AWARDS

2. PUBLIC HEARINGS

3. NOMINATIONS – APPOINTMENTS – ELECTIONS

- a. Marsha Richardson – Appointment to Lura Hoit Pool Board of Trustees – Services Committee Recommendation
- b. Discussion: Candidate Forum & Newsletter Profiles

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

4. UNFINISHED BUSINESS

- a. Town Attorney Recommendation

5. NEW BUSINESS

- a. 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 – Services Committee Recommendation
- b. Maine Municipal Association Annual Business Meeting – Voting Delegate Credentials
- c. Municipal Review Committee Board of Directors Election – Candidate Nomination Form
- d. Request for Zoning Map Amendment – Map 9A, Lot 1 from Residential A to Business – Planning & Development Committee recommendation to refer to Planning Board

E. COMMITTEE REPORTS

F. MANAGER’S REPORT

G. COUNCILORS’ COMMENTS

H. ADJOURNMENT



HAMPDEN TOWN COUNCIL  
HAMPDEN MUNICIPAL BUILDING  
MINUTES

TUESDAY

SEPTEMBER 1, 2015

7:00 P.M.

*Attending:*

*Mayor David Ryder  
Councilor Bill Shakespeare  
Councilor Terry McAvoy  
Councilor Greg Sirois  
Councilor Dennis Marble  
Councilor Stephen Wilde  
Town Attorney Thomas Russell*

*Town Manager Angus Jennings  
Town Clerk Denise Hodsdon  
Public Safety Director Joe Rogers  
Lt. Jason Lundstrom  
Tax Assessor Kelly Karter  
Carol Duprey  
Peter & Janet Hughes of Hughes Bros.  
Media Representatives  
Citizens*

*The meeting was called to order by Mayor Ryder at 7:00 pm.*

- A. PLEDGE OF ALLEGIANCE** – *Mayor Ryder led the Pledge of Allegiance*
- B. CONSENT AGENDA** – *Motion by Councilor Marble, seconded by Councilor McAvoy to accept the Consent Agenda. Unanimous vote in favor.*

**1. SIGNATURES**

**2. SECRETARY'S REPORTS**

- a. August 17, 2015 Meeting Minutes**

**3. COMMUNICATIONS**

- a. Hampden Business Association – Meeting Announcement – 9/1/2015**
- b. Highlands Corner Store – Renewal of Victualers License**
- c. Maine Municipal Risk Management – Dividend Payment for Worker's Compensation and Property & Casualty Insurance**

**4. REPORTS**

- a. Finance Committee Minutes – 8/3/2015**

**C. PUBLIC COMMENTS** - *None*

**D. POLICY AGENDA**

**1. NEWS, PRESENTATIONS & AWARDS** - *None*

**2. PUBLIC HEARINGS** - *None*

### 3. NOMINATIONS – APPOINTMENTS – ELECTIONS

- a. **Deadline for Submission of Nomination Papers for Councilor At-Large and RSU #22 Board of Directors** – *Town Clerk Denise Hodsdon reminded everyone that the deadline for submission of nomination papers is Thursday, September 3<sup>rd</sup>.*

### 4. UNFINISHED BUSINESS

- a. **License Plate Issuance Update & Request to Close Administration Office** – *In order to facilitate staff training on the issuance of license plates, Motor Vehicle Agent Cheryl Johnson has arranged for a representative from the Bureau of Motor Vehicles to come to the Town Office on September 14<sup>th</sup>. All Administration staff needs to participate in the training and has requested that the office be closed from 9:30 am to 2:00 pm to allow for uninterrupted training. Motion by Councilor Wilde, seconded by Councilor Sirois to approve closing the Town Office from 9:30 am to 2:00 pm on Monday, September 14<sup>th</sup>. Unanimous vote in favor.*
- b. **Town Attorney Appointment** – *This item was postponed until a later date.*

### 5. NEW BUSINESS

- a. **FEMA Assistance to Firefighters Grant – Lieutenant Jason Lundstrom**
  1. **Acceptance of Grant Funds of \$44,888.00 & Authorization to Expend \$2,244.00 from Matching Grant Reserve Account – Finance Committee Recommendation** – *Motion by Councilor Sirois, seconded by Councilor McAvoy to accept grant funds in the amount of \$44,888.00 and to authorize the expenditure of \$2,244.00 from the Matching Grant Reserve Account. Unanimous vote in favor.*
  2. **Authorization to go out to Bid for Extrication Equipment** – *Motion by Councilor McAvoy, seconded by Councilor Marble to authorize the Fire Department to go out to bid for extrication equipment. Unanimous vote in favor.*
- b. **Appointment of Local Health Officer** – *Motion by Councilor Sirois, seconded by Councilor Shakespeare to appoint Jason Lundstrom as Local Health Officer. Unanimous vote in favor.*
- c. **Declaration of Forfeiture of Carol Duprey's Office as Councilor** – *Carol Duprey offered an apology to the voters for not finishing out her term. She noted that she has expanded her business which has affected her ability to attend meetings, however had she been made aware that she had missed five meetings, she would have made the*

*effort to make them all. Following Council discussion as to whether a vote was necessary, Attorney Russell advised that the Council did need to declare that pursuant to Section 207(b)(4) of the Town Charter, she forfeited her office as councilor upon her failure to attend six regular or special meetings in the prior twelve month period. Motion by Councilor Sirois, seconded by Councilor Shakespeare to adopt the Declaration of Forfeiture of Carol Duprey's Office as Councilor. Unanimous vote in favor.*

- d. Personal Property Tax Abatement Request – Hughes Bros. – Janet Hughes of Hughes Bros., Inc. has asked the Council to abate taxes assessed in 2014 on equipment owned by the company at its gravel pit in Winterport. The request is to abate \$8,266.56 plus interest. Tax Assessor Kelly Karter explained that in March 2014 she became aware that Hughes Bros. had equipment at their pit in Winterport and estimated the value to be \$1,064,100 for a total tax of \$18,621.75. After taxes were committed, Assessor Karter was able to enter the pit and discovered that some of the equipment was permanently attached to the ground and she abated \$10,654 for that equipment. The remaining equipment included two loaders, a water truck and a screen, which Assessor Karter believed to be mobile equipment. The tax balance on these remaining items is \$8,266.56. Pursuant to Title 36 M.R.S. §602, "all personal property within or without the State, except in cases enumerated in section 603, shall be taxed to the owner in the place where he resides." Section 603 sets out a number of exemptions, including personal property of manufacturing and mining corporations. Hughes Bros. asserts that it is a mining corporation and therefore is exempt from paying personal property taxes to Hampden as the equipment is located in Winterport and never leaves the site. Following considerable discussion Councilor Shakespeare moved that based on the fact that Hughes Bros.' organization in Winterport is a mining facility, the Town of Hampden should abate taxes in the amount of \$8,266.56 plus accrued interest. Councilor McAvoy seconded the motion. Following additional discussion, vote on the motion was 2 in favor (McAvoy and Shakespeare) and 4 opposed (Marble, Wilde, Ryder and Sirois); motion failed. Resident Alex King of 75 Ichabod Lane noted that there are too many unanswered questions and requested that the Council send this back to Committee. Attorney Russell advised that only the Council has the authority to grant an abatement and that the Council has to make the determination if this is a mining facility. He recommended that consideration of this request be continued to a special Council meeting. Motion by Councilor Marble, seconded by Councilor Wilde to continue consideration of Hughes Bros.' request for abatement to a special meeting to be held at 7:00 pm on Monday, September 14, 2015. Unanimous vote in favor.**

## DECLARATION OF FORFEITURE OF OFFICE

Section 207(b) of the Town Charter provides as follows:

***“Sec. 207 Vacancies; Forfeiture of Office; Filling of Vacancies***

- (b) ***Forfeiture of Office*** – A councilor shall forfeit that person’s office if that person (1) lacks at any time during that person’s term of office any qualification for the office prescribed by this charter or by law, (2) violates any express prohibition of this charter, (3) is convicted of a crime or offense which is, during that person’s term, reasonably related to that person’s ability to serve as councilor, or (4) fails to attend six (6) regular or special meetings of the council in the prior twelve month period.”  
*(Amended: November 5, 1985, November 6, 1990, November 5, 2013)*

Carol Duprey failed to attend the following regular or duly called special meetings of the Town Council during the prior twelve month period:

03/02/2015	Regular Meeting
05/18/2015	Regular Meeting
06/15/2015	Regular Meeting
07/13/2015	Special Meeting re: Manager Selection
07/27/2015	Special Meeting re: Manager Appointment
08/17/2015	Regular Meeting

NOW, THEREFORE, the Town Council hereby declares that pursuant to Section 207(b)(4) of the Town Charter, Carol Duprey forfeited her office as councilor of the Town of Hampden, Maine upon her failure to attend the regular meeting of the Town Council on August 17, 2015.

- e. **Tax Anticipation Note Bid Results – Finance Committee Recommendation** – *Mayor Ryder reported that the Finance Committee had reviewed the bid results and recommended awarding the bid to Camden National Bank which offered the lowest interest rate of .82% for a Tax Anticipation Note up to \$2,000,000. Due to his employment with Camden National Bank, Councilor Sirois recused himself from discussion and voting on this item. Motion by Councilor Marble, seconded by Councilor McAvoy to adopt the Resolution Authorizing the Sale of \$2,000,000 Tax Anticipation Note of Town of Hampden, Maine to Camden National Bank. Vote was 5-0 in favor.*

**E. COMMITTEE REPORTS**

**Services Committee** – *Next meeting will be at 6:00 pm on September 14<sup>th</sup>.*  
**Infrastructure Committee** - *No report as the Committee did not meet in August.*  
**Planning & Development Committee** – *Next meeting will be at 6:00 pm on September 2<sup>nd</sup> with agenda items including the codification plan, downtown impact plan and the marina sign.*  
**Finance & Administration Committee** – *Mayor Ryder reported that the Council has already discussed all items on the Committee’s agenda for this evening.*

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

**G. COUNCILORS’ COMMENTS**

**Councilor Marble** *reminded everyone to be careful driving now that school is back in session. He will be starting up the Hot Stove sessions again beginning on Saturday, September 26<sup>th</sup> at the Library.*  
**Councilor McAvoy** *reminded folks to go out and enjoy the beautiful weather and to shop local and buy American.*

- H. **ADJOURNMENT** – *There being no further business, the meeting was adjourned at 9:22 pm.*



Denise Hodsdon  
Town Clerk

Town of Hampden  
106 Western Avenue  
Hampden, Maine 04444



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

TO: Town Council

FROM: Angus Jennings, Town Manager

DATE: September 1, 2015

RE: Town Manager's Report to September 1 Town Council meeting

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

MRC / Fiberight Project – On August 24, I participated in a meeting with MRC and their engineering consultants, along with Community & Economic Development Director Dean Bennett, DPW Director Sean Currier, Code Enforcement Officer Myles Block, and Fire Lt. Jason Lundstrom. This working meeting was productive in identifying matters for coordination and due diligence as necessary to advance this initiative.

Council Chambers AV Equipment – I spoke with Rodney Verrill last week to notify him of the Council's authorization for this work to proceed. Understanding that the work will rely on limited electrical work that is outside of Rodney's expertise, he will schedule an on-site meeting in the next week to include Hampden Electric. I will attend, and will invite a representative from DPW, to ensure project coordination. I anticipate that this work will be able to proceed promptly. We will also continue to work with Rodney to secure staffing for video recording of Council and Planning Board meetings.

Purchase of DPW trackless sidewalk tractor – At your August 17 meeting, the Council authorized a lease-purchase of this machine. I have since received a quote to finance the vehicle purchase at 1.99% interest, which is favorable. Proceeding with this method of purchase would require a revised motion of the Council; this item will be added to the next meeting agenda. In the meantime, DPW has reserved the truck for purchase.

Request for Bow Hunting on Town Land – A request has come in seeking permission to bow hunt on town lands. In the past, the Town Manager would consider such requests on a case by case basis and, where approved, would sign the state form authorizing access to private land. In other communities, specific policies are in place regarding

authorization for bow hunting on designated town owned lands. Given that the bow hunting season starts on September 12, I intend to proceed as in the past regarding issuance of permissions, and invite input the Council may offer regarding appropriate location(s), timing restrictions, etc. Looking ahead to next fall, I will look into other communities' policies and practices to consider whether standardizing the process may make sense in the future.

Community Introductions – I hosted an initial Department Head meeting on August 24 and am in the process of holding one on one meetings with Town Department Heads and staff. This will proceed over the coming weeks as I invite various perspectives regarding what's going well, any areas of concern, and the relative urgency of various matters.

I was glad to meet the new RSU #22 Principal during her community reception on August 25, and I will meet with Superintendent Rick Lyons to tour the District's facilities on September 15.

Following on our discussions during the selection process, I look forward to meeting with each of you in the coming weeks to ensure my understanding of your goals and priorities for the work ahead.

Schedule – Outgoing Town Manager Susan Lessard was in the office today (Tuesday) in conjunction with the annual town audit. Her continued effort and support during this period of transition is greatly appreciated.

**SPECIAL TOWN COUNCIL MEETING  
MINUTES**

Monday, September 14, 2015

A special meeting of the Hampden Town Council was held on Monday, September 14, 2015 for the purpose of continuance of consideration of a request for abatement of personal property taxes received from Hughes Bros., Inc. The meeting was called to order at 7:02 p.m.

Attendance:

Mayor David Ryder  
Councilor William Shakespeare  
Councilor Dennis Marble  
Councilor Terry McAvoy  
Councilor Stephen Wilde  
Councilor Greg Sirois

Town Manager Angus Jennings  
Town Clerk Denise Hodsdon  
Tax Assessor Kelly Karter  
Janet & Peter Hughes of Hughes Bros.  
Citizens

Hughes Bros., Inc. has asked the Council to abate taxes assessed in 2014 on equipment owned by the company at its gravel pit in Winterport. The request is to abate \$8,266.56 plus interest. Council consideration of the abatement request began at its meeting on September 1, 2015. At that meeting, Attorney Russell advised the Council that it would need to determine whether the facility in Winterport is a mining operation and thereby exempt from paying personal property taxes in Hampden. The Council felt further information was needed in order to make that determination and voted to continue consideration of the request.

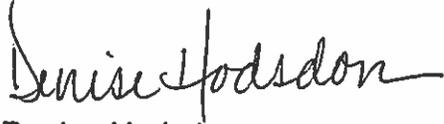
Mayor Ryder began the meeting by asking Tax Assessor Kelly Karter to explain the Town's position relative to the personal property in Winterport. Kelly explained that after visiting the site, she abated everything she feels should be abated and that the only items remaining were mobile and could be moved from the site.

Attorney Russell provided a memorandum regarding the request in which he advised that the Council needed to determine whether Hughes Bros. qualifies for the mining provision of Title 36 §603(9) and whether the personal property at the Winterport facility is dedicated to that activity exclusively in Winterport.

Janet Hughes of Hughes Bros. responded to several questions from Councilors with regard to whether the facility is a mining operation and whether the equipment ever leaves the site. Mrs. Hughes explained that they are permitted by the DEP as a gravel mining operation. She also provided a packet of information entitled "What is Mining" and requested that it be included with the minutes of this meeting. Mrs. Hughes also assured the Council that the two loaders, the water truck and the screen are used exclusively in the Winterport operation and do not leave that facility.

Following further discussion, Councilor Shakespeare moved and Councilor Sirois seconded to abate the personal property taxes assessed to Hughes Bros. in the amount of \$8,266.56 plus any accrued interest. Vote was unanimously in favor.

There being no further business, the meeting was adjourned at 7:54 pm.

A handwritten signature in black ink that reads "Denise Hodsdon". The signature is written in a cursive style with a long horizontal flourish at the end.

Denise Hodsdon  
Town Clerk



Check One:  Initial Application  
 Reappointment Application

TOWN OF HAMPDEN  
APPLICATION FOR TOWN BOARDS AND COMMITTEES

B-3-a

NAME: CUPPLES WALTER K.  
LAST FIRST MI

ADDRESS: 42 MAIN ROAD NORTH HAMPDEN 04444  
STREET TOWN ZIP

MAILING ADDRESS (if different): \_\_\_\_\_

TELEPHONE: 862-6136 944-0335  
HOME WORK CELL

EMAIL: WALTERDES@DOL.COM

OCCUPATION: CUSTOMER SERVICE REP 2

BOARD OR COMMITTEE PREFERENCE:

FIRST CHOICE: BOARD OF APPEALS

SECOND CHOICE (OPTIONAL): \_\_\_\_\_

How would your experience, education and/or occupation be a benefit to this board or committee? I HAVE HAD A 25 YEAR CAREER IN 12 DIFFERENT INDUSTRIES

HELPING ORGANIZATIONS DEVELOP COLLABORATIVE RELATIONS AMONG THE VARIOUS PARTS OF THE ENTERPRISES TO ENABLE THEM TO BE MORE PRODUCTIVE. THE SKILLS ACQUIRED COULD BE HELPFUL IN RESOLVING ISSUES IN THE TOWN OF HAMPDEN.

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

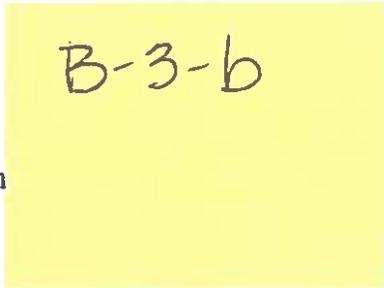
- CONSERVATION COMMITTEE
- BOARD OF ASSESSMENT REVIEW
- PERSONNEL APPEALS BOARD
- LURA HOIT MEMORIAL POOL
- ECONOMIC DEVELOPMENT COMMITTEE
- FRIENDS OF DOROTHEA DIX PARK

3 YEAR

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

5 YEAR  
PLANNING BOARD

<b>FOR TOWN USE ONLY</b>		Date Application Received: <u>SEP 15 2015</u>
COUNCIL COMMITTEE ACTION: _____	DATE: _____	
COUNCIL ACTION: _____	DATE: _____	
<input type="checkbox"/> NEW APPT	<input type="checkbox"/> REAPPOINTMENT	DATE APPOINTMENT EXPIRES: _____



**DANIEL N. BROOKS, O.D.**

*Family Eye Care - Contact Lenses*

766 Stillwater Avenue • Bangor, Maine 04401 • (207) 945 5891

**Town of Hampden  
RECEIVED**

**SEP 15 2015**

**Office of the  
Town Manager**

September 15, 2015

Hampden Town Manager  
Hampden Town Council  
Western Avenue  
Hampden, ME 04444

Dear Madam and members of the Town Council,

It has been brought to my attention that Thomas Russell, Esq. has ended his association as the town legal counsel without formal acknowledgment of his 28 years of service to the Town of Hampden. I would be surprised if this was factual. However, out of respect for the years of dedication to the town of Hampden, I would strongly urge the Town manager and Town Council to formally acknowledge the service of this long-term employee.

Sincerely,

Daniel N. Brooks, O. D.

B-3-c



Angus Jennings &lt;townmanager@hampdenmaine.gov&gt;

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**MWUA Bi Monthly Meeting October 8th 2015**

1 message

**Christopher Curtis** <ccurtis@awsd.org>

Mon, Aug 31, 2015 at 11:31 AM

To: "townmanager@hampdenmaine.gov" &lt;townmanager@hampdenmaine.gov&gt;

Cc: Nate McLaughlin &lt;nmclaughlin@woodardcurran.com&gt;, Brian McGuire &lt;bmcguire@hwco.org&gt;, "jholyoke@tds.net" &lt;jholyoke@tds.net&gt;, "jmcnelly@mwua.org" &lt;jmcnelly@mwua.org&gt;, MWUA Office &lt;info@mwua.org&gt;, Justin Richardson &lt;JRichardson@kkwwd.org&gt;

Good Morning all.

Angus Jennings, Hampden Town Manager has tentatively agreed that he or a councilor will present a brief welcome to the town of Hampden. One potential conflict is the MMA convention that he mentioned.

Nate is going to call Roger today for a representative to present the Regulatory update.

Nate also emailed the CEO of the proposed recycling facility.

Brian is going to help with the technical program, see attached sheet.

Thank you for your help on putting this program together,

**Christopher Curtis**

**Lewiston Auburn Water Treatment Facility Manager**

**Auburn Water District**

**Lewiston Water Division**

Cell: (207) 513-2622

Phone: (207) 333-6665 ext.1553

Fax: (207) 333-3289

Email: ccurtis@awsd.org



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**2 attachments**



**image001.jpg**  
6K



**Oct '15 Bi-Mo Mtg - Hampden.docx**  
26K

CONFERENCE No. 541  
HAMPDEN

OCTOBER 8, 2015

HOST: Jamie Holyoke, Superintendent Hampden Water District

LOCATION: Hampden Town Office, 106 Western Ave., Hampden Maine, 04444

DIRECTIONS: I will do this...

**PROGRAM**

- 8:30 AM – 9:00 AM **Registration & Continental Breakfast**
- 9:00 AM – 9:10 AM **Introduction & Welcome to Hampden, Maine**  
*)Angus Jennings, Hampden Town Manager(or council Representative)*
- 9:10 AM – 9:30 AM **Overview of Hampden Water District/Propose Solid Waste Recycling and Processing facility.**  
*Jamie Holyoke/Nate emailed CEO*
- 9:30 AM – 10:00 AM **Business Meeting**  
**Legislative Update, Jeffrey McNelly, Executive Director**  
**Presentation of 2016 Budget, Al Hitchcock, President and Jeffrey McNelly**  
**Nominating Committee Report**  
**Regulatory Update, TBD (call Roger to assign) Maine Drinking Water Program**
- 10:00AM – 10:15 AM **Break**

**TECHNICAL PROGRAM**

- 10:15AM – 12:15 PM **Representative from Department of Labor to discuss changes in the Competent Person Law, to curtail into a section on construction site safety.**
- 12:30 PM – 12:45 PM **Q & A**
- 12:45 PM **Lunch**

Alan Hitchcock  
*President*

Chris Curtis, Joe Hersom, Nate McLaughlin  
*Program Coordinators*

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**REGISTRATION FOR OCTOBER 8, 2015 BI-MONTHLY MEETING**  
*Please return registrations by: October 2, 2015*  
 \_\_\_ DWP Training Contact Hours / \_\_\_ DEP Training Contact Hours

Name(s):

\_\_\_\_\_

\_\_\_\_\_

Affiliation \_\_\_\_\_

\_\_\_\_\_

		Member	Non-Member	Late Registration (after 10/2/15)	
		Member	Non-Member	Member	Non-Member
<i>Water Systems serving more than 4,000 Customers</i>	___ @	\$30	\$35	\$40	\$45
<i>Vendors / Associate Members</i>	___ @	\$30	\$35	\$40	\$45
<i>Water Systems serving less than 4,000 Customers</i>	___ @	\$20	\$25	\$30	\$35

Total enclosed: \_\_\_\_\_

Register online at: [www.mwua.org](http://www.mwua.org) OR mail/fax registration to:  
 Maine Water Utilities Association, 150 Capitol Street, Suite 5, Augusta, ME 04330  
 Tel: (207) 623-9511; Fax: (207) 623-9522

**FINANCE & ADMINISTRATION COMMITTEE MEETING**

Monday, August 17, 2015

**MINUTES***Attending:*

<i>Mayor David Ryder</i>	<i>Councilor Terry McAvoy</i>
<i>Councilor Stephen Wilde</i>	<i>Councilor Greg Sirois</i>
<i>Councilor Dennis Marble</i>	<i>Interim Town Manager Susan Lessard</i>
<i>Councilor William Shakespeare</i>	<i>Incoming Town Manager Angus Jennings</i>

*Mayor Ryder called the meeting to order at 5:30 p.m.*

**1. Meeting with Candidates for Town Attorney**

- a. *At 5:30 p.m., Charles E. Gilbert of Gilbert & Greif, P.A. presented his firm's interest and qualifications to serve as the new Town Attorney. Mr. Gilbert responded to questions from Councilors.*
- b. *At 5:50 p.m., Ed Bearor of Rudman & Winchell presented his firm's interest and qualifications to serve as the new Town Attorney. Mr. Gilbert responded to questions from Councilors.*
- c. *At 6:10 p.m., Jon Pottle of Eaton Peabody presented his firm's interest and qualifications to serve as the new Town Attorney. Mr. Gilbert responded to questions from Councilors.*

*Following each presentation, Incoming Town Manager Jennings notified each firm that he would contact them to schedule a time to meet with him during the week of August 24 in order to discuss their proposal in more detail, and that he will prepare a recommendation for consideration by the Council. The Council may, at its option, conduct additional interviews, but need not do so to make an appointment.*

**2. Meeting Minutes**

- a. *August 3, 2015 – There was a Motion and a second to approve the August 3, 2015 minutes. Unanimous vote in favor.*

**3. Review & Sign Warrants – Warrants were reviewed and signed by Committee members****4. Old Business**

- a. **Trackless Sidewalk Machine Replacement Proposal – Referral from Infrastructure Committee – Councilor Marble reported on recommendation**

- of the Infrastructure Committee that a new trackless sidewalk machine be purchased, to be financed over two years (current fiscal year and FY17). There was a Motion and a second to recommend that the Council authorize the purchase. Unanimous (6-0) vote in favor.*
- b. Audio/Visual/Cable TV Equipment Upgrade – Referral from Services Committee** – *Councilor McAvoy reported that the AV equipment is very old, and reported on the Services Committee’s recommendation for approval of this item. If the work is approved, NESCOM would be the responsible party, and would set up the components listed. Motion by Councilor McAvoy, seconded by Councilor Marble to recommend that the Council accept bid and authorize purchase and installation of new AV equipment for funding in the amount of \$49,542 as specified in the proposal worksheet. Unanimous (6-0) vote in favor.*
  - c. Draft Amendments to Council Rules** – *This item was tabled for consideration at a later date.*

## **5. New Business**

- a. Request to use Library Reserve Funds for Air Conditioning Repair - \$986.48 – Referral from Infrastructure Committee.** *Councilor Marble reported on recommendation of the Infrastructure Committee to allocate Library Reserve Funds for air conditioning repair. Motion by Councilor Marble, seconded, to recommend that the Council authorize funds in the amount of \$986.48. Unanimous (6-0) vote in favor.*
- b. Request to use Garage/Transfer Station Reserve Funds for Beneficial Use Permit for Catch Basin Cleaning - \$3,500 – Referral from Infrastructure Committee.** *Councilor Marble reported on recommendation of the Infrastructure Committee to allocate funds for catch basin cleaning as recommended by DPW Director. Motion by Councilor Marble, seconded, to recommend that the Council authorize funds in the amount of \$3,500. Unanimous (6-0) vote in favor.*
- c. Request to use Garage Modification Reserve Funds for Town Garage DEP Compliance Items - \$5,000 – Referral from Infrastructure Committee.** *Councilor Marble reported on recommendation of the Infrastructure Committee to implement the changes to the DPW Garage as recommended by the DPW Director in order to bring the facility into compliance with DEP Regulations. Councilor Marble noted that this proposal represents a good initiative of the Director and Councilor Wilde agreed, pointing out that if materials are not stored in lockable barrels, for instance, it could subject the Town to significant fines. Motion by Councilor Wilde, seconded, to recommend that the Council authorize funds in the amount of \$5,000. Unanimous (6-0) vote in favor.*
- d. Tax Anticipation Note.** *Interim Town Manager Susan Lessard reported that this item is proposed to seek Council approval to pursue bids from area banks for issuance of a Tax Anticipation Note (TAN). Due to the need to make an*

*initial payment toward the school budget, which could exceed \$500,000, prior to anticipated receipt of the first quarter property tax payments due in October, a TAN may be necessary due to low cash reserves during this period of time. Authorization is requested for a TAN in an amount up to \$2,000,000 with a repayment date no later than June 30, 2016. Additional borrowing may be needed in or around February 2016 based on cash flow projections at that time. Interim Town Manager Lessard suggested that, in years past, there has been adequate cash on hand to provide a cushion but that, after several budgets where reserve accounts were not funded, there is no longer such a cushion. She suggested that one way to avoid the need for such borrowing in future years would be to set the mil rate to rebuild the Town's reserve funds over time. There was a Motion and a second to authorize the Town Manager's office to seek bids for a TAN up to \$2,000,000. Unanimous (6-0) vote in favor.*

**6. Public Comment – None**

**7. Committee Member Comments**

*There being no further business, the meeting was adjourned at 6:55 p.m.*

Respectfully submitted –

Angus Jennings  
Town Manager

B-4-b

Town of Hampden  
106 Western Avenue  
Hampden, Maine 04444



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

TO: Town Council  
FROM: Angus Jennings, Town Manager  
DATE: September 17, 2015  
RE: Department Reports – August 2015

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The purpose of this memo is to transmit the monthly reports of the Town's Departments.

Administration  
Town Clerk  
Town Manager  
Community and Economic Development  
DPW  
Assessing  
GIS/IT  
Public Safety  
Edythe Dyer Library  
Lura Hoit Pool  
Recreation

In the coming months I will evaluate the format and content of these monthly reports and anticipate bringing forward modifications to both in the future. Your suggestions in this regard are always welcome.

**MONTHLY REPORT – TOWN MANAGER**  
**August 2015**

- **New Manager Orientation and Training**
  - o **Participated in training on TRIO software**
  - o **One on one meetings with Department Heads, staff, community members**
- **Staffed and prepared minutes for Finance & Administration, Infrastructure & Service Committee meetings.**
- **Reviewed invoices and approve for payment warrants**
- **Worked with Staff, NESCOM and Hampden Electric on upgrade proposal for broadcast equipment**
- **Initiated lease-purchase agreement for MT6 trackless vehicle for DPW**
- **Worked with Mayor and DPW to ensure coordination of tree cutting at Dorothea Dix Park, liaison with contractor and neighbors, wrote and coordinated delivery of letter to neighbors describing the work and temporary park closure**
- **Assisted residents, respond to questions and concerns**
- **Assisted Department heads with issues related to purchasing, grants, personnel**
- **Provided information to Councilors related to constituent questions**

## Clerk's Monthly Report – August 2015

BOATS REGISTERED	23
ATV'S REGISTERED	17
SNOWMOBILES REGISTERED	0
VITAL RECORDS ISSUED	
BIRTH	6
MARRIAGE	14
DEATH	13
BURIAL PERMITS	1
MARRIAGE LICENSES ISSUED	6
HUNT/FISH LICENSES SOLD	23
DOGS LICENSED	11 & 2 Kennel Licenses
VICTUALERS LICENSES ISSUED	1



## HAMPDEN PUBLIC SAFETY

**Police - Fire - EMS**  
**106 Western Avenue**  
**Hampden, Maine 04444**  
**Phone 207-862-4000**  
**Fax: 207-862-4588**



**TO:** Angus Jennings, Town Manager  
**FROM:** Joe Rogers, PSD  
**RE:** Monthly Report  
**DATE:** September 9, 2015

During the month of August, the Hampden Police Department responded to 420 calls for service, processed 7 arrests; and issued 41 traffic citations and 185 written traffic warnings. The Fire Department responded to 25 calls for service and the ambulance responded to 84 calls.

The police and fire department members participated in a joint Saturday training presented by the Maine State Police at Hampden Academy. The training covered active shooter incidents in public places and proved beneficial to everyone in attendance. Our information and resource base is improved, and we have a greater working knowledge of the roles and tasks to prioritize should we ever encounter a situation like this in any of our schools or businesses.

Officer Marc Egan and FF-P Jared LeBarnes spent a week in New Mexico learning about responding to incidents involving explosives. The training is completely paid with federal government monies and presented by Homeland Security.

Sergeant Stewart and Officer Miller attended two days of training in Brewer on supervising critical incidents. Both felt the program was informative and provided information useful to them and our agency in the future. The program covered tactics on assigning and delegating responsibilities during high-stress incidents.

Also during August, a new ambulance was placed into service. This new unit has updated equipment and will certainly assist in providing improved services to the community.

**ASSESSING REPORT**  
**August 2015**

The month of August is always the busiest month in the Assessing Department. It is when all of the previous years' worth of work is all finalized for the tax commitment. Field work was finished and inspections for buildings that will not be taxable until April 1, 2016 were also inspected. That information will be entered into the computer system after the filing of the Municipal Valuation Report to the State of Maine.

The first week of August is Property Tax School. I attended three days and Rosemary attended two and a half to continue our certifications (CAT/Rosemary, CMA/Kelly).

On August 17<sup>th</sup> the taxes were committed with a total billing amount of \$11,129,497.74. Our total Real Estate value increased by \$21,447,400 and the Personal Property decreased by \$1,106,200 for a net gain in value of \$20,341,200. Approximately \$9,000,000 is a result of the Emera build out, which was roughly 70% complete on April 1<sup>st</sup>. We will see the balance in next years' valuation along with the added personal property from their relocation.

After the mailing of the bills, I received some telephone calls regarding changes in value, ownership, etc. but the volume of calls has been relatively low. I have also responded to a number of leasing companies regarding their personal property accounts as well as revisiting several homes for inspection.

I am working on finalizing all of the paperwork for the State, County and Treasurer's Offices while also waiting on the public, answering phones, making copies, etc.

Respectfully submitted,

Kelly J. Karter, CMA  
Hampden Assessor

IT

- Resolved the issues with the phones randomly cutting out every two minutes. After working closely with OTT Communications and Timewarner, we found the issue to be with the type of Timewarner modem. After swapping the modems out last Friday I have not received any complaints about the phones.
- Reloaded the operating system on a staff computer that got infected with a rootkit virus.
- Reformatted the former planner's computer to be used by the new Town Manager. Archived all the former planner's data and email. As with all staff changes, this required account creation on the server, email, and phone system. In this case I needed to set up TRIO access and update the manager's digital signature.
- Replaced the mission critical copier in the Town Office. Due to the extreme amount of issues with the 'new' copier we received from Transco a few months ago, I had them swap it out with comparable machine at no cost (I also had them waive all our copier overages from last year due to all the issues). I am happy to report that replacement machine has been working perfectly!
- Met with an IT company to look into maximizing the utilization of the IT assistance funds in the IT budget. Currently, I'm looking into contracting managed services on the two servers and assistance with the public safety server replacement scheduled for the first part of this fiscal year.
- Reconfigured the fire department's Wi-Fi and two mobile hotspots for the new vitals monitors in the ambulances. These new monitors are able to send video captures of person vital signs (i.e. EKG) to the hospital while en-route in order to improve chances of survival.
- Fixed a charging issue with a police cruiser computer by replacing a fuse.
- Installed and configured three new credit card readers in the Town office.
- Attended a cybersecurity webinar to be informed and prepared for current data breach threats.
- Created a spreadsheet for the Maine Revenue Service which lists the all residents with Homestead Exemptions.

GIS

- Created a map of the Middle School area for a MDOT meeting looking at the school zone speed limits along Main Road South.
- Completed a parcel layer join of the current tax commitment from the TRIO extract and uploaded it into WebGIS. The new data will be available in the next few days.
- Completed updates to the zoning layer and pushed them out to WebGIS. Also added the historic district layer to webGIS. Updated zoning maps are currently being created.
- Purchased, downloaded, and installed ArcGIS software. This is the software that I used working for MDOT and has many more capabilities compared to MapInfo and QGIS. Since it has been several years since I've used the software, it will take some time for it all to come

back to me. I am very excited to be using this software again because all the great features of GIS and map production it can bring to the Town.

- Calculated the amount of impervious surface on a parcel before and after proposed development for the Planning Board.
- Created a map and list of the properties with septic systems within the urbanized area and priority watershed for the MS4 permit.
- Created map and list of parcels within 2500ft buffer of subject property with septic systems and/or wells for Eastern Maine Development Corp brownfield analysis.
- Met with CorsonGIS web GIS Company to look at the potential of bringing annual cost down for that budget item and provide additional services to residents and staff.
- Continued work on feasibility / suitability of new recreation fields sports complex. The current map produced was presented to the mayor and no further action has been requested of me at this time.
- Continued work on cleaning up the shapes and data on the parcel and building layer.

#### **Environmental Compliance / Other**

- Used GIS to create a random sample list of 10 catch basins in the urban area that have sumps over 50% full of grit. This list will be used to sample and test the grit in compliance with the approval process of the beneficial use permit.
- Assisted with Children's Day by producing maps, detour signs, setting up the PA system, and creating an after event slideshow for the Town website.
- Assisted residents with various requests such as flood zone mapping, deed interpretations for right of ways, and scanning wide format subdivision plans.
- Reorganized the environmental compliance Google Drive to assist staff in utilizing the database of store files in a logical manner.
- Supplied information to public works on the rain garden that is in front of the town office.

Any questions or suggestions are welcome and encouraged.

Respectfully submitted,

Kyle Severance

## **DPW MONTHLY REPORT – AUGUST 2015**

Mowed 7 cemeteries one time per week  
Mowed detention ponds in East Hampden  
Mowed road shoulders (Emerald Dr, Meadow, Patterson, Monroe, Cannan, East Hampden)  
Mowed all Town Fields one time per week  
Mowed DPW grounds  
Mowed all Town Parks one time per week  
Mowed Business Park (Carey Circle) off Rtr202  
Removed trash 1-2 times per week from all parks, cemeteries and buildings  
Cut brush from road side (behind Skehan Center to the athletic fields)  
Screened sand for winter operation (in back pit)  
Loaded debris out for 4 days from debris weekend (8/7-8/9 and 8/21-8/23)  
Loaded sheet rock and shingles out of transfer station  
Installed various compliance items in Muni Garage for DEP inspection  
Picked up several dead animals in roadways  
Ditched multiple road sides (Deer Hill Lane, Shaw Hill Rd, Papermill Rd)  
Mulched and seeded road sides disturbed  
Serviced/fixd multiple pieces of equipment (zero steer, loader, sickle bar, #32, Large JD Tractor)  
Flushed 6 culverts  
Brought equipment and barricades to School for Children's Day (and picked them up)  
Fixed wheel chair at Pool  
Graveled the parking lot and road at VFW ball fields  
Cemetery crew had 1 full burial, 1 ash burial  
Picked up debris and wood at Town Marina  
Met with Paving Contractor (Wellman) to get price to grind Hamel St  
Marked out multiple dig safes  
Hot topped replaced culverts on Summer St and Sawyer Rd  
Straightened/fixd/replaced multiple street signs

**TOWN OF HAMPDEN  
DEPARTMENT OF PUBLIC WORKS  
WEEKLY FOREMAN REPORTS**

LIST DAILY ACCOMPLISHMENTS, SIGNIFICANT EVENTS, WEATHER CONDITIONS AFFECTING WORK, AND ANY OTHER INFORMATION THAT SHOULD BE NOTED. USE BACK OF SHEET IF NECESSARY FOR ADDITIONAL COMMENTS.

SUNDAY

DATE: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

MONDAY

DATE: 8-3-2015 MOWER Broke  
 SERVICED BACKHOE + SCREEN NOISES SO  
 FLUSHED SEWER LINE SOUTH END Old County Rd + Stonebrack  
 WORKED ON DIAMOND MOWER FOR BACK OF 5105 John Deere  
 WENT TO H.P. FAIRFIELD FOR PARTS ARMS FOR 3PT Hitch Back to J.D.  
Luis Pitt

TUESDAY

DATE: 8-4-2015 WORKED ON DIAMOND MOWER FOR J.D. 5105  
 LOADED T.U.'S IN TRANSFER STATION  
 MOWED DRAINAGE Ponds EAST HAMPDEN AREA  
 MADE SAND BACK PIT MOWED BALLFIELDS  
 MOWED CEMETERY'S

WEDNESDAY

DATE: 8-5-2015 MEETING AT MUN. Bldg JEMA  
 MOWING DRAINAGE Ponds EAST HAMPDEN  
 CUT TREES ON SEWER RIGHT OF WAY  
 FIXED WALK AT SKIWAY CENTER REC. + WALK  
 PICKED UP TREE CANAAN Rd

THURSDAY

DATE: 8-6-2015 MOWED CARRY CIRCLE + EAST HAMPDEN AREA  
 CUT SHUMACK BRUSH AT REC ROAD DOWN BACK  
 NEW BELTS ON DIAMOND MOWER ON BACK 5105 JOHN DEERE  
 BRIAN GOT BITTEN BY DOG IN TRANSFER STATION

FRIDAY

DATE: 8-7-2015 BRIAN TO OCCUPATIONAL HEALTH Gilman Rd Bangor  
 CLEANED MECHANICS BAY IN GARAGE  
 MOWED AT CARRY CIRCLES  
 CHECKED ROADS FOR PAVEMENT FOR NEXT YEAR

SATURDAY

DATE: 8-8-2015 NIC WORKED FOR BRIAN IN TRANSFER STATION  
 \_\_\_\_\_  
 \_\_\_\_\_

SIGNATURE D Patterson DATE 8-10-2015

**TOWN OF HAMPDEN  
DEPARTMENT OF PUBLIC WORKS  
WEEKLY FOREMAN REPORTS**

LIST DAILY ACCOMPLISHMENTS, SIGNIFICANT EVENTS, WEATHER CONDITIONS AFFECTING WORK, AND ANY OTHER INFORMATION THAT SHOULD BE NOTED. USE BACK OF SHEET IF NECESSARY FOR ADDITIONAL COMMENTS.

SUNDAY

DATE: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

MONDAY

DATE: 8-10-2015 LOADED BOXES TRANSFER STATION  
5105 RD MOWED FIELDS BY KAWANISI Building + Dunton Circle  
MOWED BALLFIELDS + PARKS

TUESDAY

DATE: 8-11-2015 LOADED BOXES TRANSFER STATION  
MOWED FIELDS KAWANISI + BOG ROAD  
PICKED UP WOOD MARINA RD  
Training on SPILL Program for OIL AT GARAGE

WEDNESDAY

DATE: 8-12-2015 LOADED SKIRT ROCK IN TRANSFER STATION Com. Recycling  
John DRIVE 5105 to STRATHAM TIRN BOB LEFT REAR  
Flat Tire on loader PUT SPARE TIRE ON  
SERVICED 510 RD LAWN + GARDEN Tractors  
KEN Gæthel Puncture in Arm From NAIL Storage Building

THURSDAY

DATE: 8-13-2015 MOWED SIDES OF ROAD BOG ROAD  
LOADED SHINGLES IN TRANSFER STATION Com. Recycling  
FLAT TIRE ON 2570 RD AT SNOW DUMP  
NEW CABINETS IN MIDDLE BRY GARAGE For PALAT

FRIDAY

DATE: 8-14-2015 Truck with Plow + wing + Backhoe to School Children's Day  
MOWED LOCUST GROVE + BALL FIELDS  
MEET WITH WELTMAN ABOUT CULVERT BURNAS HAMER AVE.  
MOWED SIDE RD MONROE RD + FIELDS OUT BACK GARAGE

SATURDAY

DATE: 8-15-2015 CHILDRENS DAY Truck + COMBS  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SIGNATURE D. Patterson DATE 8-17-2015

**TOWN OF HAMPDEN  
DEPARTMENT OF PUBLIC WORKS  
WEEKLY FOREMAN REPORTS**

LIST DAILY ACCOMPLISHMENTS, SIGNIFICANT EVENTS, WEATHER CONDITIONS AFFECTING WORK, AND ANY OTHER INFORMATION THAT SHOULD BE NOTED. USE BACK OF SHEET IF NECESSARY FOR ADDITIONAL COMMENTS.

SUNDAY  
DATE: \_\_\_\_\_

MONDAY

DATE: 8-17-2015 Picked up Backhoes + Trucks DOWNTOWN  
 CUT WEEDS + GRASS ON ~~THE~~ Sidewalk EAST HAMPDEN  
 MOWED SIDES ROADS MEADOW + PATTERSON ROADS  
 CLEANED IN GARAGE MOWED BALLFIELDS + PARKS  
 TOWELS DELIVERED FROM LARRY ARCH STOS TO Broken WATER PUMP

TUESDAY

DATE: 8-18-2015 CUT Brush main Rd + Coldbrook 9:10 3PM  
 WORKED ON WHEEL BEARING on CEM. TRAILER  
 MOWED GRASS PARKS + BALLFIELDS  
 DITCHED on HOPKINS Rd CUT Shoulder by House 23  
 PUT UP SIGNS PIPERWOODS Rd Filled Holes Rd to TERRIS Court

WEDNESDAY

DATE: 8-19-2015 CHANGED GPS IN #11  
 WORKED ON 540 LAWN MOWER Deck  
 DITCHED on DEERHILL Drive + Calcium on THOMAS Rd  
 WORKED ON STOS TO WATER PUMP

THURSDAY

DATE: 8-20-2015 RENC OFF BRANT, Victor, OFF DEN OFF  
 SEEDING + MOWED Shoulder on NORKINS Rd + Deer Hill  
 WORKED ON STOS JOHN DEERE Radiator  
 DITCHED ON DEER HILL

FRIDAY

DATE: 8-21-2015 HAULED Trunk From ALL CARS ALLIANCE TRUCK  
 MOWED man. Bldg + Fields  
 MOWED BALLFIELD Down Behind Skehan Cemetery  
 PICKED TRUNK SNOW DUMP 2 BAGS

SATURDAY

DATE: 8-22-2015 Brookings + Smith Called Devon Death Infant

SIGNATURE D Patterson DATE 8-24-2015

**TOWN OF HAMPDEN  
DEPARTMENT OF PUBLIC WORKS  
WEEKLY FOREMAN REPORTS**

LIST DAILY ACCOMPLISHMENTS, SIGNIFICANT EVENTS, WEATHER CONDITIONS AFFECTING WORK, AND ANY OTHER INFORMATION THAT SHOULD BE NOTED. USE BACK OF SHEET IF NECESSARY FOR ADDITIONAL COMMENTS.

SUNDAY

DATE: \_\_\_\_\_

MONDAY

DATE: 8-24-2015 LOADED DINO DABER'S TRANSFER STATION  
 FLUSHED CULVERTS WESSNETTE + Elm ST. WEST + DEER HILL  
 FLUSHED CULVERT Old County Rd Cross + DRIVEWAY  
 PICKED UP DEAD FOX MONROE RD 50  
 DITCHED ON SHADHILL + RT 9 END

TUESDAY

DATE: 8-25-2015 PAINTED POWER LINE SchoolHouse Lane Dig SAFE WATER Dist. NEW PIPE  
 DITCHED ON DEERHILL LANE BACKHOP + TRUCK  
 PICKED UP PARTS JOHN DABER WORKED ON 5105 RADIATOR  
 SERVICED 0 STEER MOWER Fixed lights Trailer #32  
 SEEDED AND MAYED DITCHES ON DEERHILL

WEDNESDAY

DATE: 8-26-2015 Broken Window car at Pool From mowing GRASS (VET-66-750)  
 CUT SHOULDER ON CANAN ROAD  
 CUT Tree on Hopkins Hitting Bus  
 WORKED ON RADIATOR ON 5105 JOHN DABER  
 TOOK WING + PLOW OFF 19 ON FOR CHILDREN'S DAY  
 SHOULDER GRAVEL ON SIDNEY + WILBUR

THURSDAY

DATE: 8-27-2015 Retirement Party for SUE LESSARD 6am  
 LOADED T.V.'s TRANSFER STATION 57°  
 TOOK GRAVEL OUT CULVERT ON SAWYER RD  
 PAVED Cross CULVERT ON SAWYER RD  
 CLEANED AROUND CULVERT ON WESSNETTE Drive  
 WORKED ON 5105 IN RADIATOR

FRIDAY

DATE: 8-28-2015 OPENED LOT LAKEVIEW  
 PAVED Cross CULVERT ON SUMMER ST.  
 PUT WHEELS ON WHEEL CHAIR AT POOL  
 GRAVEL in PARKING LOT AT UFW FIELD  
 TRACTOR BACK FROM WILBUR Drive 2520 D MACHED TRASH ALLOWER TOWN

SATURDAY

DATE: 8-29-2015 Burial (Baby Bella Tom Pray)

SIGNATURE D Pattison DATE 8-31-2015

**Department of Community and Economic Development**  
**Activity Report: August 2015**

**Economic Development Projects:**

- Facilitating ongoing collaboration between and MRC/Fiberight Corporation and Sargent Corporation.

**Business Advocacy:**

- Collaborating with Code Enforcement Officer to streamline and expedite approval processes. Kyle to search software to address identified issues resulting in unnecessary delays to review and approvals.
- Initiated zoning changes beneficial to business interests.
- Exploring signage solution for Turtle Head Park.

**Planning Functions:**

- Completed the revised Subdivision Draft Ordinance and drafted Private Road Ordinance, and Impact Fee Ordinance.
- Facilitated Planning Board Ordinance Committee with review process associated with Sign Regulations, Subdivisions, Building Height and Home Occupations.
- Completed the facilitation of the proposed zone change in center of town.
- Completed the draft Editorial and Legal Analysis, with assistance from Attorney Russell to facilitate completion of the Codification process.
- Facilitated Planning Board Meeting, including minutes, Agenda and support material preparation.
- Facilitated Planning and Development Committee Meeting, including minutes, Agenda, and support materials.

**TIF Implementation:**

- Researched downtown plans associated with downtown TIF Districts.

**Staff Collaboration:**

- Weekly consultation with Code Enforcement Officer, Building Inspector, Assessor, GIS/IT Specialist, and Administrative Assistant.

**Staffing Adjustments:** Lack of administrative support has led to Assessor, GIS/IT and myself to perform support services and direct customer service functions. Support functions including Code Enforcement Issues, Public Works inquiries, tax cards, and routine questions from the public. An inefficient use of staff time detracting from responsibilities. Will discuss with Manager and offer proposed solution.

# Hampden Recreation Department

## Skehan Recreation Center

### Director Report

July-August 2015

- Completed monthly/yearly fire extinguisher inspections.
- Completed AED Monthly Test.
- Managed concession stand purchases and sales.
- Completed monthly billing for Bangor Roller Derby for July and August
- Received payment for BRD for July and August.
- Billed and received payment for an ongoing basketball rental clients.
- Attended three HCD committee meeting and staffed event day festivities.
- Followed up on funding for the LED light conversion with Efficiency Maine and received funding in late July.
- Finalized soccer camp payments with Bronco Travel Soccer.
- Readied program schedule, field set up, and supplies for coed adult softball season.
- Completed funds transfer from GL accounts into FY 15-16 accounts for summer programming.
- Readied end of year paperwork for auditors.
- Produced mid summer Constant Contact email blast.
- Covered staff vacation time for building opening.
- Met with managerial candidates.
- Attended Services Committee Meeting in July to discuss free weight equipment donation.
- Met with a dance school to show Skehan Center rental opportunity.
- Worked with Public Works to complete tree trimming at Ballfield Road, porta potty tipping and damage at Ballfield Road, hornet issues at Skehan Center, and put up barricades at the Skehan Center.
- Reanalysis of Recreation Plan Survey Results.
- Completed written narrative for Recreation Plan.
- Met with Dean Bennet, for work on the Recreation Plan.
- Reviewed final copy of the Recreation Plan with planning committee.
- Forward final copy of Recreation Plan to Manager and Council.
- Scheduled floor maintenance for gym floor.
- Worked to schedule rentals with Team Maine Roller Derby.
- Promoted and hosted free skills clinic offered by the Maine Red Claws.
- Promoted and hosted 4 day summer basketball skills clinic with the MAC.
- Worked on various maintenance tasks for the department including, sanding and staining picnic tables, sanding and poly coating gym bleachers, and scraping and painting Skehan Center doors.
- Worked with Bronco Youth Football and CES to survey field space behind the Skehan Center for field lining.
- Worked with Bronco Little League to address unpermitted movement of a storage building.
- Advertised for department position openings.
- Interviewed applicants for Recreation Programmer, Basketball Tournament Staff, Soccer Officials, and Before and After School Assistant Director position.
- Worked with HHA LLC owner to address building concerns to include boiler room doors, foundation concrete, parking lot repair, and weeding.
- Continued to foster and strengthen relationship ties with the building owners Historic Hampden Academy LLC.  
Thank you for the opportunity to serve the community in this capacity.

Shelley Abbott  
Recreation Director

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Hampden Recreation Department

Skehan Recreation Center

July-August Update 2015

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During the months of July and August the Skehan Center was open 5 days per week. Our business hours during June were 7 am to 4 pm, with evening hours Monday through Thursday based on programming or rentals. Current day time programming consists of walking, senior fitness, line dancing, men's basketball, and pickle ball three times a week. Facility rentals this month included the Bangor Roller Derby, and a men's basketball group. We had little to no use during weekend over the months of July and August.

The Skehan Center jointly hosted two summer basketball clinics with the Maine Athletic Club (MAC) and Coach Carl Parker. This new program brought youth from the Greater Bangor Area to do skill work at our facility. It was a great addition to the summer program and resulted in \$600 revenue for the Skehan Center. The Skehan Center also had the opportunity to host the Maine Red Claws for the second year in a row for a free clinic sponsored by the area Dunkin Donuts franchises. Over 60 students from the Greater Bangor area took part in this program.

The Efficiency Maine rebate for the LED Light upgrade done in March of 2015 was received during the month of July. The rebate was for \$16800.00. The department's cost of the lights was \$3947.00. The LED upgrade had dramatically change the quality of lighting in the gym space along with showed significant savings in the electric bills. After reviewing the electric billing from HHA LLC and comparing them to billing from the prior year, the savings in four months (in comparison to one year ago bills) is over \$4500. After just four months the savings have more than paid for the upgrade.

Staff of Recreation Department and Public Works worked on several projects during the months of July and August at the Skehan Center. These projects included scraping and painting of building doors, sanding and poly coating of gym bleachers, sanding and staining of picnic tables, heavy cleaning of locker shower areas, repair of concrete in front of the entrance doors and drain cleaning. In addition to these projects, building owners have asked for assistance with building maintenance that included repair to crumbling gym foundation walls (surface skim coat), addressing rot and holes in the exterior boiler room doors to discourage weather and animal access, and routine weeding of the building foundation, and regular trash pick-up of building grounds.

The Recreation Committee continued to work on the development of a Recreation Plan for the Town of Hampden. A meeting was held in August to review written narrative and additional

survey responses. Finalized copies were forwarded to the Town Manager and the Council with discussion to begin with the Services Committee at the September 14<sup>th</sup> meeting.

The Kid's Kamp program completed an eight week this summer in mid-August. The summer was packed with fun activities for students entering grade 1-6. There were 75 different participants enrolled for one or multiple weeks this summer with 15 of these participants taking part for the entire 8 weeks summer. This program continues to be a huge favorite due to the immense planning by staff to make no two days alike.

Planning and advertising for fall programming began in July and August, with programs beginning in early September. So far registration numbers have been very high! The fall season tends to be very well attended due to the assortment of programming options, and many families taking part in opportunities for socialization for first time students.

In July and in August we received notice of resignation of two key part time staff positions. Advertising for these Programming positions was done in late August. The interview process began in late August and candidate selection will be forthcoming. We hope to have both positions filled by late September.

## **Lura Hoit Pool board Meeting August 11, 2015**

The meeting was called to order at 7:00 pm

**Board members present:** Karen Brooks, Ben Curtis, Victoria Levesque, Mike Jellison, Sarah McVeigh, Darcey Peakall, Sue O'Brian,

**Board members not present:** Sam Manhart, Greg Hawkins, Josh Sargent, and Pat Foley.

Jim Feverston was also present.

**The Secretary's minutes were accepted.**

### **The Directors report**

- Participants were down by 682
- Rentals were down by \$289.00.
- Receipts were up by \$874.00.
- Fuel usage was up by 625gal. Due to the filling of the oil tank.

### **Treasure's report** No report

- \$10,000.00 will be transferred from the trustees savings account to the checking account to pay the HCB loan for 2015.
- Session III scholarship bill for \$48 and session V scholarship bill for \$150 were paid, no applications for session IV.

### **Unfinished business**

- **Water Carnival:** Will be August 23 from 2:30 to 4:30  
Mike sent community announcements to WERU, FB, WHSN, Channel 45, Maine Edge, and Fox news in Bangor.  
Darcey has games planned for activities.  
Bangor Walmart donated \$50.00  
Brewer Walmart donated \$50.00  
Hannaford donated \$50.00  
Schacht's Hardware donated balloons
- The pool will be shut down from Aug. 20 to Sept. 6 for annual maintenance; the pool will be drained, cleaned and repaired where needed, bathrooms will be painted and the slide will be fixed.

### **New business**

- Spaghetti Dinner: was tabled
- Sue reported on the cost of a plaque for people who have donated and found it too costly. Sue suggested making personal phone calls to thank people who have donated.

### **Committee Reports**

#### **Annual Giving**

#### **Community Relations**

#### **Fund Raising**

#### **Member Comments**

Laura Hoit Pool Rentals 2014

Month	# of People	Total Hrs	Wkday		Wkend		Total Fees
			Rntal Hrs	Rntal Hrs	Rntal Hrs	Rntal Hrs	
Jan	904	89	70	19		\$4,960.00	
Feb	609	66.5	33.5	33		\$3,375.00	
Mar	585	52	7.5	44.5		\$2,840.00	
Apr	584	31.5	8.5	23		\$1,835.00	
May	469	45.5	11.5	34		\$2,535.00	
June	323	31	8	23		\$1,730.00	
July	208	17	8	9		\$680.00	
Aug	154	11	5	6		\$655.00	
Sep	431	28.5	5.5	23		\$1,485.00	
Oct	418	40.5	11.5	29		\$2,266.50	
Nov	636	63.5	30.5	33		\$3,540.00	
Dec	834	78	51	27		\$4,346.00	
<b>Year Totals</b>	<b>6155</b>	<b>554</b>	<b>250.5</b>	<b>303.5</b>		<b>\$30,247.50</b>	

Laura Hoit Pool Rentals 2015

Month	# of People	Total Hrs	Wkday		Wkend		Total Fees
			Rntal Hrs	Rntal Hrs	Rntal Hrs	Rntal Hrs	
Jan	859	98	67	31		\$5,289.00	
Feb	551	59.5	30.5	29		\$3,362.00	
Mar	481	47	9	38		\$2,747.00	
Apr	525	45	11	34		\$2,671.00	
May	266	34	10	24		\$1,772.00	
June	306	27.5	6.5	21		\$1,548.00	
July	76	7	3	4		\$391.00	
Aug	139	19	4	15		\$1,068.00	
Sep							
Oct							
Nov							
Dec							
<b>Year Totals</b>	<b>3203</b>	<b>337</b>	<b>141</b>	<b>196</b>		<b>\$18,848.00</b>	



**Session I: Sept. 7 - Nov 15 2014**

Infant/toddler	22	\$1,278.00
Water Tots	22	\$1,280.00
Preschool	53	\$3,319.00
Adv. Pre	10	\$545.00
Beginner	25	\$1,534.00
Adv. Beg.	9	\$430.00
Int/Sw	7	\$408.00
Pre-Comp	6	\$558.00
Adult/Adoles	0	\$0.00
<b>Total =</b>	<b>154</b>	<b>\$9,352.00</b>

**Session II : Nov. 16 - Feb 7 2015**

Infant/toddler	22	\$1,484.00
Water Tots	21	\$1,462.00
Preschool	54	\$3,259.00
Adv. Pre	7	\$480.00
Beginner	22	\$1,350.00
Adv. Beg.	15	\$930.00
Int/Sw	9	\$563.00
Pre-Comp	10	\$937.00
Adult/Adoles	0	\$0.00
<b>Total =</b>	<b>160</b>	<b>\$10,465.00</b>

**Session III: Feb 22 - April 18 2015**

Infant/toddler	24	\$1,284.00
Water Tots	17	\$909.00
Preschool	73	\$3,768.00
Adv. Pre	12	\$636.00
Beginner	30	\$1,563.00
Adv. Beg.	19	\$945.00
Int/Sw	11	\$504.00
Pre-Comp	6	\$384.00
Adult/Adoles	0	\$0.00
<b>Total =</b>	<b>192</b>	<b>\$9,993.00</b>

**Session IV: April 26 - June 20 2015**

Infant/toddler	26	\$1,397.00
Water Tots	18	\$900.00
Preschool	67	\$3,465.00
Adv. Pre	3	\$161.00
Beginner	35	\$1,660.00
Adv. Beg.	14	\$630.00
Int/Sw	12	\$567.00
Pre-Comp	10	\$528.00
Adult/Adoles	0	\$0.00
<b>Total =</b>	<b>185</b>	<b>\$9,308.00</b>

**Session V: June 21 - August 29 2015**

Infant/toddler	15	\$1,019.00
Water Tots	10	\$521.00
Preschool	53	\$3,467.00
Adv. Pre	3	\$210.00
Beginner	30	\$1,993.00
Adv. Beg.	7	\$475.00
Int/Sw	5	\$315.00
Pre-Comp	8	\$510.00
Adult/Adoles		
<b>Total =</b>	<b>131</b>	<b>\$8,510.00</b>

**Private Lessons**

Session I	27	\$ 3,855.00
Session II	17	\$ 1,940.00
Session III	20	\$ 2,217.00
Session IV	24	\$ 2,655.00
Session V	24	\$ 3,230.00
<b>Total</b>	<b>112</b>	<b>\$13,897.00</b>

	Group	Private	Total
<b>Total # of Participants</b>	822	112	934
<b>Total Income</b>	\$47,628	\$13,897	\$61,525

Daily Receipts

Day	Jan	Feb	Mar	April	May	June	July	August	Sept	Oct	Nov	Dec
1	Holiday	\$392.00	\$427.00	\$295.00	\$196.00	\$185.00	\$538.00	\$188.00	closed			
2	\$210.00	storm	\$734.00	\$383.00	\$296.00	\$618.00	\$48.00	closed	closed			
3	\$325.00	\$512.25	\$588.00	\$124.00	\$100.00	\$93.00	\$108.00	\$257.25	closed			
4	\$480.00	\$336.00	\$121.00	\$153.00	\$314.00	\$550.00	closed	\$209.00	closed			
5	\$647.50	\$48.00	\$490.00	closed	\$685.00	\$358.00	closed	\$565.00	closed			
6	\$359.00	\$154.00	\$260.50	\$111.00	\$304.00	\$55.00	\$240.00	\$140.00	closed			
7	\$20.00	\$278.00	\$342.00	\$333.00	\$190.00	\$140.00	\$112.50	\$328.00	closed			
8	\$58.00	\$196.00	\$189.00	\$276.00	\$194.00	\$2,178.00	\$336.00	\$152.00				
9	\$138.00	\$3,462.75	\$136.00	\$273.00	\$169.00	\$4,604.00	\$210.00	closed				
10	\$108.00	\$529.00	\$245.00	\$334.00	\$20.00	\$960.00	\$108.00	\$345.50				
11	\$354.00	\$779.00	\$96.00	\$677.00	\$183.00	\$718.00	\$0.00	\$20.00				
12	\$373.00	\$304.00	\$132.00	\$116.00	\$385.00	\$712.00	closed	\$204.00				
13	\$529.00	\$732.00	\$387.00	\$4,138.50	\$48.00	\$333.00	\$368.00	\$195.00				
14	\$260.00	\$502.00	\$500.00	\$4,196.00	\$344.00	\$218.50	\$0.00	\$408.00				
15	\$208.00	storm	\$246.00	\$1,708.00	\$227.00	\$920.00	\$598.00	\$64.00				
16	\$435.00	holiday	\$398.00	\$857.00	\$276.00	\$657.00	\$525.00	closed				
17	\$305.00	\$463.00	\$1,826.00	\$277.00	\$146.00	\$570.00	\$386.00	\$166.00				
18	\$524.00	\$4,360.00	\$125.00	\$494.00	\$348.00	\$170.00	\$210.00	\$271.00				
19	Holiday	\$497.00	\$699.50	\$251.00	\$210.00	\$687.00	closed	\$176.00				
20	\$3,025.00	\$717.00	\$436.00	\$546.00	\$70.00	\$198.00	\$224.00	\$40.00				
21	\$520.00	\$346.00	\$241.00	\$305.00	\$200.00	closed	\$563.00	\$148.00				
22	\$320.00	\$286.00	\$183.00	\$1,131.00	\$379.00	\$822.00	\$486.00	\$242.00				
23	\$148.00	\$920.00	\$299.00	\$500.00	\$210.00	\$467.00	\$151.00	\$400.00				
24	\$497.00	\$418.00	\$105.50	\$303.00	\$20.00	\$640.00	\$228.00	\$2,482.00				
25	\$267.50	\$100.00	\$365.00	\$426.00	closed	\$100.00	\$305.00	\$3,636.00				
26	\$140.00	\$363.50	\$116.00	\$396.00	\$230.00	\$179.00	closed	\$1,154.00				
27	Storm	\$316.00	\$60.00	\$505.00	\$116.00	\$135.00	\$736.00	\$977.50				
28	\$0.00	\$573.00	\$244.50	\$966.00	\$180.00	closed	\$336.00	\$698.00				
29	\$316.00		\$242.50	\$160.00	\$120.00	\$414.00	\$245.00	\$1,185.00				
30	\$60.00		\$144.00	\$209.25	\$256.00	\$723.00	\$104.00	\$1,387.00				
31	Storm		\$606.00		\$178.00		\$421.00	closed				
<b>Total</b>	<b>\$10,627.00</b>	<b>\$17,584.50</b>	<b>\$10,984.50</b>	<b>\$20,443.75</b>	<b>\$6,594.00</b>	<b>\$18,404.50</b>	<b>\$7,586.50</b>	<b>\$16,038.25</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>



Check One:  Initial Application  
 Reappointment Application

D-3-a

TOWN OF HAMPDEN  
APPLICATION FOR TOWN BOARDS AND COMMITTEES

NAME: Richardson MARSHA J  
LAST FIRST MI  
ADDRESS: 337 South Main St. Winterset 04496  
STREET TOWN ZIP  
MAILING ADDRESS (if different): PO Box 260  
TELEPHONE: 207 223 8886 \_\_\_\_\_  
HOME WORK  
EMAIL: capnstoker@aol.com  
OCCUPATION: CPA/Auditor (Retired.)  
BOARD OR COMMITTEE PREFERENCE:  
FIRST CHOICE: Pool Board  
SECOND CHOICE (OPTIONAL): \_\_\_\_\_

How would your experience, education and/or occupation be a benefit to this board or committee? Years of Church fund raising, recruiting, teaching training, interfacing w/ executive management and  
DCC/FRA Examiners

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

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

**FOR TOWN USE ONLY** Date Application Received: JUL 08 2015  
COUNCIL COMMITTEE ACTION: \_\_\_\_\_ DATE: \_\_\_\_\_  
COUNCIL ACTION: \_\_\_\_\_ DATE: \_\_\_\_\_  
 NEW APPT  REAPPOINTMENT DATE APPOINTMENT EXPIRES: \_\_\_\_\_

D-3-b

Town of Hampden  
106 Western Avenue  
Hampden, Maine 04444



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

TO: Town Council  
FROM: Angus Jennings, Town Manager  
DATE: September 17, 2015  
RE: Candidate Forum and Profiles for Fall Newsletter

I am aware that in prior years the Council's Services Committee (and before that, Communication Committee) has hosted Candidate Forums for candidates for the Town Council and RSU #22 Board. I am also aware that, in the past, brief candidate statements (provided by the candidates) have been included in the fall *Hampden Highlights* newsletter. (Consistent with direction from the Services Committee and the Council earlier this year, the fall newsletter will be the second and final newsletter of the year).

To facilitate a forum this fall, Town Clerk Denise Hodsdon and I have contacted each of the six candidates for Council to determine their availability for a forum on either Tuesday, October 6 or Tuesday, October 13 at 7 PM. All candidates are available on the 6<sup>th</sup>; all but one of the candidates are available on the 13<sup>th</sup>.

Because the two candidates for RSU Board are running uncontested, a candidate forum is not proposed. However, the candidates have been invited to submit statements for inclusion in the newsletter.

I am aware that the Council's interest in hosting a Candidates' Forum, and support for continuing to include candidate profiles in the newsletter, is not unanimous. This item is therefore included on the agenda for the Council's September 21 meeting in order to determine whether a majority of the Council would like to proceed with the Forum, and to secure any feedback regarding the format of such an event.

In a community I used to work in, the local League of Women Voters hosted annual events along the same lines, and I have attached related materials for your reference.

# **Surviving Candidates' Night**

## **Candidates' Night**

To candidates running for elected office in Westford, the prospect of facing the public at the League of Women Voters Candidates' Night can be intimidating. The goal of the League is to create a comfortable atmosphere where the voters present and those at home watching cable TV can learn as much as possible about the candidates. The following is a description of what to expect and how to prepare for it.

The format for each candidate is the same: a two-minute opening statement, several minutes of question and answer, and a two-minute closing statement. If the seat is uncontested, the closing statement may be dropped to allow more time for candidates in contested positions.

## **Opening Statement**

The format of your opening statement depends on your status. If you're an incumbent, you'll probably want to talk about your achievements. "These are my accomplishments during my last term. I initiated/lobbied for/..." If you're a challenger, you'll want to stress your relevant qualifications. "I've attended all the board meetings during the past year so I'm familiar with..." "I have a background in planning/management/public relations..." Use action verbs when possible: "I presented at a conference on..." has more of an impact than "I attended a conference on..."

Many candidates read a prepared statement; others wing it. Either way, practice giving your statement and time it carefully. Expect some people in the back of the meeting room to be talking and moving around. To prepare for these distractions, practice giving your statement in front of the TV.

By all means, thank the League for providing the opportunity to present your case to the voters, but keep it short — you have more important things to cover.

## **Question and Answer Session**

A committee of League members will have compiled a list of questions relevant to each position. Try to anticipate what the obvious questions for your position might be and prepare a one-minute response for each. There may be as many as six questions asked for each position.

Each question will be asked of all candidates for the same position in random order. Obviously the last candidate to respond to a specific question has the advantage of hearing the responses of all the candidates ahead of him. Listen carefully to those who speak before you and try to build on what they say. Indicate where you have differences in opinion. If you're the first responder to a question, say something — anything — even if it's not exactly on the topic.

Some questions may seem to come from out of left field. If a question takes you by surprise, do what the professional politicians do — answer the question you wished had been asked. Provide a transition sentence and then give one of your prepared position statements. "I'm not sure A is really the most important issue here. I think B is what we should all be concerned about and my

## **Surviving Candidates' Night**

feeling on B is....” The viewers may not notice and your opponents may be confused, but the moderator will not query your response. Never respond to a question by saying simply, “I don’t know” or “I have no idea.”

If the question is too long or confusing, it’s permissible to request that the moderator repeat the question. Don’t look to the moderator to explain a question, however. He will not be a Westford resident and will not be familiar with the issues. It looks professional, by the way, to jot down notes as the question is posed and you might find it useful to have some key words in front of you as you frame your answer.

Try to use up the full minute allotted for your response so you appear full of ideas. It looks better to be cut off by the moderator than to peter out prematurely. Ignore as much as possible the timekeeper who will be flashing time-to-go cards at you; this is very distracting and can become quite mesmerizing. Keep talking until the timekeeper exhibits obvious signs of distress, and then finish your comments gracefully. Don’t stop in mid-sentence and say, “Oh, I’m out of time.” Rather say, “Perhaps I’ll have a chance to return to issue this later.”

Return to a previous issue if you absolutely run out of things to say on one topic. Again, use a transition sentence to make the switch seem natural. Use your allocated time to the fullest to connect to the audience.

Even if you’re reading your statement, try to look at the audience and make eye contact with those who are watching you, including the TV camera! Often it’s your demeanor rather than your words that creates the lasting impression with the audience. Always pay attention to what the other candidates seated at the table are saying. Nod your head when you agree and laugh at their jokes.

### **Closing Statement**

Again, use action verbs in describing your goals for a stronger impression. “This is what I plan to do if I am re-elected/elected. I will work toward.... I will initiate....”

Thank the audience for watching and conclude with a request: “I’d appreciate your support and your vote in the upcoming election.”

If there is no closing statement, these comments should be part of your opening statement.

Good luck!

D-5-a

David I. Ryder (Mayor, Dist. 4)  
Stephen L. Wilde (1)  
Dennis R. Marble (2)

**TOWN OF HAMPDEN**  
IN THE TOWN COUNCIL

Terry McAvoy (3)  
William W. Shakespeare (A/L)  
Gregory J. Sirois (A/L)

**Order 2015-01**

**Adoption: \_\_\_\_\_, 2015**

**ORDER AUTHORIZING WEIR INSTALLATION AND  
EEL RESEARCH AT PAPERMILL PARK**

**ORDERED**, that the Town Council hereby approves a request from Joseph Zydlewski of the U.S. Geological Survey Maine Cooperative Fish and Wildlife Research Unit, and authorizes temporary vehicular access to Papermill Park for the purpose of installing a weir to study eel migration timing, movement patterns and survival.

The actions authorized herein are as set forth in permits issued by the Maine Department of Inland Fisheries and Wildlife and the Department of Marine Resources, and the U.S. Fish and Wildlife Service, including:

- Temporary vehicular access to Papermill Park for the purposes of installing the weir;
- Twice-daily monitoring of the weir trap;
- Posting of a small sign near the weir site to educate the public regarding the research, and including researchers' contact information;
- Term of weir installation between August 1 and December 31 of each of five years, beginning in 2015, subject to annual Town Council reauthorization.

The work, including site access, shall be coordinated through the Department of Public Works and Recreation Department as needed.

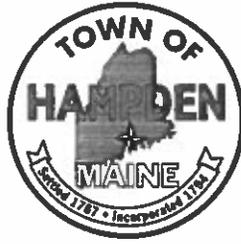
Town Clerk:

**ORDERED** by a majority of the Town Council:

\_\_\_\_\_  
Denise Hodsdon

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

Town of Hampden  
106 Western Avenue  
Hampden, Maine 04444



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

## Release of Claims Agreement

***\*\*\*Please read thoroughly before completing and signing\*\*\****

I acknowledge that I am 21 years of age or older and have requested to undertake research on property owned by the Town of Hampden ("Town"). As such, I agree to be responsible for my own welfare, and accept any and all risks of unanticipated events, illness, or injury to myself.

### **RELEASE**

In consideration of being allowed to install equipment and undertake research on property owned by the Town, I hereby release the Town of Hampden from liability that may arise as a result of unintentional or negligent acts of the Town and its officers, employees, and agents and it is my intent to release these parties from liability relating to any accident, injury, including but not limited to physical, mental or emotional injury, as well as property damage, or death that may occur while volunteering for the Town, except as a result of the Town's gross negligence or intentional wrongful conduct.

I understand that my installation of equipment on property owned by the Town of Hampden is contingent upon authorization by the Town Council.

### **KNOWING AND VOLUNTARY EXECUTION**

I have carefully read and fully understand the contents and legal ramifications of this agreement, I understand this is a legally binding and enforceable contract, and I sign it of my own free will.

This document shall be governed by and construed under the Laws of the State of Maine.

Executed this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

**STATE OF MAINE  
DEPARTMENT OF INLAND FISHERIES AND WILDLIFE  
PERMIT**

University of Maine Orono Maine Coop. Fish & Wildlife Research Unit 5755 Nutting Hall Orono, ME 04469-5755	<b>Effective Date</b> 5/13/2015	<b>Expiration Date</b> 12/31/2015
	<b>Renewable</b> Yes <input type="checkbox"/> No <input type="checkbox"/>	<b>Fee</b> N/A

<b>Name of Principal Officer (If business)</b> Joseph Zydlewski	<b>Type of Permit</b> <b>SCIENTIFIC FISH COLLECTORS</b>
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**Location where authorized activity may be conducted**  
Throughout Maine inland waters

**Permittee must notify the Regional Fishery Biologist prior to conducting any type of fish collections.** Trapnets and gillnets are not to be used without prior written notification to the District Warden. This permit must be carried on the person of the permittee while exercising the privileges granted herein. This permit is non-transferable and permitted activities can only be conducted by those individuals listed on this permit.

**Condition(s) of the permit:** The university is engaged in multiple fisheries related projects (both new and ongoing) in the State of Maine that require the collection of fish (eggs, larvae, juveniles and adults) from inland waters.

**Gear:** methods may include angling (with fishing license), electrofishing, trap netting, trawling, seining, dip netting. Gill netting may be used only in coordination with regional MDIFW biologist and require weekly reporting regiments. Gill nets require additional permitting consultation. Warden will be notified prior to use of a trap net.

**Species and Numbers:** all inland species

**Disposition:** fish will be released alive or killed immediately. Live fish may not be transported, Sampling of any salmon or trout where the numbers killed is above 10 fish requires additional consultation.

**Subpermittees:** Only the following subpermittees can engage in the permitted activities. Matt Altenritter, Megan Altenritter, Heather Arnett, Abdulai Barrie, Megan Begley, Erik Blomberg, Stephen Coghlan, Cory Gardner, Jared Homolo, Betsy Irish, Lisa Izzo, Catherine Johnston, Kevin Lachapelle, Michael Kinnison, George Maynard, James McCleave, Alejandro Molina-Moctezuma, Andrew O'Malley, Nikko Ideen Shaidani, Garrett Staines, Daniel Stich, Emily Thornton, Lauren Turinetti, Haley viehman, Jeffrey Vieser, Jonathan Watson, Daniel Weaver, Gayle Zydlewski, Genovia York, Lauren Turinetti, Wesley Wright & Zachary Wood

All applicants must provide and follow a written disinfection and biosecurity plan. The plan should include policies and procedures for removal of aquatic plants, cleaning and disinfection of field equipment between collection sites, as well as reporting aquatic invasive fish species to the MDIFW (287-5263).

Work on DPS salmon rivers should be cleared with the DMR, Sea Run Fisheries and Habitat.

When working on tribal lands please contact the appropriate tribal official.

**Reporting requirements:** Copies of any data forms and associated reports must be submitted to the Fisheries Division in our Augusta Office 284 State Street, Augusta, Maine 04333 by the end of the calendar year.

<b>Signature of authorized agency representative</b> 	<b>Director of Fisheries</b>	<b>Date</b> 8/28/2015
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STATE OF MAINE  
 DEPARTMENT OF MARINE RESOURCES  
 21 STATE HOUSE STATION  
 AUGUSTA, MAINE  
 04333-0021

PAUL R. LEPAGE  
 GOVERNOR

PATRICK C. KELIHER  
 COMMISSIONER

June 25, 2015

**SPECIAL LICENSE NUMBER ME 2015-85-00**

Acting under the authority vested in the Commissioner of Marine Resources by virtue of 12 M.R.S. §6074(8)(D), I hereby issue subject to renewal a Special License to JOSEPH ZYDLEWSKI, Assistant Unit Leader-Fisheries U.S. Geological Survey- Maine Cooperative Fish and Wildlife Research Unit and Associate Professor, Department of Fisheries, Wildlife and Conservation Biology, for his research on American eel in Souadabscook Stream and the Penobscot River. This Special License exempts said JOSEPH ZYDLEWSKI and those listed below from those portions of Marine Resources laws and regulations: 12 M.R.S. §6505-C regarding eel harvesting license requirements; 12 M.R.S. 6575-E regarding method of eel fishing; and Chapter 32.03 eel harvesting regulations; Chapter 32.06 for method of take and non-commercial daily possession limits. This special license is subject to the following conditions:

1. **Who:** Joseph Zydlewski, Erik Blomberg, Emily Thornton, and Cory Gardner, all of the University of Maine, and Richard Dill of DMR.

2. **What, Why and How:** Researchers will operate a weir in order to test a predictive model on the timing of eel migration developed from decades of data in the Penobscot River. Researchers will also assess downstream migratory survival of adult silver eels in the Penobscot River by using captured eels from Souadabscook Stream for telemetry work. A maximum of 100 eels will be captured and used for telemetry work to study downstream passage at the Milford Dam.

The weir will be placed on existing cement footing, using 65 cm steel pipes the length of the footing. A wooden frame will be attached to the posts and a 2 cm nylon mesh attached at the bottom of the wooded frame. The trap box will be 1.5 m in length and 1 m wide. The weir guidance allows all downstream moving fish to be entrained in the trap box. On the downstream section of the trap, 4 m wings will be installed so that upstream migrating fish will gain access to the trap. Any upstream moving migrant fish will be captured and moved in the direction of intent. This box will be separated from the downstream trap. Mesh and bar spacing will be a minimum of 2.0 cm to allow small, non-target species to pass downstream. The trap will be tended at least at 24 hr intervals, so that fish would be passed in the direction of movement. Eels will be anesthetized, measured, photographed, and released downstream. Up to 100 eels will be used for telemetry; surgically tagged, transported and released upstream of Milford Dam.

3. **Where and When:** Installation of the weir in Souadabscook Stream (River kilometer 4.1, upstream of the confluence with the Penobscot River) between August 1 and September 1; operation of weir no later than December 31. Electrofishing for American eel in Souadabscook Stream as an auxiliary method of capture in the lower 8.5 km of the system opportunistically between August and September.

4. **Conditions:**

- Marine Patrol Division II, east of Port Clyde, tel. (207) 667-3373, Lt. Carroll, ***shall be contacted at least 24 hours prior to the start of activities.*** Arrangements with Marine Patrol must be made prior to start up as to the frequency when all persons on this SL must contact Marine Patrol and information that must be provided i.e.: SL number, activity date(s), location(s) of activities, name(s) of all person(s) participating, etc. A log of your contact with Marine Patrol is advised. ***Failure to contact Marine Patrol shall be grounds for the immediate revocation.***
- A ***report*** of research, status or final, shall be filed with the DMR annually and prior to any renewal
- No marine organism authorized under this SL shall be used for human consumption.
- Any infraction of these conditions or related Marine Resources laws shall be grounds for the ***immediate revocation of this Special License.*** Pursuant to 12 M.R.S. §6074(9) an individual who fails to comply with the conditions or limitations on the licensed activity under this section commits a civil violation for which a fine of not less than \$100 nor more than \$500 may be adjudged.
- **CFVS Inspection:** SL's are contingent upon vessels holding current USCG commercial fishing safety inspections that are used for the purpose of the authorized activities. **No vessels are listed for this SL.**
- Additional conditions may be added at the discretion of the Commissioner. This Special License ***expires December 31, 2015*** and has ***four*** renewals.

Deirdre Gilbert  
 For Commissioner Patrick C. Keliher

cc: Marine Patrol Division II  
 Oliver Cox  
 Richard Dill

**ASSURANCES FOR THE HUMANE CARE AND USE OF ANIMALS**

As the Principal Investigator on this protocol, I assure that...

- 1) I have provided an accurate description of the animal care and use protocol to be followed in the proposed project/course.
- 2) the activities proposed do not unnecessarily duplicate previous experiments.
- 3) all individuals named in this application who are at risk will be registered in the Occupational Health and Safety Program.
- 4) all individuals performing animal procedures described in this application are technically competent and have been (or will be) properly trained in the procedures to ensure that no unnecessary pain or distress will be caused as a result of the procedures.
- 5) I will obtain approval from the IACUC before initiating any changes to this protocol.
- 6) I am familiar with and will comply with the *University of Maine's Policies and Procedures for the Humane Care and Use of Animals*, and I assume responsibility for compliance by all personnel involved with this protocol.
- 7) I have read and will follow the appropriate guidelines for the proposed species.
- 8) if using laboratory animals, all personnel handling the animals have had a tetanus shot within the past ten years.
- 9) all applicable rules and regulations regarding radiation protection, biosafety, recombinant issues, hazardous chemicals, etc., have been addressed in the preparation of this application and the appropriate reviews have been initiated.
- 10) animals will be purchased only from licensed, reputable vendors. If animals are purchased from a pet store, the pet store has been informed (in writing) that the animals will be used for research or teaching purposes.
- 11) I will maintain appropriate animal records (e.g., census, health, veterinary care, euthanasia, surgery, diagnostic, anesthesia, etc.)
- 12) **I will report at once to the IACUC any unanticipated harm to animals.**
- 13) I acknowledge that in the event of a disaster (natural or man-made) it may become necessary to triage, euthanize or otherwise modify the care and disposition of the study animals in order to avoid unacceptable pain or distress. I delegate overriding authority for emergency decisions of animal disposition to the Institutional Veterinarian or his/her designated representative.

  
 \_\_\_\_\_  
 Signature of Principal Investigator/Instructor

7/14/15  
 \_\_\_\_\_  
 Date

PROTOCOL NUMBER: A2015-08-02

Course/Project Title: Evaluation of American eel phenology and survival in the Penobscot River

PI: Zydlewski, J.

-----  
For Committee Use Only:

Date of IACUC Receipt: 7/16/2015

Committee Action:

- 1. Approved until \_\_\_\_\_  
Species and # of animals approved: \_\_\_\_\_
- 2. Modifications required.  
Modifications accepted for approval: 8/25/15 Approved until:  
8/24/18  
Species and # of animals approved: 12,000 American eels;  
300 surgically tagged
- 3. Disapproved. See attached statement.
- 4. Reviewed and determined not to fall under the Policies and Procedures for the Humane Care and Use of Animals (explanation) \_\_\_\_\_

Full IACUC Review: 8/21/15  
Date

Designated Member Review: 8/25/15  
date

IACUC Signatures:

*James J. Miller*  
*Cynthia S. Joffe*  
*Bill [unclear]*

*[Signature]*  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Member: C. Henry



# United States Department of the Interior



## FISH AND WILDLIFE SERVICE

Ecological Services  
Maine Field Office  
17 Godfrey Drive, Suite 2  
Orono, Maine 04473  
207/866-3344 Fax: 207/866-3351

September 16, 2015

Dr. Joseph Zydlewski  
U.S. Geological Survey – Maine Cooperative Fish and Wildlife Research Unit  
5755 Nutting Hall  
Orono, Maine 04401

**REF:** Biological Opinion, Proposed American Eel Research Project in the Souadabscook Stream and Penobscot River

Dear Dr. Zydlewski:

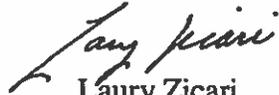
This document transmits the U.S. Fish and Wildlife Service's (Service) Biological Opinion (BO) based on our review of the U.S. Geological Survey's (USGS) proposed American eel research project in the Souadabscook Stream and the Penobscot River in Penobscot County, Maine and its effects on the endangered Atlantic salmon (*Salmo salar*) and its designated critical habitat in accordance with section 7(a)(2) of the Endangered Species Act (ESA) of 1973, as amended (16 U.S.C. 1531 et seq.). The USGS requested formal consultation for the proposed project in a letter dated April 20, 2015, which was accompanied by a Biological Assessment describing the project and its anticipated effects on Atlantic salmon and their critical habitat.

In this BO, the Service concludes that the actions, as proposed, are not likely to jeopardize the continued existence of the Gulf of Maine Distinct Population Segment of Atlantic salmon. Furthermore, these actions are not likely to result in the destruction or adverse modification of designated critical habitat for Atlantic salmon.

As required by section 7 of the ESA, the Service is providing an incidental take statement with this BO. The incidental take statement incorporates by reference the reasonable and prudent measures found in the BO that the Service considers necessary or appropriate to minimize incidental take associated with this action. The BO's take statement sets forth nondiscretionary terms and conditions, including reporting requirements, which the Federal agency and any person involved with this project must comply with in order to carry out the reasonable and prudent measures. Incidental take from activities that meet these terms and conditions will be exempt from the ESA take prohibition.

Thank you for your cooperation in completing this ESA section 7 consultation. If you have any questions regarding this consultation, please contact Wende Mahaney by email at [wende\\_mahaney@fws.gov](mailto:wende_mahaney@fws.gov) or by telephone at 207/866-3344, Extension 1118.

Sincerely,



Laury Zicari  
Field Supervisor  
Maine Field Office

Enclosure

cc: Oliver Cox, MEDMR – Bangor, Maine  
Jeff Murphy, NMFS – Orono, Maine

**ENDANGERED SPECIES ACT SECTION 7 CONSULTATION**

**BIOLOGICAL OPINION**

**Lead Action**

**Agency:** U.S. Geological Survey, Maine Cooperative Fish and Wildlife Research Unit

**Activity:** American Eel Research in the Souadabscook Stream and Penobscot River,  
2015-2019, Penobscot County, Maine

**Consultation**

**Conducted By:** U.S. Fish and Wildlife Service, Maine Field Office [05E1ME00-2015-F-0117]

**Approved By:**  09-16-2015  
Laury A. Zicari  
Field Supervisor  
Maine Field Office  
Date

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



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

**TO:** Town Council Service Committee  
**FROM:** Angus Jennings, Town Manager  
**DATE:** September 10, 2015  
**RE:** USGS request for eel research / access to Papermill Park

---

The attached request has come forward from Joseph Zydlewski of the U.S. Geological Survey Maine Cooperative Fish and Wildlife Research Unit. He seeks authorization for temporary vehicular access to Papermill Park for the purposes of installing a weir to study eel migration timing, movement patterns and survival.

This request is referred to the Services Committee to make a recommendation to the Town Council regarding whether to authorize the access subject to the terms included in the request, including:

- Temporary vehicular access, as soon as can be achieved, for the purposes of installing the weir;
- Twice-daily monitoring of the weir trap;
- Posting of a small sign near the weir site including researchers' contact information;
- Term of work to extend until December 31, 2015 or until the stream freezes.

Due to eel migration patterns, time is of the essence for consideration of this request.

If access and associated activities are authorized, the work would be coordinated through the Department of Public Works and Recreation Department as needed.

I am aware of the Council's annual actions over the past many years to retain its alewife harvesting rights. It does not appear to me that the present request is in any way related to this matter; however, I have sent follow-up inquiry to Mr. Zydlewski seeking clarification.

## Migration and Survival of Penobscot River American eels

Joseph Zydlewski, U.S. Geological Survey- Maine Cooperative Fish and Wildlife Research Unit  
5755 Nutting Hall, Orono, ME 04469-5755 Phone (207) 581- 2853 jzydlewski@usgs.gov

Eels exhibit a complex, catadromous life history, migrating to the Sargasso Sea as large, adult, “silver” eels to spawn and die. Their offspring are carried by ocean currents as willow leaf –shaped larvae and they metamorphose into “glass” eels as they enter into river systems. In freshwater, they initiate feeding and become “yellow” eels. Yellow eels take up residence in areas from the estuary to up river sites. This yellow eel growth phase can last up to 25 years (Velez-Espino and Koops 2009) before undergoing a second transformation, including color change, to a downstream-migrating silver eel.

Historically the American eel was the target species of a lucrative fishery (Baldwin et al. 1979), however this fishery has collapsed over the last few decades (Casselman 2003; MacGregor et al. 2008) and eels are in decline worldwide (Mathers and Stewart, 2009). Such declines are troubling as eels play an integral role in maintaining biological integrity in fish communities (Meixler 2011). As such, eel conservation has become a high priority of both fishery managers and conservationists in many freshwater ecosystems.

One well-documented source of mortality for silver eels is through hydroelectric facilities encountered during downstream migration (e.g. Carr and Whoriskey, 2008). Tagging studies have demonstrated that a majority of eels pass through turbines at hydroelectric facilities rather than using surface-oriented bypass facilities (Brown et al., 2009). As a result, deaths from turbines at hydroelectric facilities can be significant (McCleave 2001, Durif et al. 2003) and serious injuries are observed in those that survive (Király, University of Maine, unpublished data). Such a high loss of sexually mature adults can result in a substantial, negative impact on eel population dynamics because there are fewer adults to produce the next generation. Decreasing mortality at dams is therefore an important conservation goal. Shutting down turbines during migration would satisfy conservation goals, but at an operational cost. As a result, there is a difficult trade-off between the ecological benefit of shutting down turbines to allow safe eel passage and the economic detriment of no power generation.

Much research has been conducted on the timing of silver eel migration. The movement of eels occurs during a relatively short period in the fall, usually associated with episodes of high precipitation and high river flows (Durif and Elie 2008, Haro et al 2002, Haro 2003). In addition, eels tend to migrate at night and lunar phase is an important correlate of downstream migration.

The construction and operation of a weir in Souadabscook Stream will allow us to do two things. First, we will be able to improve our understanding of how silver eel migration timing is related to environmental factors such as lunar phase and stream flow. With this understanding, we can more accurately predict downstream migration timing. Accurate migration timing predictions can be useful to managers who wish to maximize hydropower production and American eel survival. Second, catching and tagging eels at the weir will allow us to transport several individuals above Milford Dam and to study their movement and survival through the dam, again with the ultimate goal of improving downstream survival and hydropower efficiency.

Construction of the weir in Souadabscook Stream, adjacent to Papermill Recreation Area, will require the movement of large metal construction materials and heavy tools. Access to the

gate on site would allow us to drive our equipment to the stream's edge, and would improve efficiency of weir installation, fish sampling and surgery, and weir removal.

### **Planned work at the weir site:**

#### *1) Construction of a weir for capturing American eels*

Our goal is to collect mature adult American eels as they migrate downstream from Souadabscook Stream toward the Penobscot River. The weir will be constructed atop the concrete foundation of an old weir at the same site using steel poles and fiberglass or aluminum slats that will block the stream and guide passing fish into a trap. The weir will only catch fish at night to minimize the number of non-target fish captured. The weir trap will be checked and opened every morning and closed again at dusk. The weir will remain in place throughout the period of fall downstream migration, until December 31, 2015 or the stream freezes. We will then remove all structures from the stream; no permanent changes will be made to the waterway. Mature eels trapped will be retained so we can implant an acoustic tag, and non-target fish will be released.

#### *2) Acoustic tag implanting*

Acoustic tags are small devices used to track the location of a fish. Acoustic tagging is a common practice in which tags are surgically implanted into the fish's body cavity with minimal impact on the fish's health and movement. These tags allow us to track the location of fish for over a year, and we hope that our project will help us understand how American eels are moving through hydroelectric facilities on the Penobscot River.

After American eels are caught at the weir near Papermill Recreation Area, we will perform a short surgical procedure to implant the acoustic tags. The University of Maine's Institutional Animal Care and Use Committee (IACUC), the entity charged with ensuring that UMaine animal research is conducted in an ethical and humane manner, has already granted approval for this routine surgical procedure. After the eels have recovered from surgery, they will be transported to a site in the Penobscot River above Milford Dam.

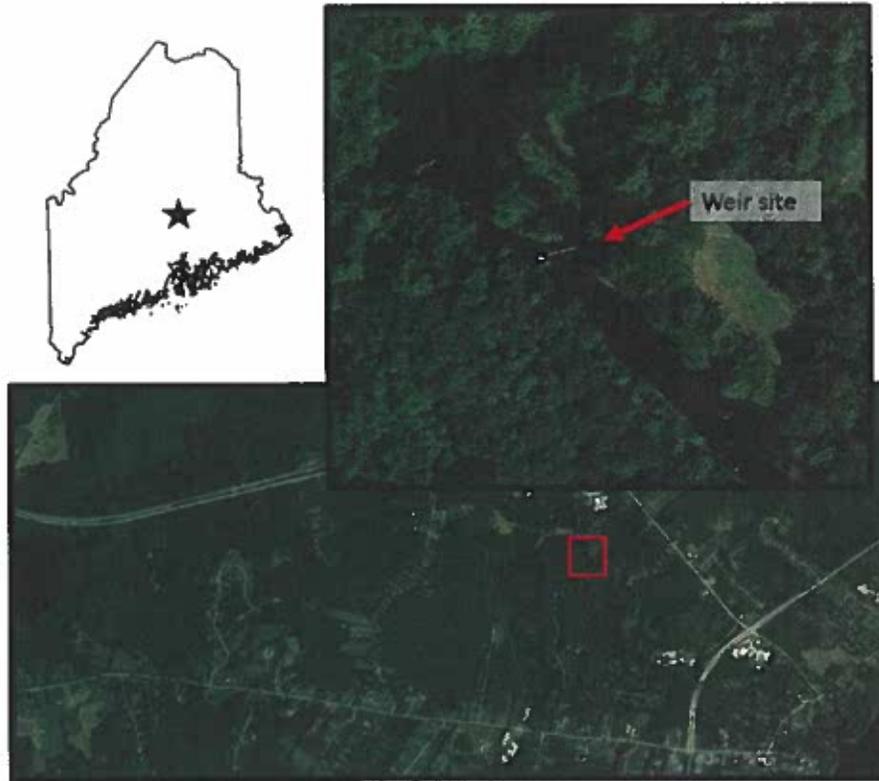
#### *3) Signage*

We would like to post a small sign near the weir site explaining the purpose of the weir, the agencies conducting the research, and to provide our contact information for those who would like more information about the project. It is our hope that sharing information with the public will get them interested in the work we are doing, and make them less likely to disturb the weir or the eels. We are happy to discuss our work with passing Papermill Recreation Area visitors on site during our two daily visits.

### **References**

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- Brown, L., A. Haro, T. Castro-Santos. 2009. Three-dimensional movement of silver-phase eels in the forebay of a small hydroelectric facility. American Fisheries Society Symposium 58: 277-291.*
- Carr, J. W. and Whoriskey, F. G. (2008) Migration of silver American eels past a hydroelectric dam and through a coastal zone Fisheries Management and Ecology 15(5-6):393-400.*
- Casselman, J. M. 2003. Dynamics of resources of the American eel, *Anguilla rostrata*: declining abundance in the 1990s. Pages 255–274 in K. Aida, K. Tsukamoto, and K. Yamauchi, editors. Eel biology. Springer-Verlag,*

- Tokyo. Casselman, J.M., and D.K. Cairns. 2009. *Eels at the edge: Sciences, status and conservation concerns*. American Fisheries Symposium 58.
- Durif, C., P. Elie, C. Gosset, J. Rives, and F. Travade. 2003. *Behavioral study of downstream migrating eels by radio-telemetry at a small hydroelectric power plant*. Pages 343-356 in D.A. Dixon, editor. *Biology, management and protection of catadromous eels*. American Fisheries Society Symposium, 33, Bethesda, Maryland.
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- McCleave, J.D. 2001. *Simulation of the impact of dams and fishing weirs on reproductive potential of silver-phase American eels in the Kennebec River Basin, Maine*. *North American Journal of Fisheries Management* 21: 592-605.
- Meixler, M.S. 2011. *Application of the target fish community model to an urban river system*. *Journal of Environmental Management* 92: 1138-1147.
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**Figure 1.** Map of the location of the proposed work on Souadabscook Stream. Smaller inset shows location of the old weir footing.



**Figure 2.** Pictures of eel weir operated by Jim and Gloria Bennet in the 1980-1990's.



Maine Municipal  
Association

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

D-5-b

## MEMORANDUM

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

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

**DATE:** September 1, 2015

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

---

The Maine Municipal Association Annual Business Meeting is being held in conjunction with the MMA Annual Convention and will take place on **Wednesday, October 7, 2015, at 1:30 p.m. in the Cumberland Room at the Augusta Civic Center.** The MMA Bylaws entitle each member community to one (1) voting representative.

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

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

If you plan to be at the MMA Annual Convention and would like to have a Voting Delegate represent your municipality, please complete the MMA Voting Delegate Credential Form and return to our office by **Tuesday, October 6, 2015** or bring it with you to the MMA Annual Business Meeting. We have provided a self-addressed, self-stamped envelope for your convenience.

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

**Maine Municipal Association  
Annual Business Meeting  
Wednesday, October 7, 2015  
1:30 – 2:30 p.m.  
Augusta Civic Center  
Level 1 – Cumberland Room**

---

**AGENDA**

- 1. Introductions and Welcoming Remarks – MMA President Stephan Bunker  
(Selectperson, Town of Farmington)**
- 2. Approval of 2014 MMA Annual Business Meeting Minutes – Stephan Bunker**
- 3. MMA President’s Report – Stephan Bunker**
- 4. Announcement of Election Results for MMA Executive Committee and  
Introduction of New Executive Committee Members – Stephan Bunker**
- 5. Executive Director’s Report - Stephen Gove, Interim Executive Director**
- 6. Other Business (*comments from the floor*)**
- 7. Adjournment**

**MAINE MUNICIPAL ASSOCIATION  
VOTING DELEGATE CREDENTIALS**

\_\_\_\_\_ is hereby designated as the official Voting Delegate and  
(name)  
\_\_\_\_\_ as the alternate voting delegate for \_\_\_\_\_  
(name) (municipality)  
to the Maine Municipal Association Annual Business Meeting which is scheduled to be held,  
Wednesday, October 7, 2015, 1:30 p.m., at the Augusta Civic Center, Augusta, Maine.

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

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

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

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

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

_____	_____
_____	_____
_____	_____
_____	_____

Please return this form no later than **Tuesday, October 6, 2015** or bring it with you to the MMA Annual Business Meeting. If mailing, send to:

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



D-5-C

Town of Hampden  
RECEIVED

SEP 14 2015

Office of the  
Town Manager

MEMORANDUM

To: MRC Member Communities  
From: Greg Louder, MRC Clerk  
Date: September 11, 2015  
Subject: **MRC Board of Directors Election – Candidate Nomination Form**

---

Please find enclosed a nomination form for candidates to serve on the MRC Board of Directors. Candidates receiving the three highest numbers of votes in the upcoming election will fill three seats whose terms expire on December 31, 2015. The three-year terms of office will run from January 1, 2016 through December 31, 2018. In addition, the MRC Board is in receipt of a sitting board member's resignation effective September 30, 2015, due to acceptance of a municipal position outside the MRC service area, for which the term of office is from January 1, 2015 through December 31, 2017. Therefore, the candidate receiving the fourth highest number of votes in the 2015 election will be seated for the two remaining years of this vacant seat from January 1, 2016 through December 31, 2017.

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

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

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

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

The deadline for submitting a nomination form is October 20, 2015. An annual election ballot with the final slate of candidates will be prepared and mailed to all MRC Members on or before October 30, 2015. The results of the election will be announced at the MRC Annual Meeting to be held in the second or third week of December of 2015.

Enclosures: Nomination Form  
2015 Board of Directors List

**Municipal Review  
Committee, Inc.  
2015**

**Board of Directors**

**January 2013 to December 2015**

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

Voice: 992-4200  
FAX: 945-4449  
cathy.conlow@bangormaine.gov

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

Voice: 989-8440  
FAX: 989-8435  
kfussell@brewermaine.gov

**Tony Smith**  
Director of Public Works  
Town of Mount Desert  
PO Box 248  
Northeast Harbor, Maine  
04662-0248

Voice: 276-5743  
FAX: 276-5742  
director@mtdesert.org

**January 2014 to December 2016**

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

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

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

Voice: 236-2467  
mcswc@roadrunner.com

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

Voice: 288-1026  
FAX: 288-0961  
chip@barharbormaine.gov

**January 2015 to December 2017**

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

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

**Joshua Reny\***  
\*Resigning effective 9/30/15  
Town Manager  
Town of Fairfield  
19 Lawrence Ave  
PO Box 149  
Fairfield, Maine 04937-0149

Voice: 453-7911  
FAX: 453-4280  
jreny@fairfieldme.com

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

Voice: 889-6905  
FAX: 866-5053  
sophiew@oronome.org

**MUNICIPAL REVIEW COMMITTEE, INC.  
2015 Election – BOARD OF DIRECTORS  
NOMINATION FORM**

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

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

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

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

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

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

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

Biography:

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

Please return this form by mail on or before October 20, 2015 to:  
Municipal Review Committee, Inc.  
395 State Street  
Ellsworth, Maine 04605

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

D-5-d



Denise Hodsdon <clerk@hampdenmaine.gov>

**P&D Action**

1 message

**Dean Bennett** <economicdevelopment@hampdenmaine.gov>  
To: Denise Hodsdon <clerk@hampdenmaine.gov>  
Cc: Angus Jennings <townmanager@hampdenmaine.gov>

Mon, Sep 14, 2015 at 12:52 PM

Denise,

The Planning and Development Committee took the following actions at their meeting on September 2nd.

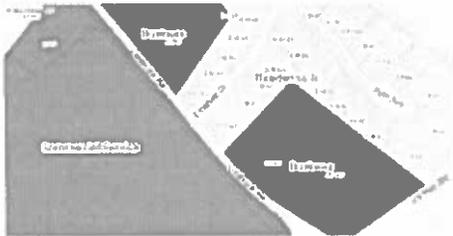
**Committee Action: Motioned and Seconded to send the request for zoning change of Map 9A, Lot 1 (Corner of Emerson Drive and Coldbrook Road from Residential A to Business) on to the Town Council for forwarding to the Planning Board for review and recommendation.**

I have attached Map.

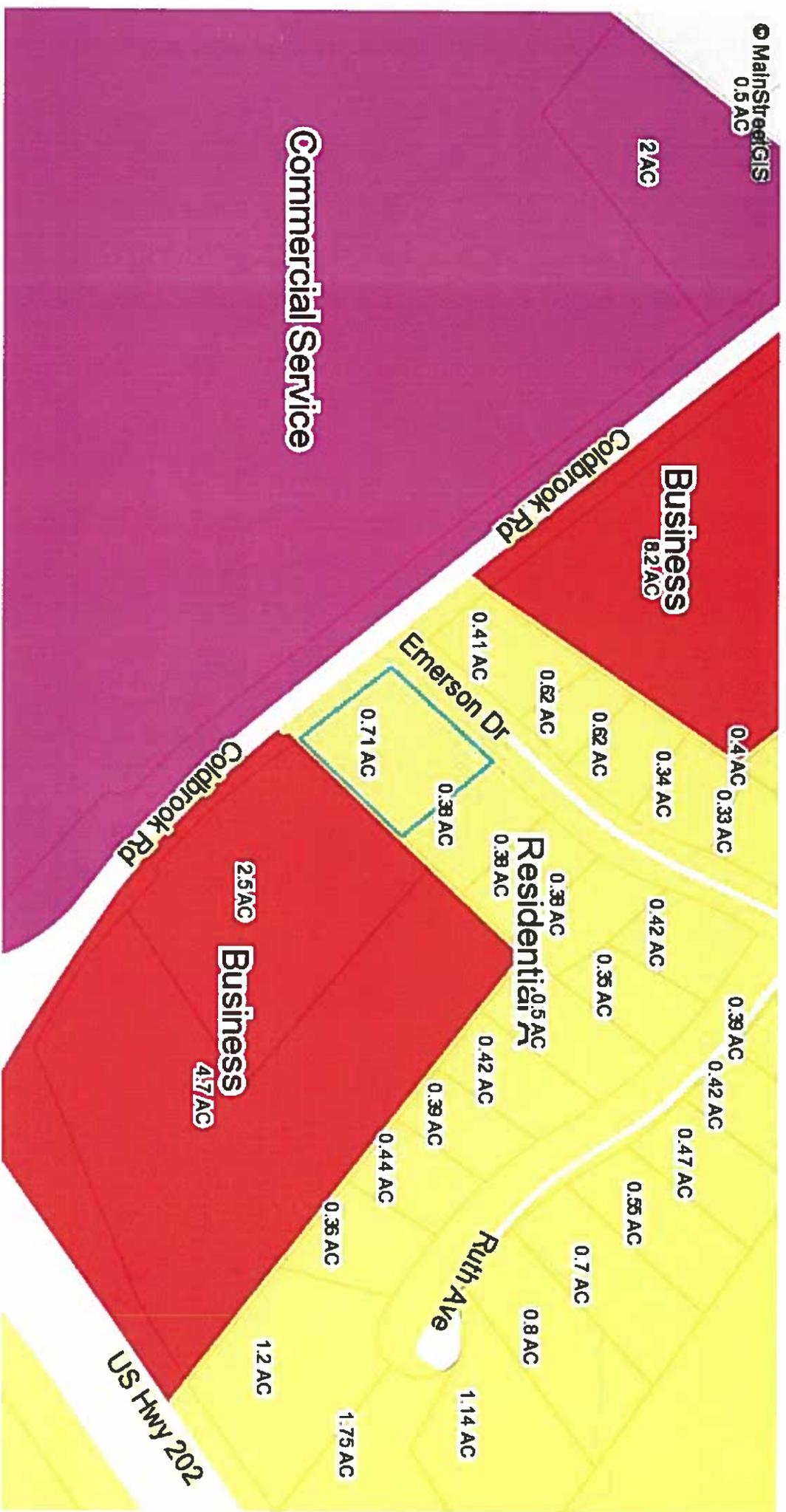
Thanks,  
Dean

Dean L. Bennett  
Director of Community and Economic Development  
106 Western Avenue  
Hampden, Maine 04444  
207-862-3034

A reasonable effort will be made to respond to all emails received in a timely manner. Please note that all emails sent from or coming to this address are considered a public document and are subject to the State of Maine Freedom of Access Law.



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● Main Street  
0.5 AC

2 AC

Commercial Service

Business  
8.2 AC

Goldbrook Rd

0.41 AC

0.62 AC

0.62 AC

0.34 AC

0.4 AC  
0.33 AC

Emerson Dr

0.71 AC

0.38 AC

0.38 AC

Residential  
0.5 AC

0.38 AC

0.42 AC

0.35 AC

0.39 AC  
0.42 AC

Goldbrook Rd

2.5 AC

Business

4.7 AC

0.42 AC

0.39 AC

0.44 AC

0.35 AC

Ruth Ave

0.7 AC

0.8 AC

1.14 AC

US Hwy 202

1.2 AC

1.75 AC