



HAMPDEN TOWN COUNCIL  
HAMPDEN MUNICIPAL BUILDING  
AGENDA

MONDAY

JANUARY 4, 2016

7:00 P.M.

- *Swearing in of Councilors At-Large*
- *Election of Mayor, Deputy Mayor*

A. PLEDGE OF ALLEGIANCE

B. CONSENT AGENDA

1. SIGNATURES

2. SECRETARY'S REPORTS

a. December 21, 2015 Meeting Minutes

3. COMMUNICATIONS

a. Time Warner – Rate Notification – 12/9/2015

b. Maine Municipal Association/Town Manager – Loss Control Visit – 10/29/2015

c. Maine Municipal Employees Health Trust – 2016 Rates

d. Maine Municipal Association – Workers Compensation Fund Renewal

4. REPORTS

a. Infrastructure Committee Minutes – 11/23/2015

b. Finance Committee Minutes – 12/7/2015

C. PUBLIC COMMENTS

D. POLICY AGENDA

1. NEWS, PRESENTATIONS & AWARDS

2. PUBLIC HEARINGS

a. Proposed Zoning Ordinance Text Amendment – Article 4.8 Signs

3. NOMINATIONS – APPOINTMENTS – ELECTIONS

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

4. UNFINISHED BUSINESS

5. NEW BUSINESS

- a. Proposed Amendments to Training Room Use Policy
- b. Discussion of RSU #22 Building Committee Recommendation to School Board at 1/6/2016 Meeting
- c. Set Date(s) for Annual Council Goals & Objectives Session(s)

E. COMMITTEE REPORTS

F. MANAGER'S REPORT

G. COUNCILORS' COMMENTS

H. ADJOURNMENT



HAMPDEN TOWN COUNCIL  
HAMPDEN MUNICIPAL BUILDING  
MINUTES

MONDAY

DECEMBER 21, 2015

7:00 P.M.

*Attending:*

*Mayor David Ryder*

*Deputy Mayor Bill Shakespeare*

*Councilor Terry McAvoy*

*Councilor Dennis Marble*

*Councilor Stephen Wilde*

*Councilor Greg Sirois*

*Town Manager Angus Jennings*

*Town Clerk Denise Hodsdon*

*Councilor-Elect Ivan McPike*

*Citizens*

*Deputy Mayor Shakespeare opened the meeting at 7:00 pm.*

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

**1. SIGNATURES**

**2. SECRETARY'S REPORTS**

- a. **December 7, 2015 Meeting Minutes**

**3. COMMUNICATIONS**

- a. **Pat's Pizza – Victualer's License Renewal**

**4. REPORTS**

- a. **Finance Committee Minutes – 11/16/2015**
- b. **Services Committee Minutes – 11/9/2015**

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

**D. POLICY AGENDA**

**1. NEWS, PRESENTATIONS & AWARDS**

- a. **Councilor William Shakespeare – Thank You** – *This item was moved to the end of the meeting.*

## 2. PUBLIC HEARINGS

- a. **Proposed Zoning Ordinance Map amendment to Map 9A/Lot 1 at corner of Emerson Drive and Coldbrook Road from Residential A District to Business District** – *Community & Economic Development Director Dean Bennett explained that the purpose of the zoning map amendment is to allow the owner to add an additional dwelling unit. After its public hearing, the Planning Board returned an “ought to pass” recommendation. Deputy Mayor Shakespeare opened the hearing and no one spoke in favor or opposition and there were no general questions or comments. The hearing was closed. Motion by Councilor Marble, seconded by Councilor Sirois to adopt the proposed Zoning Map amendment to Map 9A, Lot 1 at the corner of Emerson Drive and Coldbrook Road from Residential A District to Business District. Unanimous vote in favor.*

## 3. NOMINATIONS – APPOINTMENTS – ELECTIONS

- a. **Francis Pergolizzi – Application for Appointment to Recreation Committee – Services Committee Recommendation** – *Motion by Councilor McAvoy, seconded by Councilor Marble to appoint Francis Pergolizzi to the Recreation Committee. Unanimous vote in favor.*
- b. **Stephanie Shayne – Application for Reappointment to Recreation Committee – Services Committee Recommendation** – *Motion by Councilor McAvoy, seconded by Councilor Marble to reappoint Stephanie Shayne to the Recreation Committee. Unanimous vote in favor.*
- c. **Anthony Mourkas – Application for Reappointment to Library Board of Trustees – Services Committee Recommendation** – *Motion by Councilor McAvoy, seconded by Councilor Marble to reappoint Anthony Mourkas to the Library Board of Trustees. Unanimous vote in favor.*
- d. **Cheri Condon - Application for Reappointment to Library Board of Trustees – Services Committee Recommendation** – *Motion by Councilor McAvoy, seconded by Councilor Marble to reappoint Cheri Condon to the Library Board of Trustees. Unanimous vote in favor.*
- e. **Patrick Foley - Application for Reappointment to Pool Board of Trustees – Services Committee Recommendation** – *Motion by Councilor McAvoy, seconded by Councilor Marble to reappoint Patrick Foley to the Pool Board of Trustees. Unanimous vote in favor.*
- f. **Gerry Ouellette – Application for Reappointment to Personnel Appeals Board – Finance Committee Recommendation** – *Motion by Mayor Ryder, seconded by Councilor Wilde to reappoint Gerry Ouellette to the Personnel Appeals Board. Unanimous vote in favor.*

## 4. UNFINISHED BUSINESS

- a. **Revised Order re Fundraising at the Transfer Station** – *At the last meeting, the Council had considered a proposed policy regarding fundraising activities at the transfer station. After discussion, the Council voted to amend the policy to limit activities within and around the transfer station to only those related to the disposal of waste. Manager Jennings prepared a revised policy for the Council's approval and signature. Motion by Councilor Marble, seconded by Councilor Sirois to adopt the revised order. Unanimous vote in favor.*
- b. **Update on Proposed MRC Legal Agreements and Discussion of proposed Solid Waste Agreement from PERC** – *Manager Jennings noted that this was just an informational update and no Council action was required. The Town has received updated draft legal agreements from the MRC Board and additional materials that were distributed at the MRC annual meeting last week. Proposed solid waste agreements have also been received from PERC. The independent legal review is now under way with anticipated completion by early to mid-January. Councilor Marble noted that PERC has announced that it is forming a new company. He wonders where we are headed and feels it could be divisive and resistant by those who have a vested interest in the PERC facility. He appreciated that Manager Jennings is keeping everyone informed and monitoring this. Councilor McAvoy asked that the proposed PERC agreement be included on the agenda for discussion at next week's Infrastructure Committee meeting.*

## 5. NEW BUSINESS

- a. **Proposed Amendments to Subdivision Ordinance to Provide for Construction of Private Roads – Planning & Development Committee Recommendation to Refer to Planning Board** – *Motion by Deputy Mayor Shakespeare, seconded by Councilor Wilde to refer this item to the Planning Board. Unanimous vote in favor.*
- b. **Zoning Ordinance Text Amendment – Section 7.2 Building Height Definition – Introduction for Public Hearing** – *Deputy Mayor Shakespeare introduced this item for public hearing at the January 19, 2016 meeting.*
- c. **Zoning Ordinance Text Amendment – Section 4.10 Home Occupation Permits – Town Attorney Opinion – Referral back to Planning & Development Committee** – *Based on the Town Attorney's opinion, Councilor Shakespeare moved and Mayor Ryder seconded to send this item back to the Planning & Development Committee. Unanimous vote in favor.*
- d. **Zoning Ordinance Text Amendment – Section 4.8 Signs – Introduction for Public Hearing** – *Deputy Mayor Shakespeare introduced this item for public hearing at the January 4, 2016 meeting.*

- e. **Kiwanis Poker Tournament License Renewal – Motion by Councilor Sirois, seconded by Councilor Wilde to approve the Kiwanis poker tournament license renewal application. Unanimous vote in favor.**

**E. COMMITTEE REPORTS**

**Services Committee – Services Committee Chair McAvoy reported that the Committee met on December 14<sup>th</sup> and discussed the fiscal reality of ongoing operations at the Skehan Center.**

**Infrastructure Committee – The Committee has not met since the last Council meeting. The next meeting will be at 6:00 pm on Monday December 28<sup>th</sup>.**

**Planning & Development Committee – Committee Chair Shakespeare reported that the Committee met on December 16<sup>th</sup> and continued discussion of the marina sign and heard concerns from Hampden resident Ron Hidu regarding the distressed condition of several properties within the Town. Mr. Hidu appealed to the Committee to begin establishing reasonable measures to prevent properties from declining into a diminished condition.**

**Finance & Administration Committee – Mayor Ryder reported that the Committee met earlier and recommended a reappointment to the Personnel Appeals Board.**

**F. MANAGER’S REPORT - None**

**G. COUNCILORS’ COMMENTS**

**Councilor McAvoy hoped that everyone is enjoying the snowless winter we’ve had so far. He also reminded everyone to shop local and buy American.**

**Councilor Marble reminded everyone that at 9:00 am on the third Saturday of every month he holds a Hot Stove session at the Library. These are informal and provide a chance to talk about Town business. He wished all residents a Merry Christmas in the spirit of understanding that we all have religious values that are near and dear to us and all the different holidays mean a lot to everybody.**

**Councilor Wilde commented that it was hard to believe the new Councilors have a whole year under our belt. He wished everybody Happy Holidays and Merry Christmas.**

**Councilor Sirois recognized Councilor Shakespeare for his service on the Council. He said they may not have agreed on all topics, but they agreed more often than not and he appreciated that Councilor Shakespeare was always willing to listen and that his heart was always in doing what is right for the residents and making sure the Town moves forward. He hoped everyone enjoys the Holiday season and wished everyone a Merry Christmas.**

**Mayor Ryder thanked everyone for the opportunity to be a Councilor for another year. He said the Council has accomplished a lot this year and has made great strides in working with businesses and landowners to improve the Town. He looks forward to next year, noting that there are a lot of difficult things ahead. He wished everyone Happy Holidays and hoped they get to spend time with their families.**

**Deputy Mayor Shakespeare commented that this is his last meeting. He ran for Council in order to make a difference for every citizen, not just one specific group. He noted several of the Council’s accomplishments during his term, some of which require hard decisions that aren’t always popular. He thanked his fellow Councilors and Town Staff, the many citizens who volunteer their time for the betterment of the Town, and**

Town Council Minutes

December 17, 2015

*the citizens for giving him the opportunity to serve. He said he will stay informed and may run again in the future. He wished everyone a Happy Holiday, both Christmas and New Year's. He especially thanked his wife Rachel for her encouragement and support while he served on the Council.*

*Mayor Ryder presented Deputy Mayor Shakespeare with a plaque in appreciation of his service as Councilor from 2013 to 2015 and as Deputy Mayor in 2015.*

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



Denise Hodsdon  
Town Clerk



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

B-3-a

**Time Warner Cable - Important Rate Notification (09N)**

1 message

Andalora, Catherine &lt;catherine.andalora@twcable.com&gt;

Wed, Dec 9, 2015 at 3:56 PM

**Sent on behalf of Shelley Winchenbach, Director Local Franchising, Time Warner Cable – Corporate, Northeast:**

December 9, 2015

Dear Municipal Official,

Time Warner Cable is proud to serve your community and residents, and we are committed to providing the best experience possible to our customers.

Over the past year we have significantly invested in improvements to our network and infrastructure that help to deliver the products and services valued by our customers with greater reliability. Although we continue working hard to control the costs of TV programming, the rates that TV networks and programming providers charge continue to increase.

At this time we are writing to inform you of our planned 2016 rate changes. Attached for your information is a sample of the customer notice and the corresponding pricing guide.

If you have any questions, please do not hesitate to contact me at: [shelley.winchenbach@twcable.com](mailto:shelley.winchenbach@twcable.com).

Sincerely,

Shelley Winchenbach

Director, Local Franchising

Time Warner Cable – Northeast Region

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-  
[www.twcpolicypeople.com](http://www.twcpolicypeople.com)

 Follow us @TWCGR\_NY

Go Green! Print this email only when necessary. Thank you for helping Time Warner Cable be environmentally responsible.

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## IMPORTANT INFORMATION ABOUT YOUR SERVICE

On behalf of the 55,000 Time Warner Cable employees, thank you for being a Time Warner Cable customer. At Time Warner Cable, we have been making significant investments to deliver the products and service you deserve, with more respect for your time, more value for your money and the kind of experience you expect from a leading entertainment and technology provider. Here are just some of the steps we have taken:

### **Better TV**

We're bringing an all-digital signal to every channel for more customers and are providing our **largest On Demand library ever**. We now offer DVRs that can record up to 6 shows at the same time and store up to 150 hours of programming. Plus, we're creating an even better on-screen Guide, with easier ways for you to find, select and record your favorite programming.

### **Better Internet**

We're investing in **Internet speeds**, up to 50 Mbps in many areas, and the most advanced equipment to give you our fastest, most reliable wireless network in and around your home. We've also expanded to over **400,000 WiFi Hotspots** for Standard Internet or higher customers, offering nationwide Internet access when you are away from home.

### **Better Phone**

We're bringing you unlimited calling beyond the US and Canada, to Mexico, China, Hong Kong, India and 29 European countries. We've rolled out **Phone2Go**, a virtual extension of your Home Phone service that lets you make unlimited calls and texts, and even answer your landline, from anywhere you have a WiFi connection. And we've given you the ability to block telemarketing calls automatically.

### **Better Service**

We're **answering calls faster**, giving you options to schedule a call-back at a time that works for you, and creating online tools that let you control your account, chat with agents 24/7 and schedule appointments. We've implemented **one-hour arrival windows**, including nights and weekends, and added a "Whole-Home Check" to every visit to ensure all your devices are working together.

### **Better Apps**

We're enhancing our top-rated **TWC TV**, the free app that lets you watch up to 300 channels of live and On Demand TV on virtually any device, including your computer, iPad®, iPhone®, Android™, Roku®, Xbox 360® and more. We're adding even more shows for viewing outside the home. We're also refreshing the TWC WiFi Finder app so you can seamlessly connect to WiFi Hotspots nationwide. And you have easy, seamless access to all of these great apps with your TWC ID, available at [twc.com/register](http://twc.com/register).

We have also worked hard on your behalf to control the costs of TV programming, but the rates that TV networks and programming providers are charging continue to increase. Changes in your bill are mainly driven by the increase we must pay to deliver your favorite channels. As a result, you'll see a change in charges for some TWC services and equipment on your February bill (see back for details). Included in these changes is the removal of the Additional Video Outlet Service Fee.

To make sure you are getting the most out of your subscription, please call us at 1 855-224-4211. We're confident we can find a package that meets your needs and your budget.

Thank you for choosing TWC. We look forward to bringing you even more service and product enhancements and innovations in the future.

**Want to learn more about our newest features? Visit [twc.com](http://twc.com) anytime.**

Para leer en español, visita [twc.com/espanol/2016](http://twc.com/espanol/2016)

## NEW MONTHLY PRICES EFFECTIVE ON YOUR FEBRUARY BILLING STATEMENT

Los nuevos precios mensuales entrarán en efectivo en su estado de cuenta del mes de febrero.

This is a summary of the price changes for some Time Warner Cable services and equipment. New service and equipment rates, including the removal of the Additional Video Outlet Service Fee, will go into effect on your February bill.

If you are currently receiving a promotional discount for these services, the service price will remain in effect for the duration of the promotional period and these changes will not be applied until that time.

TV SERVICES - Monthly Rates	FROM	TO
Starter TV	\$ 22.99	\$ 22.99
Standard TV	\$ 78.99	\$ 80.99
Variety Pass	\$ 10.00	\$ 10.00
TWC Sports Pass	\$ 8.99	\$ 10.00
TWC Movie Pass	\$ 7.99	\$ 10.00
Showtime	\$ 14.95	\$ 15.99
The Movie Channel	\$ 14.95	\$ 15.99
Cinemax	\$ 14.95	\$ 15.99
STARZ	\$ 14.95	\$ 15.99

INTERNET SERVICES - Monthly Rates	NEW PRICE
Lite Internet (not available to new customers)	\$ 39.99
Basic Internet	\$ 49.99
Standard Internet	\$ 59.99
EarthLink Lite	\$ 39.99
EarthLink Standard	\$ 59.99

EQUIPMENT AND SERVICE FEES - Monthly Rates	FROM	TO
Digital HD, DVR or HD DVR Set-Top Box and Remote	\$ 6.98	\$ 8.50
The Guide	\$ 3.27	\$ 3.25
A/O Service Fee	\$ 1.50	\$ 0.00
Digital Adapter and Remote	\$ 2.75	\$ 3.25
Broadcast TV Surcharge	\$ 2.75	\$ 3.75
Sports Programming Surcharge	\$ 2.75	\$ 5.00
Internet Modem Lease/EarthLink Modem Lease	\$ 8.00	\$ 10.00
DVR Service Fee	\$ 12.95	\$ 12.99

To receive all services, lease of a set-top box is required. TWC TV\* requires Starter TV or higher, current model of Roku 2, Roku 3, iPad or iPhone with iOS 8.0, Kindle Fire HD/HDX, Xbox One®, Xbox 360®, Samsung Smart TV (2012-2015 models) and/or Android 2.3 smartphone or Android 4.0 tablet and WiFi connection. TWC authorized modem required for in-home viewing and minimum 1.5 Mbps connection recommended for out-of-home viewing. Some functions require compatible Set-Top Box or DVR. Programming is subject to availability in your area and the video package to which you subscribe. Additional charges apply for equipment, installation, surcharges, taxes, broadcast, activation and other fees. Directory Assistance, Operator Services and International calls outside of the calling area. Phone 2 Go requires TWC Home Phone service, a TWC ID, a compatible device running iOS 6.0, Android 4.1 or higher and a cellular or Wi-Fi data connection. Phone 2 Go may not be available in all areas. TWC WiFi™ is available to customers with Time Warner Cable Standard Internet or higher. Coverage is not available in all areas. Actual speeds may vary. All services may not be available in all areas. Subject to change without notice. Some restrictions apply. For customers receiving service through commercial accounts or bulk arrangements, some or all of the service and equipment price changes contained herein may not apply to your account. Please refer to the terms and conditions of the separate agreement under which you receive your commercial or bulk service. Where terms or pricing contained in this notice are inconsistent with your Service Rates, the terms and conditions of the separate agreement will apply. iPad® and iPhone® are trademarks of Apple Inc. Android™ is a trademark of Google Inc. Time Warner Cable and the Time Warner Cable logo are trademarks of Time Warner Inc. Used under license. All other trademarks are property of their respective owners. ©2015 Time Warner Cable Enterprises LLC. All Rights Reserved.

B-3-b



**MAINE MUNICIPAL ASSOCIATION**

***Risk Management Services***

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

Telephone  
(207) 626-0513  
(800) 553-0000 Maine Only  
Fax (207) 626-0513

December 23, 2015

Mr. Angus Jennings, Town Manager  
Town of Hampden  
106 Western Ave.  
Hampden, Maine 04444-1428

**Town of Hampden  
RECEIVED**

**DEC 28 2015**

**Office of the  
Town Manager**

RE: Loss Control Visit, 10/29/15

Dear Mr. Jennings:

Thank you for meeting with me on Thursday, October 29, when I visited the Town of Hampden.

During our meeting I provided you with a review of the service I, as the assigned Loss Control Consultant from the Risk Management Services Department of Maine Municipal Association, can provide to the staff and various departments. I provided you with the a copy of the municipal property listed with MMA, compliance directives from the Maine Bureau of Labor for each department – including the Town Office, Library, EMS, Fire Department, Public Works, Transfer Station, Recreation, and Law Enforcement, the training requirements as required by OSHA standard and derived from the Bureau of Labor publication on training, information on the MMA Safety Enhancement Grant and the Scholarship Grant, and the online training available from MMA / FirstNet Learning.

Although not a complete list of OSHA standards by which an inspection may be performed, the Maine Bureau of Labor compliance directives do include key items used by the Bureau during either a compliance inspection by their enforcement officer or a courtesy inspection requested by the municipality. The directives are intended to inform management of their responsibility to provide written safety programs, identify required employee training or education, perform equipment and facility inspections, and retain appropriate records. You should routinely review all written safety policies using the directives to identify written safety programs that are missing, sub-standard or out-of-date. Additional copies of the Compliance Directive can be found at [http://maine.gov/labor/workplace\\_safety/compliancedirectives/index.shtml](http://maine.gov/labor/workplace_safety/compliancedirectives/index.shtml).

MMA's website can be used to assist the town as you review and update your written safety programs and employee training.

Online training available from MMA can be found at <http://firstnetcampus.com/MMA/campus/courses.asp?F=home.asp>. There are more than 50 topics offered free of charge to members of the MMA insurance programs. Topics such as Ergonomics for the Office, Sexual Harassment Prevention, and Preventing Slips, Trips, and Falls are just three of the online courses that would be appropriate for town employees. This online resource is an excellent way for staff to receive annual refresher training or it can be used to support training that is required to be site, task or equipment specific.

MMA's Safety Shorts, which can be found at <http://www.memun.org/InsuranceServices/RiskManagementServices/LossControl/SafetyShorts.aspx>, are a good resource for employee safety reminder handouts, paycheck stuffers or safety meeting / tailboard conference topics. MMA currently offers Safety Shorts on 27 topics and is continually updating and adding to that list.

The Safety Enhancement Grant provides financial incentives to members of the MMA Workers Compensation Fund to purchase safety equipment or services that assist in reducing the frequency and severity of workplace injuries. The program will match your investment on a 2:1 ratio basis. The deadlines for Safety Enhancement Grant applications are April 30 and September 30.

You and I discussed setting a meeting with all department heads to review the Bureau of Labor compliance directives and each department's status of written safety policies and the required employee training. I would like to schedule that for a day in February that is convenient to you and your staff. I will contact you just after the New Year to see if we can identify a day and time to meet in February.

I am always available to you as a safety resource for other issues, training or assessments. If you have any questions, contact me by e-mail at [rthomas@memun.org](mailto:rthomas@memun.org) or by telephone, toll free at 1-800-590-5583, extension 2243, or direct dial at 624-0143.

Sincerely,



Robert M. Thomas  
Sr. Loss Control Consultant



# Maine Municipal Employees Health Trust

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

B-3-C

## IMPORTANT NOTICE

To: Mr Angus G Jennings, Town Manager  
Town of Hampden  
From: Maine Municipal Employees Health Trust  
Date: December 3, 2015  
Re: 2016 Health Trust Rate Sheet – Non-Rated Groups

*Town of Hampden  
RECEIVED*

*DEC 07 2015*

*Office of the  
Town Manager*

The Maine Municipal Employees Health Trust (MMEHT) Board of Trustees has established 2016 rates for its health, dental, life, vision, income protection, and long term disability plans. These rates will take effect on January 1, 2016.

An initial rate letter announcing the percentage increase for all Health Trust plans was sent out in early November. Enclosed with this letter is the final 2016 Rate Sheet for all Health Trust plans.

As a reminder, here are the 2016 rate adjustment percentages, by plan type.

**1. Health Plans**

**For all Non-Rated Groups:**

**6.25% increase for POS A and POS C plans**

**8.25% increase for POS 200, PPO 500, PPO 1000, and PPO 1500 plans**

**9.85% for PPO 2500 plan**

- |                                     |                                   |
|-------------------------------------|-----------------------------------|
| <b>2. Dental Plan</b>               | <b>No adjustment (all groups)</b> |
| <b>3. Life Insurance Plan</b>       | <b>No adjustment (all groups)</b> |
| <b>4. Vision Insurance Plan</b>     | <b>No adjustment (all groups)</b> |
| <b>5. Income Protection Plan</b>    | <b>No adjustment (all groups)</b> |
| <b>6. Long Term Disability Plan</b> | <b>No adjustment (all groups)</b> |

**These rate adjustments will become effective January 1, 2016.**

We thank you for your patience during this year's rate setting process. Please do not hesitate to contact the Health Trust with any questions regarding these rates.

**NON RATED GROUPS**  
**MMENT RATE SCHEDULE - RATE CODE 001**  
**EFFECTIVE JANUARY 1, 2016**

	TRAD POS-A	COMP POS-C	POS 200	PPO 500	PPO 1000	PPO 1500	PPO 2500		
<b>ACTIVE</b>									
D1	1,064.82	937.05	811.50	784.66	751.50	681.88	622.75	1 PERSON	Employee only
D3	2,388.57	2,101.94	1,820.30	1,760.09	1,685.73	1,529.56	1,396.94	2 PERSON	Employee & Spouse
D4	1,737.50	1,529.00	1,324.12	1,280.34	1,226.23	1,112.64	1,016.17	FAMILY	Employee with children
D5	2,388.57	2,101.94	1,820.30	1,760.09	1,685.73	1,529.56	1,396.94	FAMILY	Employee & Spouse with children
<b>EARLY RETIREE</b>									
D1	1,064.82	937.05	811.50	784.66	751.50	681.88	622.75	1 PERSON	Retiree only, not eligible
D3	2,388.57	2,101.94	1,820.30	1,760.09	1,685.73	1,529.56	1,396.94	2 PERSON	Retiree & Spouse, neither eligible
D4	1,737.50	1,529.00	1,324.12	1,280.34	1,226.23	1,112.64	1,016.17	FAMILY	Retiree, not eligible, with children
D5	2,388.57	2,101.94	1,820.30	1,760.09	1,685.73	1,529.56	1,396.94	FAMILY	Retiree & Spouse, neither eligible, with children
<b>MEDICARE RETIREE</b>									
D1	469.78	469.78	469.78	469.78	469.78	469.78	469.78	1 PERSON	Retiree only, eligible, with major medical
D3	939.54	939.54	939.54	939.54	939.54	939.54	939.54	2 PERSON	Retiree & Spouse, both eligible, with major medical
<b>SPLIT CONTRACT</b>									
D2	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2 PERS/FAM	Spouse &/or children of eligible Subscriber
D2	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2 PERS/FAM	Spouse &/or children of ineligible Subscriber
D6	1,534.58	1,406.86	1,281.24	1,240.04	1,207.53	1,139.18	1,081.11	2 PERSON	Subscriber eligible, Spouse ineligible
D6	1,534.58	1,406.86	1,281.24	1,240.04	1,207.53	1,139.18	1,081.11	2 PERSON	Subscriber ineligible, Spouse eligible
D7	1,941.74	1,733.18	1,523.27	1,456.03	1,402.94	1,291.35	1,192.71	FAMILY	Subscriber eligible, Spouse ineligible w/children
D7	1,941.74	1,733.18	1,523.27	1,456.03	1,402.94	1,291.35	1,192.71	FAMILY	Subscriber ineligible, Spouse eligible w/children
D8	1,186.00	1,068.16	947.40	909.35	879.38	816.32	758.82	FAMILY	Subscriber eligible with children
D9	1,276.45	1,169.83	1,052.56	1,018.79	992.13	936.15	881.34	FAMILY	Subscriber & spouse eligible with children
<b>COBRA REGULARS</b>									
I1	1,086.11	955.79	827.72	800.36	766.54	695.51	635.21		
I3/I5	2,436.33	2,143.99	1,856.70	1,795.30	1,719.44	1,560.15	1,424.89		
I4	1,772.25	1,559.58	1,350.60	1,305.95	1,250.76	1,134.87	1,036.49		
<b>COBRA 29 MONTHS</b>									
I1	1,597.23	1,405.57	1,217.24	1,177.00	1,127.25	1,022.82	934.13		
I3/I5	3,582.86	3,152.93	2,730.45	2,640.15	2,528.60	2,294.34	2,095.42		
I4	2,606.25	2,293.51	1,986.18	1,920.52	1,839.36	1,668.94	1,524.26		
<b>COBRA 29 MONTHS (DENTAL)</b>									
								<b>ACTIVE RETIREE COBRA</b>	
D1	40.87	41.69	41.69	41.69	41.69	41.69	41.69	1 PERSON	
D3	70.55	71.96	71.96	71.96	71.96	71.96	71.96	EMPLOYEE-SPOUSE	
D4	134.66	137.35	137.35	137.35	137.35	137.35	137.35	SINGLE PARENT	
D5	134.66	137.35	137.35	137.35	137.35	137.35	137.35	FAMILY	
<b>COBRA 29 MONTHS (VISION)</b>									
								<b>ACTIVE COBRA</b>	
D1	5.31	5.42	5.42	5.42	5.42	5.42	5.42	1 PERSON	
D3	10.62	10.83	10.83	10.83	10.83	10.83	10.83	EMPLOYEE-SPOUSE	
D4	11.37	11.60	11.60	11.60	11.60	11.60	11.60	SINGLE PARENT	
D5	18.18	18.54	18.54	18.54	18.54	18.54	18.54	FAMILY	
<b>IFP</b>	2.04 PER HUNDRED PER MONTH								
<b>LIFE</b>	0.30 PER THOUSAND PER MONTH								
<b>LONG TERM DISABILITY (LTD)</b>									
<b>EMPLOYER PAID:</b>	\$0.40/\$100 OF COVERED PAYROLL								
<b>EMPLOYEE PAID:</b>	AGE BANDED (CALL HEALTH TRUST FOR DETAILS)								



**MAINE MUNICIPAL ASSOCIATION**

***Risk Management Services***

60 Community Drive  
PO Box 9109  
Augusta, Maine 04330-9486

Telephone  
(207) 626-  
(800) 590-  
Fax No. (2

B-3-d

**To:** Members of the MMA Workers Compensation Fund  
**From:** Michelle Pelletier, CPCU, AU  
Underwriting Manager, Risk Management Services  
**Date:** December 21, 2015  
**RE:** 2016 MMA Workers Compensation Fund Renewal

**Town of Hampden  
RECEIVED**

**DEC 29 2015**

**Office of the  
Town Manager**

Enclosed you will find your Renewal Certificate for the period January 1, 2016 to January 1, 2017. Please be sure to keep this document in a safe place. The payment schedule, if paying on installments, is included on the contributions summary page. **The annual invoice or first installment invoice is also enclosed.**

**Rate Increase:** The Workers Compensation Fund Board met in November and approved an average rate increase of 1.5%. Please remember individual class code rates, payroll and experience modification factor changes along with a member's own claim experience also affects the contributions members pay.

**Computer Upgrade Update:** Last year we advised Risk Management Services was in its final stages of implementing new underwriting and claims computer software systems. We are pleased to report that the underwriting system went live at the end of January. We also just completed the conversion of the new claims processing system. The 2014 WC audits were successfully processed on the new system earlier this year and we have now completed the policy renewal for 2016. This new system allows us to calculate all experience modifications at the MMA office in Augusta using the same criteria and formula as the National Council on Compensation Insurance (NCCI) has been using. A copy of your 2016 experience mod worksheet is included in this packet.

**Important Change:** At the beginning of each New Year, a final payroll audit is completed on the payrolls from the expiring year. Our WC payroll auditors, GEM Associates, who we have worked with for over 30 years, notified us they have decided to retire. After completing a request for proposals earlier this year, we have contracted with Overland Solutions, Inc. (OSI) to complete the 2015 payroll audit. They have 2 resident auditors in the State and are currently in the process of hiring another. OSI is an industry leading, nationwide audit service vendor who provides auditing services for numerous insurance companies, including other self-insurance programs like ours. We have provided them with your contact information and they will contact you directly. We have confidence they will provide the high level of service that you are accustomed to.

**Underwriting Guidelines:** At the May 21, 2015 MMA Workers Compensation Board meeting the enclosed Underwriting Guidelines were adopted. Two minor adjustments were made to these guidelines: the experience modification factors are now calculated using the Underwriting system (page 5), and the Fund uses standard NCCI insurance industry rates, but deviations may be used on certain classes (page 6). Please keep these guidelines with your renewal information.

**Claims Reporting:** Please keep in mind that reporting employee injuries is time sensitive. Risk Management Services offers on-line reporting for all claims including Workers Compensation claims. Reporting on line may help avoid the risk of late reporting penalties imposed by the State of Maine. When submitting on-line, you will be taken step by step through all mandatory fields and all required information. The web address for filing claims is <http://www.memun.org>. Select "Insurance Services" then "Risk Management Services". Filing First Reports will be found under "Member Tools". After a successful submission of a first report of injury, you will receive an email confirming we have received it. If you do not receive a confirmation email, please follow up with the Claims Department. If you encounter any other problems or have questions about the on-line process, we can help. Please call Melissa Carver at 207-626-5583 or 1-800-590-5583, extension 2381. She will be happy to assist you.

The MMA Workers Compensation Fund Board values your commitment to the Fund and thanks you for your continued participation. If you have questions about your coverage or billing, please call your assigned underwriting representative at 1-800-590-5583.

## INFRASTRUCTURE COMMITTEE MEETING

Monday, November 23, 2015

### MEETING MINUTES

*Attending:*

*Councilor Dennis Marble, Chair*

*Mayor David Ryder*

*Councilor Greg Sirois*

*Councilor William Shakespeare (arrived 6:14 PM)*

*Councilor Stephen Wilde*

*Councilor Terry McAvoy*

*Town Manager Angus Jennings*

*Public Safety Chief Joe Rogers*

*Resident Bill Lippincott*

*Chairman Marble called the meeting to order at 6 PM.*

1. **MINUTES – 10/26/2015 Meeting** – *Motion by Mayor Ryder, seconded by Councilor McAvoy to approve the October 26, 2015 minutes. Unanimous (5-0) vote in favor.*

2. **OLD BUSINESS**

- a. **Pine Tree Landfill Post Closure Monitoring – review of proposal received from Drumlin, LLC and SoilMetrics, LLC** – *Town Manager Jennings provided a summary of his memo in the meeting packet, including background on the vendor's prior monitoring on the Town's behalf. Councilor Marble asked how this work had been paid for in the past, and Manager Jennings said it had been paid by the operator of the landfill through the Host Community Benefits Agreement. Mayor Ryder asked whether the Town's Environmental Trust may be able to fund any of this monitoring and Manager Jennings said he would look into this. Motion by Mayor Ryder, seconded by Councilor McAvoy to refer the proposal from Drumlin, LLC and SoilMetrics, LLC to the Finance Committee with a favorable recommendation. Unanimous (5-0) vote in favor.*

*Because Chief Rogers was in attendance to discuss Item 3.B. on tonight's agenda, the Committee agreed to take this matter out of order.*

- 3.b. **Protocols for Use of Public Safety Community Room** – *Chief Rogers provided background regarding the groups, both government related and otherwise, that have used the public safety training room over the years. Years ago, it was a good idea to open up use of this facility to the public, but as regulations have become more strict it has raised concerns regarding access to the public safety facility. He said that it's important, at a minimum, to limit access to the room relative to what's been happening. The facility does not have a commercial kitchen or showers.*

*(Councilor Shakespeare arrived at 6:14 PM).*

*Mayor Ryder asked whether it would be possible to create a separate entrance to the training room to minimize interface with people coming to the public safety facility. Chief Rogers noted that this would still require shared access to the restrooms. He also noted that other meeting rooms are available to community groups, such as VFW, Kiwanis, Snowmobile Club and the Skehan Center.*

*Councilor Marble asked Chief Rogers what changes would be needed to ensure compliance with regulations, and Chief Rogers said that certain records (including print and computer screens) can't be visible to the public. Town employees, including public works, would need to be fingerprinted and subject to background checks. Contractors working on the facility must be escorted.*

*Chief Rogers said that, if the policy allowing use of the room by community groups is changed, this would be communicated to the groups with an explanation for the reason for the change, along with suggestions regarding other available meeting spaces.*

*Councilor Shakespeare asked whether this would affect the ability to have people here during the annual stream clean-up event, and Chief Rogers said that occasional, monitored use would be acceptable.*

*The Committee agreed that changes to the current policy should be considered, and Chief Rogers and Manager Jennings agreed that they would work on this for consideration at the next meeting of the Infrastructure Committee.*

**b. Turtlehead Park / Marina – condition of dock and boat ramp –**

*Manager Jennings presented his memorandum and photos in the meeting packet, which illustrate the poor condition of the floats and the boat ramp. Councilor McAvoy asked whether Bangor has a boat launch, and Mayor Ryder said they don't – just docks. Councilor Marble asked what the Town should be responsible for regarding maintenance. Councilor Sirois expressed concern regarding the fueling station on the floats. He is more comfortable with the Town's role in maintaining the ramp, but feels that the fueling station should be the responsibility of a private party. Councilors Shakespeare, McAvoy and Wilde also expressed concern about the fueling station. Councilor Wilde is concerned about the Town's liability, but agreed that the Town has some responsibility for the ramp/launch. Manager Jennings agreed, noting that because Federal funds were part of the creation of the Turtle Head Park, the Town does bear responsibility to provide public access to the water, and that that ramp would satisfy this requirement. Mayor Ryder suggested transferring ownership of the floats to a private party such as Hamlin's. Councilor Shakespeare noted that Hamlin's already puts the floats in and takes them out seasonally, and stores them. Manager Jennings suggested that it may be helpful if the Council declares that the floats are surplus public property and therefore*

*subject to disposition. Manager Jennings was also directed to look into what was the basis of the quote that Hamlin's received in June with a price of almost \$25,000 to repair the ramp.*

- c. Municipal Building HVAC System and Software – update –** *Manager Jennings provided an update regarding his ongoing communications with Penobscot Temperature Controls, including pending installation of improved air filters in the public safety building to partially address concerns about air quality. Manager Jennings has invited a proposal to improve the HVAC system.*

### **3. NEW BUSINESS**

- a. Update on “Spruce Up the Library” work supported by a 2015 Grant from the Stephen and Tabitha King Foundation, including work already complete (painting, trim boards) and upcoming RFP for LED lighting –** *Manager Jennings updated the Committee regarding the receipt of grant funding in March 2015 to support, among other work, installation of LED lighting throughout the library. Manager Jennings is working with Library Director Lozito to prepare a Request for Bid, and will keep the Committee apprised regarding this initiative.*

- b. Protocols for Use of Public Safety Community Room**

*This item was taken out of order and addressed earlier in the meeting.*

- c. Potential Town Mailbox Policy –** *Manager Jennings presented the recommendation of Public Works Director Currier that the Town adopt a policy applicable to Town roads comparable to the policy already in effect relative to State roads. Councilor Sirois made a motion, seconded by Mayor Ryder, to refer to the Council adoption of a policy along the lines of the State policy, but customized for Hampden. Councilor McAvoy and Manager Jennings expressed concern about the provision in the draft policy that would allow the Town to remove a mailbox that was constructed with impermissible materials (i.e. stone, granite etc.), then back-charge the homeowners. The Committee agreed that this language should not be part of Hampden's policy. Motion by Councilor Sirois, seconded by Councilor McAvoy to recommend adoption of the policy with this revision. Information about the policy should be made available via local cable, the Town Manager newsletter, and other venues.*

- d. Local Government Efficient Fund Request for Grant Proposals – discussion – questions due 12/4/15 (grant applications due 1/15/16) –**

*The Committee and Manager Jennings discussed the grant materials and agreed that the type of work that would be needed in order to explore efficiencies that could be achieved would require significant time from the Town Manager and other Towns' Managers. This work would be worthwhile, but it was not seen that the grant as written would be helpful, and instead that it would create more paperwork and reporting requirements that would take time away from the work itself.*

**4. PUBLIC COMMENTS – None.**

**5. COMMITTEE MEMBER COMMENTS – None.**

*There being no further business, the meeting was adjourned.*

Respectfully submitted –  
Angus Jennings, Town Manager

**FINANCE & ADMINISTRATION COMMITTEE MEETING**

Monday, December 7, 2015

**MINUTES***Attending:**Mayor David Ryder**Councilor Terry McAvoy**Councilor William Shakespeare**Councilor Greg Sirois**Councilor Stephen Wilde**Town Manager Angus Jennings**Councilor Dennis Marble**Councilor-Elect Ivan McPike**Citizens**Mayor Ryder called the meeting to order at 6:00 p.m.*

1. **Meeting Minutes – November 16, 2015 Meeting** – *There was a motion and a second to approve the November 16, 2015 minutes as written. Unanimous vote in favor.*
2. **Review & Sign Warrants** – *Warrants were reviewed and signed by Committee members.*
3. **Old Business**
  - a. **Pine Tree Landfill Post Closure Monitoring – Proposal from Drumlin, LLC and SoilMetrics, LLC** – *Town Manager Jennings presented the proposal received to provide third-party peer review services relative to post-closure monitoring of the Pine Tree Landfill. These firms had been providing service to the town in past years but their last report on file was December 2013. The proposed scope is broken into three tasks: 1) reviewing Casella's reports and DEP reports on file since December 2013 to provide the Council with an updated baseline of information; 2) present their findings at a public meeting; and 3) support the town going forward, including through Casella's filing of their 5-year post-closure plan in April 2016. The initial task would cost \$3,000; the . There was discussion regarding how the work would be funded, and Manager Jennings advised that the Host Community Benefit account was established and funded in part to cover expenses associated with the landfill. Councilor Marble asked whether additional monies are still coming into that account, and Manager Jennings said that there aren't. Councilor Marble asked whether the balance in that account is known, and Manager Jennings advised that, because the post-audit adjustments from FY14 and FY15*

*have not yet been made, the specific balance is not known, although he estimated that the balance was around \$400,000. Manager Jennings reported that getting these post audit adjustments complete, which were received in the past few weeks from the Auditor, was a top priority of his office, and that work on this is underway. Councilor Sirois recommended that the Council move forward with this work so residents will be provided this service. Mayor Ryder suggested that, if this work is to be undertaken on an ongoing basis, it could be included in the FY17 budget, or it could be funded out of Host Community Benefits on an ongoing basis, and that this could be decided during the budget process. Councilor Marble supported moving forward with the work. Councilor Sirois motioned, seconded by Councilor Marble, to recommend that the Town Council approve moving forward with the first task then, on the basis of that work, to decide whether to move ahead with the other tasks. The motion was clarified to provide that the funds would come from the Host Community Benefits account. Unanimous (6-0) vote in favor.*

#### **4. New Business**

- a. Transfer Station Swap Shop Building Replacement** – *Mayor Ryder summarized discussions from recent Infrastructure Committee meetings recommending that the swap shop be replaced with a pre-fab building in order to improve internal traffic circulation at the Transfer Station, and to improve visibility and monitoring of the swap shop by Transfer Station staff to minimize items left with no repurposing value. The cost of the building would be \$4,792 including delivery. Mayor Ryder asked whether the source of funding would be the funds saved from eliminating Saturday bus service. Manager Jennings did not recall the source of the funding that had been discussed, and apologized that he didn't remember this. Councilors McAvoy and Wilde recalled discussion of paying for this out of the excess Bus funding. Councilor Marble motioned to recommend to Council approval of the purchase of the shed based on the quote received from Ed's Sheds. Councilor Sirois seconded. Unanimous vote in favor.*
- b. Approval of Expenditure of \$15,000 of Surplus Monies for Cruiser Replacement** – *Manager Jennings summarized his memo included in the meeting packet, which described that funds which had been budgeted in FY14 (\$15,000) and FY15 (\$17,000) for cruiser replacement had not been carried over from year to year. Funding*

*such as this should properly be budgeted in reserve funds, which carry forward from year to year automatically, and this is how such funds will be budgeted going forward. Because the FY15 audit is not yet final, the funds budgeted in FY15 were able to be carried forward. However, because the FY14 audit is closed, and because the new police cruiser which was purchased in September relied upon funding from FY14, it would be necessary for the Council to approve expenditure of the FY14 funds from so-called "surplus" funds. Councilor Sirois noted that this action would basically adjust for an accounting error, and Manager Jennings agreed. Councilor Sirois made a motion to recommend to Council to use \$15,000 in surplus monies from FY14 to make an adjustment to our accounting to accurately reflect how the police cruiser was purchased. Councilor Wilde seconded, and there was a unanimous vote in favor.*

- c. Discussion of Preliminary Findings – FY15 Audit – Manager Jennings handed out a report (attached to these minutes) summarizing research his office has been undertaking based on the preliminary findings of the FY15 audit, and his review of prior years' budgets and expenditures. He described that, as part of the audit, the auditor provides audit adjustments which must be incorporated into the town's accounting system in order for the FY15 audit to be closed out. Work on these audit adjustments is underway. Manager Jennings described that his work has identified a number of significant budgeting issues that will have bearing on FY17 budgeting and may affect FY16 spending. The first finding is that the sewer rates are inadequate to cover the operating and capital costs of the sewer, and that this has been the case for a number of years. In order for the Sewer Fund to make its payments, the General Fund has loaned funds. These loans show up in the audit as interfund transfers. Such interfund transfers are not uncommon in municipal finance, but the amount of the transfers, and the fact that there is a structural deficit – meaning that revenues each year are lower than costs – makes this an item of concern. Manager Jennings advised that the sewer rates will need to be revised to cover costs, and to provide for the Sewer Fund to refund its loans from the General Fund over a period of time. He is working with DPW Director Currier to evaluate options regarding revisions to sewer rates. Councilor Shakespeare asked when the last time sewer rates were increased, and Manager Jennings said it was in 2009. Meeting minutes reflect that when a sewer bond was approved in 2013 the then-Town**

*Manager advised that sewer rates would need to be adjusted, but that this was not done.*

*Manager Jennings moved on to the second point in the memo, which included an analysis of the town's current debt service obligations. This illustrates that the sewer revenues are not supporting all sewer-related debt service, and that the bond payments from the Business Park bonds issued in 2000 had not been included in the town budget in recent years and had been paid out of the Host Community Benefit account.*

*Manager Jennings moved on to the third point in the memo, which described outstanding payments due to the City of Bangor for sewer treatment costs. The total amounts due, totaling \$293,000, covered service dating back through most of FY15 and the second half of FY14. An additional invoice has since been received for the final four months of FY15, bringing the total amount due to almost \$400,000. One of the invoices has since been paid, in the amount of \$96,000, but there are inadequate funds in the sewer fund to pay these bills. Further interfund transfers are an option, but this will contribute to cash flow challenges facing the General Fund. The Tax Anticipation Note offers a \$2 million line of credit, which the town has not yet drawn from, but any such funds would need to be paid back by the end of June 2016 so this would only provide short-term assistance.*

*Manager Jennings reported that his review of the past few years of audits (through FY14) show that the town's total year-end fund balance has fallen steadily in recent years. During this time, the budget has included draw-downs that are put directly toward reducing property tax burden.*

*Manager Jennings reported that, because of two invoices received in the fourth quarter of FY15 totaling \$122,000 related to work approved in FY12 and FY14, the \$100,000 included in the current FY16 reserve budget for streets and roads would not be available for any future work because it is needed to bring that reserve budget line item back into balance. Manager Jennings reported that he has advised the DPW Director that no reserve funds would be available for streets and roads project in the current fiscal year. Approximately \$65,000 was recently received from Maine DOT through the Local Road Assistance*

*Program, so this will support some work, but the work program will be substantially less than has been the standard in recent years.*

*Manager Jennings concluded by saying that his budget message for FY17 would take into account these findings, including updates based on the FY15 audit once it is finalized in January, in order to set out a proposed budget that will meet current obligations, and support ongoing operations and future policy and capital objectives.*

*Councilor Wilde said that the Council had hired Manager Jennings and asked him for transparency, and that while he's not happy about the findings it is good to know what's going on so the Council can take this into account in its budgeting. Councilor Shakespeare agreed.*

*Councilor McAvoy asked what happened to the sewer income during the period of time when Bangor's invoices weren't being paid. Manager Jennings said that the town's accounting records account for every expenditure down to the penny, but that because not enough revenues were received to pay sewer costs – the actual sewer revenues are less than budgeted sewer revenues by approximately \$200,000 per year – there would not be expected to be extra funds even though budgeted costs were not paid. Councilor Sirois noted that sewer rates haven't increased since 2009. Manager Jennings noted that, to the best of his knowledge, the sewer budget has not been brought before the Council but that, going forward, the Council will be presented with a proposed sewer budget so information is available regarding costs and revenues. Councilor Marble said that the most important thing is to note that the Manager is getting a handle on this and that, going forward, the Council would review these numbers thoroughly. He agreed with Councilor Wilde that it will be a challenging budget year. Manager Jennings agreed, and noted that – while he'll have better information regarding FY15 year-end standing once the FY15 audit is complete – he felt it would be important to bring this to the Council's attention as soon as he had this information.*

*Councilor-elect McPike noted that the former Town Manager had reported that it was very difficult for her to receive timely invoices from Bangor regarding sewer charges. Manager Jennings agreed with this, noting that sewer invoices are sometimes received as many as nine months after the charges are incurred. He reported that, in 2007 or so, there had been a significant overcharge from Bangor to Hampden*

*which, at the time, had been resolved through involvement of an independent engineer who confirmed that the town had been overcharged. This had resulted in a six-figure settlement, at the time, whereby Hampden's sewer charges were discounted to account for the period of overcharging. Because of this history, Manager Jennings is aware that the former Town Manager closely scrutinized every Bangor sewer invoice, which takes time, and that when invoices were received so long after charges were incurred it made this review even more challenging. Manager Jennings reported that DPW Director Currier has been meeting with the Bangor sewer accounting staff in order to ensure his understanding of how the invoices were structured, so that we can continue to apply close scrutiny to ensure that these costs are appropriate.*

*Councilor McAvoy noted that annual audits are completed every year, but that they haven't provided information that can be relied upon to determine the financial health of the town. Manager Jennings advised that the delivery of the audit is accompanied by a memo with management recommendations. The auditor's job is to complete the audit and offer management recommendations, but it is the Manager's and the Council's job to implement the recommendations. Councilor Marble noted that we've reduced the fund balances by \$2.4 million over four years. He said we need to have accurate information in order to make good decisions for the whole town. Councilor Sirois said we need to make adjustments to pay back funds the sewer fund has borrowed. Manager Jennings agreed, and said that he and Director Currier are working hard to evaluate the sewer rate structure. He is sensitive to concerns of sewer customers regarding costs, and said that any proposed change would be evaluated internally every which way to ensure that, before it's brought forward for formal consideration, it has been closely scrutinized and is justified and defensible.*

**5. Public Comment** – *Alex King asked how much money remains in the Host Community Benefit account. Manager Jennings said that this amount won't be known accurately until the FY15 audit is complete.*

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

*There being no further business, the meeting was adjourned at 6:56 p.m.*

Respectfully submitted – Angus Jennings, Town Manager

D-2-a



To: Hampden Planning Board  
From: Dean Bennett, Director of Community and Economic Development  
Subject: Sign Revision Recommendations  
Date: November 4, 2015

At the Planning Board Ordinance Committee Meeting of October 14, 2015, the following actions were taken:

**Committee Action:** Motion was made and seconded to forward the draft Sign Revisions to the Planning Board as presented, with the addition of two minor changes on page 4 of the document as noted. Recommendation is "ought to pass". Vote: 5-0.

The drafts Sign Revisions are attached.

In addition, I have attached the email from Attorney Russell explaining why he recommended the wording of 4.8.2.6 that was originally proposed to the Committee.

The Town of Hampden hereby ordains that the following amendments to the Zoning Ordinance be enacted.

Additions underlined

Deletions ~~stricken~~

**4.8. Signs.** Signs provide vital information to the public, assist in the response and rescue of public safety and engender a sense of place. The following provisions shall apply to signs and billboards in all districts where permitted.

**4.8.1. Off-Premises Signs** - No off-premises signs shall be erected or maintained in the Town of Hampden except in conformity with *23 MRSA section. 1901-1925 the Maine Traveler Information Services Law*. Off-premises official business directional signs may be located in the Town of Hampden in such locations and in such a manner as allowed under *23 MRSA sections 1901-1925* and under the rules and regulations of the State of Maine Department of Transportation. Provided, however, that off-premises official business directional signs for home occupations are prohibited. Authorization for official business directional signs shall be obtained from the Code Enforcement Officer~~Official~~.

*1. Exception for property identification numbers* - Each residential premises is allowed a mailbox with the identification number of the property clearly marked on it. If the mail box is on the opposite side of the street of the house or if there is no mailbox, the premises is also allowed an MDOT approved sign post, or similar structure, with numbers that meet the standards of subparagraph a below. Such signs are also allowed on an adjacent parcel with written permission of the landowner.

a. All non residential uses must display the identification number of the property. The area required by the number is not included in the calculation of the total square footage of the sign.

b. Approved address numbers shall be placed in a position to be plainly legible and visible from the street or road fronting the property. These numbers shall contrast with their background. Address numbers shall be Arabic numerals or alphabet

letters. Numbers shall be a minimum of 4 inches (102 mm) high with a minimum stroke width of 0.5 inch (12.7 mm).

2. *Exception for industrial subdivision entrance sign* - In Planning Board approved Industrial Subdivisions a sign marking each public street entrance shall be permitted. Such signs shall be limited to 70 square feet per face and shall only contain the name of the subdivision, the name of the public subdivision's street, and owner identification information. The sign may be located in the raised median of the entrance street provided that it is at least 20 feet from the nearest perpendicular traveled way and the sign itself creates no visual barrier from the ground up to a height of 6 feet.
3. *Exception for industrial subdivision directory sign* - In Planning Board approved Industrial Subdivisions a directory sign marking tenants in the subdivision located near each public street entrance shall be permitted. Such signs shall: be unlighted, be limited to 50 square feet per face, not exceed five feet in height, and shall only contain the name of subdivision, information about the subdivision's management, and the name and address of each subdivision's tenant. The sign may be located in the public right of way provided that it is at least 100 feet from the entrance and does not create a visual barrier to individual lot entrances.

**4.8.2. On-Premises Signs** - All on-premises signs shall be located and erected in conformity with State Law (23 MRSA sections 1901-1925). In addition the following regulations apply:

1. *Visual obstruction* - No sign shall be erected adjacent to any public way in such a manner as to obstruct clear and free vision or where, by reason of its position, shape, color, illumination, or wording, the sign may interfere with, obstruct the view of, or be confused with any authorized traffic sign, or device or otherwise constitute a hazard to pedestrian or vehicular traffic.
2. *Sign Illumination: Sign illumination is permitted in all districts, except on properties used for residential purposes, as long it conforms to 4.8.2.1.*
- ~~3.~~ *3. Visual distraction* - Flashing, moving, or animated signs are prohibited.
- ~~4.~~ *4. Height limit* - No sign shall exceed twenty-five (25') feet in height.
- ~~5.~~ *5. Size limit* - No sign shall exceed the maximum sign size for the district in which the sign is placed. Freestanding signs are sized of the basis of one sign face. Except that

signs located on-premises but greater than fifty (50') feet from a building and visible from Interstate 95 shall be limited to one sign and shall not exceed one hundred fifty (150) square feet in area or the maximum sign size allowed in the district, whichever is less. Such signs, visible from Interstate 95, shall have no panel dimension greater than twenty (20') feet.

~~5.~~ 6. *Neighborhood nuisance* - No sign shall be ~~erected~~ maintained in a manner in which the operation or illumination thereof may cause nuisance or undue distraction to nearby residents or occupants.

Planning Board Ordinance Committee Recommended Change to 6. Above:

6. *Nuisance Signs* – No sign shall ~~be erected or maintained~~ in a manner in which the operation or illumination thereof may cause nuisance or undue distraction to nearby residents or occupants.

~~5. *Setbacks*~~ – Signs shall be set back at least eight (8') feet from the street line and other lot lines, ~~except signs on properties adjacent to Residential A, B, or Rural District boundaries. In that case, signs shall be set back from the side lot line at least the distance of the minimum required side yard depth for the district to which they are adjacent and shall be set back from the street line at least eight (8') feet.~~

7. *Roof signs* - Roof signs shall not extend more than ten (10') feet above the roofline.

8. *Changeable Signs* – Are Permitted in all districts, except on properties used for residential purposes.

a. “Changeable sign” means an on-premises sign created, designed, manufactured or modified in such a way that its message may be electronically, digitally, or mechanically altered by the complete substitution or replacement of one display by another on each side.

b. “Display” means that portion of the surface area of a changeable sign that is or is designed to be or is capable of being periodically altered for the purpose of conveying a message.

c. “Message” mean a communication conveyed by means of a visual display of text, a graphic element or pictorial or photographic image.

- d. "Sign assembly" means the display, border, trim and all supporting apparatus, including posts, columns, pedestals and foundation.
- e. "Time and temperature sign" means a changeable sign that electronically or mechanically displays the time and temperature by the complete substitution or replacement of a display showing the time with a display showing the temperature.
- f. The display on each side of a changeable sign:
  - i. May be changed no more than once every 10 seconds;
  - ii. Must change as rapidly as technologically practicable, with no phasing, rolling, scrolling, flashing, display continuous streaming of information, video animation or blending;
  - iii. May consist of alphabetic or numeric text on a plain or colored background and may include graphic, pictorial or photographic images.

**4.8.3. Permitted Signs Not Requiring a Permit** – The following on-premises signs shall be permitted in all districts without a permit:

1. *Real estate signs* - The following signs relating to the sale, rental or lease of a premises may be displayed on the premises of a premises which is available for sale, rent or lease.
  - a. A single freestanding sign, not over five (5) square feet in area.
  - b. A single wall sign not over three (3) square feet in area.All such signs shall be removed when PURPOSE IS FULFILLED.
2. *Posting signs* - Signs relating to trespassing and hunting.
3. *Residential identification signs* - A single sign denoting the name and/or address of the occupants of residential premises, such sign shall not exceed four (4) square feet in area.
  - a. Or one sign naming the premises where located. Such sign shall not exceed six (6) square feet if it is a wall sign, or four (4) square feet if it is a freestanding sign.  
(Examples: Twin Oaks, Fox Fire, Kinsley House, etc.).
4. *Tradesman signs* - A single sign, placed on the premises where construction, repair, or renovation is in progress, which denotes the architect, engineer, contractor, and/or funding source for the work in progress. Such sign shall not exceed sixteen (16) sq.ft. in

area and shall be removed when the work is completed. Federal and state government-mandated signs are exempt.

5. *Traffic signs* - Signs providing traffic and directional information to the public.
6. *Home occupation sign* - In place of the sign allowed in *Article 4.8.3.3.* above, approved home occupations may display a single sign, not over four (4) sq.ft. in area, relating to the home occupation.
7. *For sale signs* - In addition to the sign allowed in *Article 4.8.3.3.* above, residential users may display a single temporary sign, not over four (4) sq.ft. in area, relating to goods or services for sale on the premises, if such sale does not constitute either a business, a home occupation, or a yard sale. Examples of sales falling under this provision are the sale of a used vehicle, the sale of a used appliance, or other occasional sales.
8. *Temporary event signs* - Temporary signs announcing public and semi-public occasional events, ~~political campaigns, candidates, etc.~~ Such signs shall be displayed not more than two (2) weeks before the event and shall be removed within one (1) week after the event. Signs established more than two weeks prior to the announced event shall be deemed unlawful and are subject to removal under *Article 4.8.10.2.*

9. *Political Signs* – Signs bearing political messages relating to an election, primary or referendum may be placed per 23 MRSA §1913-A and Maine DOT Department

Regulations as follows:

- a. May be erected on private property outside the Right of Way limits of public ways at any time prior to an election, primary or referendum, limited in size to a maximum surface area of 50 square feet;
- b. May be erected within the Right of Way limits of public ways no sooner than six (6) weeks prior to an election, primary or referendum and must be removed no later than one (1) week following that date of the election, primary or referendum. Provided, however, that political signs may not be located within the right-of-way limits of any Controlled Access Highway (Route 202 from I-395 to Western Avenue) or within any right-of-way limit of the Interstate Highway System.

10. Personal Signs-Signs bearing political, religious, ideological or personal messages by the owner(s) or occupant(s) of a property, limited in size to a maximum surface area of 50 square feet.

11. Prohibited Practices-Signs allowed by this Section 4.8.3 shall be subject to the following:

- a. Shall not be erected or maintained on any traffic control signs or devices, public utility poles or fixtures, upon any trees or painted or drawn upon rocks or other natural features;
- b. No person shall place, maintain or display upon or in view of any highway any unauthorized sign, signal, marking or device which purports to be or is an imitation of or resembles an official traffic-control device, such as a stop sign;
- c. Political signs may be displayed to view to all public ways except that such signs may not be erected within 660 ft. of the nearest edge of the Interstate Highway System in such a manner that the message may be read from the Interstate Highway. No political signs may be located at the interstate interchanges.

**4.8.4. Permitted Signs With a Permit** - The following on-premises signs shall be permitted in all districts with a permit:

1. *Housing project sign* - A single sign not over thirty-two (32) sq.ft. describing a multi-family housing project or a subdivision.
2. *Subdivision sign* - A single sign not over thirty-two (32) sq.ft. describing a subdivision.
3. *Non-residential principal building or use sign* - A single sign not over sixteen (16) sq. ft. describing a non-residential principal building or use on the premises.

**4.8.5. Signs in the Rural District** - In the Rural District the following on-premises signs shall be considered accessory to the principal use of the premises on which they are located:

1. *Farm product signs* - A maximum of two (2) signs describing farm products raised or produced on the premises. The maximum sign size shall not exceed sixteen (16) sq.ft.

**4.8.6. Signs In Residential Districts** - In the Residential A and Residential B Districts the following on-premises signs shall be considered accessory to the principal use of the premises on which they are located:

1. *Housing project or subdivision sign* - A maximum of two (2) signs whose combined area shall not exceed thirty-two (32) square feet, describing a multi-family housing project or a subdivision on the premises.
2. *Non-residential sign* - A maximum of two (2) signs whose combined area shall not exceed sixteen (16) square feet, describing a non-residential principal building of less than 5,000 square feet gross floor area or use on the premises.
3. *Non-residential sign for larger site developments* - A maximum of one sign located at each street entrance whose area shall not exceed sixteen (16) square feet and describing a non-residential principal building or buildings in excess of 5,000 square feet gross floor area or use. Additional signage shall be permitted on the interior of such site developments provided that each individual sign has a maximum size of sixteen (16) square feet and is set back a minimum of 30 feet from all property lines.
4. *Prohibited signs* - Notwithstanding the provisions of this section roof signs and internally illuminated signs are prohibited in the residential districts.
5. *Scoreboards* - Notwithstanding the provisions of this section scoreboards are permitted in the residential districts and are not subject to the preceding regulations including size. The content of a scoreboard shall be generally limited to the score, period, time, and other information pertinent to the sporting activity, the name of the school and team. Scoreboards may contain limited product advertising provided it is not back-lighted and is limited to 10 sq. ft.

**4.8.7. Signs in the Commercial Districts**

1. *Signs in the Business District and Rural Business District* - Two (2) of the following on-premises sign options identifying on-premises business names, uses or goods sold or services rendered shall be allowed for uses in the Business District and the Rural Business District:
  - a. One (1) freestanding sign, not to exceed thirty-six (36) square feet.

- b. Wall signs not to exceed one and one-half (1-1/2) square feet of area for every running foot of building frontage. The aggregate area of all wall signs on the premises shall not exceed one hundred fifty (150) square feet.
  - c. One (1) projecting or roof sign not to exceed thirty-six (36) square feet in area.
2. *Signs in the Business B District* - Two (2) of the following on-premises sign options identifying on-premises business names, uses or goods sold or services rendered shall be allowed for uses in the Business B District provided total signage does not exceed 250 square feet in area.
- a. One (1) freestanding sign, not to exceed fifty (50) square feet in area.
  - b. Wall signs not to exceed two square feet of area for every running foot of building frontage. The aggregate area of all wall signs on the premises shall not exceed two hundred (200) square feet.
  - c. Projecting signs not to exceed (25) square feet in area.
3. *Signs in the Commercial Service District* - The following on-premises signs, identifying on-premises business names, uses or goods sold or services rendered shall be allowed for uses in the Commercial Service District:
- a. One (1) freestanding sign, not to exceed thirty-six (36) square feet.
  - b. Wall signs not to exceed two (2) square feet of area for every running foot of building frontage. The aggregate area of all wall signs on the premises shall not exceed two hundred (200) square feet.
  - c. One (1) projecting, or roof sign not to exceed seventy-two (72) square feet in area.
  - d. Industrial Parks, as defined, may erect one industrial park sign per entrance. Such sign shall not exceed fifty (50) square feet.
4. *Signs in the Interchange District* - The following on-premises signs, identifying on-premises business names, uses or goods sold or services rendered, shall be allowed for uses in the interchange District:
- a. One (1) freestanding, projecting, or roof sign not to exceed one hundred fifty (150) square feet in area.
  - b. Wall signs not to exceed four (4) square feet of area for every running foot of building frontage. The aggregate area of all wall signs on the premises shall not exceed four hundred (400) square feet.

- c. Industrial parks, as defined, may erect one (1) industrial park sign per entrance. Such sign shall not exceed fifty (50) square feet.
5. *Signs in the Village Commercial and Village Commercial II Districts* - Two (2) of the following on-premises sign options identifying on-premises business names, uses or goods sold or services rendered shall be allowed for uses in the Village Commercial Districts provided total signage does not exceed 30 square feet in area.
- a. One (1) freestanding sign not to exceed twenty-four (24) square feet in area and fifteen (15') feet in height.
  - b. Wall signs not to exceed twelve (12) square feet in area.
  - c. Projecting signs not to exceed (12) square feet in area.
  - d. *Prohibited signs* - No roof signs shall be permitted in the Village Commercial District.
  - e. *Shopping center signs* - Shopping Center Signs shall be allowed in conformance with *Article 4.8.7.7*, provided the sign does not exceeds twenty (20') feet in height.
6. *Fuel sales* - In addition to signs allowed under *Article 4.8.7* of the Ordinance, uses selling gasoline or diesel fuel may display one on-premises sign not to exceed sixteen (16) square feet in area, advertising the price of said gasoline or diesel fuel.
7. *Signs in shopping centers* – In lieu of signs allowed under *Article 4.8.7* of the Ordinance, Shopping centers, as defined, each tenant within the shopping center may have a projecting or roof sign (where permitted) not to exceed thirty-six (36) square feet. Additionally each tenant within the shopping center shall be allowed wall signs not to exceed thirty (30) square feet. Notwithstanding the foregoing limitation on wall signage the wall signs may be increased to fifty (50) sq. ft. if both the exterior wall of the tenant space is 50 feet or more from the street frontage and if that tenant has a floor area of at least 10,000 sq. ft. Shopping centers shall not have individual freestanding signs for each tenant, but instead shall have one common freestanding sign identifying the shopping center and the tenants therein. The overall size of the freestanding shopping center sign shall not exceed sixty (60) sq. ft. The shopping center freestanding sign may include a place name for the shopping center located at the top of the sign not to exceed twelve (12) sq. ft. in area and shall include tenant identification not to exceed forty-eight (48) sq.

ft. in area. No one tenant's sign content shall exceed twenty-four (24) sq. ft. of the shopping center sign's area and shall not be less than six (6) sq. ft. unless the space demands on the sign requires it. The tenant area of the shopping center sign may either be utilized by identifying the name of the tenant's premises (such as Smith's Pet Shop) or by categorically identifying what the tenant's use is (such as bakery or florist). Additional signage shall be permitted on the interior of such shopping centers to provide building identification and serve onsite pedestrian and vehicular movements provided that each individual sign has a maximum size of sixteen (16) square feet and is set back a minimum of 20 feet from all property lines.

**4.8.8. Signs in the Industrial Districts** – The following on-premises signs, identifying on-premises business or industrial uses, shall be allowed on conforming uses in the Industrial District, the Industrial Park District, and the Industrial 2 District:

1. One freestanding, projecting or roof sign not to exceed one hundred (100) square feet in area;
2. Wall signs, not to exceed four (4) square feet of area for every running foot of building frontage. The aggregate area of all wall, signs on the premises shall not exceed four hundred (400) square feet;
3. Industrial Parks, as defined, may erect one Industrial Park sign per entrance. Such sign shall not exceed fifty (50) square feet.

**4.8.9. Maintenance of Signs** - All signs shall be properly maintained and kept. Any sign which advertises a business, product, activity, or campaign which is no longer operative or extant shall be removed by the owner, agent, or person having the beneficial use of the structure or lot upon which such sign may be found, within ten (10) days after written notification from the town manager or Code ~~Enforcement Officer~~Official. Upon failure to comply with such notice, the Code ~~Enforcement Officer~~Official or Town Manager is hereby authorized to cause removal of such sign, and any expense incident thereto shall be paid by the owner of the building or lot to which the sign is attached.

**4.8.10. Removal of Unlawful Signs**

#### **4.8.10.1. Removal of Unlawful On-premises Signs.**

1. Notice to remove - The owner of a sign which was or is unlawfully erected or maintained either prior to or after the effective date of this ordinance shall be in violation of this ordinance until the sign is removed. The owner of the sign shall remove the sign within 30 days of receipt of a notice to remove, sent by certified mail, return receipt requested, by the Code ~~Enforcement Officer~~Official. If the identity of such owner is not known or reasonably ascertainable by the Code ~~Enforcement Officer~~Official, such notice may instead be sent to the owner of the land on which the sign is placed. ~~All removed signs shall be held at the Transfer Station for a period of 30 days before they are disposed of.~~
2. Code ~~Enforcement Officer~~Official to remove sign - If the owner fails to remove the sign as required, the Code ~~Enforcement Officer~~Official shall remove the sign at the expense of the owner without any further notice or proceeding and may recover the expense of this removal from the owner. All removed signs shall be held at the Transfer Station for a period of 30 days before they are disposed of.
3. Procedure for notice, hearing, appeal. The procedure for notice, hearing and appeal is as follows.
  - a. The Code ~~Enforcement Officer~~Official shall send to the sign owner notice by certified mail, return receipt requested, that a sign is to be removed. Such notice shall be a final order if not appealed under Article 4.8.10.4.B. If the identity of such owner is not known or reasonably ascertainable by the Code ~~Enforcement Officer~~Official, such notice may instead be sent to the owner of the land on which the sign is placed.
  - b. The person owning or controlling the sign may, within 30 days of his receipt of the notice to remove, appeal the order of removal to the Board of Appeals pursuant to Article 6 of this ordinance. All appeals shall be subject to the provisions of the Town of Hampden Board of Appeals Ordinance including but not limited to filing deadlines, application requirements, fees, appeal procedures, decisions of the Board of Appeals and subsequent appeals to Superior Court.

#### **4.8.10.2. Removal of Unlawful Off-premise Signs.**

1. Notice to remove- Because of the difficulty to identify those individuals that own, erect or established off-premise signs, the Code Enforcement Officer shall contact the subject of the sign or their local representatives. The subject of the sign or their local representative shall remove the sign within 48 hours of receipt of a notice to remove, sent by certified mail, return receipt requested, by the Code Enforcement Officer~~Official~~. If the identity of such owner is not known or reasonably ascertainable by the Code Enforcement Officer~~Official~~, such notice may instead be sent to the owner of the land on which the sign is placed. ~~All removed signs shall be held at the Transfer Station for a period of 30 days before they are disposed of.~~
2. Code Enforcement Officer~~Official~~ to remove sign - If the owner fails to remove the sign as required, the Code Enforcement Officer~~Official~~ shall remove the sign at the expense of the owner without any further notice or proceeding and may recover the expense of this removal from the owner. All removed signs shall be held at the Transfer Station for a period of 30 days before they are disposed of.

**4.8.10.3. Removal of signs from Right of Ways.** Notwithstanding the notice to remove provisions of this Article the Code Enforcement Officer, Public Works Director and Public Safety Director shall have the authority to immediately remove signs located in public right-of-ways that are deemed to constitute a traffic hazard or impede snow removal. In such cases notification of the removal of the sign may be after the fact. Notice of removal shall be sent by certified mail, return receipt requested, by the Code Enforcement Officer~~Official~~. All removed signs shall be held at the Transfer Station for a period of 30 days before they are disposed of.

—  
**Myles M. Block**  
Code Enforcement Officer  
Firefighter/Paramedic

Find Us on Facebook! 

**Hampden Public Safety**  
**Police - Fire - EMS - Code Enforcement**  
106 Western Avenue  
Hampden, ME 04444  
207-862-4500/4000 x 218  
codeenforcement@hampdenmaine.gov

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On Mon, May 11, 2015 at 2:28 PM, Thomas A. Russell <tar@frlegal.com> wrote:

Myles: Please find attached a pdf redlined version and a clean version of the sign amendments with my proposed revisions. Under our newer tracking software, sometimes funky things happen when somebody else opens the marked up document in word. That is why I sent the redlined version in pdf format. Please note that under proposed Section 4.8.2.9(f)(i), dealing with changeable signs, the proposed draft permits changing the display once every 2 minutes. Title 23 M.R.S. 1914(11-A(B)(1), enacted by the legislature in 2013, provides that the display may be changed no more than once every 20 minutes. I do not know whether 2 minutes was a typographical error, or whether the Committee decided that 2 minutes was appropriate. The statute does authorize a municipality to adopt a different time frame, but if it does so it must so notify DOT in writing of that ordinance. I also added a Section 4.8.3.10 concerning on-premises personal signs. The evolving case law on regulating signs is providing that private citizens have a free speech right to personal expression on their own property. In a similar vein, I also revised Section 4.8.2.6 to provide that the nuisance must arise from the operation or illumination of the sign, so that it is clear that the nuisance cannot be related to the message on the sign. I believe the other revisions are self-explanatory. If you have any questions or comments, please contact me. Tom Russell

## HAMPDEN PUBLIC SAFETY TRAINING ROOM USE POLICY

### A. Room Use Priorities

Use of the Public Safety Training Room is limited to the following purposes, in this priority:

1. Voting location for all municipal, state, federal elections
2. Hampden Public Safety Department Training
3. Training for other Hampden municipal departments
4. Training space for other governmental entities, including regional trainings
5. As a general rule, non-governmental events, trainings, or functions will not be permitted in the training room. However, the Town Manager, upon consultation with the Director of Public Safety, may approve or deny any requests for such use on a case by case basis.

With the exception of voting, use of the room will be on a first come, first served basis. Staff members wishing to utilize the room should check the schedule and reserve dates as early as possible. Scheduling shall be done through the Hampden Public Safety administrative assistant.

### B. Responsibility of Municipal Personnel for Training Room Use

A Hampden employee shall serve as the single point of contact for any use of the Training Room, including regional trainings, and shall be responsible for completing, or ensuring completion of, all associated responsibilities.

The Municipal Department or Personnel requesting use of the room, or "sponsoring" its use by a non-Hampden governmental entity, shall be responsible for:

1. Communicating with attendees about where they should and shouldn't park, and addressing any concerns with parking should it arise.
2. Maintaining building security - at no time shall anyone be permitted unescorted access to areas designated as public safety work or storage space.
3. Set up prior to and clean up after use.

### C. Rules for use of Training Room by non-Hampden governmental entities:

1. Parking for room users (during the work day) shall be along the sides of the building in the upper lot, in spaces in the lower lot, and in free spaces behind the post office. No parking during the day in spaces in front of the municipal building. (See attached diagram for entrance and parking areas)

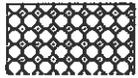
2. Wireless internet is available on site, but there is no availability on site for photocopying, technical support, or provision of projectors or other equipment.
3. Room use is confined to the Training Room only. Access to the remainder of the Public Safety office and living space is not available. This includes the kitchen, unless special permission is granted in advance.
4. Entities utilizing the room shall be required to pay for any and all damages to the facility caused by participants of their activity.

#### D. Effective Date

Policy Effective Date: July 7, 2009

Council Approved: July 6, 2009

Council Amended: January 4, 2016



PARKING ALLOWED



PARKING NOT ALLOWED



PUBLIC SAFETY/  
COMMUNITY ROOM  
ENTRANCE

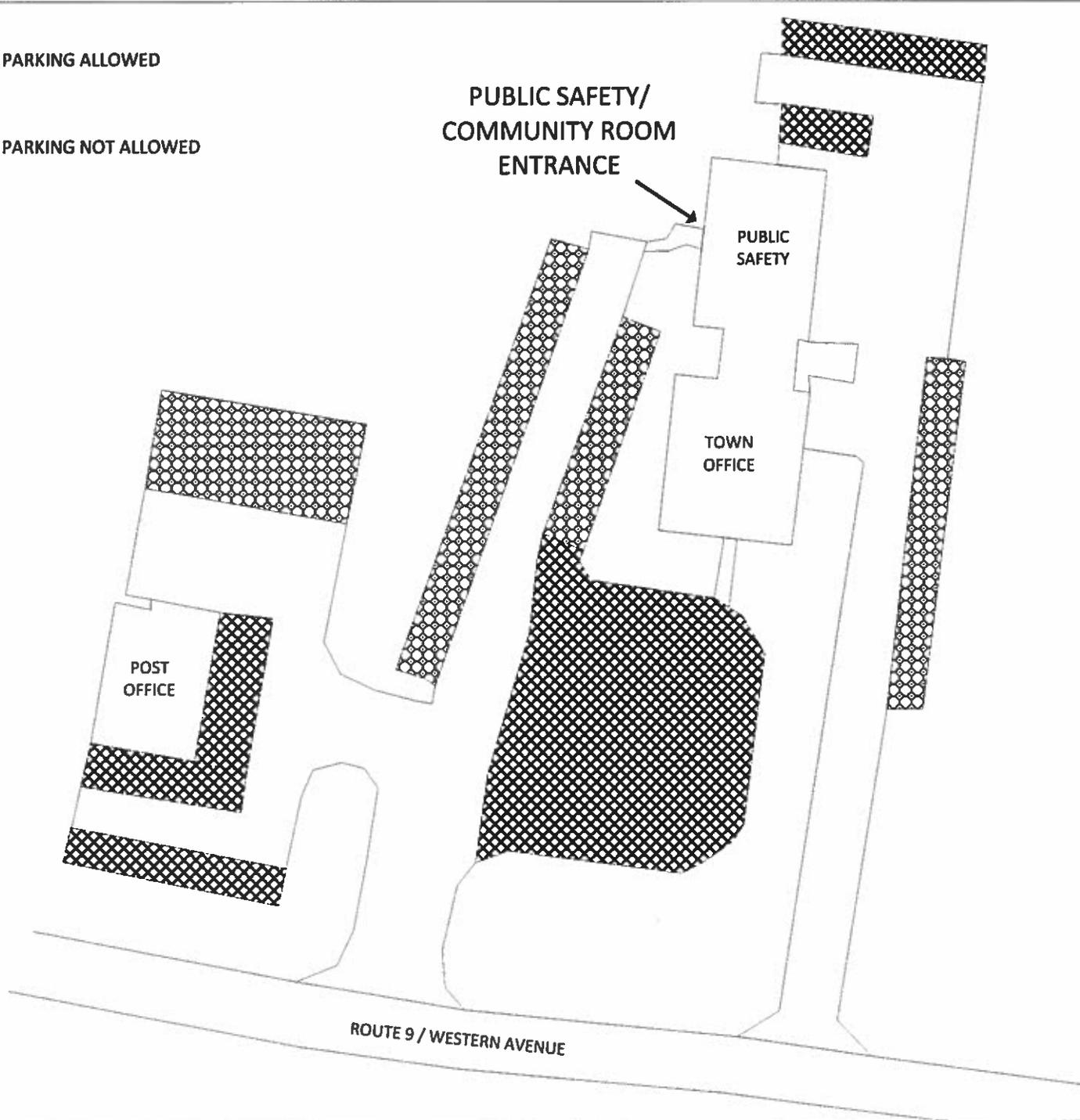


PUBLIC  
SAFETY

TOWN  
OFFICE

POST  
OFFICE

ROUTE 9 / WESTERN AVENUE



HAMPDEN ~~PUBLIC SAFETY TRAINING~~ ROOM USE POLICY

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A. Room Use Priorities

Use of the Public Safety Training Room is limited to the following purposes, in this priority:

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Deleted: The Hampden Community Room's use priorities are as follows

1. Voting location for all municipal, state, federal elections
2. ~~Hampden Public Safety Department Training~~,
3. ~~Training for other Hampden municipal departments~~
4. ~~Training space for other governmental entities, including regional trainings~~
5. As a general rule, non-governmental events, trainings, or functions will not be permitted in the training room. However, the Town Manager, upon consultation with the Director of Public Safety, may approve or deny any requests for such use on a case by case basis.

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With the exception of voting, use of the room will be on a first come, first served basis. Staff members wishing to utilize the room should check the schedule and reserve dates as early as possible. Scheduling shall be done through the Hampden Public Safety administrative assistant.

B. Responsibility of Municipal Personnel for Training Room Use

A Hampden employee shall serve as the single point of contact for any use of the Training Room, including regional trainings, and shall be responsible for completing, or ensuring completion of, all associated responsibilities.

Deleted: <#>Meeting space for local non-profit agencies¶  
<#>Training space for local companies (Fee required)¶

Deleted: Department

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The Municipal Department or Personnel requesting use of the room, or "sponsoring" its use by a non-Hampden governmental entity, shall be responsible for:

1. Communicating with attendees about where they should and shouldn't park, and addressing any concerns with parking should it arise.
2. Maintaining building security - at no time shall anyone be permitted unescorted access to areas designated as public safety work or storage space.
3. Set up prior to and clean up after use.

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C. Rules for use of Training Room by non-Hampden ~~governmental~~ entities:

1. Parking for room users (during the work day) shall be along the sides of the building in the upper lot, in spaces in the lower lot, and in free spaces behind the post office. No parking during the day in spaces in front of the municipal building. (See attached diagram for entrance and parking areas)

Deleted: Community

Deleted: -municipal-

2. Wireless internet is available on site, but there is no availability on site for photocopying, technical support, or provision of projectors or other equipment.
3. Room use is confined to the Training Room only. Access to the remainder of the Public Safety office and living space is not available. This includes the kitchen, unless special permission is granted in advance.
4. Entities utilizing the room shall be required to pay for any and all damages to the facility caused by participants of their activity.

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Deleted: <#>The facility set up and clean up is the responsibility of the entity requesting use of the room. A \$25 refundable clearing deposit is required prior to room use and will be returned immediately after room use if left in clean and neat condition. ¶  
 <#>Local companies utilizing the space shall make arrangements in advance before bringing any large vehicles, trailers, or outside demonstration materials to the municipal complex. Space for such activities is very limited.¶

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Deleted: <#>Entities utilizing the facility for activities involving children shall insure that there are sufficient adult supervisors to keep noise and activity at reasonable levels. This facility is located in a Public Safety area and the business of police, fire, and EMS is the first priority there. Personnel in these areas are on duty 24/7 and we ask for courtesy to them while utilizing the facility.¶  
 <#>Room users shall be required to fill out a Room Use Request form and submit it to the Town Manager, or his/her designee for approval, at least one month prior to the requested date.¶  
 <#>For-profit entities utilizing the space shall pay a fee of \$50 for ½ day or evening use and \$100 for full-day use. Half day and evening use is defined as 4 hours or less, including clean-up.¶

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#### D. Effective Date

Policy Effective Date: July 7, 2009

Council Approved: July 6, 2009

Council Amended: January 4, 2016

DRAFT

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1  
1  
HAMPDEN COMMUNITY ROOM 1  
ROOM USE REQUEST FORM 1  
(Non-Hampden-Municipal-Department) 1  
Date of Application: \_\_\_\_\_ 1  
1  
Name of Entity Requesting Use  
\_\_\_\_\_  
1  
Address: \_\_\_\_\_ 1  
\_\_\_\_\_  
1  
Telephone: \_\_\_\_\_ 1  
\_\_\_\_\_  
1  
Email: \_\_\_\_\_ 1  
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Contact Person Name:  
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Address: \_\_\_\_\_ 1  
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Telephone: \_\_\_\_\_ 1  
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1  
Date Room Requested for  
Use: \_\_\_\_\_ 1  
Number of  
Participants: \_\_\_\_\_ 1  
1  
If event involving children - # of adult  
supervisors \_\_\_\_\_ 1  
Time  
required: \_\_\_\_\_ 1  
\_\_\_\_\_  
1  
I, \_\_\_\_\_, have read  
the Hampden Community Room Use Policy and  
agree to adhere to all terms and conditions of  
that policy. 1  
1  
Date: \_\_\_\_\_ 1  
Signature: \_\_\_\_\_ 1  
..... 1  
..... 1  
Application Granted \_\_\_\_\_ 1  
Application Denied \_\_\_\_\_ 1  
If denied, reason  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
1  
Fee Paid (if any) \$ \_\_\_\_\_ 1  
Date Paid \_\_\_\_\_ 1  
1  
Cleaning deposit paid \$ \_\_\_\_\_ Date: \_\_\_\_\_ 1  
1  
Cleaning deposit refunded: Yes \_\_\_\_\_ Date: \_\_\_\_\_ 1  
1  
No \_\_\_\_\_ Reason for retention \_\_\_\_\_ 1  
..... 1

D-5-b

**Superintendent of Schools  
RSU No. 22  
24 Main Road North  
Hampden, Maine 04444**

Telephone (207) 862-3255

862-2789

**TO: Board of Directors  
FROM: Richard A. Lyons, Superintendent of Schools  
DATE: Wednesday, January 6, 2016  
SUBJECT: Board of Directors Meeting - 7:00 p.m.  
Hampden Academy**

**Town of Hampden  
RECEIVED**

**DEC 30 2015**

**Office of the  
Town Manager**

**AGENDA**

- I. Call of the Roll
- II. Approval of Minutes of Regular Meeting of December 16, 2015
- III. Adjustment to Agenda
- IV. Persons Desiring to Address the Board
- V. Board Chair
- VI. Personnel
  - A. Resignations
  - B. Nominations - Transfers
- VII. Superintendent of Schools
  - A. Reading of Essential Behaviors and Outcomes Proclamation
  - B. Fundraising Report (Exhibit)
  - C. Update from Director of Gifted & Talented
  - D. Update from Director of Food Services (Exhibit)
  - E. Student Representative
  - F. Assistant Superintendent's Update (Exhibit)
- VIII. Questions of Board Members

**Please notify the Office of the Superintendent of Schools at 862-3255 at least 48 hours prior to the meeting if you require any assistance in order to fully participate in this meeting.**

**The meeting is filmed and will be available for public viewing.**

- IX. Committee Reports**
- A. Finance Committee**
  - B. Budget Committee**
  - C. Athletic Committee**
  - D. Building Committee**
  - E. Negotiations Committee**
  - F. Education Committee**
  - G. Policy Committee**
  - H. United Technologies Center Board**
  - I. Behavioral Review Committee**
  - J. Education Foundation**
  - K. Souther Penobscot Regional Program for Children with Exceptionalities (SPRPCE) Board**
- X. Policy Consideration**
- XI. Old Business**
- A. Discuss and act on Clinical Services Agreement between RSU #22 and Eastern Maine Medical Center. (Exhibit)**
- XII. New Business**
- A. Discuss and act on Building Committee's recommended concept plan for McGraw - Weatherbee.**
  - B. Discuss and act on stipend adjustments.**
- XIII. Communication and Correspondence**
- A. Set Meeting Dates**
- XIV. Executive Session**
- XV. Other Business**
- A. To see what action, if any, the Board wishes to take on business required by items that are part of this agenda.**
- XVI. Adjourn**

**Education enables all students to learn the skills, acquire the knowledge, and develop the attitudes necessary for them to reach their potential as citizens who can meet the challenges of a changing global society.**

**We believe that**

- all citizens in our communities share the responsibility to educate our children and themselves,**
- our schools are community support systems and should welcome and encourage all members of our communities to participate, and**
- our schools will have a supportive and empowering atmosphere for all students and community members.**



Angus Jennings <townmanager@hampdenmaine.gov>

## Re: Board of Directors agenda.1.6.16

1 message

Lyons Richard <rlyons@rsu22.us>

Wed, Dec 30, 2015 at 3:11 PM

Reply-To: rlyons@rsu22.us

To: Angus Jennings <townmanager@hampdenmaine.gov>

Cc: Genest Emil <egenest@rsu22.us>, Aurelio Gloria <gaurelio@rsu22.us>

Angus , Emil and I will discuss and get back to you.

On Wed, Dec 30, 2015 at 3:02 PM, Angus Jennings <townmanager@hampdenmaine.gov> wrote:

As you know my work this fall has brought some significant, long-standing budget issues to light and, upon receipt of the Town's final FY15 audit in early January, I'll be presenting an updated report to the Council taking into account those findings. This presentation will take place on January 19.

The handout from the 12/14 Building Committee meeting included a potential June 2016 Referendum date. Does the handout reflect the anticipated timing, and if not what is the current thinking about timing?

We want to ensure that FY17 budget planning, including relative to the McGraw-Weatherbee site, takes into account the Town's financial situation. It will be helpful to have more detail regarding what action the School Board will be asked to take. Will endorsement implicate design funds already included in RSU-22's FY16 or will the action proposed next Wednesday have implications for FY17?

Regarding your subsequent email suggesting that we schedule a presentation of the McGraw-Weatherbee project to the Council, I agree this would be a good step. This could be included on the January 19 agenda or another date; let me know.

Thanks,  
Angus

On Wed, Dec 30, 2015 at 2:42 PM, Lyons Richard <rlyons@rsu22.us> wrote:

We will be asking endorsement of phase I, the traffic enhancements.

On Wed, Dec 30, 2015 at 2:39 PM, Angus Jennings <townmanager@hampdenmaine.gov> wrote:

Hi Rick, Emil,

I'd like to better understand what action will be recommended to the School Board under Item XII.A., relative to the Building Committee's work on the McGraw-Weatherbee site. As you know I've been keeping the Town Council apprised regarding this process and would like to let them know what action is under consideration.

Thanks,  
Angus

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

From: Aurelio Gloria <gaurelio@rsu22.us>

Date: Wed, Dec 30, 2015 at 1:07 PM

Subject: Board of Directors agenda.1.6.16

To: Frankfortselectmen@myfairpoint.net, "Joe Watson Jr." <jiwatsonjr@firehousemail.com>, Town Mgr- Hampden Angus Jennings <townmanager@hampdenmaine.gov>, Town of Newburgh

<newburghmgr@uninets.net>, Town of Winterport <ppitula@roadrunner.com>

Cc: Peter Witt <p.witt@webermt.us>

Attached.

Thank you,

*Gloria Aurelio*  
*Administrative Assistant to*  
Richard A. Lyons, Superintendent of Schools  
RSU #22  
24 Main Road North  
Hampden, ME 04444  
and Veazie School District  
PO Box 662  
Hampden, ME 04444

(207) 862-3255 Phone  
(207) 862-2789 Fax

—  
Angus Jennings  
*Town Manager*

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

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—  
Richard A. Lyons  
Superintendent of Schools  
Maine Regional School Unit #22  
Veazie School District  
Hampden, Maine 04444  
207-862-3255

—  
Angus Jennings  
*Town Manager*

*Town of Hampden*  
*106 Western Avenue*  
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—  
Richard A. Lyons  
Superintendent of Schools  
Maine Regional School Unit #22  
Veazie School District  
Hampden, Maine 04444  
207-862-3255



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

**Re: Building Cmte Meeting - 12/14/15**

1 message

**McCaw Marie** <mmccaw@rsu22.us>

Wed, Dec 30, 2015 at 2:04 PM

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

Hi, the next meeting has not been set up yet. I'll let you know when that happens.

On Wed, Dec 30, 2015 at 9:25 AM, Angus Jennings <townmanager@hampdenmaine.gov> wrote:

Hi Marie,

When is the next meeting of the Building Committee?

Thanks,  
Angus

On Fri, Dec 4, 2015 at 1:33 PM, McCaw Marie <mmccaw@rsu22.us> wrote:

For your calendar, the next Building Committee meeting is Monday, Dec. 14, 6:30 p.m., at Hampden Academy, 2nd floor conference room. The agenda is attached.

—

Thank you.

Marie McCaw  
Superintendent's Office  
RSU #22 & Veazie School Dept.  
24 Main Road North  
Hampden, ME 04444

PH: 207-862-3255  
Fax: 207-862-2789

—

Angus Jennings  
*Town Manager*

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

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—

Thank you.



Angus Jennings <townmanager@hampdenmaine.gov>

## Re: Tonight's meeting

1 message

Lyons Richard <rlyons@rsu22.us>

Tue, Dec 15, 2015 at 8:47 AM

Reply-To: rlyons@rsu22.us

To: Angus Jennings <townmanager@hampdenmaine.gov>

Angus, I anticipate the first internal draft of the FY 17 budget will be early March. We hopefully will know our state subsidy mid February. As soon as I know a preliminary figure I will alert you.

On Tue, Dec 15, 2015 at 8:19 AM, Angus Jennings <townmanager@hampdenmaine.gov> wrote:

Are you able to share the projected fiscal parameters, either re the teacher contract or the overall budget? Even if not, it will be helpful to know roughly when we can expect information re potential FY17 budget so this can be accounted for in our budgeting process. We'll be starting the town budget process on January 18, which is earlier than in past years. There are a number of policy, capital and personnel matters under consideration so this extra time will allow the process to benefit from a more extensive public process. Please let me know, thanks.

On Mon, Dec 14, 2015 at 5:05 PM, Lyons Richard <rlyons@rsu22.us> wrote:

Angus, let me know when you want to meet. The meeting probably would be best with our finance committee.

We are well poised with the draft FY 17 budget pertaining to the ongoing negotiations. We have projected the fiscal parameters, which by the way is a common practice.

Let me know when you want to meet.

On Mon, Dec 14, 2015 at 4:06 PM, Angus Jennings <townmanager@hampdenmaine.gov> wrote:

I cannot attend due to a conflicting meeting. Dean Bennett and Ivan McPike, incoming Councilor, will attend.

Our Auditor is close to closing out the books on FY15 and there are some findings with bearing on the town's budgeting for FY17 (and, in fact, FY16 spending). Once we receive the final audit I'll copy you and the School Board on a report I'm working on for the Council, est. mid January assuming the Auditor maintains the schedule. A meeting with the Board sometime after that would be helpful. What is the process for getting on their agenda?

Finally, what is the timeline for your ongoing negotiations of a teacher contract, incl. as relates to FY17 budgeting?

Thanks,  
Angus

--

Angus Jennings  
Town Manager

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

# **Regional School Unit 22**

**Hampden, Newburgh, Winterport, Frankfort**

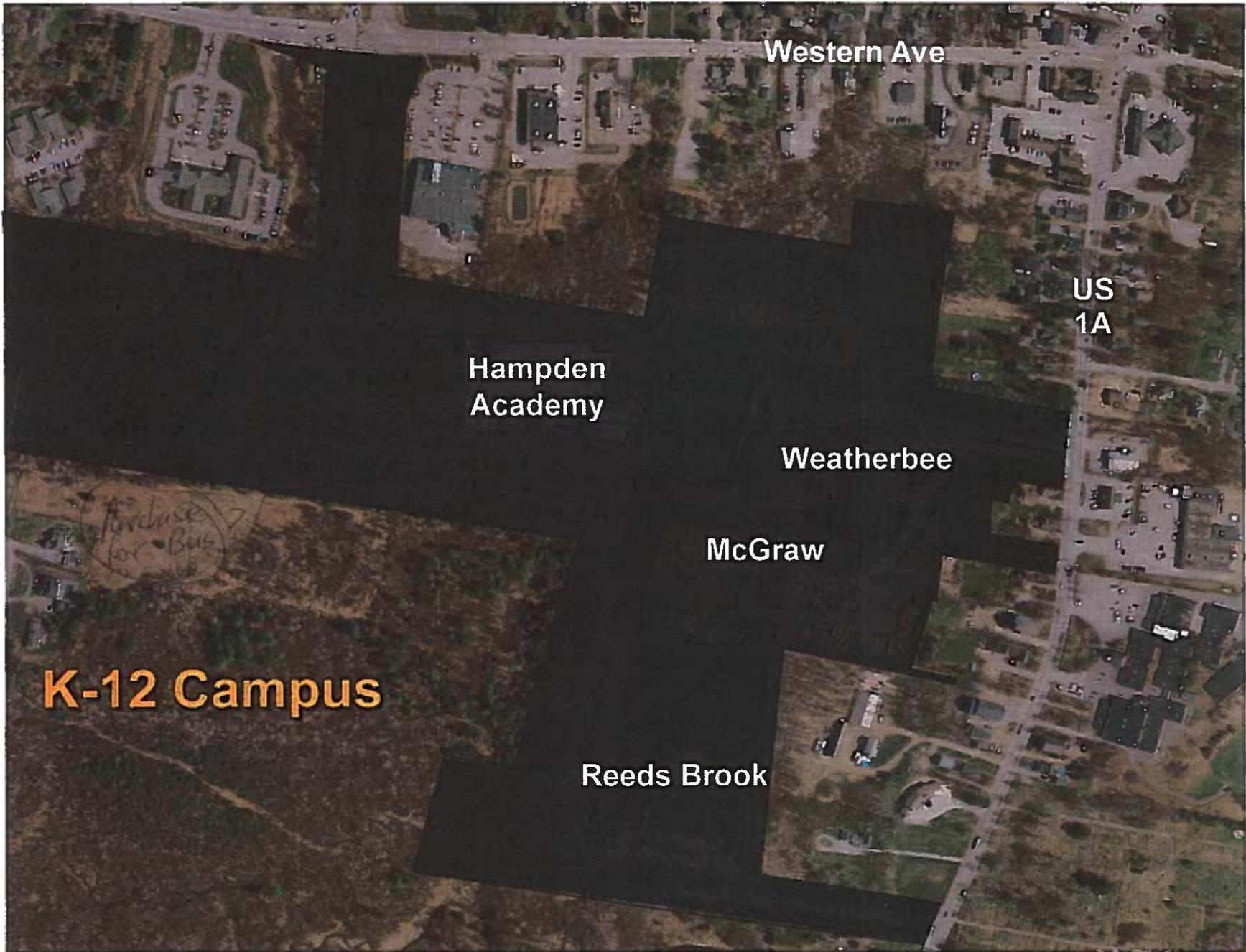
## **Site Plan Options Update**

**December 14, 2015**

**Town of Hampden  
RECEIVED**

**DEC 15 2015**

**Office of the  
Town Manager**



Western Ave

US  
1A

Hampden  
Academy

Weatherbee

McGraw

**K-12 Campus**

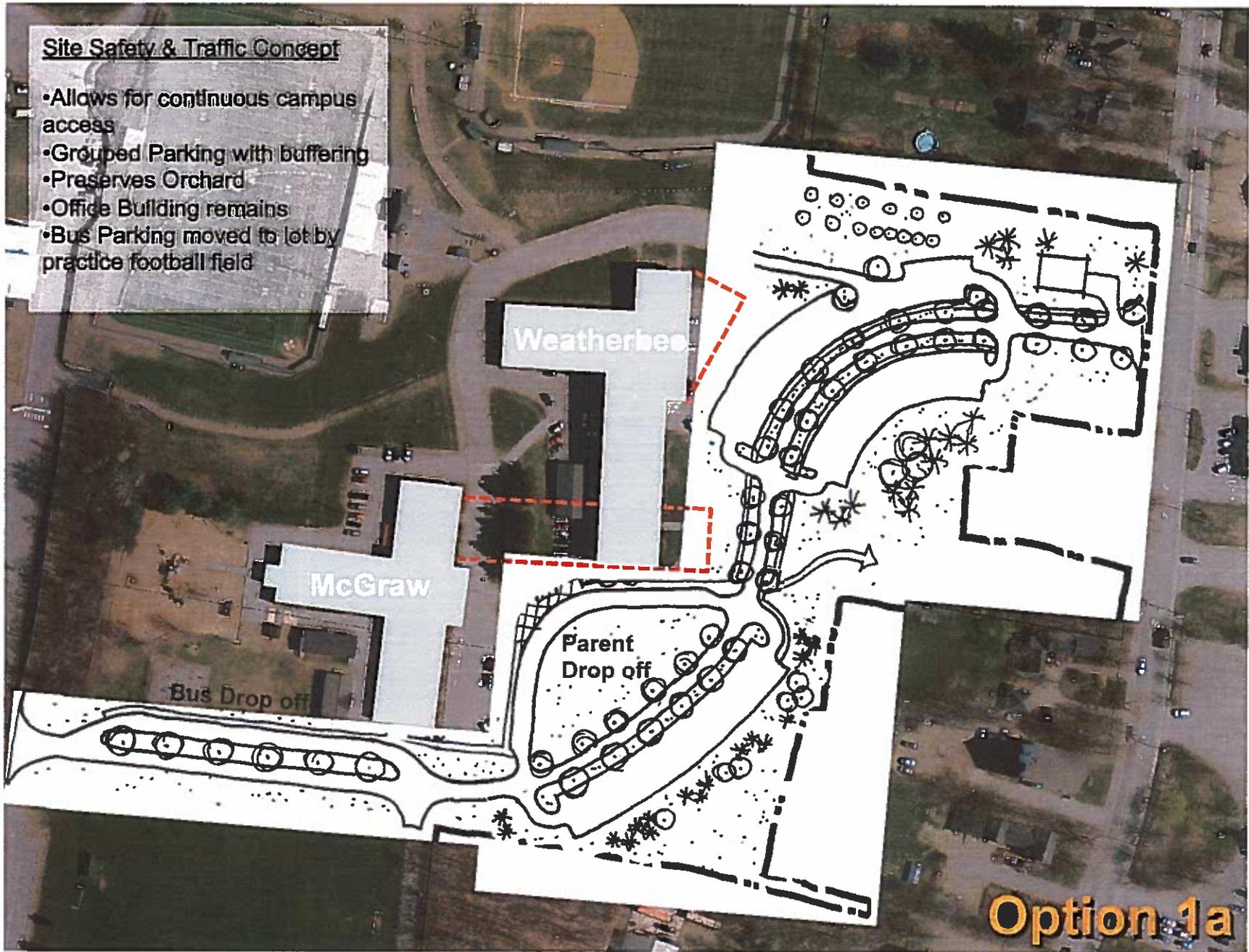
Reeds Brook

Purchase  
for Bus



Site Safety & Traffic Concept

- Allows for continuous campus access
- Grouped Parking with buffering
- Preserves Orchard
- Office Building remains
- Bus Parking moved to lot by practice football field



Option 1a

**Traffic Legend**

**Auto** 

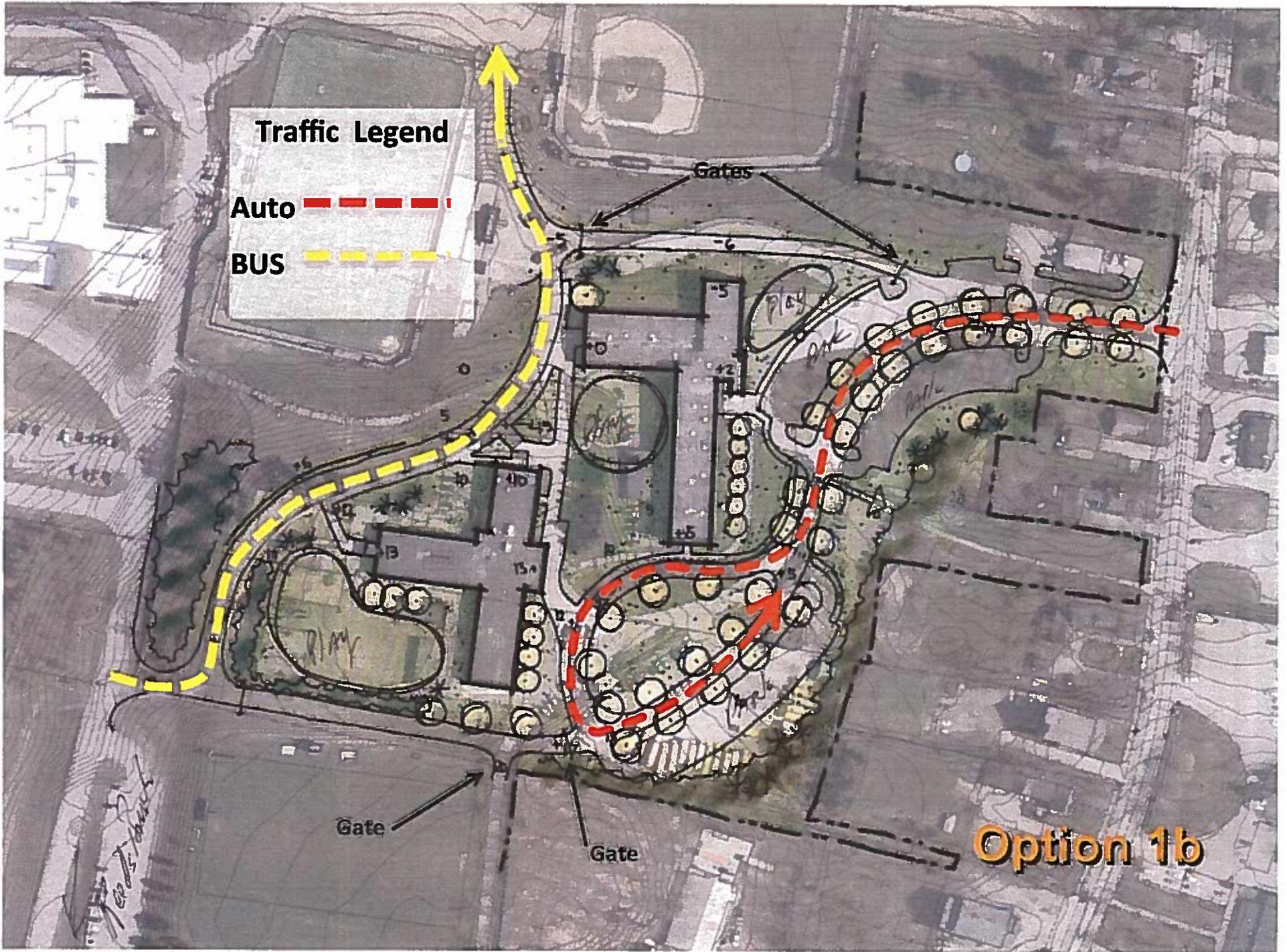
**BUS** 

**BUS PARKING**

*Shut down  
from bus 2*

**Option 1b**





**Traffic Legend**

**Auto** - - - - -

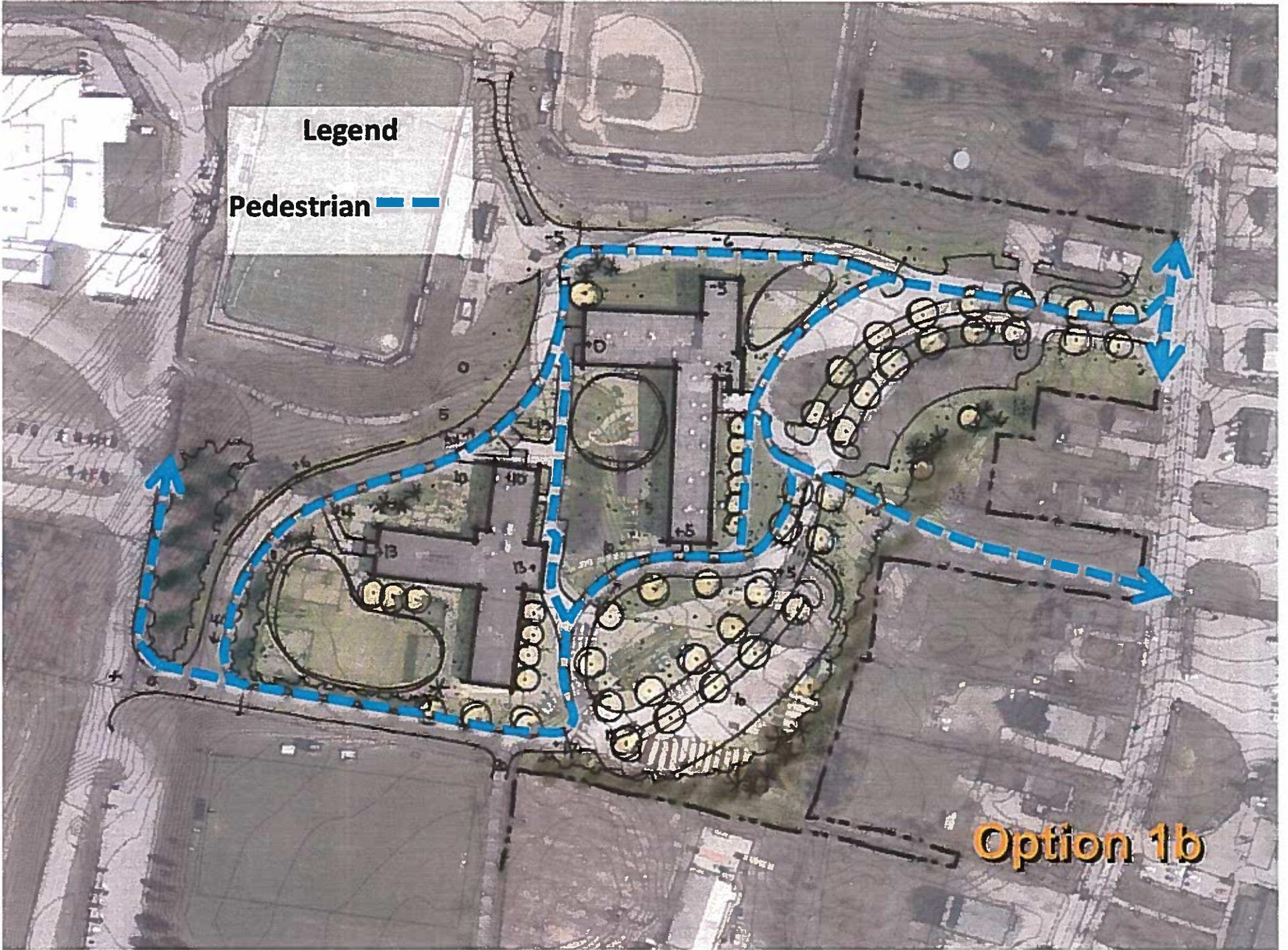
**BUS** - - - - -

Gates

Gate

Gate

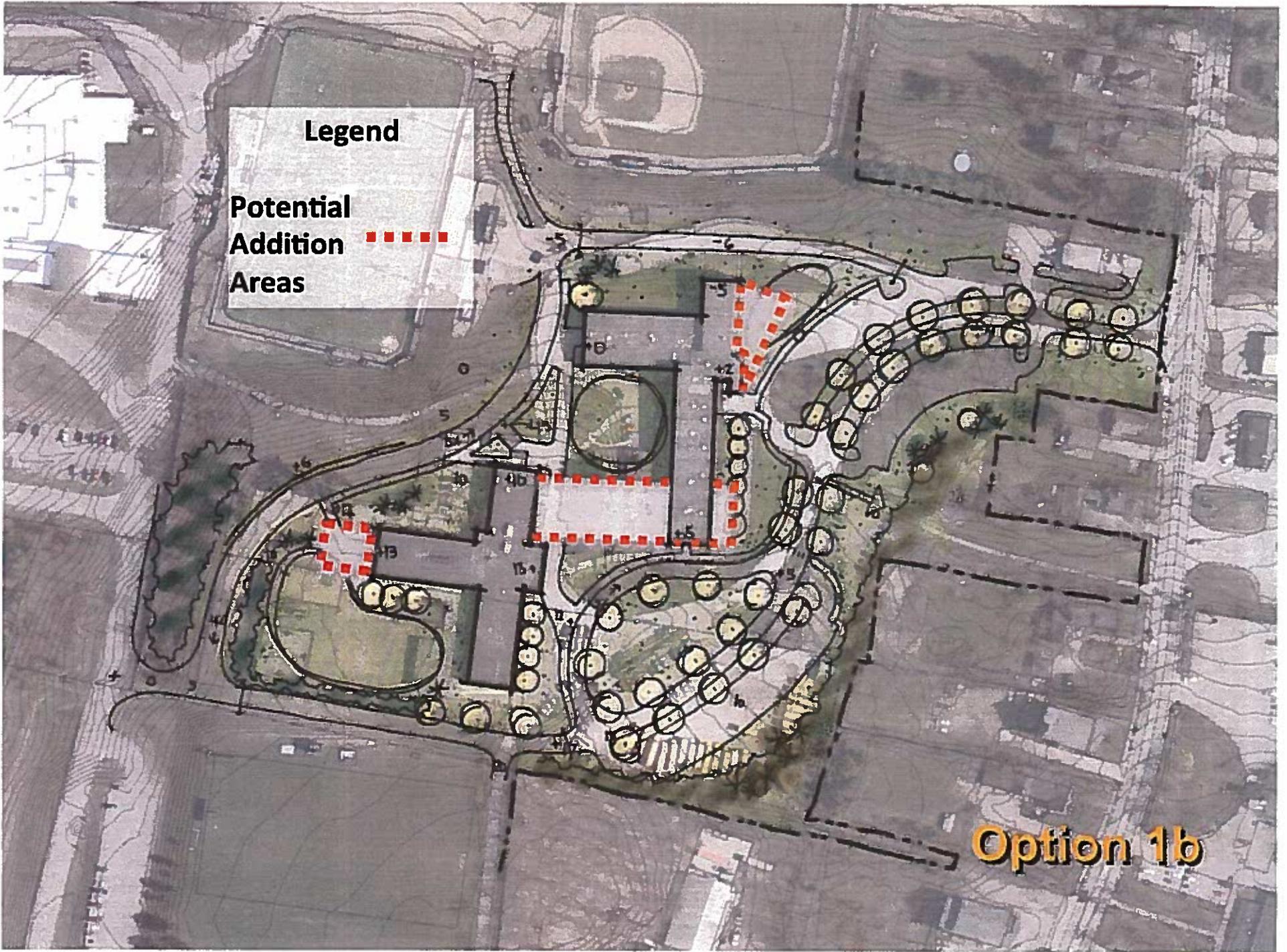
**Option 1b**



**Legend**

**Pedestrian** — — —

**Option 1b**



**Legend**

**Potential  
Addition  
Areas**    - - - - -

**Option 1b**

**Traffic Legend**

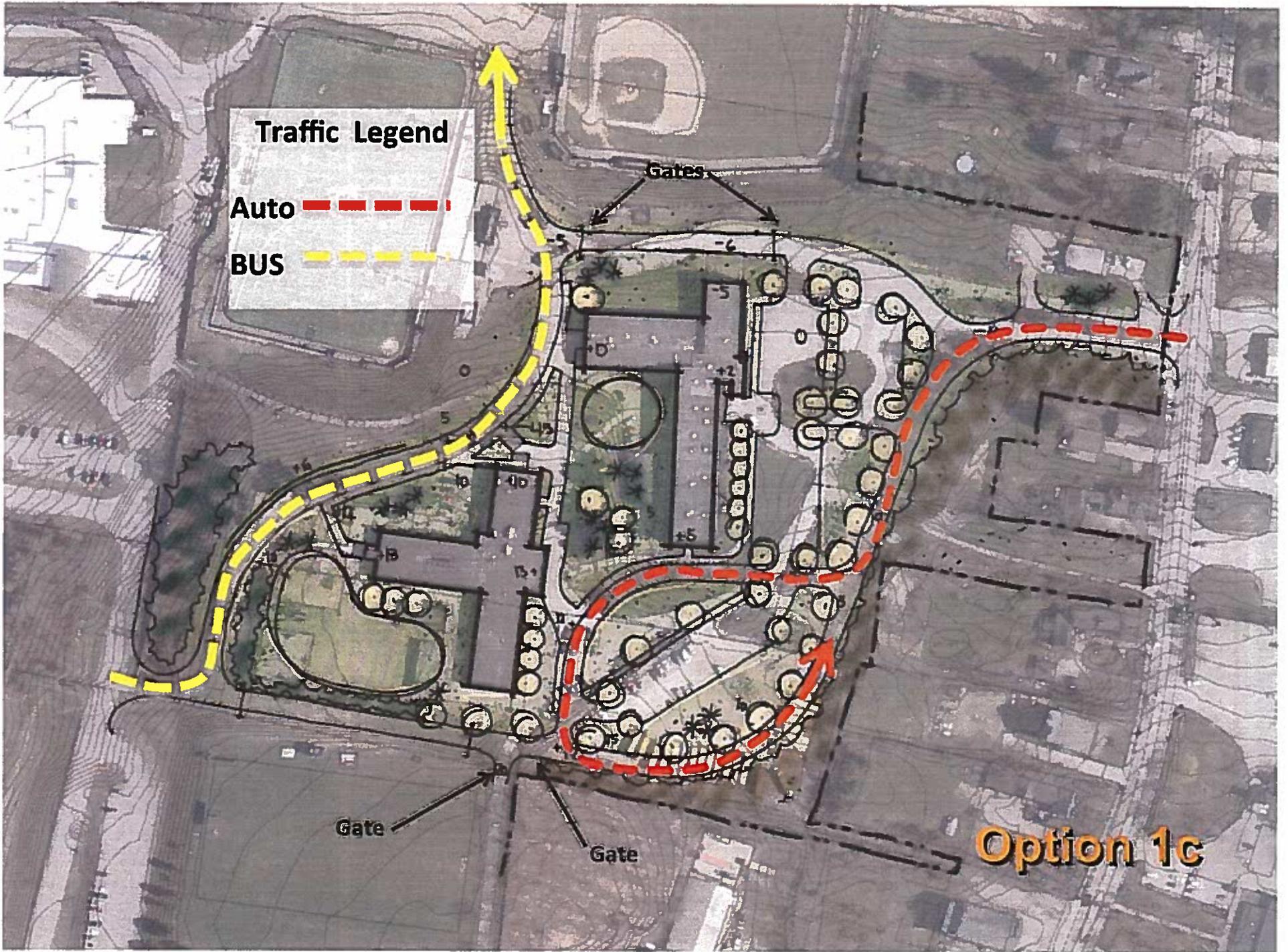
**Auto** 

**BUS** 

**BUS PARKING**

**Option 1c**





**Traffic Legend**

**Auto** - - - - -

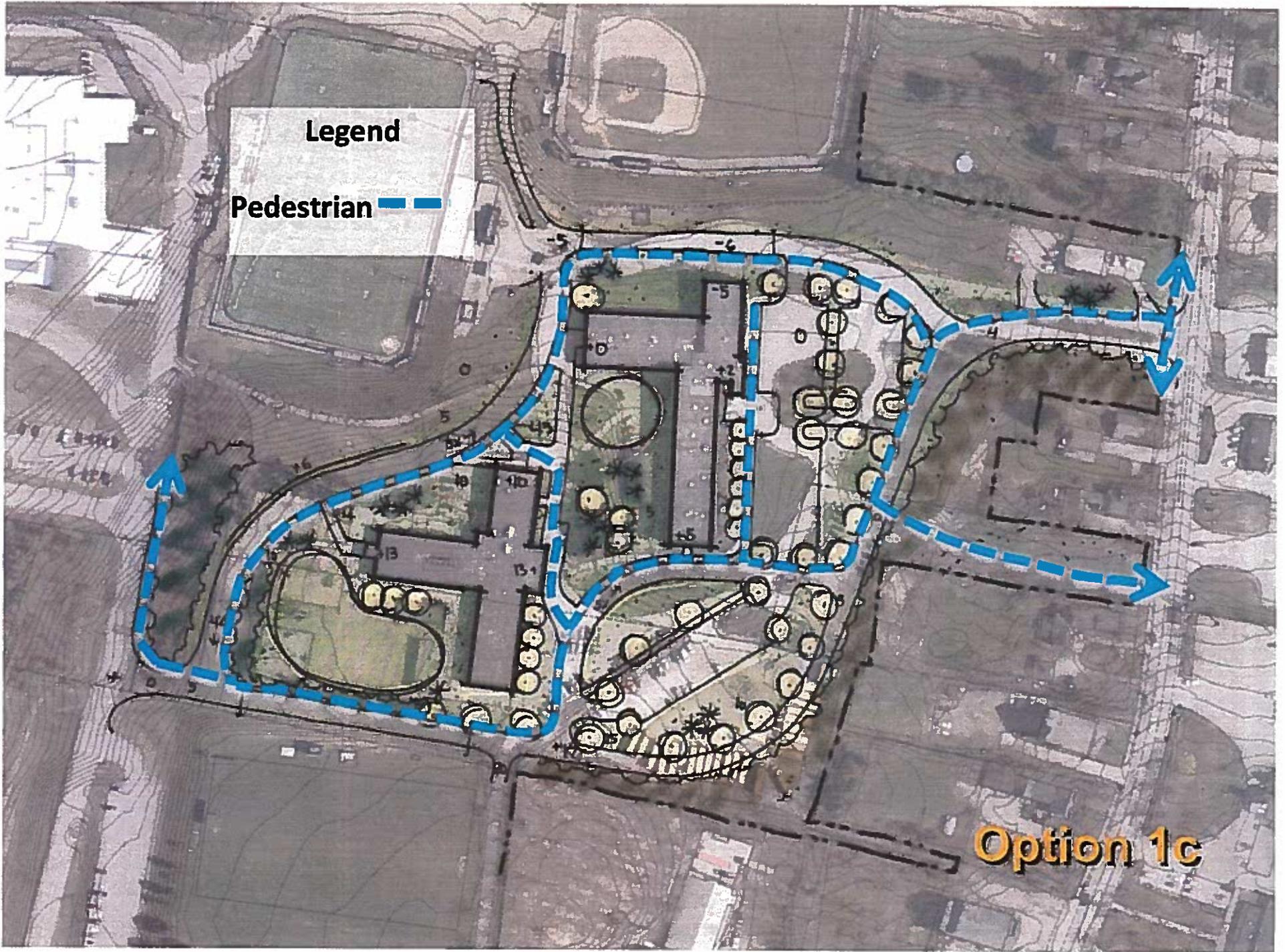
**BUS** - - - - -

Gates

Gate

Gate

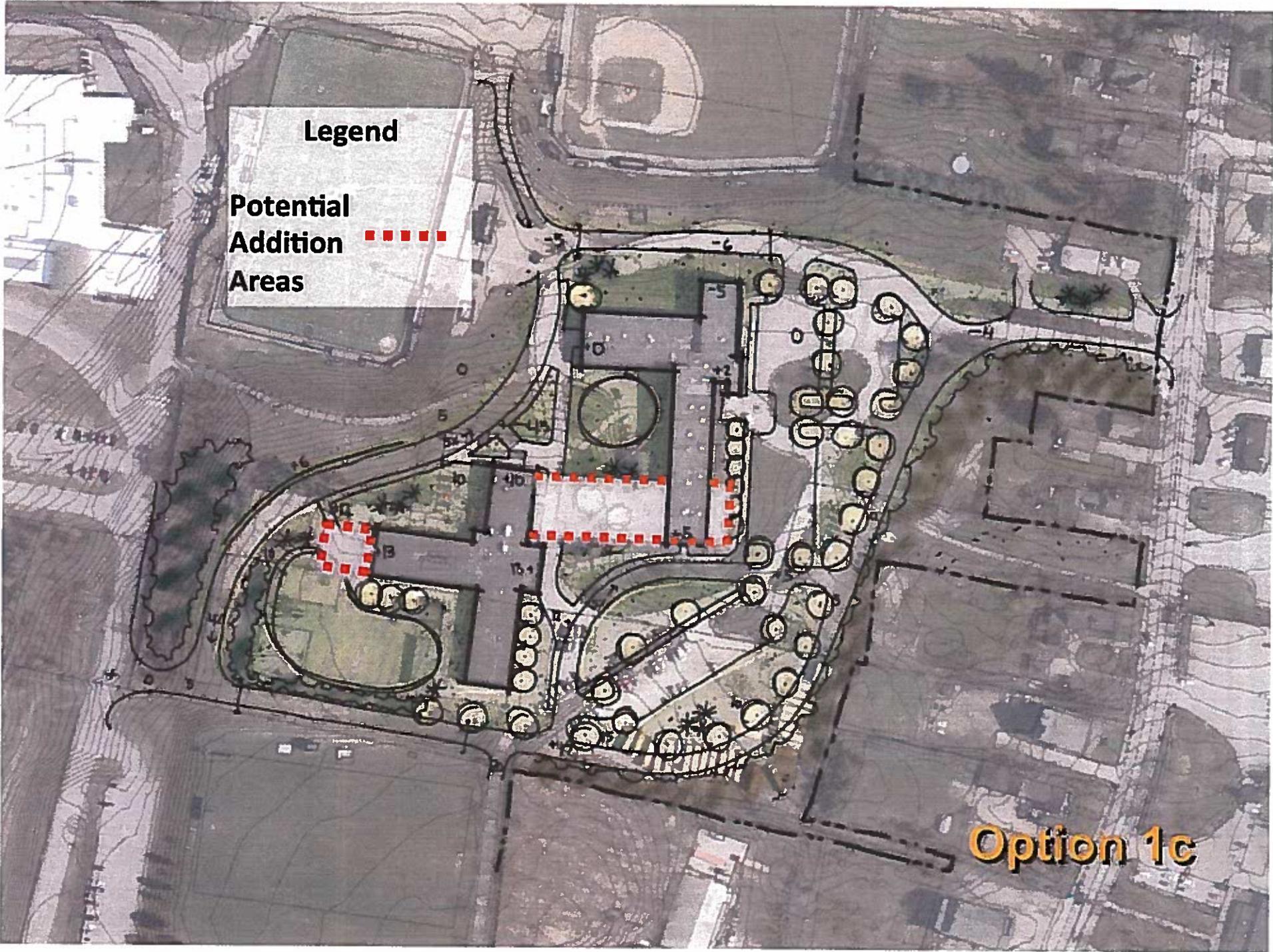
**Option 1c**



Legend

Pedestrian 

Option 1c



**Legend**

**Potential  
Addition  
Areas** ■■■■■

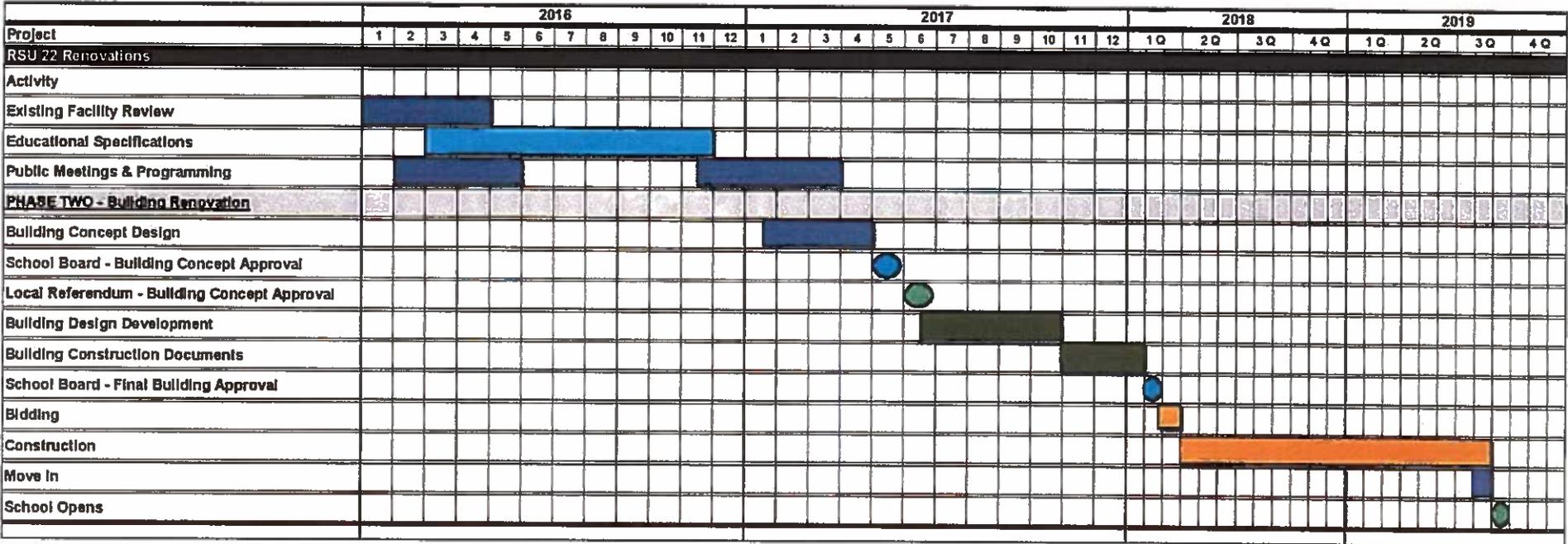
**Option 1c**



# Preliminary Schedule – Phase 1

Comm. #	Project	2016												2017																	
		1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12						
4043	RSU 22 Renovations																														
	Activity																														
	<b>PHASE ONE - Site Safety &amp; Traffic</b>																														
	Existing Facility Review	█																													
	Site Review & Analysis	█																													
	Educational Specifications			█																											
	Public Meetings & Programming	█								█																					
	Site Concept Design			█																											
	Surveys & site Investigations			█																											
	Permit prep & approvals				█																										
	School Board - Site Concept Approval					●																									
	Local Referendum - Site Concept Approval						●																								
	Site Design Development						█																								
	Site Construction Documents										█																				
	School Board - Final Site Approval												●																		
	Bidding													█																	
	Site Construction																									█					
	School Opens																								●						

# Preliminary Schedule – Phase 2



**Thank You**

D-5-C

HAMPDEN TOWN COUNCIL GOALS & OBJECTIVES SESSION  
SATURDAY, FEBRUARY 7, 2015

HAMPDEN TOWN OFFICE

OUTLINE/AGENDA

8:00-8:15 Gathering/Coffee/Social Time

Call to Order

8:15 – 8:30 Mutual Expectations/Ground Rules - The group develops a brief list of behaviors they will all commit to demonstrate during this session.

8:30 – 10:00 Possible Areas of Focus - The group brainstorms a comprehensive list of all possible areas of focus toward which the Council and Town Government could devote time, energy, resources over the next year.

10:00 – 10:15 Break

10:15 - 11:30 Priorities - The group "scrubs" the list to eliminate redundancies and then prioritizes the list to identify the Council's highest priorities

11:30 – 12:30 Budget parameters – The Council discusses parameters that they want the Town Manager and Department heads to use in developing the 2015-16 budget

12:30 – 12:45 Wrap up

Adjourn .

HAMPDEN TOWN COUNCIL GOALS & OBJECTIVES SESSION MINUTES  
SATURDAY, FEBRUARY 7, 2015

Attending:

Mayor David Ryder  
Councilor William Shakespeare  
Councilor Terry McAvoy  
Councilor Carol Duprey  
Councilor Greg Sirois

Councilor Dennis Marble  
Town Manager Susan Lessard  
Resident Alex King

Call to Order – The meeting was called to order at 8:15 a.m. by Mayor Ryder.

Mutual Expectations/Ground Rules – The group adopted the following list of ground rules/expectations:

- Be respectful
- All ideas have value
- No tangents – stay on subject
- Be flexible
- Listen

Possible Areas of Focus & Budget Items– The Council identified work in the following areas as priorities for the 2015 year:

1. Public Works
  - a. Staffing (scheduling)
  - b. Reduce staffing through attrition
  - c. Outsource if additional help is needed
  - d. Evaluate equipment usage/hours
  - e. Advertise for Public Works Director to assist in Department Review
2. Recreation Fields
  - a. Location
  - b. Financing
  - c. Parking/traffic at Pool
  - d. Needs Assessment – now and 10 years from now
  - e. Needs more and better recreational fields
  - f. Skehan Center is not great for all kinds of programs
  - g. Town owns land that could be used for fields
  - h. A long term plan for recreation should include all recreation offerings including the pool and the library
3. Economic Development
  - a. Priority to reduce pressure on residential property owners
  - b. Local regulatory changes to be made to be more business friendly
  - c. Tax rate needs to be competitive to attract businesses
  - d. Development areas
    1. Route 1A North
    2. Route 1A/Western Avenue
    3. Coldbrook Road

4. Budget items
  - a. Insurances – Both health insurance and group comprehensive insurance should be put out to bid to provide options for reducing the costs of these programs.
5. Affordable Housing, particularly Senior Housing
6. State Budget Consequences
  - a. Meet with State Reps
  - b. Meet with School Board to discuss budget issues
7. Budget parameters
  - a. Zero increase for department budgets
  - b. School Resource Office reimbursed at actual % of time used
  - c. Present Budget with no increase in mil rate, considering new valuation as well as school and county increases

The meeting was adjourned at 12:15 p.m.

Respectfully submitted,

Sue Lessard  
Town Manager