



HAMPDEN TOWN COUNCIL  
HAMPDEN MUNICIPAL BUILDING  
AGENDA

MONDAY

NOVEMBER 18, 2013

7:00 P.M.

• **5:30 pm – Finance & Administration Committee Meeting**

A. CONSENT AGENDA

1. SIGNATURES

2. SECRETARY'S REPORTS

3. COMMUNICATIONS

- a. Hampden Recreation/Town Council – Thank You
- b. Municipal Review Committee – Annual Meeting Notice
- c. Victualers License Renewals:
  1. Subway of Hampden
  2. Coffee Break Café
  3. Restaurant Angelos of Hampden

4. REPORTS

- a. Library Trustees Annual Meeting Minutes – 5/8/2013 Amended
- b. Joint Infrastructure & Services Committee Meeting Minutes – 10/28/13
- c. Pool Board Minutes – 10/8/13
- d. Monthly Department Reports – October 2013

B. PUBLIC COMMENTS

C. POLICY AGENDA

1. PUBLIC HEARINGS

- a. Proposed Zoning Ordinance Map Amendment – Swan Property, 115 Main Road South – Map 44, Lots 81 and 82

2. NOMINATIONS – APPOINTMENTS – ELECTIONS

- a. Notice of Recount for November 5, 2013 Election – Councilor At-Large
- b. Infrastructure Committee Recommendation to Appoint James Davitt to fill School Board Vacancy

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

### 3. UNFINISHED BUSINESS

- a. Follow up – Cancer Concerns – Coldbrook Road
- b. Renewal of Exclusive Authorization To Sell with Epstein Commercial Real Estate – Planning & Development Committee Recommendation
- c. Set Service Fees for 2013/2014

### 4. NEW BUSINESS

- a. Request to use GIS Mapping Reserve Funds for GeoLibrary Board's Orthoimagery Update Program – Recommendations of Planning & Development Committee and Finance & Administration Committee
- b. Municipal Review Committee – Board of Directors Election Ballot
- c. Ambulance Billing Abatements:
  1. 2011 - \$27,716.96
  2. 2012 - \$25,056.64
- d. Application for Liquor License – Countrymeadow, Inc. d/b/a Pizza Gourmet at 60 Main Road North, Suite A
- e. Sewer Commitment – 7/1/2013 to 9/30/2013
- f. Request to use Computer Reserve Funds for Purchase of New Phone System for All Departments

D. COMMITTEE REPORTS

E. MANAGER'S REPORT

F. COUNCILORS' COMMENTS

G. ADJOURNMENT

A-3-a

THANK YOU

Hampden Town Council,

Thank you for your generous  
donation of candy for our  
annual Halloween open house.  
It's people like you that make  
our programs such a success!

Thanks  
Jill McLaughlin  
Acting Asst. Rec. Director



# SAVE THE DATE!

December 11, 2013 at 3:00 p.m.

## **Your input is required at this key juncture!**

The current solid waste disposal arrangements in place with the PERC waste-to-energy facility conclude in 2018 and will be replaced by a new arrangement.

MRC is actively positioning the MRC communities to implement a successful replacement arrangement for our municipal solid waste that is consistent with our mission of providing a long-term, affordable, and environmentally sound solution for MSW.

During the Annual Meeting on December 11, 2013 at 3:00 p.m. we will provide detailed information regarding our planning process to date and outline specific, concrete actions we believe are required to advance the interests of the MRC communities in coming months and years. Please plan to have one or more representatives from your community attend this critical Annual Meeting.

In addition, we recognize that the MRC has been working for you since 1991—for 22 years. Some municipal officials today may be familiar with the full history that has shaped MRC into what it is today, but others have not been serving their municipality for as long. Attached to this memo is information that discusses how MRC works for Maine towns and the values we aspire to uphold to get the job done for Maine communities well into the future.

Additional information and a meeting location will be provided in advance of the December 11, 2013 meeting.

Please contact Greg Lounder at 866-254-3507 or [glounder@mrcmaine.org](mailto:glounder@mrcmaine.org) with any questions.

# ANNUAL MEETING

Town of Hampden  
106 Western Avenue  
Hampden, Maine 04444



Phon  
Fax:  
email

A-3-c-1

November 12, 2013

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

Dear Mr. Sheikh:

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

Please call if you have any questions.

Sincerely,

Denise Hodsdon, CMC  
Town Clerk

**VICTUALER'S LICENSE CERTIFICATE**

No. 16

**MUNICIPALITY OF HAMPDEN, MAINE**

To all whom these presents may concern: Date: November 7, 2013

**KNOW YE**, that Subway - Hampden / Atif Sheikh,

doing business as **SUBWAY OF HAMPDEN**

has been duly licensed as a Victualer at 7 Western Avenue

in the Municipality of Hampden by said Municipality until November 19, 2014,

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

Authorized Municipal Officer

**CODE ENFORCEMENT OFFICER**

Town of Hampden  
106 Western Avenue  
Hampden, Maine 04444



Phon  
Fax:  
email

A-3-C-2

November 12, 2013

William Buxton  
Coffee Break Café  
1149 N. Main St.  
Winterport, ME 04496

Dear Bill:

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

Please call if you have any questions.

Sincerely,

Denise Hodsdon, CMC  
Town Clerk

**VICTUALER'S LICENSE CERTIFICATE**

No. 17

**MUNICIPALITY OF HAMPDEN, MAINE**

To all whom these presents may concern: Date: November 7, 2013

**KNOW YE**, that Coffee Break Café 2012, LLC,

doing business as COFFEE BREAK CAFÉ

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

in the Municipality of Hampden by said Municipality until November 19, 2014,

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

Authorized Municipal Officer **CODE ENFORCEMENT OFFICER**

Town of Hampden  
106 Western Avenue  
Hampden, Maine 04444



Phone: (  
Fax: (20  
email: ir

A-3-c-3

November 12, 2013

Elisaveta Turlla  
Restaurant Angelos of Hampden  
102 Main Road South  
Hampden, ME 04444

Dear Elisaveta:

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

Please call if you have any questions.

Sincerely,

Denise Hodsdon, CMC  
Town Clerk

Enc

**VICTUALER'S LICENSE CERTIFICATE**

No. 18

**MUNICIPALITY OF HAMPDEN, MAINE**

To all whom these presents may concern: Date: November 7, 2013

**KNOW YE**, that Elisaveta Turlla,

doing business as **RESTAURANT ANGELOS OF HAMPDEN**

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

in the Municipality of Hampden by said Municipality until November 21, 2014,

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

Authorized Municipal Officer

  
CODE ENFORCEMENT OFFICER

Edythe Dyer Community Library Board of Trustees' Annual Meeting  
May 8, 2013 **Amended**

**A. Call to order:** The meeting of the Board of trustees of the Edythe Dyer Community Library, Hampden, Maine was called to order at 7:38 a.m. on May 8, 2013

**Members present:** Don Desmarais, Richard Jenkins, Dave Barrett, John Skehan, Yvonne Lambert, Ruth Stearns, Mary Ann Bjorn, tony Mourkas, Cheri Condon, Mark Russell

**Members absent:** none

**B. Approval of minutes:** Cheri/Yvonne—approved as written

**C. Library reports**

Library reports  
Fees and fines  
Circulation  
Director

**D. New business:**

1. Slate of officers presented as mark Russell, Chair; John Skehan, Vice Chair; Dave Barrett, Treasurer.

**The slate was elected unanimously as presented.**

2. Acceptance of Mrs. Dyer's portraits with the suggestion that the enlarged photo be moved from the top of the ramp to a less visible place because Mrs. Dyer did not like attention or having her picture taken.

3. Memorial gift—to the Library from the Thelma Watson Trust on behalf of Margaret Willard. Town Manager suggests that the gift of \$20,000 go into the Library Reserve Account. The gift comes with no instructions, but is given to the Library not the Town. **Cheri/Yvonne moved that the funds be placed into the Endowment Fund. Unanimously approved.**

4. Bill Arata is unable to attend. Dan Rozario called the Library on Tuesday to explain reasons the Arata team believes it is prudent to lower the Endowment Fund's gold holding from 14% to 5%, a list of the reasons was distributed. **Don/Tony moved acceptance of the Arata team. Unanimously approved.**

**E. Unfinished business**

1. Policy work—Cheri

**Tony/Yvonne moved acceptance the contents page. Unanimously approved.**

**Tony/Mary Ann moved acceptance the Bylaws. Unanimously approved.**

**Tony/Mary Ann moved acceptance the Internet Acceptable Use Policy. Unanimously approved.**

**Cheri/Tony moved removal of the 7 day wait period of policy changes to review the Friends Policy. Unanimously approved. The word 'fundraising' was added to the Friends Policy.**

**Tony/John moved acceptance of the change to the Friends Policy. Unanimously approved.**

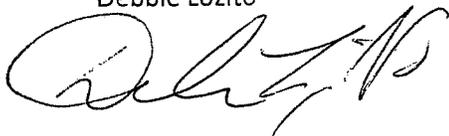
**F. Addition to the agenda**

1. Meeting time—Don suggested changing the meeting time to evening, if not for all meetings, at least the meeting when the state of the Endowment is to be discussed. He had to leave before the discussion ended. No action was taken.

**The meeting was adjourned at 8:50 a.m.**

**The next meeting is scheduled for September 11, 2013 at 7:30 a.m.**

Debbie Lozito

A handwritten signature in black ink, appearing to read 'Debbie Lozito', written in a cursive style.

Recording Secretary

Date of approval 9/11/13

A-4-b

JOINT INFRASTRUCTURE & SERVICES COMMITTEE MEETING MINUTES  
Monday October 28, 2013

Attending:

Councilor William Shakespeare	Town Manager Susan Lessard
Councilor Jean Lawlis	Public Works Director Chip Swan
Councilor Carol Duprey	Betsey Johnston – School Board Applicant
Councilor David Ryder	James Davitt – School Board Applicant
Councilor Tom Brann	Terry McAvoy - Resident
Mayor Janet Hughes	Jeremy Jones – Resident

The meeting was opened at 6 p.m. by Chairman Shakespeare.

1. MINUTES OF 9/23/2013 – No corrections were made to the minutes and they were accepted by unanimous consent.
2. OLD BUSINESS
  - A. INTERVIEW SCHOOL BOARD CANDIDATES – The Committee met with both applicants for the School Board position. Ms. Johnston indicated a desire to make a difference, interest in education, and making American children more competitive in world education rankings as some of the reasons for her application for the position. She indicated that she had spoken with several school board members about it and that she had attended an educational conference with other school board members as well. She has a business background and a child in the RSU school system and has been involved with volunteering at the school also. Mr. Davitt is an adjunct professor at UMA-Bangor and an attorney. His reasons for applying were noted as wanting to help students be more successful, addressing teacher standards and pay, and future planning for the possibility of fewer students in the system. He believes that the local level – not the state or federal level – is where change needs to happen to improve school outcomes. After both were interviewed, the Committee moved on with the rest of the agenda and postponed the decision on a recommendation for the full Council until the end of the meeting.
    1. BETSY JOHNSTON
    2. JAMES DAVITT
  - B. REVIEW RESULTS – PULP LOADER USE @TRANSFER STATION – Public Works Director Chip Swan explained that the department had tried using a pulp loader to haul brush at the transfer station to see if it was cheaper than the current arrangement that has it picked up by DM & J. The results were that it cost approximately twice as much per load with the pulp loader than it does by contracting with DM & J. However, it was noted that this discussion was now saving the Town a substantial amount of money because of the fact that DM & J is no longer charging a disposal fee for the brush that is hauled, which formerly was charged at the rate of \$58/ton. In addition, the department is no longer having only partial loads of brush hauled after demo weekends. Thanks were

expressed to Councilor Ryder for his work in this matter, which as noted, will save the Town considerable money.

- C. SKEHAN CENTER OPERATION – RECREATION STAFFING – The Town Manager presented the 1<sup>st</sup> quarter financial report of operations at the Skehan Center and also discussed the current staffing arrangement that has former Assistant Director Shelley Abbott as Acting Director and former Kid’s Korner Director Jill McLaughlin as Assistant Director for a six month period. The Manager also discussed the current situation in which there are three Recreation department budgets – the General Fund from taxation which pays for the salaries and benefits for the director and the assistant director, the Enterprise budget which covers all income and expense for programs that were in existence prior to the Town leasing the Skehan Center, and the Skehan Center budget which involves the facility maintenance costs as well as staffing and programming for the facility. Her recommendation is that the Recreation Enterprise and Skehan Center budgets be combining in the 2014-2015 year. In addition, she discussed concerns with meeting the revenue projections related to donations and sponsorships that the former Recreation Director had built into the Skehan Center budget.

3. NEW BUSINESS

- A. CONCERN OVER GUN USE IN SUBDIVISIONS – The Manager presented a letter from Town Farm resident Basil Closson who expressed concerns over firearms use in the Hughes Boulevard subdivision that abuts his property. He indicated that he can see people target shooting from his house and that the large caliber guns being used are loud and frightening to him and family members. Discussions with the police show that they have responded to complaints from Mr. Closson regarding this activity and have visited the persons doing the shooting. However, since they are the required distance from a home and there are no subdivision restrictions, there is no action that the police can take. Committee members discussed the difficulty in doing anything to address this issue, since the subdivisions in question are in the rural zone and any idea of expanding the no-discharge zone in town to that area would have the unintended consequence of impacting large areas where traditional hunting activities takes place. Based on that and the fact that the police department has only received complaints from one resident in the affected area, the Committee took no action on this item.

Item 2A Continued: Councilor Shakespeare asked Committee members which of the two school board candidates they wished to recommend to the full council for appointment. Members discussed the fact that both candidates were very qualified and seemed sincere in their desire to help the community. Motion by William Shakespeare, seconded by Jean Lawlis to recommend James Davitt to the full council for appointment to the School Board. Vote 4 – 2. (Hughes, Brann). Motion carried.

- 4. PUBLIC COMMENTS – Resident Terry McAvoy said that when he was at the transfer station several weeks ago, both attendants were in the building next to the packers just reading. He observed them for 20-25 minutes and said that they would just

reach up and press the button to run the compactors ever five minutes or so – but that they had no idea if the compactor was full or empty because they did not even look at it to check. Mr. McAvoy said that he questioned the employees about why they were just sitting around but got no answer.

5. COMMITTEE MEMBER COMMENTS – None

The meeting was adjourned at 7:45 p.m.

Respectfully submitted,

Susan Lessard  
Town Manager

Lura Hoit Pool ~ Board Meeting Minutes ~ 10-8-13

Cedena McAvoy brought the meeting to order at 7:02pm.

Those present: Cedena McAvoy, Karen Brooks, Mike Jellison, Josh Sargent, Pat Foley, Sam Manhart, Vickie Levesque, Sue O'Brien, Ben Curtis, Darcey Peakall and Julie Macleod. Not present: Sarah McVeigh. Absent excused: Greg Hawkins and Jim Feverston.

John Dudley from Mean's Investments updated the board on his proposal of diversifying the funds in the Pool Endowment account. A motion was made to have John Dudley oversee the Pool Endowment Portfolio and to change the investments as per his proposal. The motion was passed 9-0.

The secretary's minutes from 9-10-13 board meeting were changed to move Jim from not present to absent excused per Jim's request. Minutes were accepted as modified.

The Director's Report:

~ The number of participants in September was up 427 people. Adding a Saturday morning aqua exercise class and including aqua exercise classes as part of the membership, has helped to increase numbers of participants.

~ Daily receipts in September were up \$7,398 compared to last year. This is due to being shut down for three weeks last summer for the instillation of the air handler.

~ The pool rental income was up \$530 compared to last year.

~ The monthly fuel usage was up 674 gallons compared to last year. This was due to the timing of the oil delivery.

Pat Foley presented some options and prices for fundraising prizes. The topic was tabled until the November meeting.

The treasurer's report was accepted as presented.

Josh needs to be added to the Capital Campaign Account so he can have access to report the monthly earnings.

Josh spoke to Maine Savings Bank and he understood that if the board wanted to transfer money from the Susan Abraham Certificate of Deposit into the Susan Abraham Savings account there would be a three month interest penalty. Jim left a message with the board that he believed that there would not be a penalty because the account is liquid beyond the original \$25,000 Certificate of Deposit. Josh will meet with Maine Saving Bank again and will report back at the November meeting.

Josh gave Darcey a check for \$558.58 towards the session V swim lessons bill of \$595. The partial amount was due to the lack of funds in the Susan Abraham Savings Account. After Josh meets with Maine Savings Bank, the board will decide whether to pay the penalty for withdrawing from the Certificate of Deposit or to withdraw the money from the Trustee's Account to pay the balance of session V swim lessons and the bill for session I swim lessons, which will be presented at the November meeting. A motion was made to have Darcey continue to grant scholarships and that the board will find the money for reimbursement. The motion was passed 8-0.

Darcey suggested that the Susan Abraham Scholarship application have a spot that requires proof that they financially qualify. A motion was made to change the application, adding a requirement to show proof of financial need. After discussion, the motion was denied 8-0.

A-4-d

TO: Hampden Town Council  
FROM: Sue Lessard, Town Manager  
DATE: November 14 , 2013  
RE: Department Reports – October 2013

The purpose of this memo is to transmit the monthly reports of the Town's Departments. You will be receiving a similar packet at the first Council Meeting of each month for the prior month's activity. This packet is organized as follows:

- Administration
- Town Manager
- Code Enforcement
- Assessing
- GIS/IT
- Planner
- Economic Development Director
- Public Works
- Public Safety
- Edythe Dyer Library
- Lura Hoit Pool
- Recreation Department

Please feel free to contact me with questions or suggestions for changes in the type/format of information submitted.

ADMINISTRATION MONTHLY REPORT – October 2013

VEHICLES REGISTERED	583
BOATS REGISTERED	2
ATV'S REGISTERED	11
SNOWMOBILES REGISTERED	3
DOGS LICENSED	44
TRANSFER STATION DECALS SOLD	111
VITAL RECORDS ISSUED	
BIRTH	8
MARRIAGE	11
DEATH	15
BURIAL PERMITS	19
MARRIAGE LICENSES ISSUED	3
HUNT/FISH LICENSES SOLD	53
GENERAL ASSISTANCE APPOINTMENTS	7
GENERAL ASSISTANCE GRANTED	\$1, 060.36

MANAGER'S REPORT  
October 2013

Activities for October 2013 included:

- Personnel Matter – Recreation Department
- 1<sup>st</sup> Half tax payments
- Stormwater Annual Permit – work with consultant
- Spill Prevention Plan – Lura Hoit Pool
- Financial Statements – September(including reconciliation of General Fund, Sewer, Reserve Accounts as well as maintenance of fair market value calculations for all investments)
- Marina Project – work with Chevron
- Prepare information for and Staff Infrastructure/Finance & Administration Committee meetings as well as Town Council meetings
- Planning work for 2014-2015 budget
- Continued work on business plan for Skehan Center
- Address resident complaints/concerns regarding sewer/roads
- Personnel Administration – all departments
- Advertise/review resumes for replacement of office employee who is retiring

# Code Enforcement Office

## Monthly Report for October 2013

During the month of October the Code Enforcement Office processed a total of 43 permit applications. Twelve of the building permit applications handled were for new single-family home construction. Eleven plumbing permit applications (including both internal and subsurface) were submitted during the same time period.

A total of \$7,657.00 in fees were collected in the month of October. This compares to \$1,971.00 the previous year. This was a big month for the Code office due to the activity generated by the completion of Chickadee Lane. The developer of the Chickadee subdivision applied for ten new house permits and ten sewer hook-on permits.

As a result of the plans review of permit applications, several follow-up meetings were necessary to ensure code compliance. The number of meetings and follow-up typically depends on the amount of permit activity.

The Code Enforcement Officer performed a total of 34 inspections in October. The purpose of the inspections is to follow through on the plans review piece of the process and ensure compliance with all of the various regulations.

A building permit has been issued for completion of an unfinished area adjacent to Farren Veterinary Clinic. This space, approximately 1,200 square feet, will be converted to business offices for an appraisal company.

The Code Enforcement Officer met a few times with the Economic Development Director to discuss ongoing and developing projects. This sort of consultation can help in streamlining development and redevelopment proposals.

The Code Enforcement Officer and Building Inspector attended a building energy related seminar this month. The half-day seminar was intended to discuss basement insulation strategies for both new and existing buildings. As a result of the Maine Uniform Building and Energy Code, one of the most significant changes in home construction and renovation is how to properly insulate a basement.

Respectfully Submitted,



Ben Johnson  
Code Enforcement Officer  
Local Plumbing Inspector

**ASSESSING REPORT**  
**OCTOBER 2013**

During the month of October all of the deeds from April to August were entered into the TRIO system. All of the associated homestead applications were pulled and deleted from sold properties as well as veteran exemptions. Homeowners buying new homes and selling their old homes within the town were mailed new homestead applications as necessary.

The sales ratio was calculated for each property sold, the transfer tax form was filled out and filed, the database for sales was updated and the "Welcome Wagon" was notified of all new owners and their addresses. I did nine inspections with Ben and Dan for completed new construction and reviewed real estate listings to check the accuracy of the records.

The tax collector, Cheryl and I worked together on both real estate and personal property account problems to ensure that the taxes were paid and the proper documentation was submitted.

File drawers were cleaned and packed to allow for more storage of deeds. The files were organized and labeled for easier access.

The required LD1 paperwork was filed with the County by the deadline for the upcoming year. A copy is available for review in my office.

I was notified by Maine Revenue Services that we were entitled to "Enhanced BETE" reimbursement. I filed the corrective paperwork to get an additional \$3000.00 reimbursement due to the percentage of personal property vs. real estate that we have. I am not sure if we will qualify for that next year, but it will be part of the commitment process.

I have had several conversations with TRIO regarding the Code Enforcement Program. It was approximately a year ago when the contract was signed for the conversion from DOS to the Windows version of the program. We were assured that the conversion could be done timely and accurately. That has not happened. The data in Real Estate (for approximately 62 accounts) and Code Enforcement do not match. They did refund \$300.00 for training when I contacted them several times, explaining that the training had not happened. Gretchen is now involved and working with Rosemary and TRIO trying to get the issues resolved.

The document scanning project has been going well. I am awaiting an answer from Tom Russell on the preservation of the original documents. If they must be kept, by law, storage will be the next issue. We do not have adequate storage in the office or basement for the records. The scanned documents are currently residing in my office. We also need to prepare an RFP for the scanning of the large plans and maps. Gretchen has a rough count and we will be working to get costs for that project, prior to budget season.

I attended a two day Microsoft Excel class and have shared the information with coworkers. I also purchased two reference books for the office and they have been used a number of times. We are trying to improve our efficiency and keep up with the ever growing changes in the software world!

I e-mailed numerous property record cards, BETR Forms for reimbursement requests and responded to taxpayer questions as needed. There was only one taxpayer inquiry on tax due date, despite the fact that the tax rate went up.

I have backed up the office as needed during the month, answered phones and filled in for lunches, etc.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Kelly J. Karter".

Kelly J. Karter, CMA

Stormwater update: As you already know, we received word that we got the grant to do the Sucker Brook watershed management plan. I have been in touch with the MDEP grants coordinator and have learned that we are not going to be moving forward on anything until later winter, due to federal funding issues – grant money would not really be available until June 2014. However, prior to that, we would have to work out the contract with MDEP, the work plan, etc. Also, with regards to the Lura Hoit Pool SPCC, I have provided all the information I can regarding the different options. Lastly, I attended the monthly BASWG meeting and continued to advocate for in-writing/on-paper hydrant flushing guidelines from the MDEP (because we are supposed to include this in our new 5-year Stormwater Program Management Plan, and we've been working with the Hampden Water District but waiting for something in writing from MDEP). We finally got one email from MDEP with all the hydrant flushing guidelines they are looking at, and I forwarded that on to the HWD. HWD was okay with the guidelines and so we are working on finalizing the SWMP.

IT update: Again, lots of time spent at the Skehan Rec Center. I have continued to troubleshoot wireless connectivity issues and phone issues. The USB wireless sticks ended up not working out, exactly as I had predicted, but with the urgency at the time it was all I could try. Instead of spending money on internal wireless cards, I ran some Ethernet cable along the wall from the access point to the office that was having trouble. I also replaced one of the desktops with a new laptop. Things now seem to be fairly stable there.

In other IT news, I had to repair the plotter again. The plotter is over five years old and it is starting to show – it acts up a lot and requires much more frequent finagling to get it to print. This makes it difficult to timely comply with customer or interdepartmental map requests. I will probably be replacing it next year, and there is adequate money set aside in the tech reserve account for just this purpose. I also replaced the Economic Development computer, as it was due for replacement in the cycle. I continued to troubleshoot with my IT vendor the remote connection issue the School Resource Officer was having, and solved most of it. Since the town approved acceptance of the grant for a second SRO, I will have to come up with a computer for that position – I will most likely refurbish an older one, because we do not know if this position will become permanent after the grant has expired.

We all spent a bit of time going back and forth with Harris/TRIO regarding the Code Enforcement software module. It has never worked correctly from day one, yet they will not fix it. We have been trying to work with them on a number of issues – some of which they have fixed but some are still outstanding. The number one outstanding issue is that the Account Numbers from the Real Estate module do not match the Account Numbers in the Code

Enforcement module – they should be the same. When the export/import happened, something glitched up, and there are at least 62 accounts that do not match. Rosemary and I spent the time tracking down and isolating as many accounts with issues as we could, to determine if there was a rhyme or reason, and there is not – which lends us to believe it is a software bug and TRIO needs to fix it. We are still working with them, but are now entertaining other software vendors.

Lastly, Kandy, Denise, and I continued to work on the research for upgrading the phone system. We have now met with three different vendors and reviewed the products offered, with estimates given to match our exact needs.

On the GIS side of things, updates to our data layers continued as time allowed, and I also spent time working with the GeoLibrary Board on two fronts: one, I participated on the selection committee to select their first-ever Executive Director, and two, I continued to advocate for updated imagery for the state – including presenting at an open house at EMCC regarding how the town uses orthoimagery in its GIS work. I will be presenting more on this to the P&D Committee on Nov 6<sup>th</sup>. I also attended an educational Maine GIS User Group conference at the end of the month in Bangor.

I GPSed more e911 locations and assigned addresses, including ten on Chickadee Lane and a few others around town.

Wellness Works had its final lunch n learn class for the year, and the topic was Financial Fitness. We had positive feedback from it, but participation has been so low lately that for the amount of work I put into it, I am not getting the return/participation hoped for. I'm not sure why that is, but I'm not going to be doing Wellness next year. Aside from the class, we had someone from MMA come out and do ergonomic assessments on workstations for four different people, and scheduled him to come back and do more.

I had a couple days where I was either out on vacation or sick leave.

Respectfully Submitted,



Gretchen Heldmann, GISP  
GIS/IT Specialist

## Town Planner Report

October 2013 activities of the Town Planner include the following:

Activities for the Planning Board included receipt and review of applications for O'Donald (Jordan) site plan revision to enlarge two proposed, four-family buildings on Western Avenue, Holden, LLC site plan revision to provide 15 off-site parking spaces for additional antique mall use on Western Avenue, West Hampden Baptist Church revision of site plan for a proposed garage on Western Avenue and Bangor Hydro Electric revision of site plan because of building final design changes. (The Board will take up these items on 11/13/2013). The Planning Board at its October meeting recommended approval of the proposed Zoning Map amendment of a Village Commercial Zoning District for the Swan parcel located near the Lower Corner.

Council Planning and Development Committee activities include zoning analysis of the Commercial Zoning of Village and review of a proposed set of Zoning Map and Zoning Ordinance amendments for extending Business B District down a portion of Western Avenue, continuing analysis of subdivision Open Space policy. The Committee is discussing mineral extraction regulations revisions.

Bangor Area Storm Water Group (BASWG) activities include chairman duties at Policy and Technical committees, attendance of the Stormwater Awareness meeting on Oct. 24 in Augusta, preparation of a consultant/BASWG RFP for Education and outreach activities for year, review of year- five permit activities, discussion of new permit activities to be finalized this fall and participation with Bangor on Sucker Brook Watershed Study. Preparation for stormwater stenciling activity on Old County Road in Sucker Brook Watershed area.

Bangor Area Comprehensive Transportation System (BACTS) activities include attendance of the Policy Committee Meeting and Technical Committee Meeting.

Historic Preservation activities include grant administration of Harmony Hall Maine Historic Preservation grant as well as the Historic Signs grant. Worked with Congregational Church to determine that HHPC Certificate of Appropriateness is not needed to replace shingles on roof with similar materials according to their Chairman.

**Department of Community and Economic Development**  
**Activity Report: November 2013**

Former Hampden Academy:

- Facilitating development compliance with State and Local Regulations.

Hampden Business and Commerce Park:

- Facilitating ongoing negotiations with Sargent Corporation.

Ammo Park:

- Facilitating discussions with Peter Thornton on mutually beneficial initiatives.

Marina Project:

- Bid specifications to be developed, solicited, and awarded with construction to begin in Spring of 2014. Full reimbursement must be achieved by August 28, 2014. Upon recording of Conservation Deed, reimbursement of expenses to begin. The Deed is in its final draft form and submitted to the Landmark Heritage Trust for their approval.

Natural Gas:

- Collaborating with Bangor Natural Gas on evaluation process to determine viability and location within Hampden for potential natural gas installation.

Business Advocacy:

- Raising awareness of zoning impediments to business expansion and retention.
- Advocating for zoning amendments that exceed their intended purpose thereby eliminating unintended impact on residential and commercial development.

TIF Implementation:

- Collaborating with Noreen Norton and the Planning and Development Committee on the town's use of captured funds to be included in the Bangor Hydro TIF Development Program.

Hampden Promotion:

- Active participation in a number of regional organizations and activities reinforcing Hampden's role, interest and support of a healthy region.

Economic Development Certification:

- I am now one of 28 people who have received State of Maine Economic Development Certification since its inception.

## MONTHLY REPORT PUBLIC WORKS OCTOBER 2013

Mowed all ball fields, grave yards, and building grounds within the town.

Had 2 burials, one in Neally's Corner Cemetery and one in Riverview

Camera a sewer service @ 176 Mayo Rd and found service settled from 2010 construction

Picked up dead animals from time to time on town and state ways.

Loaded out demo and brush from 2 demo weekends at the transfer station

Flushed 46804 Ft of Sewer Line

Cut shoulders on Bog Rd by guardrails

Screened winter sand

Wellman Paving repaired sidewalk at the corner of Rte 1A and Western Ave

Serviced 5 pieces of equipment

Had one dump truck body sand blasted and painted by DM&J

Repaired secondary holding tank on fuel pumps at public Works

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

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

SUNDAY

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

MONDAY

DATE: 10-14-2013 Columbus DAY OFF

TUESDAY

DATE: 10-15-2013 Loaded BOXES TRANSFER STATION

CUT UP TYRE AT LOCUST GROVE CEMETERY HAUL'D BACK GARAGE  
 PICKED #13 MAINE COMMERCIAL TIRE 4 NEW TIRES, 1 Wheel Broken REAR  
 PUT INSPECTION STICKERS ON #10 + CAR

WEDNESDAY

DATE: 10-16-2013 Flushed SEWERS EAST HAMPDEN AREA

#35 TO MINING COMMERCIAL TIRE NEW TIRES ON FRONT  
 CUT BRUSH AT INTERSECTION RR + JOHN'S WAY - 1A + HOPKINS RD  
 HAUL'D WINTER SAND FROM ~~BACK PIT~~ BACK PIT + SCREEN PILE TO PILE  
 PICKED UP TRASH 1A BY 546 HOUSE SOUTH RND  
 WENT TO THOMAS ROAD RIGHTWAY TO STATHAM BY GOLF COURSE

THURSDAY

DATE: 10-17-2013 Flushed SEWER EAST HAMPDEN AREA

WORKED ON #35 LIGHTS + OIL CHANGE READY FOR WINTER  
 SCREENED WINTER SAND + HAUL'D SAND TO PILE OUT FRONT  
 SHOT WATER OF AT LAKEVIEW + LOCUST GROVE CEMETERY'S BLEW LINES OUT.  
 BUILT STEPS FOR BODY ON #11 NEW TRACK

FRIDAY

DATE: 10-18-2013 Flushed SEWERS DOWNTOWN AREA

RECAPS  
 #1 TIRE BAG #20 TOOK TRAILER TO #18 TO STATHAM TIRE 4 NEW TIRES 5 YEARS OLD  
 SCREENED WINTER SAND + HAUL'D SAND TO PILE  
 PUT HANDLES ON #11 BODY + BANDER FOR MAN TO GET IN TO SEE IN SPIDER BODY  
 OPENED LOT NEALLY CEMETERY (HOMESTEAD)

SATURDAY

DATE: 10-19-2013 Burial NEALLY CORNER CEMETERY (HOMESTEAD)

SIGNATURE Dudley Patterson DATE 10-21-2013

TOWN OF HAMPDEN  
DEPARTMENT OF PUBLIC WORKS  
WEEKLY FOREMAN REPORTS

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

SUNDAY

DATE:

MONDAY

DATE: 10-28-2013 LOADED DEMO + WOOD TRANSFER STATION  
WORKED ON EQUIPMENT READY FOR WINTER #15 OIL CHANGE  
PICKED #14 FROM WELLMAN'S BODY SANDED + PAINTED  
PICKED UP DEER MONROE ROAD

TUESDAY

DATE: 10-29-2013 LOADED BOXES TRANSFER STATION  
WORKED ON LIGHT IN GARAGE MIDDLE BAY NEW BALLIST STARTER  
WORKED ON EQUIPMENT #14 LIGHTS  
WELLMAN PAINTING DOING SIDEWALK DOWNTOWN RT 9 + 1A  
OPENED MANHOLE FERRY ST. GILMAN HOUSE WORKING ON THEIR SEWER PIPE

WEDNESDAY

DATE: 10-30-2013 ALLEN ENVIRONMENTAL CAMERA SEWER 176 MAYARD  
JOINTS MOVED IN REPAIR CONNECTIONS 4" PIP  
WORKED #20 SANITIZER + LIGHTS ON BODY PLOW + WING  
HAULED TRASH FROM BUILDINGS + PARK  
PICKED UP PIPE + FITTINGS FOR MAYARD RD E. G. PRESCOTT  
WORKED ON SNOW BLOWER FOR 5105 JOHN DEERE

THURSDAY

DATE: 10-31-2013 FLUSHED SEWERS DOWNTOWN  
WORKED ON SNOW BLOWER FOR JOHN DEERE  
HAULED SAND FROM PILE DOWN BACK SEVERED SAND  
PAINTED ON FUEL TANK DIESEL BY SAND BUILDING

FRIDAY

DATE: 11-1-2013 TOOK 2007 CAR TO DARLINGS RECALL FRONT END PARTS  
PUT PLOW + WING ON #17 + 14  
FLUSHED SEWERS DOWNTOWN AREA TRUCK #18 TO BANGOR TRUCK FRONT SPRING  
CLEANED GARAGE, WORKED TANK HOSES TO BED CHAIN IN SANDER  
CHANGED LIGHT BULBS AT MUN. BLDG

SATURDAY

DATE:

SIGNATURE *D. Paltus* DATE 11-14-2013



## HAMPDEN PUBLIC SAFETY

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



TO: Susan Lessard, Town Manager  
FROM: Joe Rogers, PSD  
RE: Monthly Report for October  
DATE: November 4, 2013

During the month of October, the Hampden Police Department responded to 383 calls for service, had 22 arrests/criminal violations; and issued 14 traffic citations and 82 written traffic warnings. The Fire Department responded to 20 calls for service and the ambulance responded to 51 calls.

The Fire Department monthly training topics included EMS Protocol Updates, Injured Swimmer Rescues (in conjunction with Lura Hoit Pool staff members), and we had several new recruit training events to familiarize new members with equipment and procedures. Lt. Pugsley and FF-Paramedic LeBarnes attended Juvenile Fire Setter Training.

All police personnel were received refresher training for Emergency Vehicle Operation (EVO) in Waterville. Officer Small and Officer Devine also attended a two day training program in Orono on Conducting Background Investigations.

On Wednesday, October 30, 2013, Hampden Fire Department responded to a fully involved structure fire at Keith Gould's garage on Carmel Road South. Although the firefighters were unable to save the garage, they did a remarkable job in preventing the loss of the family home. Hampden Fire Department was assisted by departments from Winterport, Newburgh, Carmel and Hermon.

Edythe Dyer Community Library  
October, 2013  
Report of activities to the Town Council

Circulation: 3709 adult items; 2290 children's materials; 216 items were downloaded; 91 people used our public access computers (this does not include people who brought their own wireless devices).

2388 people came into the library. EDL staff answered 273 reference questions for people in the library and 176 over the telephone (these include 36 that were people who thought they were calling the town office)

EDL loaned 588 items to other libraries and borrowed 889 through the statewide delivery service.

Children's programs:   4 Play & Learn Programs: 18 children/14 adults  
                              10 Preschool Storytimes: 78 children/57 adults  
                              9 Toddler Storytimes: 82 toddlers/49 adults  
                              2 Read 'em and eat book discussion for grades 3 & 4: 12 children  
                              3 after school Lego Play: 8 children/4 adults.

Adult programs:       1 afternoon book discussion: 10  
                              1 evening book discussion: 12  
                              3 Creative Writing Workshops: 27  
                              4 Literacy volunteer meetings: 12  
                              2 Hampden sewing circle meetings: 9

Trainings/professional development:

October 1 staff training on fire extinguishers—5 staff members

October 2 Reader's Advisory Webinar—3 staff members

October 4 Debbie attended the Minerva (library consortia EDL belongs to) Users fall meeting at Topsham Public Library

October 9 EDL Trustees' meeting

October 11 Mary attended "Kick Start Your Library Programs for Infants, Toddlers and Preschool Children" at Bangor Public Library

October 17 Debbie attended the monthly Bangor Area Librarians' lunch

October 20 – 22 Debbie attended the annual New England / Maine Library Associations' combined Conference in Portland



Lura Hoit Pool Rentals 2013

Month	# of People	Total Hrs	Wkday		Wkend		Total Fees
			Rntal Hrs	Rntal Hrs	Rntal Hrs	Rntal Hrs	
Jan	1404	95.5	64.5	31			\$5,120.00
Feb	677	80.5	33	47.5			\$4,400.00
Mar	605	50	12	38			\$2,775.00
Apr	635	44.5	11.5	33			\$2,545.00
May	502	40.5	13.5	27			\$2,295.00
June	408	35	7	28			\$1,910.00
July	119	8	1	7			\$455.00
Aug	130	11	3	8			\$665.00
Sep	326	32	14	18			\$1,800.00
Oct	558	45.5	15.5	30			\$2,415.00
Nov							
Dec							
Year Totals		442.5	175	267.5			\$24,380.00

Lura Hoit Pool Rentals 2012

Month	# of People	Total Hrs	Wkday		Wkend		Total Fees
			Rntal Hrs	Rntal Hrs	Rntal Hrs	Rntal Hrs	
Jan	1060	108	75	33			\$5,841.00
Feb	1076	74.5	38.5	36			\$4,197.00
Mar	679	59	22	37			\$3,255.00
Apr	449	44.5	14.5	30			\$2,470.00
May	749	52.5	20.5	32			\$2,830.00
June	523	39	12	27			\$2,115.00
July	385	16	7	9			\$915.00
Aug	116	12	5	7			\$700.00
Sep	304	23.5	8.5	15			\$1,270.00
Oct	573	44.5	17.5	27			\$2,465.00
Nov	788	64.5	37.5	27			\$3,495.00
Dec	876	89.5	57.5	32			\$4,865.00
Year Totals	7578	627.5	315.5	312			\$34,418.00

LURA HOIT POOL

2013

Day	Jan	Feb	Mar	April	May	June	July	August	Sept	Oct	Nov	Dec
1	closed	250.00	310.00	270.00	310.00	260.00	386.00	197.00	closed	530.00		
2	485.00	322.50	507.00	422.00	24.00	222.00	340.00	167.00	closed	10.00		
3	745.00	240.00	265.00	382.00	110.00	1,471.75	117.00	30.00	closed	115.00		
4	285.00	262.00	240.00	100.00	207.00	2,046.00	closed	closed	1,069.00	180.00		
5	472.00	203.50	374.00	352.00	193.00	977.00	159.00	172.00	240.00	197.00		
6	418.00	60.00	115.75	487.00	67.00	913.00	246.00	260.00	472.00	42.00		
7	477.00	115.00	178.25	297.50	249.00	1,018.00	closed	600.00	708.00	541.00		
8	140.00	95.00	764.00	4,205.00	187.00	1,171.25	675.00	185.00	150.00	340.00		
9	219.00	closed	215.00	5,789.25	62.00	592.00	0.00	565.00	715.00	628.00		
10	557.00	252.00	328.00	1,085.00	30.00	789.00	200.00	70.00	662.40	422.00		
11	35.00	3,105.00	342.00	634.00	147.00	0.00	115.00	closed	910.00	352.00		
12	365.00	4,800.50	2,172.50	576.00	50.00	206.25	223.00	10.00	301.25	265.00		
13	575.00	933.00	264.00	1,110.00	0.00	525.00	197.00	147.00	629.50	135.00		
14	185.00	982.50	157.50	351.00	486.00	670.00	closed	125.00	443.00	closed		
15	312.00	3,402.00	439.00	closed	165.00	212.00	264.00	92.00	40.00	100.00		
16	3,170.25	353.00	507.00	808.00	205.00	closed	120.00	152.00	425.00	192.50		
17	185.00	462.00	347.00	648.00	149.00	521.25	0.00	235.00	258.00	130.00		
18	80.00	closed	325.00	407.00	395.00	299.00	65.00	closed	275.00	245.00		
19	420.00	1,046.00	snow	775.00	170.00	406.75	335.00	3,237.00	716.75	246.00		
20	305.00	827.00	25.00	470.00	165.00	296.00	240.00	4,149.00	167.00	130.00		
21	closed	700.00	413.00	284.00	224.00	359.00	closed	1,080.00	335.00	369.00		
22	179.00	890.00	539.00	430.00	487.00	354.00	535.00	779.00	105.00	950.00		
23	closed	550.00	267.00	397.00	182.00	closed	466.25	772.00	130.00	300.00		
24	140.00	478.00	177.00	200.00	57.00	755.00	180.00	402.00	774.00	62.50		
25	235.00	209.00	105.00	141.00	305.00	1,772.25	287.00	closed	310.75	492.00		
26	483.00	399.00	622.50	102.00	321.00	85.00	347.00	closed	157.50	130.00		
27	558.00	516.00	177.00	190.00	closed	561.00	299.00	closed	264.00	120.00		
28	90.00	162.00	180.00	90.00	90.00	258.00	closed	closed	460.00	132.00		
29	465.00		310.00	220.00	130.00	392.00	283.75	closed	160.00	100.00		
30	222.00		374.00	944.00	295.00	closed	84.00	closed	380.00	92.00		
31	0.00		closed		855.00		208.00	closed				
<b>Tota</b>	<b>\$11,802.25</b>	<b>\$21,615.00</b>	<b>\$11,040.50</b>	<b>\$22,166.75</b>	<b>\$6,317.00</b>	<b>\$17,132.50</b>	<b>\$6,372.00</b>	<b>\$13,426.00</b>	<b>\$13,375.15</b>	<b>\$7,768.00</b>	<b>\$</b>	<b>\$</b>



# Hampden Recreation Department

Skehan Recreation Center

Acting Director Report

October 2013

- Created a comprehensive account list for reference to accounts for 20-01, 20-05, and 20-07
- Met with Don Dickel Flooring and Historic Hampden Academy LLC. to gain understanding of the floor refinishing process, ask questions, and devise the plan for the project November 8-17, 2013.
- Added a small noontime basketball men's program, two days per week.
- Worked with Jill McLaughlin to put on the annual Halloween Party on October 31, which we estimate so 600.
- Finalized plans to rent space to John Bapst for 2013/14 Basketball season practice at the Skehan Center weekdays after school. Billed for all time reserved in advance, and expected income will be \$5925.00. Additional income may be available if teams make the playoffs.
- Directed crews to ready facilities for winter at Dorothea Dix Park, Ballfield Road, and Lura Hoit Pool Field
- Acted as a liaison to the Hampden Children's Day Committee Dance Committee as they prepared for a dance fundraiser that ultimately did not go off due to chaperone and advertising issues
- Ordered the removal of the two porta potty rentals at DD Park and LHP Field
- Worked with staff to write to all fall volunteers thanking them for their time and dedication
- Worked with the Town Manager to execute cleaning assistance at the Skehan Center 2x weekly
- Completed lighting change over with Hampden Electric in the lobby and inner classroom to units donated by EMMC
- Contracted for necessary repairs of a parking lot light, and urinal repair
- Met with Bangor Roller Derby to work on a contract for rental of the 2014 season
- Worked with Town Manager to complete transfer into new 20-07 accounts for deposit income
- Assigned Jill McLaughlin to participate and a board member for the Bronco Travel Basketball Club
- Settled up remaining debt with the Hampden Children's Day Committee for outstanding from the 2013 event
- Worked with Bronco Youth Wrestling to become an affiliated program of the town
- Created a bulletin board for employment posters that must be available
- Ordered and AED for the Skehan Center, and awaiting its arrival
- Attended the Annual Maine Recreation Parks Association (MRPA) Fall Workshop at Hollywood Casino with Jill McLaughlin and Samantha Gardner (part time programmer). Had the opportunity to attend two sessions on customer service that were excellent!
- Met with Dan Pugsley to learn about fire extinguisher month inspections
- Met with Chip Swan about securing sponsorship signage safely in the gym

- Managed concession stand purchases and sales
- Redesigned cash up procedures and form to transfer cash up to
- Staffed with John Pond (part time staff) 5 full day Sunday Preseason Basketball Play Days for High School and Middle School teams- resulting in Skehan Center income of \$6082.25 (concessions and door admission)
- Billed Bronco Travel Basketball for outstanding rental use income from the Winter 2012-13 season that was negotiated with the Town Manager
- Established monthly billing for rental groups-Bangor Roller Derby, Bronco Travel Basketball, John Bapst Athletics
- Continued to foster and strengthen relationship ties with the building owners Historic Hampden Academy LLC.
- Re-organized office files to facilitate understanding and ease of access to recalling information

These tasks were in addition to my normal responsibilities as the Assistant Recreation Director. We are hopeful that over the week of November 11<sup>th</sup>, Jill McLaughlin and I can set down and review the job responsibilities that the 3 positions encompassed, and re-divide the work load so that it is more manageable.

Thank you for the opportunity to serve in my new capacity. I have enjoyed the new challenges, and look forward to settling into a new routine in this position.

Shelley Abbott  
Acting Recreation Director

C-1-a

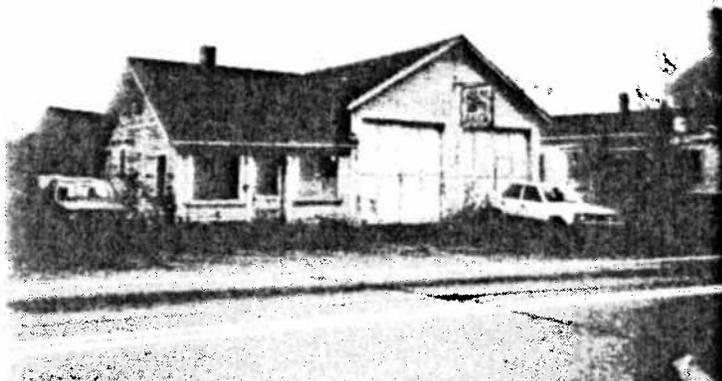


**TO: Mayor Hughes and Hampden Town Council**  
**FROM: Robert Osborne, Town Planner**  
**SUBJECT: Draft Zoning Ordinance Map Amendment, Swan Property**  
**DATE: October 15, 2013**

At the September 16, 2013 Town Council Meeting this item was referred to the Planning Board for Public Hearing and a recommendation. The Planning Board voted at its October 9, 2013 regular meeting unanimously in favor of a motion to recommend "ought-to-pass" for the attached zoning map amendment. The only person that wished to speak at the public hearing was Galen "Chip" Swan in support of the proposed zoning map amendment. He indicated that his family only became aware that this building located at 115 Main Road South was not in a commercial district despite the long history of commercial activity since the 1940s.

The proposal is to amend the Zoning Ordinance Map from Residential B District to Village Commercial II District changing Map 44, Lots 81 and 82. This consists of the old Swan service garage located at 115 MRS on the front parcel and a vacant house lot (the residence was razed seven years ago) on the rear parcel. The neighboring four corners are zoned Village Commercial II District. Clockwise they are Rawcliffe's Garage, the mixed use office/apartment building and neighboring retail/apartment building, office building (and the former town office building) and a retail area and mixed use Angelo's Pizza/apartment building.

The land area involved in the rezoning is modest in size with an area of approximately 0.26 acres and measuring about 120 ft. by 100 ft. in size. See photo of garage structure circa 1980s.

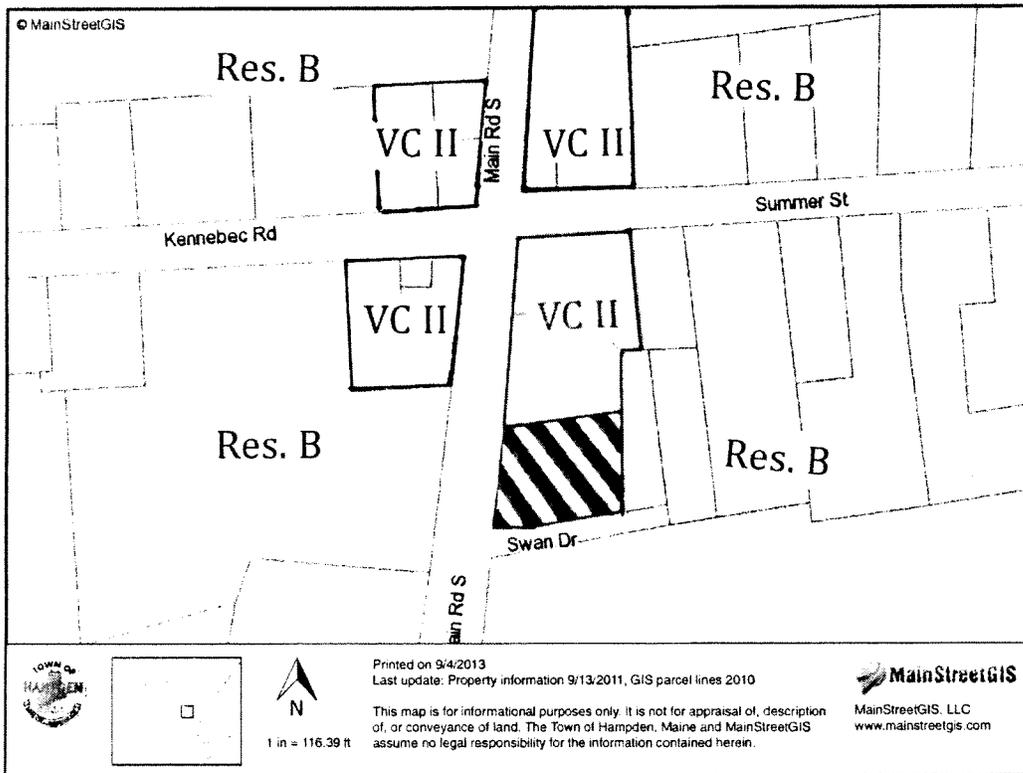


# TOWN OF HAMPDEN Draft

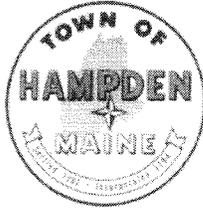
The Town of Hampden Hereby Ordains  
Proposed Amendments to the Zoning Ordinance Map

Town of Hampden, Maine - Web GIS Maps and Property Information

<http://www.mainstreetmaps.com/cgi-bin/Y/gis.exe>



Res. B to VC II District



# TOWN OF HAMPDEN

C-2-a

## PUBLIC NOTICE

### NOTICE OF RECOUNT November 5, 2013 MUNICIPAL ELECTION COUNCILOR AT-LARGE

Notice is hereby given that Councilor At-Large candidate David C. King has requested a recount of Ballots from the November 5, 2013 Municipal Election for Councilor At-Large. The Town Clerk will conduct the recount on Wednesday, November 20, 2013 at 9:00 a.m. at the Municipal Building Council Chambers.

*Posted: November 12, 2013*





Check One:  Initial Application  
 Reappointment Application

### TOWN OF HAMPDEN APPLICATION FOR TOWN BOARDS AND COMMITTEES

NAME: Johnston Betsy M.  
LAST FIRST MI

ADDRESS: 123 Western Avenue Hampden, ME 04444  
STREET TOWN ZIP

MAILING ADDRESS (if different): same

TELEPHONE: (207) 852-8002 (207) 990-1208  
HOME WORK

EMAIL: mikbet.johnston@gmail.com

OCCUPATION: Property Manager

**BOARD OR COMMITTEE PREFERENCE:**

FIRST CHOICE: Board (RSU#22 Board of Directors)

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

How would your experience, education and/or occupation be a benefit to this board or committee? I have a lot of experience volunteering at the YMCraw School and have had much interaction with teachers and

staff. I have a bachelors degree from the University of Maine in Business Administration. I am a property manager for commercial

Are there any issues you feel this board or committee should address, or should continue to properly address? I am entering into this interview process

ready to learn. I feel the budget is always a crucial part of the success of a board.

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

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

3 YEAR  
5 YEAR  
PLANNING BOARD

**FOR TOWN USE ONLY**

Date Application Received: **SEP 25 2013**

COUNCIL COMMITTEE ACTION: \_\_\_\_\_ DATE: \_\_\_\_\_

COUNCIL ACTION: \_\_\_\_\_ DATE: \_\_\_\_\_

NEW APPT  REAPPOINTMENT DATE APPOINTMENT EXPIRES: \_\_\_\_\_



Susan Lessard &lt;manager@&gt;

C-3-a

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**RE: Town of Hampden Information**

2 messages

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**Schwenn, Molly** <Molly.Schwenn@maine.gov>  
To: Susan Lessard <manager@hampdenmaine.gov>

Wed, Oct 30, 2013 at 4:10 PM

Dear Ms. Lessard,

I will be able to attend the Hampden town council meeting on 11/18. I assume that the meeting is 7 PM. Would you please send me the street address for the Hampden Town Office and/or directions (from the South). At what time would you expect the meeting to end? Will the meeting be open to the public or just to the town council? If I am going to present data or other material, what is the best way to do so? Handouts? PowerPoint slides? If handouts, how many people do you expect to attend?

I will see if I can invite someone from the Dept. of Environmental Protection, unless you have already done so. I am not likely to be able to answer most questions about the environment. From the newspaper and TV coverage of this issue, I suspect there will be some questions related to the environment.

I do realize that you stated you could not answer most of my questions about residents but I have been pulling the Coldbrook Road data together and do not have Coldbrook Road addresses for multiple people: They do not appear in the state cancer database at all (8) or their residence at the time of diagnosis was not in Hampden (4 plus). I would guess that you might have tax or other records on some of these. Could I send you these names? In regards to relations, I would like to be able to distinguish between husband and wife and brother and sister or other "blood" relatives. There are at least four families represented, including the Barrows.

Sincerely,

Molly

Molly Schwenn, MD

Director, Maine Cancer Registry

**From:** Susan Lessard [mailto:manager@hampdenmaine.gov]

**Sent:** Monday, October 21, 2013 11:04 AM

**To:** Schwenn, Molly

**Subject:** Town of Hampden Information

Good Morning-

On Wednesday of last week I sent you an email that identified the names provided by Mr. Barrows on the first list sent in 2002 as well as the second list which he provided this past week. It is not possible for me to provide any other documentation related to where they lived when they developed cancer, what their birthdates are, when they were diagnosed, where they lived when they were diagnosed or the type of cancer they have other than what is on the list. A number of people on the list are deceased and some of the others no longer live on Coldbrook Road.

I spoke with Mr. Barrows and he does not have a lot of specialized knowledge either, but if you need to contact him for any specifics that he may have, his phone number is 862-3781.

I am in hopes that your database includes information on the people listed so that we can meet on November 18th at the Council meeting to discuss the matter.

Thank you for your assistance.

Susan Lessard

Town Manager  
Hampden, ME

106 Western Avenue  
Hampden, ME 04444

manager@hampdenmaine.gov  
(207) 862-3034

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**Susan Lessard** <manager@hampdenmaine.gov>  
To: "Schwenn, Molly" <Molly.Schwenn@maine.gov>

Wed, Oct 30, 2013 at 4:38 PM

Good afternoon,

Thank you for your response.

The Council meeting is open to the public. I would be happy to make copies of handouts if you email me the information in advance of the meeting. I am not sure how many people will be attending so that is probably the easiest way to do it.

The Town Office is at 106 Western Avenue, Hampden. The easiest way coming from Augusta is to get off Exit 180 (Coldbrook Road Exit) and take a right at the end of the exit. Follow that Road (Coldbrook) until you come to

the intersection of Route 202. There is a traffic light there. Take a right at that intersection. Go on Route 202 until you come to the next light. Take a right at that light. The first building on your right is the Town Office. You enter by the second right after your turn (the first entrance takes you to the public safety entrance).

The meeting begins at 7 and I will make sure that we have this item as the first item after the consent agenda so that you do not have to wait. How long it runs depends on how much information you have to share and how many questions the Council/public have. All questions go through the Mayor. I think it might be a good idea to have someone there from DEP as well. I know that Cindy Darling has a lot of experience with the Pine Tree Landfill (now closed).

If you send me the names in question I will do my best to research when they may have owned property there. In addition, I will see if I can further identify blood relatives vs husband/wife/etc.

Thank you for your response.

Sue Lessard

Hampden

[Quoted text hidden]



C-3-b

Denise Hodsdon <clerk@hampdenmaine.gov>

**P&D Actions of November 6, 2013**

1 message

Dean Bennett <economicdevelopment@hampdenmaine.gov>

Tue, Nov 12, 2013 at 3:34 PM

To: Sue Lessard <manager@hampdenmaine.gov>

Cc: Denise Hodsdon <clerk@hampdenmaine.gov>, Gretchen Heldmann <gheldmann@hampdenmaine.gov>

Sue,

Here are two actions items from last Wednesdays P&D Meeting.

Actions from the November 6, 2013 Meeting

Motion:

It was moved and seconded to recommend to Town Council the approval and subsequent signing of the "Exclusive Authorization to Sell" with Epstein Commercial Real Estate. Vote: 4-0 (Authorization Attached)

Motion:

It was moved and seconded to recommend to Town Council the approval of an appropriation of up to \$13,000 from the GIS Mapping Reserve for the town's portion of costs related to the GeoLibrary Board's Orthoimagery Update Program. Vote: 3-1

Thank You,

Dean

--

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



CLEAN Hamp BC Pk 9 26 rev tar 11 04 13.doc

61K



6 State St, P.O. Box 2444  
Bangor, ME 04401  
Phone: (207) 945-6222  
Fax: (207) 945-5824  
[results@epsteincommercial.com](mailto:results@epsteincommercial.com)  
[www.epsteincommercial.com](http://www.epsteincommercial.com)

## EXCLUSIVE AUTHORIZATION TO SELL

This Agreement is entered into this 25th day of September 2013, by and between Epstein Commercial Real Estate of 6 State Street, P.O. Box 2444, Bangor, Maine 04402-2444, hereinafter called Broker; and Town of Hampden, 106 Western Ave, Hampden, Maine hereinafter called Owner.

In consideration of Broker's efforts to procure a sale for Owner's real estate as follows:

Lot #2, further described as a 1.46 acre lot as shown on Map 10B, Lot 2 in the Town of Hampden's tax assessor's office and recorded in the Penobscot County Registry of Deeds, Book 7832, Page 274-285;

Lot # 4, further described as a 4.75 acre lot as shown on Map 10B, Lot 4 in the Town of Hampden's tax assessor's office and recorded in the Penobscot County Registry of Deeds, Book 7832, Page 274-285;

Lot #6, further described as a 1.74 acre lot as shown on Map 10B, Lot 6 in the Town of Hampden's tax assessor's office and recorded in the Penobscot County Registry of Deeds, Book 7832, Page 274-285;

Lot #8, further described as a 1.88 acre lot as shown on Map 10B Lot 8 in the Town of Hampden's tax assessor's office and recorded in the Penobscot County Registry of Deeds, Book 7832, Page 274-285;

Lot # 9, further described as a 1.55 acre lot as shown on Map 10B, Lot 9 in the Town of Hampden's tax assessor's office and recorded in the Penobscot County Registry of Deeds, Book 7832, Page 274-285;

Lot #10, further described as a 2.80 acre lot as shown on Map 10B, Lot 10 in the Town of Hampden's tax assessor's office and recorded in the Penobscot County Registry of Deeds, Book 7832, Page 274-285.

Owner hereby grants to Epstein Commercial Real Estate the exclusive authorization to sell the above-mentioned real estate at the following price:

- Lot #2           \$ 80,000
- Lot #4           \$200,000

- Lot #6           \$ 95,000
- Lot #8           \$110,000
- Lot #9           \$100,000
- Lot #10          \$155,000

or at any sale price which is acceptable to Owner. This exclusive authorization shall begin on September 26, 2013 and expire on September 25, 2014.

Broker shall have the exclusive right to sell said property within the time period above and shall be entitled to a commission fee of eight percent (8%) of the sale price. This commission fee shall be paid at the time of each closing. This commission fee shall be due Broker in the event of a sale produced by Broker, Owner, or any other person or entity; all inquiries shall be referred to Broker. The parties acknowledge that the Owner may enter into an agreement with Sargent Corporation in which it is to receive an option to purchase the Property (lots 2, 4, 6, 8, 9, 10) for a nominal amount as partial consideration for Sargent Corporation's construction of the infrastructure improvements for phase two of the Park. In the event that said lots are ultimately sold to Sargent Corporation, or a related entity, in accordance with such an agreement, no commission shall be due to Broker.

Should the Owner sell, transfer, convey, lease, exchange or dispose of any portion of said property within six months after the termination of this Agreement to any person, corporation, or entity which the Broker has introduced to the property, and whose name has been furnished to Owner in writing by the Broker during the time period of this Agreement, then in such a case the above commission shall become due and payable to the Broker.

By this Agreement it is understood that Broker is employed and is representing only Owner unless otherwise agreed to in writing. It is further understood that Broker's entitlement to the above commission fee occurs when Broker, Owner, or any other entity finds a purchaser who is ready, willing and able to purchase, and actually purchases, the said above described real estate on the terms herein setout, or on any other terms acceptable to the Owner.

Any dispute or claim arising out of or relating to this Agreement shall be submitted to mediation in accordance with the Maine Residential Real Estate Mediation Rules of the American Arbitration Association. This clause shall survive the expiration of this Agreement.

Agency and Owner each agree that this property is to be offered to any person without regard to race, color, religion, national origin, sex, age or handicap.

**SPECIAL CONDITIONS:**

1. A "For Sale" sign may be placed on the property.    Yes X    No \_\_\_
2. Broker may advertise the property.                    Yes X    No \_\_\_

**BUYER'S AGENCY:**

This Agency's policy is to cooperate with other agencies acting as Buyer's agents, unless such other brokerage agencies have a general policy which effectively inhibits or precludes the cooperation and sharing of compensation with other brokerage agencies. This Agency's policy is to share compensation with Buyer's agents.

The undersigned jointly and severally agree to accept telefacsimile copies of the documents which have been sent by either party to the other, or to any other party or agent to this transaction, as original documents.

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

\_\_\_\_\_  
OWNER:

9.25.13  
\_\_\_\_\_  
DATE:

\_\_\_\_\_  
BROKER:  
EPSTEIN COMMERCIAL REAL ESTATE

C-3-C

To: Susan Lessard, Town Manager  
From: Kelly Karter, Assessor *Kelly*  
RE: Service Fee Calculations  
Date: October 30, 2013

Following is a listing of the calculated service fees that apply to residential property according to our Service Fee Ordinance.

I have added wording to the billing regarding the financial information for each entity as of June 30, 2013, per Tom Russell's suggestion.

The list is as follows:

Penquis Mental Health	\$ 2,002.35
Community Housing of Maine	\$ 2,104.89
OHI George St.	\$ 2,119.86
OHI Patterson Rd.	\$ 1,623.31
Medical Care Development	\$ 5,263.94
The Housing Foundation	\$21,991.28
Total Service Fees	\$35,105.63

\*\*Please note that Aspenledge is on the tax rolls again this year as it is currently vacant.

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

**MEMO**

To: Susan Lessard

From: Kelly Karter 

Date: October 30, 2013

Subject: Penquis Mental Health Service Charge

---

In accordance with the Service Charge Ordinance approved by the Hampden Town Council on May 18, 1992, I submit the following calculations for the 2013/2014 fiscal year.

Property Owner: Penquis Mental Health

Property Location: 1012 Carmel Road North  
Hampden, Maine 04444

Legal Description: Map 1 Lot 31-A  
Book 11872 Page 215

2013 Municipal Budget	\$6,825,830 (Original Budget Less Gen. Asst. of \$10,000)
Divided By Total Valuation	\$592,465,500 (=0.011521)
Times the Just Value	\$ 173,800
Service Charge Due	\$ 2,002.35

**MEMO**

To: Property Owner

From: Town of Hampden

Date: November 4, 2013

Subject: Penquis Mental Health Service Charge

---

In accordance with the Service Charge Ordinance approved by the Hampden Town Council on May 18, 1992, the Council approved the following Service Charge fee for the 2013/2014 fiscal year on November 4, 2013.

When you have completed your financial information for the year ending June 30, 2013, please submit your gross income if you feel the fee exceeds 2% of your gross income. This information should be submitted to the Town Manager for review by the Hampden Town Council.

Property Owner: Penquis Mental Health

Property Location: 1012 Carmel Road North  
Hampden, Maine 04444

Legal Description: Map 1 Lot 31-A  
Book 11872 Page 215

2013 Municipal Budget      \$6,825,830 (Original Budget Less Gen. Asst. of \$10,000)

Divided By Total Valuation    \$592,465,500 (=0.011521)

Times the Just Value          \$    173,800

Service Charge Due            \$        2,002.35



**MEMO**

To: Susan Lessard

From: Kelly Karter *Kelly*

Date: October 30, 2013

Subject: Community Housing of Maine

---

In accordance with the Service Charge Ordinance approved by the Hampden Town Council on May 18, 1992, I submit the following calculations for the 2013/2014 fiscal year.

Property Owner: Community Housing of Maine

Property Location: 177 Canaan Road  
Hampden, Maine 04444

Legal Description: Map 5 Lot 27-A  
Book 10137 Page 137

2013 Municipal Budget	\$6,825,830 (Original Budget Less Gen. Asst. of \$10,000)
Divided By Total Valuation	\$592,465,500(=0.011521)
Times the Just Value	\$ 182,700
Service Charge Due	\$ 2,104.89

**MEMO**

To: Property Owner

From: Town of Hampden

Date: November 4, 2013

Subject: Community Housing of Maine

---

In accordance with the Service Charge Ordinance approved by the Hampden Town Council on May 18, 1992, the council approved the following Service Charge fee for the fiscal year 2013/2014 on November 4th.

When you have completed your financial information for the year ending June 30, 2013, please submit your gross income if you feel the fee exceeds 2% of your gross income. This information should be submitted to the Town Manager for review by the Hampden Town Council.

Property Owner: Community Housing of Maine

Property Location: 177 Canaan Road  
Hampden, Maine 04444

Legal Description: Map 5 Lot 27-A  
Book 10137 Page 137

2013 Municipal Budget \$6,825,830 (Original Budget Less Gen. Asst. of \$10,000)

Divided By Total Valuation \$ 592,465,500 (=0.011521)

Times the Just Value \$ 182,700

Service Charge Due \$ 2,104.89



**MEMO**

To: Susan Lessard

From: Kelly Karter 

Date: October 30, 2013

Subject: OHI

---

In accordance with the Service Charge Ordinance approved by the Hampden Town Council on May 18, 1992, I submit the following calculations for the 2013/2014 fiscal year.

Property Owner: OHI

Property Location: 35 George St  
Hampden, Maine 04444

Legal Description: Map 23 Lot 70-C  
Book 9404 Page 115

2013 Municipal Budget	\$6,825,830 (Original Budget Less Gen. Asst. of \$10,000)
Divided By Total Valuation	\$592,465,500 (=0.011521)
Times the Just Value	\$ 184,000
Service Charge Due	\$ 2,119.86

**MEMO**

To: Property Owner

From: Town of Hampden

Date: November 4, 2013

Subject: OHI

---

In accordance with the Service Charge Ordinance approved by the Hampden Town Council on May 18, 1992, the Council approved the following Service Charge fee for the 2013/2014 fiscal year on November 4, 2013.

When you have completed your financial information for the year ending June 30, 2013, please submit your gross income if you feel the fee exceeds 2% of your gross income. This information should be submitted to the Town Manager for review by the Hampden Town Council.

Property Owner: OHI

Property Location: 35 George St  
Hampden, Maine 04444

Legal Description: Map 23 Lot 70-C  
Book 9404 Page 115

2013 Municipal Budget      \$6,825,830 (Original Budget Less Gen. Asst. of \$10,000)

Divided By Total Valuation    \$592,465,500 (=0.011521)

Times the Just Value          \$    184,000

Service Charge Due            \$       2,119.86



**MEMO**

To: Susan Lessard

From: Kelly Karter 

Date: October 30, 2013

Subject: OHI

---

In accordance with the Service Charge Ordinance approved by the Hampden Town Council on May 18, 1992, I submit the following calculations for the 2013/2014 fiscal year.

Property Owner: OHI

Property Location: 143 Patterson Road  
Hampden, Maine 04444

Legal Description: Map 5 Lot 39  
Book 9144 Page 102

2013 Municipal Budget	\$6,825,830 (Original Budget Less Gen. Asst. of \$10,000)
Divided By Total Valuation	\$592,465,500 (=0.011521)
Times the Just Value	\$ 140,900
Service Charge Due	\$ 1,623.31

**MEMO**

To: Property Owner

From: Town of Hampden

Date: November 4, 2013

Subject: OHI

---

In accordance with the Service Charge Ordinance approved by the Hampden Town Council on May 18, 1992, the Council approved the following Service Charge fee for the 2013/2014 fiscal year on November 4, 2013.

When you have completed your financial information for the year ending June 30, 2013, please submit your gross income if you feel the fee exceeds 2% of your gross income. This information should be submitted to the Town Manager for review by the Hampden Town Council.

Property Owner: OHI

Property Location: 143 Patterson Road  
Hampden, Maine 04444

Legal Description: Map 5 Lot 39  
Book 9144 Page 102

2013 Municipal Budget      \$6.825.830 (Original Budget Less Gen. Asst. of \$10,000)

Divided By Total Valuation    \$592.465.500 (=0.011521)

Times the Just Value          \$    140,900

Service Charge Due            \$       1,623.31

Hampden  
Name: OHI

**Valuation Report**

10/30/2013

Page 1

Map/Lot:

05-0-039

Account: 569 Card: 1 of 1

Location:

143 PATTERSON RD

Neighborhood 49 Central Rural

Zoning/Use Rural  
Topography /Rolling  
Utilities Drilled Well/Septic System  
Street Paved

**Sale Data**  
Sale Date 12/29/2003  
Sale Price 128,000  
Sale Type Land & Bldg  
Financing Unknown  
Verified Public Record  
Validity Arms Length Sale

Reference 1  
Reference 2  
Tran/Land/Bldg 1 2 29  
X Coordinate 0 Y Coordinate 0  
Exemption(s) 66 0 0 Land Schedule 1

**Land Description**

Units	Method - Description	Price/Unit	Total	Fctr	Influence	Value
2.00	Acres-ImprovSite(Frac)	39,525.00	39,525	100%		39,525
1.57	Acres-Rear Land 1	3,720.00	5,840	100%		5,840
Total Acres 3.57						Land Total 45,365

**Dwelling Description**

**Replacement Cost New**

Modern Log Home	One Story	1,056 Sqft	Grade B 100	Base	63,806
Exterior	Wood Siding	Masonry Trim	None	Trim	0
Dwelling Units	1 OTHER Units-0	Roof Cover	Asphalt Shingles	Roof	0
					0
Foundation	Concrete	Basement	Dry Full Bmt	Basement	0
Fin. Basement Area	None	Basement Gar	None	Fin Bsmt	0
Heating	100% Electric	Cooling	0% None	Heat	-1,482
Rooms	5	HEARTH/CHIMNE	1	HEARTH/CHIM	1,501
Bedrooms	2	Add Fixtures	0		
Baths	1	Half Baths	0	Plumbing	0
Attic	None			Attic	0
FirePlaces	0			Fireplace	0
Insulation	Full			Insulation	0
Unfin. Living Area	NONE			Unfinished	0

**Dwelling Condition**

Built	Renovated	Kitchens	Baths	Condition	Layout	Total
1985	0	Typical	Typical	Average	Typical	63,825
<b>Functional Obsolescence</b>		<b>Economic Obsolescence</b>		<b>Phys. %</b>	<b>Func. % Econ. %</b>	<b>Value(Rcnld)</b>
None		None		87%	100% 150%	83,292

**Outbuildings/Additions/Improvements**

Description	Year	Units	Grade	RCN	Cond	Phy	Func	Econ	Value Rcnld
Open Frame Porch	1985	56	B 100	818	Avg.	87%	100%	150%	1,068
Encl Frame Porch	1985	120	B 100	1720	Avg.	87%	100%	150%	2,244
Frame Garage	1985	360	B 100	6844	Avg.	87%	100%	150%	8,931
1,056 SFLA		78.88 = \$/SFLA (4)							
Outbuilding Total									12,243

**Calc. Land**

45,400 **Calc. Bldg**

95,500 **Total**

140,900

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**MEMO**

To: Susan Lessard

From: Kelly Karter



Date: October 30, 2013

Subject: Medical Care Development; DBA Hampden Meadows

---

In accordance with the Service Charge Ordinance approved by the Hampden Town Council on May 18, 1992, I submit the following calculations for the 2013/2014 fiscal year.

Property Owner: Medical Care Development; DBA Hampden Meadows

Property Location: 1282 Kennebec Road  
Hampden, Maine 04444

Legal Description: Map 1 Lot 23-A  
Book 5818 Page 81

2013 Municipal Budget	\$6,825,830 (Original Budget Less Gen. Asst. of \$10,000)
Divided By Total Valuation	\$592,465,500(=0.011521)
Times the Just Value	\$ 456,900
Service Charge Due	\$ 5,263.94

**MEMO**

To: Property Owner

From: Town of Hampden

Date: November 4, 2013

Subject: Medical Care Development; DBA Hampden Meadows

---

In accordance with the Service Charge Ordinance approved by the Hampden Town Council on May 18, 1992, the council approved the following Service Charge fee for 2013/2014 fiscal year on November 4, 2013.

When you have completed your financial information for the year ending June 30, 2013, please submit your gross income if you feel the fee exceeds 2% of your gross income. This information should be submitted to the Town Manager for review by the Hampden Town Council.

Property Owner: Medical Care Development; DBA Hampden Meadows

Property Location: 1282 Kennebec Road  
Hampden, Maine 04444

Legal Description: Map 1 Lot 23-A  
Book 5818 Page 81

2013 Municipal Budget      \$6,825,830 (Original Budget Less Gen. Asst. of \$10,000)

Divided By Total Valuation    \$592,465,500 (= 0.011521)

Times the Just Value          \$    456,900

Service Charge Due            \$        5,263.94



**MEMO**

To: Susan Lessard

From: Kelly Karter *Karter*

Date: October 30, 2013

Subject: The Housing Foundation

---

In accordance with the Service Charge Ordinance approved by the Hampden Town Council on May 18, 1992, I submit the following calculations for the 2013/2014 fiscal year.

Property Owner: The Housing Foundation

Property Location: 113 Western Avenue  
Hampden, Maine 04444

Legal Description: Map 31 Lot 8  
Book 4249 Page 321

2013 Municipal Budget	\$6,825,830 (Original Budget Less Gen. Asst. of \$10,000)
Divided By Total Valuation	\$592,465,500 (=0.011521)
Times the Just Value	\$ 1,908,800
Service Charge Due	\$21,991.28

**MEMO**

To: Property Owner

From: Town of Hampden

Date: November 4, 2013

Subject: The Housing Foundation

---

In accordance with the Service Charge Ordinance approved by the Hampden Town Council on May 18, 1992, the council approved the following Service Charge fee for the 2013/2014 fiscal year on November 4, 2013.

When you have completed your financial information for the year ending June 30, 2013, please submit your gross income if you feel the fee exceeds 2% of your gross income. This information should be submitted to the Town Manager for review by the Hampden Town Council.

Property Owner: The Housing Foundation

Property Location: 113 Western Avenue  
Hampden, Maine 04444

Legal Description: Map 31 Lot 8  
Book 4249 Page 321

2013 Municipal Budget      \$6,825,830 (Original Budget Less Gen. Asst. of \$10,000)

Divided By Total Valuation    \$592,465,500 (=0.011521)

Times the Just Value          \$ 1.908.800

Service Charge Due            \$21,991.28

Hampden  
 Name: HOUSING FOUNDATION, THE  
 (ROE VILLAGE - HAMPDEN)

**Valuation Report**

10/30/2013

Page 1

Account: 2413 Card: 1 of 1

Map/Lot:

31-0-008

Location:

113 WESTERN AVE

Neighborhood 21 Residential B

Zoning/Use Residential B  
 Topography /Level  
 Utilities /All Public  
 Street Paved

Reference 1

Reference 2

Tran/Land/Bldg 1 1 67

X Coordinate 0 Y Coordinate 0

Exemption(s) 66 0 0 Land Schedule 4

**Land Description**

Units	Method - Description	Price/Unit	Total	Fctr	Influence	Value
2.50	Acres-Improved Site	54,945.00	137,363	100%		137,363
1.50	Acres-Rear Land 1	3,300.00	4,950	100%		4,950
Total Acres 4					Land Total	142,313

**Commercial Description**

Occupancy Type	Apartments								
Class & Quality	Frame.....Exc.								
# Dwelling Units	30								
Exterior	Vinyl								
Stories & Height	1 STORY @ 8'								
Heating/Cooling	Hot Water/Radiant								
Built	1991								
Remodeled	0								
Base Cost/Sqft		58.77							
Heat-Cool/Sqft	+	6.92							
Total		65.69							
Size Factor	X	0.957							
Adjusted Cost/Sqft		62.87							
Total Square Feet	X	17,980							
Replacement Cost		1,130,403							
Condition	Very Good								
% Good Physical	X	.91							
Functional	X	1.00							
Subtotal		1,028,667							
Economic Factor	X 1.650								
			Total Value					1,697,301	

Data used for calculations supplied by Marshall & Swift which hereby reserves all rights herein. Copyright 2013, Marshall & Swift.

**Outbuildings/Additions/Improvements**

Description	Year	Units	Grade	RCN	Cond	Percent Good			Value Rcnld
						Phy	Func	Econ	
Slab	1991	4495	C 100	11372	V.G.	91%	100%	165%	17,076
Slab	1991	4495	C 100	11372	V.G.	91%	100%	165%	17,076
Slab	1991	4495	C 100	11372	V.G.	91%	100%	165%	17,076
Slab	1991	4495	C 100	11372	V.G.	91%	100%	165%	17,076
Slab	1997	240	C 100	607	Avq.	92%	100%	165%	921
17,980 SF		98.25 = \$/SF (4)							69,225
						Outbuilding Total			69,225

**Calc. Land**

142,300 **Calc. Bldg**

1,766,500 **Total**

1,908,800

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TOWN OF HAMPDEN

SERVICE CHARGE ORDINANCE

Sec. 1. Authority. This Ordinance is enacted pursuant to 30-A M.R.S.A. § 3001 and 36 M.R.S.A. § 652(1)(L).

Sec. 2. Purpose. The purpose of this Ordinance is to establish an annual service charge to recover the cost of providing municipal services, other than education and general assistance, to owners and/or occupants of certain institutional and organizational real property which is otherwise exempt from state or municipal taxation.

Sec. 3. Creation of Service Charge. An annual service charge is hereby established, effective with the municipal fiscal year commencing on July 1, 1992. The service charge shall be levied by the municipal officers against all residential property owned by an organization or institution if the property is otherwise totally exempt from property taxation and is used to provide rental income. The service charge shall not apply to student housing or parsonages.

Sec. 4. Calculation of Service Charge. The service charge shall be calculated according to the actual cost of providing municipal services to the property in question and the persons who use that property. Municipal services shall include, without limitation, the following: fire protection, police protection, road maintenance and construction, traffic control, snow and ice removal, sewer service, sanitation services, and any other services. For the purpose of this Ordinance, municipal services shall not include education and general assistance. The service charge for each property shall be determined in accordance with the following formula:

$$\frac{B}{V} \times JV = SC$$

where:

B = Budget for the current fiscal year for municipal services, except education and general assistance

V = Total taxable valuation of municipality for the current fiscal year

JV = Just Value of property in question

SC = Service Charge of property in question.

The Assessor shall provide the municipal officers with the following information at the time of the annual tax commitment: (1) list of property to which a service charge is applicable under this ordinance, (2) total taxable valuation of the municipality for the current fiscal year, and (3) the just value of the properties in question. The Town Manager shall provide the municipal officers with the amount of the budget for municipal services for the current fiscal year, along with a proposed service charge for each property based on the foregoing formula.

Sec. 5. Levy of Service Charge. The municipal officers shall levy the annual service charge on the tax exempt property subject to a service charge under this Ordinance, and shall establish a due date for payment of the same. The Treasurer shall send a statement to every affected property owner setting forth the amount of the service charge levied on the subject property.

Sec. 6. Limitation on Service Charges. The total service charges levied by the municipal officers under this Ordinance against any institution or organization shall not exceed 2% of the gross annual revenues of that institution or organization. Provided, however, that in order to qualify for the foregoing limitation, the institution or organization shall file with the municipal officers an audit of the revenues of the institution or organization for its last fiscal year which ended immediately prior to the municipal fiscal year for which the service charge was levied. The municipal officers shall abate the service charge amount that is in excess of 2% of the gross annual revenues.

Sec. 7. Collection. Unpaid service charges shall be collected in any manner available to the municipality, including, without limitation, the procedure provided in 38 M.R.S.A. § 1208, as may be amended from time to time.

Sec. 8. Use of Revenues. Revenues accrued from service charges shall be used, as much as possible, to fund the cost of providing the municipal services which were considered in calculating the service charges.

Sec. 9. Appeals. Any institution or organization may challenge the decision of the municipal officers to levy a particular service charge or the amount of a particular service charge by filing an appeal with the Board of Assessment Review. Such appeals shall be filed in writing with the Town Clerk within 60 days of the date on which notice is provided to the institution or organization by the Treasurer under Sec. 5 above indicating the amount of the service charge levied by the municipal officers. The Board of Assessment Review shall conduct a public hearing on the appeal and shall issue a written decision thereon within 60 days of the date that the appeal was filed with the Town Clerk. Failure to issue a decision on an appeal within 60 days of the date the application was filed shall be deemed to

be a denial thereof. The appeal shall be processed in accordance with all applicable laws or ordinances, and such rules of procedure as may be established by or for the Board of Assessment Review. Any decision by the Board may be appealed to Superior Court by an aggrieved party pursuant to Rule 80B of the Maine Rules of Civil Procedure.

Sec. 10. Severability. Should any provisions of this Ordinance be declared invalid by the Courts, such decision shall not invalidate any other provision of this Ordinance.

*Approved by Council 5-18-92*  
*Effective 6-17-92*



Denise Hodsdon <clerk@hampdenmaine.gov>

C-4-a

**P&D Actions of November 6, 2013**

1 message

Dean Bennett <economicdevelopment@hampdenmaine.gov>

Tue, Nov 12, 2013 at 3:34 PM

To: Sue Lessard <manager@hampdenmaine.gov>

Cc: Denise Hodsdon <clerk@hampdenmaine.gov>, Gretchen Heldmann <gheldmann@hampdenmaine.gov>

Sue,

Here are two actions items from last Wednesdays P&D Meeting.

Actions from the November 6, 2013 Meeting

Motion:

It was moved and seconded to recommend to Town Council the approval and subsequent signing of the "Exclusive Authorization to Sell" with Epstein Commercial Real Estate. Vote: 4-0 (Authorization Attached)

Motion:

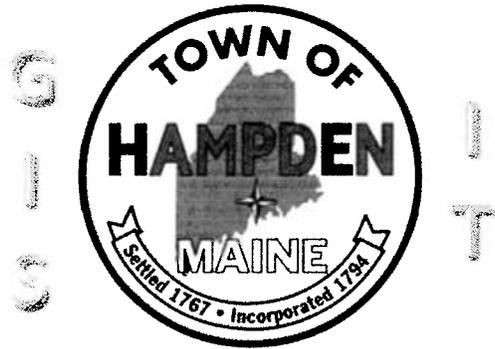
It was moved and seconded to recommend to Town Council the approval of an appropriation of up to \$13,000 from the GIS Mapping Reserve for the town's portion of costs related to the GeoLibrary Board's Orthoimagery Update Program. Vote: 3-1

Thank You,  
Dean

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

CLEAN Hamp BC Pk 9 26 rev tar 11 04 13.doc  
61K

# MEMO



**To:** Susan Lessard & Town Council  
**From:** Gretchen Heldmann  
**Date:** 11/13/2013  
**Re:** Reserve Request for 03-731-00

**Message:**

Per the Planning & Development Committee recommendation at their 6 November 2013 meeting, this is a request to expend up to \$13,000 to participate in the GeoLibrary Board's orthoimagery update program, monies to be used to buy-up to six-inch resolution imagery for the entire town in 2014.

We last flew imagery in 2006 at six-inch resolution for a cost of nearly \$40,000. This program will save us over 60% and will update the nearly eight year old imagery. As with any technology, eight years old is getting up there in age – most computers would have been replaced by this point, for example. The economies of scale make this program have great cost-savings, and the return on investment in imagery has been demonstrated in the GeoLibrary Board's Return on Investment study (minimum 400% return). The program provides a base resolution of two-foot if we do not buy-up; the cost is split in even thirds among the county, state, and federal governments.

In Hampden, we have used imagery for a variety of purposes, ranging from comp plan maps to shoreland zone updates, to the waterfront marina deal, to providing the imagery to a number of local businesses for their own site location development and study purposes.

Additional note: The Penobscot County Budget Committee met on 12 November 2013 and voted unanimously to fund their 1/3 share for the 2014 flight.

I am happy to provide details at the meeting if needed.

Thank you,



PO Box 249 – 349 Coldbrook Road, Hampden, ME 04444 - 207-862-4070 [www.hobouchard.com](http://www.hobouchard.com)

---

Hampden Town Council  
106 Western Avenue  
Hampden, ME 04444

12 November 2013

Dear Councilors,

On behalf of H.O. Bouchard, Inc., I am writing in support of the Town of Hampden participating in a buy-up to six-inch resolution imagery as part of the Maine GeoLibrary Board's proposal to update orthophotography/aerial imagery for Penobscot County in 2014, and the entire State of Maine on a five-year cycle. Updated imagery is critical to the work that we do, and the GeoLibrary Board's plan is a fair and extremely economical way to do it.

We have been working with the Town on development plans for the Coldbrook Road so-called "triangle area". Updated imagery is an important component to keeping this work going and being able to make the best and most informed decisions possible. It is also important to have access to imagery that we and our consultants can legally use in our mapping – which we cannot do with Google Earth imagery as it violates their terms of use policy. This program would also provide imagery with known accuracy specifications, which is another thing the Google Earth imagery lacks – and those specifications are important to know for mapping, engineering, and surveying.

The value of this program is in economies of scale. Last time Hampden updated its imagery in 2006, it cost nearly \$40,000 for six-inch resolution imagery. With this program, the Town can buy-up to the same six-inch resolution for just \$13,000 – this is a savings of over 60%. I understand there is a town reserve account for this exact purpose, and there is more than enough money in the reserve. I urge you to use that reserve and fund this buy-up.

Your support is crucial in this endeavor; I urge you to please support the Town of Hampden participating in a buy-up to six-inch resolution as part of the GeoLibrary Board's orthophotography update plan. Thank you for your consideration.

Sincerely,

  
Brian H. Bouchard  
President / CEO

# **SARGENT**

C O R P O R A T I O N

*Excellence for Generations*

November 12, 2013

Hampden Town Council  
106 Western Avenue  
Hampden, ME 04444

Dear Councilors,

On behalf of Sargent Corporation, I am writing in support of the Town of Hampden participating in a buy-up to six-inch resolution imagery as part of the Maine GeoLibrary Board's proposal to update orthophotography/aerial imagery for Penobscot County in 2014, and the entire State of Maine on a five-year cycle. Updated imagery is critical to the work that we do, and the GeoLibrary Board's plan is a fair and extremely economical way to do it.

We use imagery frequently in our line of work, as it is helpful when applying to the Town or State for various types of permits related to earthwork and construction. Whether it is site preparation earthwork or managing our aggregate resource locations, it is critical to have updated imagery. It is also important to have access to imagery that we can legally use in our mapping – which we cannot do with Google Earth imagery as it violates their terms of use policy. This program would also provide imagery with known accuracy specifications, which is another thing the Google Earth imagery lacks – and those specifications are important to know for mapping, engineering, and surveying.

The value of this program is in economies of scale. Last time Hampden updated its imagery in 2006, it cost nearly \$40,000 for six-inch resolution imagery. With this program, the Town can buy-up to the same six-inch resolution for just \$13,000 – this is a savings of over 60%. I understand there is a town reserve account for this exact purpose, and there is more than enough money in the reserve. I urge you to use that reserve and fund this buy-up.

Your support is crucial in this endeavor; I urge you to please support the Town of Hampden participating in a buy-up to six-inch resolution as part of the GeoLibrary Board's orthophotography update plan. Thank you for your consideration.

Sincerely,



Herbert R. Sargent  
President,

**Main Office**  
378 Bennoch Road  
P.O. Box 435  
Stillwater, Maine 04489  
Phone: 207/827-4435  
Fax: 207/827-6150

**Bangor Regional Office**  
489 Odlin Road  
Suite 101  
Bangor, Maine 04401  
Phone: 207/990-1735  
Fax: 207/990-2432

**Mid-Atlantic Regional Office**  
11139 Air Park Road  
Suite 1  
Ashland, VA 23005  
Phone: 804/368-7118  
Fax: 804/368-7387



www.maine.gov

# MAINE OFFICE OF GEOGRAPHIC INFORMATION SYSTEMS

Dept. of Administrative & Financial Services

Office of Information Technology

145 State House Station, 51 Commerce Drive, Augusta, ME 04333-0145

Voice: 207-624-7700 | TTY 888-577-6690



www.maine.gov/megis

Paul LePage  
Governor

Sawin Millett  
Commissioner

Jim Smith  
Chief Information Officer

Michael Smith  
State GIS Manager

## Memorandum of Agreement

Between the City of Ellsworth

and the Maine Office of GIS

Regarding Collection of Orthoimagery

DRAFT – CONTINGENT UPON COUNTY FUNDING

### 1. Project Duration

This MOA will remain in effect until December 31, 2014 or can be rescinded by either party with thirty (30) days' notice or amended as agreed upon by both parties.

### 2. Project Description

The Maine Office of GIS (MEGIS) provides geospatial data and support to the GIS community in Maine. As part of that mission, MEGIS supports the programs of the Maine GeoLibrary, including the Maine Orthoimagery Program.

The Maine Library of Geographic Information (GeoLibrary) serves as the State coordinating body for mapping data and is implementing a 5-year program to acquire new aerial photography (orthoimagery) for the State. This program allows municipalities to "buy up" their area to a higher quality than would otherwise be needed at the State level. This program is being implemented by the GeoLibrary and MEGIS.

In this project, MEGIS and the City of Ellsworth ("Town") will work cooperatively with several other entities to acquire aerial orthoimagery in 2014 based on the parameters outlined below.

### 3. Statement of Work

This is an agreement for MEGIS to collect funding from the Town as part of the State's orthoimagery contract with Woolpert, Inc. Specifically, MEGIS will:

- Collect funding in the amount of \$ 16,000 from the Town
- Keep this funding in a separate account specifically for orthoimagery collection
- Provide the resulting data to the Town within 30 days of the data's final delivery

Initial deliverables will be satisfied no later than September 15, 2014. In the unlikely event the orthoimagery collection is not carried out, MEGIS agrees to immediately return the funding to the Town.

#### Important Dates:

- January 1, 2014 - this MOA must be signed
- February 15, 2014 - 100% Town funding must be provided to MEGIS
- March 30, 2014 - MEGIS must provide 50% funding to Woolpert
- July 1, 2014 - First data delivery due and 20% funding to Woolpert
- September 15, 2014 - Last data delivery due and 20% funding to Woolpert
- October 15, 2014 - Final Acceptance and remaining 10% due to Woolpert

#### 4. Funding and Resources

The Town shall provide funding in the amount of \$ 16,000. MEGIS shall invoice the Town for the full amount upon execution of this agreement.

#### 5. Deliverables

MEGIS will deliver orthoimagery as follows to the Town:

1. Imagery to be delivered as 4-band GeoTIFFs with no compression
  - bands to include red, blue, green and near-infrared (828-887nm)
  - Imagery collected during leaf-on conditions in the Spring of 2014 with digital Leica ADS40/80 instruments
  - Pixel resolution of 6" with ASPRS Level 2 accuracy (RMSE = 2') or better
  - Complete coverage based on the tile structure
  - Sun angle greater than 30 degrees
  - Streams within their normal banks attempted
  - No clouds, snow, fog, haze, smoke, or other ground obstructing conditions
  - Less than 5% cloud cover, tip average 1 degree or less, tilt average one degree or less, crab average 3 degrees or less
  - Shadows and building lean to be handled with subsequent data
  - Spectral reflectance from water will not obscure shoreline features
2. Ground control data to be delivered in the format provided by Woolpert
3. Elevation data (DEMs, DTMs, etc.) to be delivered in the format provided by Woolpert
4. FGDC-compliant metadata to be delivered

#### 6. Staffing

Staffing for the project shall be comprised as follows:

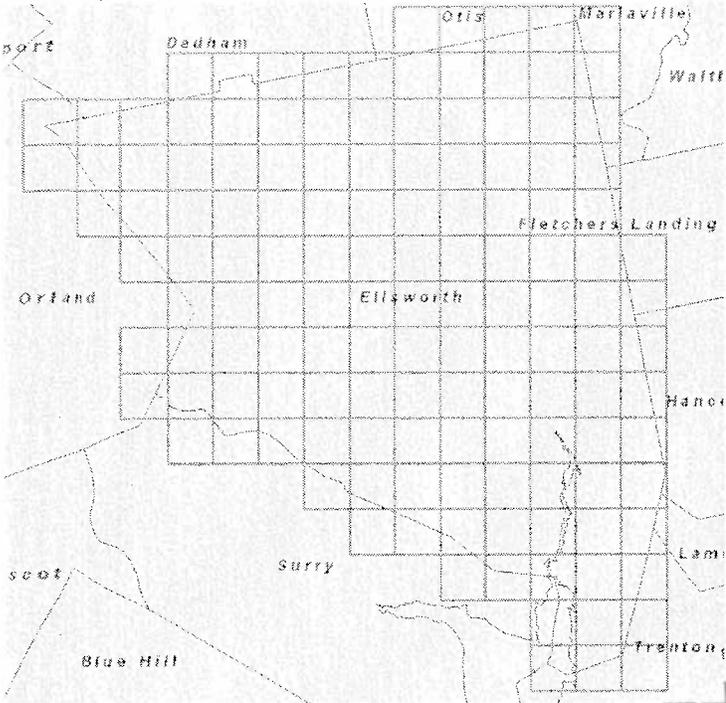
Town Administrative Contact – xxxxx

Town Technical Contact – xxxxx

MEGIS project contact -Joseph Young

MEGIS manager -Michael Smith

## 7. Project Area



Agreed

\_\_\_\_\_  
Michael Smith  
State GIS Manager  
Maine Office of GIS

\_\_\_\_\_  
DATE

\_\_\_\_\_  
XXXXX  
City of Ellsworth, Maine

\_\_\_\_\_  
DATE

C-4-C

- 395 State Street
- Ellsworth, ME 04605
- [www.mrcmaine.org](http://www.mrcmaine.org)



To: MRC Membership  
From: Greg Louder, MRC Clerk  
Date: October 30, 2013  
*Greg Louder*  
**RE: MRC Board of Directors Election Ballot**

---

Please find enclosed a MRC Board of Directors election ballot. Ballots cast in this election will determine the election of three (3) Directors to serve on the MRC Board of Directors for three-year terms from January 1, 2014 through December 31, 2016.

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

Ballots must be returned to MRC before 5:00 pm, December 10, 2013. A self-addressed, stamped envelope is enclosed for your convenience.

The election results will be read at the MRC Annual Meeting held at 3:00 P.M. on December 11, 2013.

**Note: Vote must be cast for one candidate only.**

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

# Voting Ballot

- ◆ To fill three positions for a three year term from January 1, 2014 to December 31, 2016  
(3 highest vote totals)

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

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

---

## **VOTE FOR ONE INDIVIDUAL ONLY**

**→ *More than one checked box will invalidate the ballot* ←**

- James Guerra - Rockport
- W. Elery Keene – Winslow
- Matthew S. Pineo – Brownville
- Chip Reeves – Bar Harbor

**Please return this ballot no later than 5:00 p.m., DECEMBER 10, 2013 to:**

Municipal Review Committee, Inc.  
395 State Street  
Ellsworth, Maine 04605  
Or  
FAX to (207) 667-2099

**RESULTS OF THIS ELECTION WILL BE READ AT THE MRC ANNUAL MEETING  
TO BE HELD DECEMBER 11, 2013 at 3 PM**

### **Biography for James Guerra**

Jim Guerra has been working on both municipal and industrial solid waste issues since the early '80s. He currently manages Mid Coast Solid Waste and Tri County solid Waste, ten municipalities in total, and sits on the Board of Directors for the Maine Resource Recovery Association. Jim has worked primarily on re-use and recycling during his career and has experience in industrial composting, land application, office waste paper and non-ferrous metal recycling and considerable involvement in an effort to implement new technology in the paper industry for recycling difficult to handle laminated grades of paper. Jim vigorously believes in the strength provided to municipalities gathered under the MRC and happily resides in Hope where he plans to remain. B.S. in Agricultural Sciences U.M.O.

### **Biography for Elery Keene**

Elery Keene has lived in Winslow since January, 1970. He has been a member of the Winslow Planning Board since 1971. He was employed as Executive Director of the Kennebec Valley Council of Governments from November, 1969 through June 2001. He has been a member of the PERC Municipal Review Committee since 1987, except for a one or two year period in the 1990's. He has a Bachelor's and Master's degree in Civil Engineering from the University of Maine and a Master's degree in Urban and Regional Planning from the University of Wisconsin. He has worked with municipalities in the Kennebec valley region on Solid waste management issues since 1970. He has been a member of the Board of directors of the PERC Municipal Review committee most of the time since it was created, taking a two year break sometime before the year 2000.

### **Biography for Matthew S. Pineo**

22 years in Corporate Management, 5 years as a Town Manager (due to be certified in October.) Chairman and CEO of Penquis Solid Waste Corporation 2 ½ years. Treasurer of Penobscot Valley Refuse Disposal District. Vice President of Piscataquis County Economic Development Council 2 ½ years. Representative District #27 for Maine Municipal Association Legislative Policy Committee. Maine Municipal Association Ethics Committee, Membership Retention Committee and Professional Development Committee.

### **Biography for Charles (Chip) Reeves**

Chip Reeves has lived in Bar Harbor for most of his life, graduating from the University of Maine with a BS in Construction Management. Mr. Reeves has been the Public Works Director for the Town of Bar Harbor since 1997, where part of his duties include managing the Solid Waste Division. As Public Works Director, he has been dedicated to managing the Town of Bar Harbor's waste stream in order to reduce costs while still maintaining quality service levels that local taxpayers expect. Chip has been on the board for the past three years, the past year as its President. Chip is deeply involved in the negotiation and strategic decision making processes that the MRC Board of Directors are undertaking regarding the March 31, 2018 contract expiration date between the MRC Charter Municipalities and PERC.



# Pizza Gourmet

60 Main Road North Ste. A  
Hampden, Maine 04444  
(207) 862-6900

C-4-d

October 23, 2013

Town Council  
Town of Hampden  
106 Western Avenue  
Hampden, ME 04444

Dear Town Council:

Enclosed is our application for renewal of our Liquor License. Please consider this our request to waive the public hearing.

Thank you,

Brian Carlisle  
Pizza Gourmet

**Department of Public Safety  
Division**



**Liquor Licensing & Inspection**

Promise by any person that he or she can expedite a liquor license through influence should be completely disregarded. To avoid possible financial loss an applicant, or prospective applicant, should consult with the Division before making any substantial investment in an establishment that now is, or may be, attended by a liquor license.

<b><u>BUREAU USE ONLY</u></b>	
License No. Assigned:	
Class:	
Deposit Date:	
Amt. Deposited:	

**PRESENT LICENSE EXPIRES** \_\_\_\_\_

**INDICATE TYPE OF PRIVILEGE:**  MALT  SPIRITUOUS  VINOUS

**INDICATE TYPE OF LICENSE:**

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

**REFER TO PAGE 3 FOR FEE SCHEDULE**

**ALL QUESTIONS MUST BE ANSWERED IN FULL**

<b>1. APPLICANT(S)</b> (Sole Proprietor, Corporation, Limited Liability Co., etc.) <i>Country meadow Inc</i> DOB: _____		<b>2. Business Name (D/B/A)</b> <i>Pizza Gourmet</i>	
DOB: _____		Location (Street Address) <i>60 Main Rd No Ste A</i>	
DOB: _____		City/Town State Zip Code <i>Hampden ME 04444</i>	
Address <i>60 Main Rd No Ste A</i>		Mailing Address <i>same</i>	
City/Town State Zip Code <i>Hampden ME 04444</i>	City/Town State Zip Code <i>same</i>		
Telephone Number <i>207 862 6900</i>	Fax Number <i>207 862 6666</i>	Business Telephone Number <i>207 862 6900</i>	Fax Number
Federal I.D. # <i>01-0451740</i>	Seller Certificate # <i>0240282</i>		

3. If premises are a hotel, indicate number of rooms available for transient guests: \_\_\_\_\_
4. State amount of gross income from period of last license: ROOMS \$ \_\_\_\_\_ FOOD \$ *447141.00* LIQUOR \$ *3819.00*
5. Is applicant a corporation, limited liability company or limited partnership? YES  NO

complete Supplementary Questionnaire ,if YES

6. Do you permit dancing or entertainment on the licensed premises? YES  NO
7. If manager is to be employed, give name: *Paul Stratton*
8. If business is NEW or under new ownership, indicate starting date: \_\_\_\_\_
- Requested inspection date: \_\_\_\_\_ Business hours: \_\_\_\_\_
9. Business records are located at: *60 Main Rd No Ste A*
10. Is/are applicants(s) citizens of the United States? YES  NO

11. Is/are applicant(s) residents of the State of Maine? YES  NO

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

Name in Full (Print Clearly)	DOB	Place of Birth
Brian Carlisle	2-14-51	Bangor
Ganthea (Connors) Carlisle	3-8-59	Bangor
Paul Stratton	2-9-79	Bangor

Residence address on all of the above for previous 5 years (Limit answer to city & state)  
Newburgh, ME  
Frankfort, ME

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

Name: \_\_\_\_\_ Date of Conviction: \_\_\_\_\_  
Offense: \_\_\_\_\_ Location: \_\_\_\_\_  
Disposition: \_\_\_\_\_

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

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

16. Does/do applicant(s) own the premises? Yes  No  If No give name and address of owner: CRT PO Box 880728 Port St. Lucie FL

17. Describe in detail the premises to be licensed: (Supplemental Diagram Required)  
60 Maine Rd No Ste A

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

19. What is the distance from the premises to the NEAREST school, school dormitory, church, chapel or parish house, measured from the main entrance of the premises to the main entrance of the school, school dormitory, church, chapel or parish house by the ordinary course of travel? 1/2 mile Which of the above is nearest? School + Church

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

If YES, give details: \_\_\_\_\_

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

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

Dated at: Hampden ME on 10-23-13, 20 13  
Town/City, State Date

Brian Carlisle Pres  
Signature of Applicant or Corporate Officer(s)  
Brian Carlisle

Please sign in blue ink

Signature of Applicant or Corporate Officer(s)

Print Name

Print Name

**NOTICE – SPECIAL ATTENTION**

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

**THIS APPROVAL EXPIRES IN 60 DAYS.**

**FEE SCHEDULE**

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

**FILING FEE**.....\$ 10.00

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

All fees must accompany application, made payable to: **TREASURER, STATE OF MAINE. – DEPARTMENT OF PUBLIC SAFETY, LIQUOR LICENSING AND INSPECTION DIVISION, 164 STATE HOUSE STATION, AUGUSTA ME 04333-0164.** Payments by check subject to penalty provided by Sec. 3, Title 28A, MRS.

STATE OF MAINE

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

On: November, 2013  
Date

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

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

THIS APPROVAL EXPIRES IN 60 DAYS

NOTICE – SPECIAL ATTENTION

§ 653. Hearings; bureau review; appeal

1. **Hearing.** The municipal officers or, in the case of unincorporated places, the county commissioners of the county in which the unincorporated place is located, shall hold a public hearing for the consideration of applications for new on-premise licenses and applications for transfer of location of existing on-premise licenses. The municipal officers or county commissioners may hold a public hearing for the consideration of requests for renewal of licenses, except that when an applicant has held a license for the prior 5 years and a complaint has not been filed against the applicant within that time, the applicant may request a waiver of the hearing.

A. The bureau shall prepare and supply application forms. [1993, c.730, §27(amd).]

B. The municipal officers or the county commissioners, as the case may be, shall provide public notice of any hearing held under this section by causing a notice, at the applicant's prepaid expense, stating the name and place of hearing, to appear on at least 3 consecutive days before the date of hearing in a daily newspaper having general circulation in the municipality where the premises are located or one week before the date of the hearing in a weekly newspaper having general circulation in the municipality where the premises are located. [1995, c.140, §4 (amd).]

C. If the municipal officers or the county commissioners, as the case may be, fail to take final action on an application for a new on-premise license, for transfer of the location of an existing on-premise license or for renewal of an on-premise license within 60 days of the filing of an application, the application is deemed approved and ready for action by the bureau. For purposes of this paragraph, the date of filing of the application is the date the application is received by the municipal officers or county commissioners. This paragraph applies to all applications pending before municipal officers or county commissioners as of the effective date of this paragraph as well as all applications filed on or after the effective date of this paragraph. This paragraph applies to an existing on-premise license that has been extended pending renewal. The municipal officers or the county commissioners shall take final action on an on-premise license that has been extended pending renewal with 120 days of the filing of the application. [1999, c.589, §1 (amd).]

2. **Findings.** In granting or denying an application, the municipal officers or the county commissioners shall indicate the reasons for their decision and provide a copy to the applicant. A license may be denied on one or more of the following grounds:

A. Conviction of the applicant of any Class A, Class B or Class C crime: [1987, c.45, Pt.A§4 (new).]

B. Noncompliance of the licensed premises or its use with any local zoning ordinance or other land use ordinance not directly related to liquor control; [1987, c.45, Pt.A§4(new).]

C. Conditions of record such as waste disposal violations, health or safety violation or repeated parking or traffic violations on or in the vicinity of the licensed premises and caused by persons patronizing or employed by the licensed premises or other such conditions caused by persons patronizing or employed by the licensed premises that unreasonably disturb, interfere with or affect the ability of persons or businesses residing or located in the vicinity of the licensed premises to use their property in a reasonable manner; [1993, c.730, §27 (amd).]

D. Repeated incidents of record of breaches of the peace, disorderly conduct, vandalism or other violations of law on or in the vicinity of the licensed premises and caused by persons patronizing or employed by the licensed premises; [1989, c.592,§3 (amd).]

E. A violation of any provision of this Title; and [1989, c.592, §3 (amd).]

F. A determination by the municipal officers or county commissioners that the purpose of the application is to circumvent the provisions of section 601. [1989, c.592, §4 (new).]

[1993, c.730, §27 (amd).]

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

A. [1993, c.730, §27 (rp).]

4. **No license to person who moved to obtain a license. (REPEALED)**

5. **(TEXT EFFECTIVE 3/15/01) Appeal to District Court.** Any person or governmental entity aggrieved by a bureau decision under this section may appeal the decision to the District Court within 30 days of receipt. Upon resolution of the appeal, if an applicant's license renewal is denied, the bureau shall refund the applicant the prorated amount of the unused license fee.

STATE OF MAINE  
**Liquor Licensing & Inspection Unit**  
 164 State House Station  
 Augusta, Maine 04333-0164  
 Tel: (207) 624-7220 Fax: (207) 287-3424

**SUPPLEMENTARY QUESTIONNAIRE FOR CORPORATE APPLICANTS, LIMITED LIABILITY COMPANIES AND LIMITED PARTNERSHIPS**

1. Exact Corporate Name: Country meadow Inc  
 Business D/B/A Name: Pizza Gourmet
2. Date of Incorporation: 10-89
3. State in which you are incorporated: Maine
4. If not a Maine Corporation, date corporation was authorized to transact business within the State of Maine:  
 \_\_\_\_\_
5. List the name and addresses for previous 5 years, birth dates, titles of officers, directors and list percent of stock owned:

Name	Address Previous 5 Years	Birth Date	% of Stock	Title
Brian Carlisle	69 Thurlow Rd Newburgh	2-14-51	50	Pres
Cynthia Carlisle	" "	3-8-59	50	Trea

6. What is the amount of authorized stock? \_\_\_\_\_ Outstanding Stock? \_\_\_\_\_
7. Is any principal officer of the corporation a law enforcement official? ( ) YES (X) NO
8. Has applicant(s) or manager ever been convicted of any violation of the law, other than a minor traffic violation(s), of the United States? ( ) YES (X) NO.
9. If yes, please complete the following: Name: \_\_\_\_\_

Date of Conviction: \_\_\_\_\_ Offense: \_\_\_\_\_

Location: \_\_\_\_\_ Disposition: \_\_\_\_\_

Dated at: \_\_\_\_\_ City/Town On: \_\_\_\_\_ Date

B. Carlisle Pres Date: 10-22-13  
 Signature of Duly Authorized Officer  
Brian Carlisle  
 Print Name of Duly Authorized Officer

**MARINE DEPT OF  
PUBLIC SAFETY**

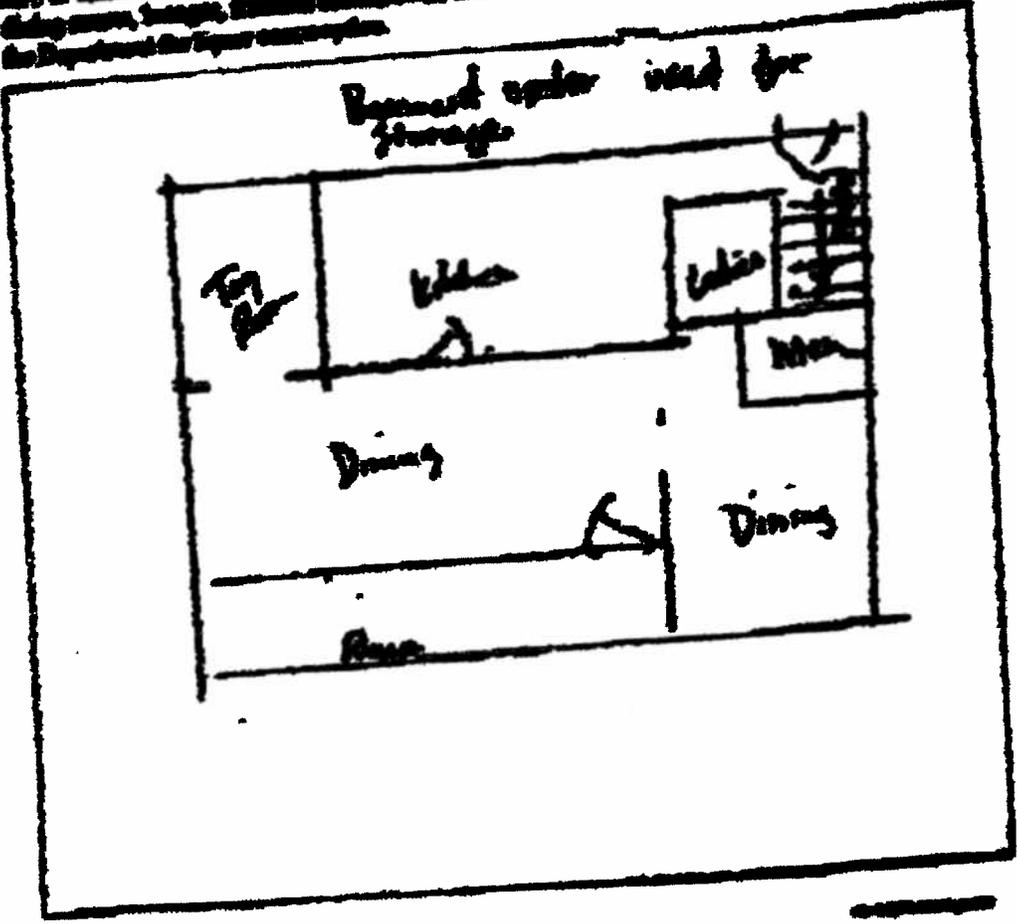
**STATE OFFICER**  
Marine Training & Inspection Division  
100 State Street, Boston  
Boston, MA 02109-0100  
Tel: (617) 521-2745 Fax: (617) 521-2553



**SUPPLEMENTAL APPLICATION FORM  
CUTOFF-FURNISHING DIAGRAM**

It is vital to clearly define your layout plans and to show the arrangement and storage of items in detail. The Marine Training & Inspection Division is requiring all applicants to submit a diagram of the structure to be furnished in addition to a completed license application.

Diagrams should be submitted on one sheet and drawn to as accurate a scale as possible. Be sure to show the center of your diagram including entrance, exits, fire, stairs, storage areas, display areas, storage, furniture, etc. and all areas that will be inspected appear from the Department's perspective.



Town of Hampden  
106 Western Avenue  
Hampden, Maine 04444



Phon  
Fax:  
email

C-4-e

### CERTIFICATE OF COMMITMENT OF SEWER USER RATES

To: Susan M. Lessard, the treasurer of the municipality of Hampden, Maine.

We, the undersigned municipal officers of the municipality of Hampden, Maine hereby certify and commit to you a true list of the sewer rates established by us pursuant to 30-A M.R.S.A §3406 for those properties, units, and structures required by local and state law to pay a sewer rate to the municipality, for the period beginning 07/01/13 and ending 09/30/13. This list is comprised of the pages numbered 1 to 1 inclusive which are attached to this certificate. The date(s) on which the rates included in this list are due and payable is (are) 11/27/13. You are hereby required to collect from each person named in the attached list his or her respective amount as indicated in the list, the sum total of those lists being \$ 135,537.84. You are hereby required to charge interest at a rate of 7 % per annum on any unpaid account balance beginning 11/28/13. You are hereby authorized to collect these rates and any accrued interest by any means legally available to you under State law. On or before 04/2014 you shall complete and make an account of your collections of the whole sum herein committed to you.

Given under our hands this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

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

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

Municipal Officers of the Town of Hampden, Maine



C-4-f

Denise Hodsdon <clerk@hampdenmaine.gov>

**updated phone info**

2 messages

**Gretchen Heldmann** <gheldmann@hampdenmaine.gov> Thu, Oct 31, 2013 at 5:08 PM  
To: Susan Lessard <manager@hampdenmaine.gov>, Denise Hodsdon <clerk@hampdenmaine.gov>, Kandy McCullough <kmccullough@hampdenmaine.gov>

Hi all,

Wanted to send an update regarding phones -

Please see attached phone estimate from OTT, which now includes the rebate amounts we would receive through Polycom (so equipment looks like it would end up around \$9,235). Amount budgeted in Tech Reserve acct for phone system upgrade: \$30,000. I don't believe all of that money is "in there" at this time, but enough years have gone by that there is more than enough in there to cover this proposed upgrade.

2 new 24-port PoE (Power Over Ethernet) switches: \$1,800 This was budgeted separately from phone upgrades in the Tech Reserve, as Networking Equipment. Budgeted was \$12,000 and I believe that is all in there currently.

Current balance of Tech Reserve: \$92,459.24 From this, I will be spending \$9,300ish on the new town office server. Also budgeted in this account are monies for grant match for new toughbooks for HPS (just replaced two ambulance ones), new HPS server, projectors, plotter, etc as they need to be replaced. The only items on the radar right now are the phone system, network equipment, and TO server. HPS server will be next year. Plotter will probably be next year. Projectors etc are as needed.

I will get Time Warner pricing next week.

All other questions I believe were answered in Julie's response to my email the other day.

Any other questions come up, please let me know.

Thanks,  
~G

---

Gretchen Heldmann, GISP  
GIS/IT Specialist, Town of Hampden  
Office Hours: Mon.-Thurs. 7:30am-6pm  
106 Western Avenue  
Hampden, ME 04444  
Phone: (207)862.4500 x142  
<http://www.hampdenmaine.gov/>  
**\*!NEW!\* Aerial Imagery for Maine!**  
<http://www.maine.gov/geolib/orthophotography.htm>

 **Phone Models and Polycom Rebates.pdf**  
46K

---

**Gretchen Heldmann** <gheldmann@hampdenmaine.gov>

Thu, Nov 7, 2013 at 4:39 PM

To: Susan Lessard <manager@hampdenmaine.gov>, Denise Hodsdon <clerk@hampdenmaine.gov>, Kandy McCullough <kmccullough@hampdenmaine.gov>

Hi all,

Time Warner pricing per our account manager:  
the free version we currently have is 7M down and 768K up on both modems (recall we have two modems here, one for town office and one for public safety)  
15M down 2M up \$120/mo  
35M down 5M up \$174/mo  
50M down 5M up \$250/mo

We should speak with OTT on what they recommend, but Time Warner recommended the 35/5. Each price should be multiplied by two, because it would be per modem.

A three year contract with Time Warner would need to be signed, but during that contract we can adjust the speed up or down.

Any questions please let me know.

Thanks,  
~G

---

Gretchen Heldmann, GISP  
GIS/IT Specialist, Town of Hampden  
Office Hours: Mon.-Thurs. 7:30am-6pm  
106 Western Avenue  
Hampden, ME 04444  
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<http://www.hampdenmaine.gov/>  
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<http://www.maine.gov/geolib/orthophotography.htm>

[Quoted text hidden]





900D Hammond St  
Bangor ME 04401  
207-992-9897

Town Of Hampden  
10/7/2013

OTT-COMMUNICATIONS

		3 yr term			5 yr term			COST COMP with TDS		Description	
Service Location	Service Type	Quantity	Cost EA	Ext Cost	Ext Cost	Notes					
Town Office	HPBX Enhanced Users	12	\$16.00	\$192.00	\$156.00	14 phones					
	HPBX Basic Users	2	\$10.00	\$20.00	\$16.00						
Police Station	HPBX Enhanced Users	5	\$16.00	\$80.00	\$65.00	19 phones					
	HPBX Basic Users	15	\$10.00	\$150.00	\$120.00	Need 1 Basic user for Paging system					
	VoiceMail only	20	\$3.00	\$60.00	\$60.00						
Public Works	HPBX Enhanced Users	1	\$16.00	\$16.00	\$26.00	1 phone					
	HPBX Basic Users	0	\$10.00	\$0.00	\$8.00						
Pool	HPBX Enhanced Users	1	\$16.00	\$16.00	\$13.00						
	HPBX Basic Users	2	\$10.00	\$20.00	\$24.00						
Rec Center	HPBX Enhanced Users	1	\$16.00	\$16.00	\$13.00						
	HPBX Basic Users	1	\$10.00	\$10.00	\$8.00	for ATA - CORDLESS PHONE base					
Library	HPBX Enhanced Users	2	\$16.00	\$32.00	\$26.00						
	HPBX Basic Users	1	\$10.00	\$10.00	\$8.00						
ALL LOCATIONS:	Toll at \$0.029 per minute	926.4	\$0.029	\$26.866	\$26.866				\$64.85	Toll at \$0.07 per minute	
	INTERNET with TDS	1	\$137.00	\$137.00	\$137.00	Does not include monthly taxes			\$726.95	Lines Charges with TDS	
COPPER LINES keeping WITH TDS		7	\$30.00	\$210.00	\$210.00				\$137.00	TDS INTERNET	
				<b>NEW monthly pricing before taxes:</b>		<b>CURRENT TDS charges before taxes:</b>					
				<b>\$916.87</b>		<b>\$928.80</b>					
<b>Hosted PBX Hardware, Installation &amp; Training</b>											
Service Location	Service Type	Quantity	Cost	Ext Cost	Ext Cost	Notes					
Town Office	Polycom 450 (3-line phone)	12	\$190.00	\$2,280.00							
	Polycom 335 (2-line phone)	2	\$125.00	\$250.00							
	Soundstation 5000 Conference	1	\$359.00	\$430.80							
	Polycom Power Supplies	2	\$20.00	\$40.00		CUSTOMER PROVIDING SWITCH WITH POE					
	Installation & Training	1	\$250.00	\$250.00							
	Hosted User Installation	1	\$700.00	\$700.00							
		<b>SUBTOTAL</b>		<b>\$3,950.80</b>							
Police Station	Polycom 450 (3-line phone)	10	\$155.00	\$1,550.00							
	Polycom 331 (2-line phone)	9	\$93.00	\$837.00							
	Polycom Power Supplies	1	\$20.00	\$20.00		CUSTOMER PROVIDING SWITCH WITH POE					
Public Works	Analog Terminal Adapter	1	\$75.00	\$75.00		For Overhead Paging System					
	Bogen UTI 1	1	\$150.00	\$150.00		For Overhead Paging System					
	Installation & Training	1	\$250.00	\$250.00							
	Hosted User Installation	1	\$1,200.00	\$1,200.00							
	<b>SUBTOTAL</b>		<b>\$4,082.00</b>								
Public Works	Polycom 450 (3-line phone)	1	\$155.00	\$155.00							
	Polycom Power Supplies	1	\$20.00	\$20.00							
	Installation & Training	1	\$50.00	\$50.00							
	<b>SUBTOTAL</b>		<b>\$50.00</b>								





Denise Hodsdon &lt;clerk@hampdenmaine.gov&gt;

---

**Updated Equipment Pricing Per Request!**

1 message

---

**Julie Downer** <julie.downer@ottcommunications.com>

Tue, Oct 8, 2013 at 9:54 AM

To: "Gretchen Heldmann (gheldmann@hampdenmaine.gov)" <gheldmann@hampdenmaine.gov>, "clerk@hampdenmaine.gov" <clerk@hampdenmaine.gov>, "kmccullough@hampdenmaine.gov" <kmccullough@hampdenmaine.gov>

Cc: Dan Baker <dan.baker@ottcommunications.com>

Hello Gretchen!

I know you have been out of the office, so I took this time to work on getting the Equipment fees reduced for The Town Of Hampden. I met with senior sales manager and expressed your need to have the Invoice below \$10,000. The attached update is what he has proposed and approved!! J

We still want to offer the first month of service free as we mentioned in September for any delays we may have caused in your process. I believe that credit should cover or help with the cost of the 2 POE switches you are looking to install for the system.

Please let us know what we can do next to help!

Best Regards,

Julie & Dan

Julie Downer

OTT Communications

(Office) 207 992-9897

Julie Downer Ottcommunications

---

**From:** Julie Downer**Sent:** Thursday, September 26, 2013 4:21 PM**To:** Gretchen Heldmann (gheldmann@hampdenmaine.gov); 'clerk@hampdenmaine.gov'; 'kmccullough@hampdenmaine.gov'**Cc:** Dan Baker**Subject:** HPBX PRICING PROPOSAL, Month End Offers and Answers to Questions**Importance:** High

Dear Gretchen, Kandy & Denise,

Thank you all for meeting with me yesterday! I am EXCITED to share the attached proposal with you!

IMPORTANT THINGS TO NOTE:

1. If your office is able to sign paperwork on Monday or Tuesday of next week (Dated for 9-30-13) THEN you will Receive a **CREDIT off your FIRST bill of \$569.87 (ONE MONTH FREE)** AND will be eligible to receive a **REBATE check from POLYCOM** for replacing your old phones with theirs in the mount of **\$675.00!** Their offer is good through 9-30-13 also and a copy of their program info is attached.
2. Even with keeping 7 Copper lines, your bill is roughly the same monthly going with the 5 year HPBX Upgraded Phone System!
3. Installation of this system takes approx. 4 to 6 weeks, so you will have time to update any Switches needed, etc before installation.

ANSWERS TO QUESTIONS:

1. When a person answers a call and hits the PARK option – this places the call on hold on their extension...SO, when you page the person to pick it up, you would say, "SO AND SO, Please pick up the call on X220 (for example). The person can then use any phone in the office (either phone model 445 or 331) to hit RETRIEVE and dial the 3 digit extension to pick up the call. This being said, you would only be ble to park one call at a time. You CAN however continue to take calls on your other incoming line, put them on hold, transfer them etc until the parked call is retrieved from your phone.
2. TIP LINE Voicemail only – YES, we can block the incoming caller ID for this voicemail!

Julie Downer  
 Account Executive  
 OTT Communications  
 900D Hammond Street, Bangor, Me, 04401  
 (Office) 207-992-9897  
 (Fax) 207-992 9297  
 Julie Downer Ottcommunications



OTT Communications is a leading provider of cloud based communication services.  
 Connect with us today and learn about OTT Communications Cloud Powered Network.

[Click here for more information.](#)



Denise Hodsdon &lt;clerk@hampdenmaine.gov&gt;

---

## Hampden updates, questions, timeline

2 messages

**Gretchen Heldmann** <gheldmann@hampdenmaine.gov>

Tue, Oct 29, 2013 at 5:04 PM

To: Julie Downer &lt;julie.downer@ottcommunications.com&gt;

Cc: Susan Lessard &lt;manager@hampdenmaine.gov&gt;, Denise Hodsdon &lt;clerk@hampdenmaine.gov&gt;, Kandy McCullough &lt;kmccullough@hampdenmaine.gov&gt;

Hi Julie,

We met with the manager and came up with some more questions. Please bear with us, as we might have already covered some of this:

- On the second page of the estimate, there is a cell that discusses the features of FLEX Premium Package - does this cell apply to us? For example, it discusses 3,000 minutes of long distance (per month? per year?) and also a 20% internet connectivity fee (what?). Please explain.
- What is the geographic area that is covered by long distance?
- I believe you mentioned before that the install timeframe would be 4-6 weeks. Please explain how this would actually work - would you install infrastructure at all locations and then "flip the switch" so to speak? Would you install location by location? We obviously cannot be without phones at the town office for 4-6 weeks...so we are just trying to understand logically/logistically how this works.
- When you set up the phone system, with that initial install and configuration, will you set up everything correctly with e911? We understand that if we move phones from one location to another, that it's our responsibility to update e911, but we need some clarification/reassurance on the initial e911 functioning setup.
- Please provide a list of at least five references, including at least two municipal or other school/government organizations.

I also wanted to let you know the time frame we are working on - we may not have been clear in how the process works. While we can make a recommendation, for an expenditure of this type, whether going out to bid or not, it has to go to the Council for approval. The project needs to go to the Council Finance Committee first, and if they recommend to move it forward, it could go to the Council that same night. The next opportunity for this would be Nov. 18th.

With that in mind, please let us know what to expect regarding the change in month, promos, etc. Will you need to re-update the estimate after the 1st of the month, for example?

Thank you for your time and we look forward to the answers!

~G

---

Gretchen Heldmann, GISP  
GIS/IT Specialist, Town of Hampden  
Office Hours: Mon.-Thurs. 7:30am-6pm  
106 Western Avenue  
Hampden, ME 04444  
Phone: (207)862.4500 x142  
<http://www.hampdenmaine.gov/>  
\*!NEW!\* Aerial Imagery for Maine!  
<http://www.maine.gov/geolib/orthophotography.htm>

---

**Julie Downer** <julie.downer@ottcommunications.com>

Wed, Oct 30, 2013 at 2:07 PM

To: Gretchen Heldmann <gheldmann@hampdenmaine.gov>

Cc: Susan Lessard <manager@hampdenmaine.gov>, Denise Hodsdon <clerk@hampdenmaine.gov>, Kandy McCullough <kmccullough@hampdenmaine.gov>, Dan Baker <dan.baker@ottcommunications.com>, Bob Froberg <bob.froberg@ottcommunications.com>

**From:** Gretchen Heldmann [mailto:gheldmann@hampdenmaine.gov]

**Sent:** Tuesday, October 29, 2013 5:04 PM

**To:** Julie Downer

**Cc:** Susan Lessard; Denise Hodsdon; Kandy McCullough

**Subject:** Hampden updates, questions, timeline

Hi Julie,

We met with the manager and came up with some more questions. Please bear with us, as we might have already covered some of this:

- On the second page of the estimate, there is a cell that discusses the features of FLEX Premium Package - does this cell apply to us? For example, it discusses 3,000 minutes of long distance (per month? per year?) and also a 20% internet connectivity fee (what?). Please explain. – We did not quote a Flex Packages for the Town Of Hampden because it would have been more expensive and you could not utilize all the benefits you would have been paying for (3,000 toll minutes for 1 building and 20% off Internet with OTT – we cannot do Internet in Hampden and you did not need 3,000 minutes.) The flex Bundle costs \$298.99 per month for 10 enhanced Users and you will only pay \$160.00 for 10 enhanced users on a 3-yr. term or just \$130.00 for 10 enhanced users on a 5-year term.
- What is the geographic area that is covered by long distance? Nationwide at \$0.029 per minute. Canada toll at \$0.08 per minute. You will keep your current Local Calling area and not be billed for local calls.
- I believe you mentioned before that the install timeframe would be 4-6 weeks. Please explain how this would actually work - would you install infrastructure at all locations and then "flip the switch" so to speak? Would you install location by location? We obviously cannot be without phones at the town office for 4-6 weeks...so we are just trying to understand logically/logistically how this works. We will do one location at a time and one phone is cut over at a time so you are never "down". We may do one large location on one day and a couple smaller ones on another day for example but the days can be set up close together.
- When you set up the phone system, with that initial install and configuration, will you set up everything correctly with e911? We understand that if we move phones from one location to another, that it's our responsibility to update e911, but we need some clarification/reassurance on the initial e911 functioning setup. YES, we set up each phone to the e911 address where we plug them in at installation. You can refer to the E911 Pages in our contract – this verifies the physical address for each building.
- Please provide a list of at least five references, including at least two municipal or other school/government organizations.

**Maine State Legislature**

Scott W Clark, IT Director

(207)287-1625

Over 400 phones

**Maine General Medical Center**

Trish Chubbuck

Center Coordinator

(207) 620-9165

[trish.chubbuck@mainegeneral.org](mailto:trish.chubbuck@mainegeneral.org)

Three locations – 57 users

**Bangor Federal Credit Union**

Rachel Laprell

(207) 947-0374

50 phones

**MSAD 6**

Scott Nason

(207) 929-9149

[snason@bonnyeagle.org](mailto:snason@bonnyeagle.org)

606 phones

**Town of Greenbush**

Jerry Davis

(207) 826-2050

[greenbh1@midmaine.com](mailto:greenbh1@midmaine.com)

4 phones

I also wanted to let you know the time frame we are working on - we may not have been clear in how the process works. While we can make a recommendation, for an expenditure of this type, whether going out to bid or not, it has to go to the Council for approval. The project needs to go to the Council Finance Committee first, and if they recommend to move it forward, it could go to the Council that same night. The next opportunity for this would be Nov. 18th. **Sounds good. If you need Dan or Bob to attend in case of more questions, please let us know. I will be flying back from Texas on this date (my son is graduating from Air force Boot camp on the 15<sup>th</sup>). Bob Froberg is my direct manager and the Director of Sales for OTT. He can authorize any pricing needs or requests in my absence. Here is his contact information:**

Bob Froberg

Director-Commercial and Wholesale Sales

OTT Communications

56 Campus Drive-Poland Hall

New Gloucester, Maine 04260

207-688-8226(Office)

207-615-4686 (Cell)

With that in mind, please let us know what to expect regarding the change in month, promos, etc. Will you need to re-update the estimate after the 1st of the month, for example?

**We can commit to the same pricing as offered on the contract submitted this month through November for you, not a problem!**

Thank you for your time and we look forward to the answers!

**Thank you all for your hard work and time as well! J**

~G

---

Gretchen Heldmann, GISP  
GIS/IT Specialist, Town of Hampden  
Office Hours: Mon.-Thurs. 7:30am-6pm  
106 Western Avenue  
Hampden, ME 04444  
Phone: (207)862.4500 x142  
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**\*NEW!** Aerial Imagery for Maine!  
<http://www.maine.gov/geolib/orthophotography.htm>



Denise Hodsdon <clerk@hampdenmaine.gov>

---

## Fwd: OTT References

1 message

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**Gretchen Heldmann** <gheldmann@hampdenmaine.gov> Wed, Nov 13, 2013 at 12:53 PM  
To: Denise Hodsdon <clerk@hampdenmaine.gov>, Susan Lessard <manager@hampdenmaine.gov>

---

Gretchen Heldmann, GISP  
GIS/IT Specialist, Town of Hampden  
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**\*NEW!** Aerial Imagery for Maine!  
<http://www.maine.gov/geolib/orthophotography.htm>

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

From: **Kandy McCullough** <kmccullough@hampdenmaine.gov>  
Date: Wed, Nov 13, 2013 at 12:52 PM  
Subject: OTT References  
To: Gretchen Heldmann <gheldmann@hampdenmaine.gov>

I was able to speak with Rachel Laprell of Bangor Federal Credit Union about their experience with OTT. She said they had the phones installed about two years ago. They have not had any issues with the phones or the service. When they have had questions or maintenance needs, they have been addressed promptly and professionally. She said she is very happy with the service and the system, she would not hesitate to use OTT again in the future and would most certainly recommend them to anyone.

I have left telephone messages and sent emails to the other references provided, but have not received responses from any of them.

--

**Kandy A. McCullough**  
Administrative Assistant

Hampden Public Safety  
106 Western Avenue  
Hampden, ME 04444  
Phone: 207-862-4000  
Fax: 207-862-4588

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Denise Hodsdon <clerk@hampdenmaine.gov>

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## Reference Letter for OTT from Maine General Medical Center

1 message

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**Kandy McCullough** <kmccullough@hampdenmaine.gov>

Wed, Nov 6, 2013 at 3:28 PM

To: Gretchen Heldmann <gheldmann@hampdenmaine.gov>, Susan Lessard <manager@hampdenmaine.gov>, Denise Hodsdon <clerk@hampdenmaine.gov>

I received this recommendation from Maine General today. I am awaiting responses from a couple of other references also, but these folks seem very happy with OTT.

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

From: **Chubbuck, Trish** <Patricia.Chubbuck@mainegeneral.org>

Date: Wed, Nov 6, 2013 at 2:59 PM

Subject: RE: OTT Communications

To: Kandy McCullough <kmccullough@hampdenmaine.gov>

Good afternoon,

OTT Communications has done a really great job in converting all of our phone systems in Augusta and Bangor. The transition was smooth and the support staff have been extremely supportive, helpful and knowledgeable. They are prompt and courteous whenever I contact them, and the phones are easy to use with clear, concise printed instructions for use. It was most helpful to our staff to have hands on training on the phone systems as well.

It is a pleasure working with OTT Communications and the staff.

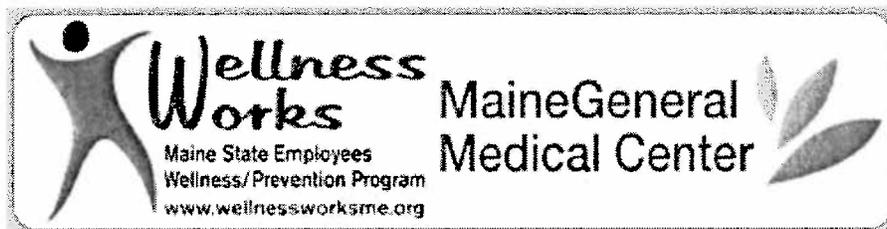
**Trish Chubbuck**

Center Coordinator

State of Maine Contract

Phone: 207.620.9165 Fax: 207.620.8478

trish.chubbuck@mainegeneral.org



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**Kandy A. McCullough**

Administrative Assistant

Hampden Public Safety

106 Western Avenue

Hampden, ME 04444

# TDS Managed IP Quote

Quantity	One-Time Charges	Total
41	Polycom VV500 Phone Sets promo @ \$178.20 each	\$7,306.20
24	Polycom VVX500 (Promo) with Penny Promo	(\$4,276.56)
1	Bogen Tamb telephone access for paging	\$182.00
1	Bogen WMT 1A power transformer for paging unit	\$28.00
1	Innomedia ATA (required for ATA Basic)	\$69.00
4	Set Up Fee @ \$150.00 each site	\$600.00
5	Fiber Switch Connection (Multi Mode) @ \$117.00 each	\$585.00
	<b>Total</b>	<b>\$4,493.64</b>
	<b>Monthly Charges</b>	
10	Premium Office Packages @ \$38.95 each	\$389.50
14	Office Packages @ \$34.95 each	\$489.30
17	Convenience Packages @ \$15.00 each	\$255.00
21	Individual Voicemail Boxes @ \$4.95 each	\$103.95
1	6Mbps	\$299.00
4	3Mbps @ \$159.00 each	\$636.00
1	Managed Services - Single 24 Port Gigabit LAN Switch	\$50.00
1	Managed Services - Add'l 24 Port Gigabit LAN Switch	\$40.00
3	Managed Services - First/Add'l 8 Port Gigabit LAN Switch @ \$20.00 each	\$60.00
5	10 Static IP Addresses @ \$10.00 each	\$50.00
12	Analog Voice Lines (Centrex Rate @ \$17.70+ misc fees)	\$334.80
1	ATA Basic (this is for paging)	\$5.95
1	ATA Service	\$1.50
2	ATA Auto Attendant @ \$10.00 each	\$20.00
10	Block of 10 DID Numbers @ \$1.50 each	\$15.00
1	Secondary Directory Number	\$4.50
18	Custom Call Routing Numbers @ \$1.50 each	\$27.00

**Total** **\$2,781.50**  
 TDS Volume Discount (\$300.00)  
**Total Monthly Charges** **\$2,481.50**

PLEASE NOTICE Tabs marked TDS Penny Promo & Polycom Rebate Offer

I have included all of the Analog Lines in this total (Alarms, Fax Lines, Skehan Center)

**IMPORTANT:** Public Safety will need to have separate cable runs for the phones only; gigabit infrastructure....The Sales Engineer made this a point to remember & stated that due to this being public safety it requires separate runs & that no 3rd party allowed (Rick the sales Engineer stated that Gretchen is aware of this, from our visit that we had with her on 03/27/13). This is an additional cost to the quote & the Sales Manager stated that we will cover up to \$1000.00 for this job (it is typically \$100.00 per run).