



HAMPDEN TOWN COUNCIL  
HAMPDEN MUNICIPAL BUILDING  
AGENDA

MONDAY DECEMBER 16, 2013 7:00 P.M.

• **6:00 pm – Finance & Administration Committee Meeting**

A. CONSENT AGENDA

1. SIGNATURES

2. SECRETARY'S REPORTS

- a. July 15, 2013
- b. August 5, 2013

3. COMMUNICATIONS

- a. Maine Municipal Association – 2013 Workers Compensation Fund Report
- b. Pat's Pizza – Victualer's License Renewal

4. REPORTS

- a. Finance & Administration Committee Minutes – 12/2/2013
- b. Planning & Development Committee Draft Minutes – 12/4/2013
- c. Infrastructure Committee Minutes – 12/11/2013

B. PUBLIC COMMENTS

C. POLICY AGENDA

1. PUBLIC HEARINGS

2. NOMINATIONS – APPOINTMENTS – ELECTIONS

3. UNFINISHED BUSINESS

- a. Duties of Council Chair/Request for Public Apology – Kristen Hornbrook
- b. School Resource Officer Grant Discussion – Councilor Sirois

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

- c. Recognition – Richard Newcomb – Finance & Administration  
Committee Recommendation

4. NEW BUSINESS

- a. Whitcomb-Baker VFW Post 4633 – Annual Games of Chance License
- b. New Year’s Eve Hours

D. COMMITTEE REPORTS

E. MANAGER’S REPORT – 2013 Annual Report

F. COUNCILORS’ COMMENTS

G. ADJOURNMENT



HAMPDEN TOWN COUNCIL  
HAMPDEN MUNICIPAL BUILDING  
MINUTES

MONDAY

JULY 15, 2013

7:00 P.M.

*Attending:*

*Mayor Janet Hughes  
Councilor Tom Brann  
Councilor David Ryder  
Councilor Jean Lawlis  
Councilor Bill Shakespeare  
Councilor Carol Duprey*

*Town Manager Susan Lessard  
Town Attorney Thomas Russell  
Town Clerk Denise Hodsdon  
Town Planner Bob Osborne  
Economic Dev. Director Dean Bennett  
Recreation Director Kurt Mathies  
A Member of the Press  
Citizens*

*The meeting was called to order by Mayor Hughes at 7:08 pm.*

**A. CONSENT AGENDA** – *Motion by Councilor Lawlis, seconded by Councilor Shakespeare to accept the Consent Agenda. Unanimous vote in favor.*

**1. SIGNATURES**

**2. SECRETARY'S REPORTS**

- a. June 3, 2013
- b. July 1, 2013

**3. COMMUNICATIONS**

- a. Reeds Brook Middle School DI Team – Thank You

**4. REPORTS**

- a. Infrastructure Committee Minutes – Special Meeting – 7/1/2013
- b. Finance & Administration Committee Minutes – 7/1/2013

**B. PUBLIC COMMENTS** – *There were none.*

**C. POLICY AGENDA**

**1. PUBLIC HEARINGS**

- a. Ordinance Authorizing Conveyance of Land owned by the Town of Hampden (Old Hampden Academy Property) – *Mayor Hughes*

*moved this item to the end of Public Hearings and asked that Item C.3.d be discussed before this hearing. There was no objection to the change in order. Following discussion of Item C.3.d., Mayor Hughes opened the public hearing at 8:55 p.m.*

*Proponents: Alex King of 75 Ichabod Lane said he was originally against the Town taking possession of the property. That hasn't changed as he does not think the Town should be in the position to develop property. He feels that the ordinances are there to protect what the property is used for. He is for the sale of the property and feels that there needs to be further discussion on how much the Town wants to spend on the Recreation Department in whole.*

*Terry McAvoy of 59 Monroe Road said he is for the sale and agrees that the Town should not be in the development business. He noted that by selling the property, the avoided costs would be a good start on a new recreation facility and he would like to think that the Council could accomplish something in 6 years. He doesn't think the Town needs a building like the Skehan Center, but this gives time to determine what the Town does need. He said get rid of the property and sell it to the private entity that wishes to take it over and pay taxes of some sort.*

*Tom Channel, Pastor of the Apostolic Church said in looking at the proposal, he sees a 6-year lease with free utilities for the rec center for up to 18 months and the property will generate tax revenue for the Town. He sees a tried and true developer willing to assume responsibility for the removal of contaminants and feels that this would be a wise choice and encouraged the sale.*

*No one spoke in opposition and there were no general questions or comments.*

*Mayor Hughes and Councilor Brann noted that this is the first time that these documents have been available for public review and comment and suggested that the Council keep the public hearing open and postpone any action until the next meeting.*

*Motion by Councilor Brann, seconded by Councilor Lawlis to keep the public hearing open and continue it at the next meeting. Vote on the motion was 5-1 (Ryder); motion carried.*

*Motion by Councilor Brann, seconded by Councilor Lawlis to postpone the decision on this agenda item and the Purchase & Sale Agreement and Lease Agreement until the next meeting. Vote on the motion was 5-1 (Ryder); motion carried.*

**b. Ordinance Authorizing Appropriation and Borrowing of Funds to Finance Various Sewer Projects through the Issuance of General Obligation Bonds or Notes of the Town of Hampden which may be Callable in the Principal Amount not to Exceed \$902,050 –**

*Manager Lessard explained that the purpose of this project is to rebuild the pump stations on Route 202 and on the Mayo Road and to make necessary repairs to the sewer line from the intersection of Routes 1A and 9 to the bottom of the water works hill. She noted that this was*

*originally going to be a joint project with the Water District, but due to favorable construction prices at the present time, the Water District is moving ahead with their project during this construction season. Mayor Hughes opened the public hearing. No one spoke in favor or opposition and there were no general questions or comments. The hearing was closed. Motion by Councilor Shakespeare, seconded by Councilor Brann to approve the Ordinance authorizing appropriation and borrowing of funds to finance various sewer projects through the issuance of general obligation bonds or notes of the Town of Hampden which may be callable in the principal amount not to exceed \$902,050 and to send to referendum. Unanimous vote in favor.*

- c. Zoning Ordinance Text Amendment – Article 3.6.2 Interchange District – to add Single Family Dwelling to the Permitted Uses in the District** – *Town Planner Bob Osborne explained that the purpose of this amendment is to add single family dwelling as a permitted use in the area of the Interchange District that is located on Old Coldbrook Road. He reported that the Planning Board returned an “ought to pass” recommendation. Mayor Hughes opened the public hearing at 7:22 pm.*

*Proponents: Bob Averill of Bangor is the owner of property at 12 Old Coldbrook Road which was most recently used for a day spa business. He explained that the business was closed and the property has been on the market for a couple of years but there has been no interest in it. He and his wife would now like to make renovations to the property and make it their primary residence.*

*Opponents: Kathy Walker of 5 Old Coldbrook Road had submitted a letter to the Council (copy attached) and she wanted to make it clear that her opposition to the amendment is not about the Averills or housing in Hampden; it is about the integrity of the Zoning Ordinance. She stated that we have zoning in Town so that those who live in a particular zone know what is allowed and what is not. She noted that the intent of the interchange zone was to attract businesses with the understanding that all the houses on the Old Coldbrook would eventually be gone. She hoped there would be some way to accommodate this request without going overboard and she proposed that single family dwelling be allowed as a conditional use instead of a permitted use. She hoped the Council would consider some alternatives.*

*General Questions/Comments: Bob Averill said it was his understanding that in the past, the Town has allowed residential in commercially zoned areas and he does not think it is that far a stretch to allow it in the Interchange District.*

*Kathy Walker added that the lot in question is a non-conforming use at the present time. The Interchange District requires 1 acre of minimum lot size and this is only .85 acres. She questioned if we would now allow this as a non-conforming residential use? She feels it is not okay to allow one non-conforming use to become another non-conforming*

*use.*

*The hearing was closed at 7:31 p.m.*

*Councilor Shakespeare recused himself from any discussion of this matter because he personally knows both Bob Averill and Kathy Walker. There was no objection from the Council.*

*For purposes of discussion, Councilor Lawlis moved and Councilor Brann seconded to recommend adoption of the Zoning Ordinance amendment for the Interchange District to add single family dwelling as a permitted use in the district.*

*During discussion, Councilor Brann said he understands Kathy Walker's concerns and rather than opening the whole zone up to residential properties, he thought a better way to handle this would be to amend Section 3.6.1 by striking the word "Residential" from the third line and adding "Single family dwellings" in its place. Attorney Russell advised that the Council would have to defeat this amendment and start the process over again. Attorney Russell further advised that this is not currently a non-conforming use; it is a non-conformity because the lot is too small, but the use is not a non-conformity. He explained no matter what the use is, that lot existed prior to adoption of the ordinance so it can be developed for that purpose. Councilor Lawlis and Councilor Brann withdrew the motion.*

*Councilor Brann moved to send this back to the Planning & Development Committee for rapid re-wording of the ordinance and going back through the process; Councilor Lawlis seconded the motion. During discussion, Attorney Russell suggested that Section 3.6.2 could be amended by keeping the same language as proposed but add "in existing principle structures" after "single family dwelling". He advised that this would be making it less restrictive so the Council could make that amendment without going back through the process. Councilor Brann and Councilor Lawlis withdrew the motion to send it back to the Planning & Development Committee. Councilor Brann then moved to amend the proposed language in Article 3.6.2 to read "single family dwelling in existing principle structures on Old Coldbrook Road". Councilor Lawlis seconded the motion and vote was 5-0-1*

*(Shakespeare recused)*

*Motion by Councilor Brann, seconded by Councilor Lawlis to adopt the Zoning Ordinance text amendment as amended. Vote was 5-0-1*

*(Shakespeare recused)*

- d. General Assistance Ordinance – Adoption of revised Appendix A to be effective July 1, 2013 to June 30, 2014; and Adoption of Revised Appendices B through E to take effect October 1, 2013 to September 30, 2014 – Mayor Hughes opened the public hearing. No one spoke in favor or opposition and there were no general questions or comments. The hearing was closed.**

*Motion by Councilor Brann, seconded by Councilor Shakespeare to adopt the revised appendices as submitted. Unanimous vote in favor.*

## 2. NOMINATIONS – APPOINTMENTS – ELECTIONS

- a. **James Feverston – Reappointment to Pool Board – Services Committee Recommendation** – *Motion by Councilor Lawlis, seconded by Councilor Brann to reappoint James Feverston to the Pool Board of Trustees. Unanimous vote in favor.*

## 3. UNFINISHED BUSINESS

- a. **Zoning Ordinance Map Amendment to change the old Hampden Academy property (Tax Map 36, Lot 76; Map 41, Lot 5; and Map 41, Lot 4) from Residential B and Residential A Districts to Village Commercial II District – Introduction for Public Hearing** – *Councilor Brann introduced this item for public hearing.*
- b. **Zoning Ordinance Text Amendment – Article 4.8.7.5 Signs in the Village Commercial and Village Commercial II Districts; and Article 4.8.7.7 Signs in Shopping Centers – Introduction for Public Hearing** – *Councilor Brann introduced this item for public hearing.*
- c. **Zoning Ordinance Text Amendment – Article 3.8.4 Residential B District Conditional Uses to add bed and breakfast and child care center as conditional uses; and Article 3.8.6.10 Special District Regulations by further defining the bed and breakfast regulations – Introduction for Public Hearing** – *Councilor Brann introduced this item for public hearing.*
- d. **Proposed Sale of Old Hampden Academy Property to Historic Hampden Academy, LLC and proposed Lease of Skehan Center by Town of Hampden from Historic Hampden Academy, LLC** – *This item was discussed prior to the public hearing on the Ordinance Authorizing Conveyance of Land owned by the Town of Hampden (Item C.1.a.). Mayor Hughes summarized the process of the Town's negotiations with Historic Hampden Academy, LLC (HHA, LLC) regarding the proposed sale of the Old Hampden Academy property. Attorney Russell has reviewed the proposed Purchase & Sale Agreement and Lease Agreement for the Skehan Center and provided summaries of both documents (copy attached). There was discussion relative to the uncertainty as to how HHA, LLC will use the property. Attorney Russell pointed out that any use will be limited to those allowed in the Village Commercial II District. There was also discussion about some of the items contained in the lease agreement for the Skehan Center. Councilor Shakespeare noted that during negotiations, the leased premises included the entire Skehan Center, but the proposed lease does not include the band room, storage area, nor a portion of the boys' locker room. He also expressed concern that the Town would be responsible for lawn care and snow removal for the entire property with a reimbursement from HHA, LLC of only \$500 per*

SUMMARY OF PURCHASE AND SALE AGREEMENT  
OLD HAMPDEN ACADEMY PROPERTY

Seller: Town of Hampden

Buyer: Historic Hampden Academy, LLC

Property: Parcels of land and improvements thereon that Town acquired from MSAD #22.  
Town to retain easement for sanitary sewer line.

Purchase Price: \$60,000, payable as follows:

Deposit: \$20,000

Cash at Closing: \$40,000

Lease of a portion of Skehan Center Building to Town for \$1/yr.  
(Lease terms set forth in separate summary)

Conveyance: By Quitclaim Deed With Covenant

Conveyed in "AS-IS, WHERE-IS" Condition

Buyer shall be responsible for any abatement or remediation of any existing environmental conditions of the property.

Closing Date: August 19, 2013

Conditions to Buyer's obligation to close:

1. Buyer's satisfaction with approach and methodology of assessor's assessment of property after acquisition by Buyer.
2. Buyer's satisfaction with zoning applicable to the property.
3. Removal of portable classrooms from property prior to closing.
4. Agreement by parties to inventory of personal property.
5. Buyer's satisfaction with ordinance provisions dealing with signs.

## SUMMARY OF LEASE AGREEMENT

- Landlord: Historic Hampden Academy, LLC
- Tenant: Town of Hampden
- Leased Premises: Portion of the so-called Skehan Center Building, to include gymnasium, girls locker room, boys locker room, weight room, and lobby, plus parking spaces. *See:* Exhibits A & B attached.
- Rent: \$1 / year
- Additional Rent: Town responsible for costs associated with the leased premises, including heat, electricity, water, sewer, taxes, insurance premiums, capital repairs, repairs and maintenance, etc.
- Town may terminate lease if any capital repair or routine repair is greater than \$10,000.00
- Terms: Initial term is 5 years.
- Thereafter: Automatically renewable year-to-year, subject to right of Landlord or Town to terminate with one year advance notice.
- Security Deposit: None
- Permits / Compliance with laws: Town's responsibility
- Obligations of Landlord:
1. Repair leaks in roof, if any, existing at closing.
  2. Install alternative hearing system within 18 months of closing.
  3. Separate electric service and heating system within 18 months of closing.

*Note:* Landlord to pay for electricity and heat until separation accomplished.

Use of Premise:

Town: Primarily as a community center and public recreational facility. Can be used to raise funds to offset Town's costs of renting and operating property, or to fund its recreational programs.

Landlord: With advance notice, Landlord can use property for Landlord sponsored events for up to 3 days in duration. Number of events not to exceed 6 per year.

Lawn Care / Snow Removal: Town's responsibility. Landlord reimburses Town \$500 per year.

Capital Repairs: Other than boiler, Town responsible to make capital repairs to leased premises. If capital repair exceeds \$10,000, Town gets reimbursed for prorate share of useful life if lease terminated and remaining useful life of repair is at least one year.

Town can terminate lease if capital repair estimated to exceed \$10,000.

Repairs and Maintenance:

Town's responsibility. If cost of any repair exceeds \$10,000, Town can terminate lease.

Indemnification / Insurance:

Landlord to maintain property and casualty insurance on Skehan Center building. Town reimburses Landlord for premium attributable to Town's leased portion of building.

Each party to maintain liability insurance.

Each party has limited duty to defend, indemnify and hold the other party harmless from claims involving the property.

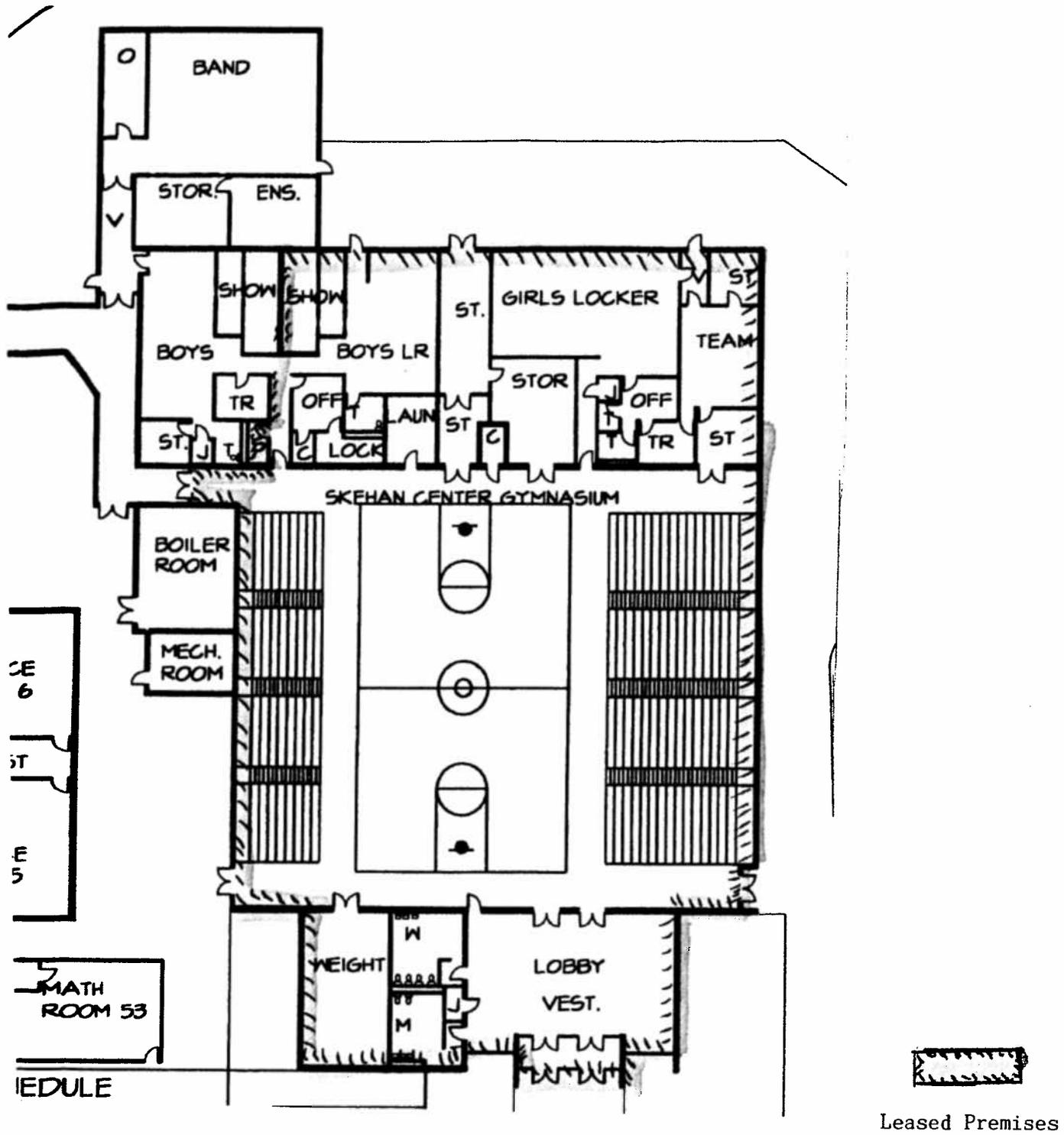
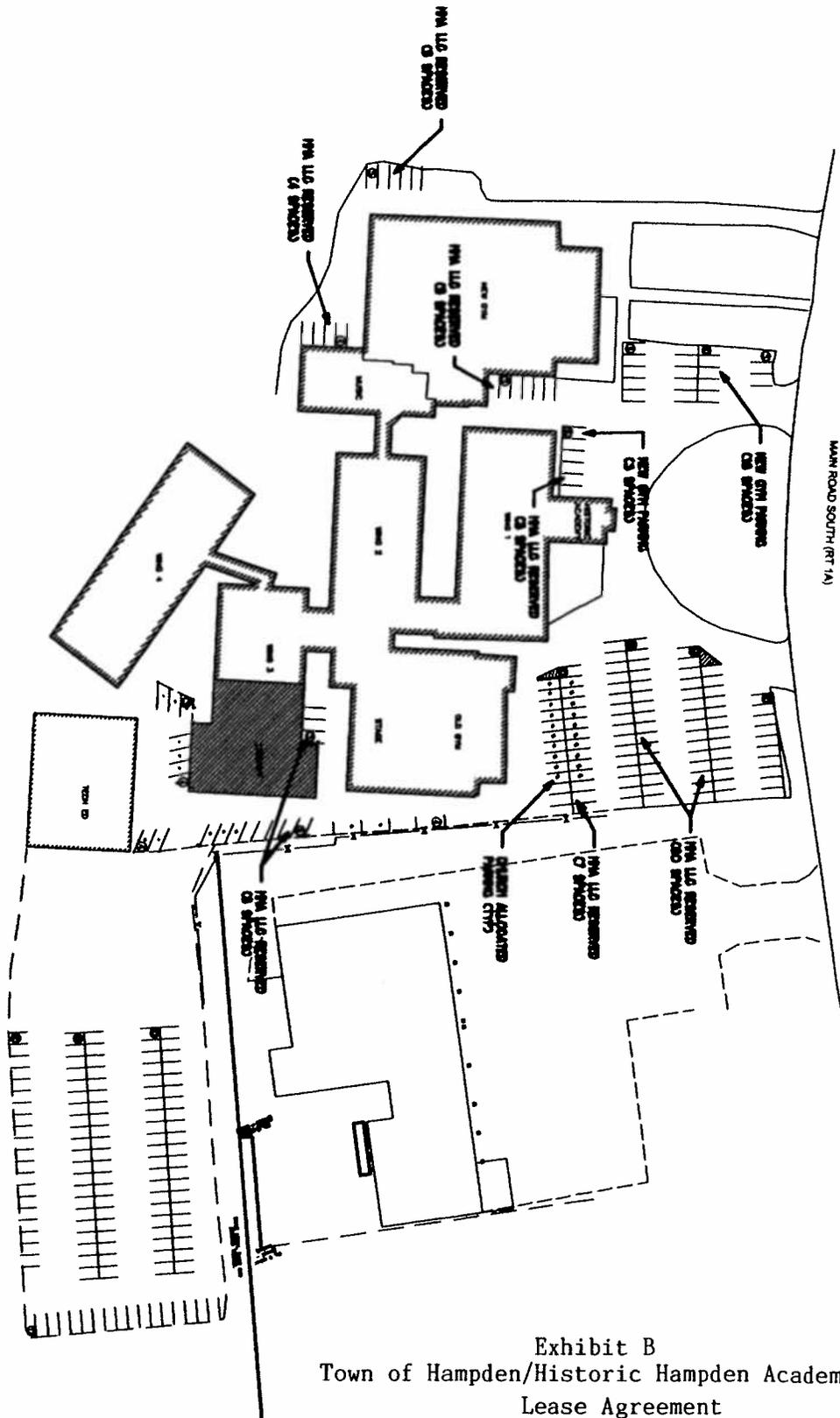


Exhibit A  
 Town of Hampden/Historic Hampden Academy, LLC  
 Lease Agreement

**PARKING PLAN: HAMPDEN ACADEMY FACILITY**  
 MAIN ROAD SOUTH  
 HAMPDEN, MAINE  
 FOR:  
**HISTORIC HAMPDEN ACADEMY LLC**



SCALE: 1" = 80' ±  
 1 JUL 13

**KISER**  
**RESI**  
 ENGINEERING & DEVELOPMENT CONSULTING  
 PO BOX 282, HAMPDEN, MAINE 04441  
 207-882-4700

Exhibit B  
 Town of Hampden/Historic Hampden Academy LLC  
 Lease Agreement

*year. There were concerns that the parking spaces proposed for the Rec Center's use would not be sufficient and that the lease term is only for five years and whether that would be enough time for the Town to plan for a new rec center. Councilor Lawlis pointed out that it is not a given that the Town needs a rec center. The recent citizen survey shows that the community wants a recreation center, but doesn't want to use tax dollars to pay for it. Councilor Ryder noted that there had been no planning for the last five years for a rec center and that we should go ahead with the lease. Councilor Brann asked to move on to the public hearing.*

#### **4. NEW BUSINESS**

- a. Hampden Water District Trustee Vacancy – Dana Skinner – Term Expires 12/31/16** – *This item was referred to the Infrastructure Committee to consider the existing applicants who had applied and were interviewed by the Committee back in June when the Council made the appointment to fill Don Darling's vacancy.*
- b. Use of Marina Reserve Funds – Repair of Town Float** – *This item was postponed.*

#### **D. COMMITTEE REPORTS**

**Services Committee** – *Councilor Lawlis – The committee met on July 8<sup>th</sup> and heard a report on the Recreation Department's ongoing use of the Skehan Center. She noted that the Senior Citizens are excited about the expanded use of the Skehan Center and that at the next meeting the committee will review the quarterly financial summary for the center. She also noted that Dorothea Dix Park now has a new drinking fountain.*

**Planning & Development Committee** – *Councilor Brann noted that the items discussed at the last committee meeting have already been discussed by the Council tonight. The next meeting will be at 6:00 pm on Wednesday, July 17<sup>th</sup>.*

**Infrastructure Committee** – *Councilor Shakespeare – The next meeting will be at 6pm on Monday, July 22<sup>nd</sup>.*

**Finance & Administration Committee** – *Mayor Hughes – The committee met earlier in the evening and reviewed the results of the citizens' survey relative to the old Hampden Academy property/Skehan Center, the pool, the library, the elimination of Council districts and limiting Council service for persons holding County or State elected positions.*

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

#### **F. COUNCILORS' COMMENTS**

**Councilor Duprey** *commented that a lot of the work on the proposed sale of the old Hampden Academy property had been done prior to her service on the Council and that she is not necessarily opposed to the sale, but is still processing the information.*  
**Councilor Brann** *informed everyone that Public Works has mowed a pathway to the new marina property. He said it is a nice walk but that there is still some poison ivy in*

MANAGER'S REPORT  
July 15, 2013

2012-2013 Tax Liens – 30 day notices for unpaid 2012-2013 property taxes will be mailed on Tuesday, July 16<sup>th</sup>. Reminder notices were sent in May to property owners with outstanding 2012-2013 taxes who did not have outstanding liens from prior years. Those notices resulted in a flurry of payments and I am pleased to report that the amount of taxes for which 30 day notices are being sent is less than the amount of taxes for which 30 day notices were sent in 2011/2012. This is significant because the total amount of property taxes to be collected for 2012/2013 was \$152,846 more than for 2011/2012.

Census Block Data – I have contacted the State in regard to census data that is used to determine the need for redistricting. They have not yet responded. We have the census block information from the US Census website, but after the 2000 census, the Maine State Planning Office provided information that assisted the Town with the process. We have twelve months following the redistricting by the legislature of House and Senate districts to review the information and complete the process. The penalty for not redistricting within that time frame if districts are no longer equal in population is that any candidate elected would be an at-large position. I have a copy of the reapportionment statute if any councilor or resident would like one.

Town Council Meeting  
July 15, 2013

*the area so people should wear protective clothing.*

**Mayor Hughes** asked the Council to reconsider putting the Business Park proposal in executive session unless the developer requests it.

**G. ADJOURNMENT** – *The meeting adjourned at 9:42 p.m.*

A handwritten signature in cursive script, reading "Denise Hodsdon".

Denise Hodsdon  
Town Clerk



HAMPDEN TOWN COUNCIL  
HAMPDEN MUNICIPAL BUILDING  
MINUTES

MONDAY

AUGUST 5, 2013

7:00 P.M.

*Attending:*

*Mayor Janet Hughes  
Councilor Tom Brann  
Councilor David Ryder  
Councilor Jean Lawlis  
Councilor Bill Shakespeare  
Councilor Carol Duprey*

*Town Manager Susan Lessard  
Town Attorney Thomas Russell  
Town Clerk Denise Hodsdon  
Town Planner Bob Osborne  
Economic Dev. Director Dean Bennett  
Danny Lafayette  
Members of the Press  
Citizens*

*The meeting was called to order by Mayor Hughes at 7:02 pm.*

**A. CONSENT AGENDA** – *Motion by Councilor Shakespeare, seconded by Councilor Lawlis to accept the Consent Agenda. Unanimous vote in favor.*

**1. SIGNATURES**

**2. SECRETARY’S REPORTS**

**3. COMMUNICATIONS**

**a. Victualers License Renewals:**

- 1. Circle K #7057 – 63 Main Road North**
- 2. Dunkin’ Donuts – 76 Main Road North**

**4. REPORTS**

- a. Pool Board Meeting Minutes – 6/11/2013**
- b. Finance & Administration Committee Minutes – 7/15/2013**
- c. Infrastructure Committee Minutes – 7/22/2013**
- d. Bangor Humane Society Stray Animal Report – June 2013**

**B. PUBLIC COMMENTS** – *Linda Valcourt of 205 Monroe Road said she recently read the Manager’s Report in the 2012 Annual Report and said she was disappointed that the Manager referred to the “challenging environment” of the past year. She said she thought that the differences between the Town Council, Town staff and some of the members of the community had been laid to rest and we were finally building a working relationship in spite of our differences until she read the report. Mrs. Valcourt said we should be working shoulder-to-shoulder and not battling back and forth and this will not happen with reports like these.*

## C. POLICY AGENDA

### 1. PUBLIC HEARINGS

- a. **Zoning Ordinance Map Amendment to change the old Hampden Academy property (Tax Map 36, Lot 76; Map 41, Lot 5; and Map 41, Lot 4) from Residential B and Residential A Districts to Village Commercial II District** – *Town Planner Bob Osborne explained that the intent of the proposed amendment is to broaden uses for redevelopment of the property. The Planning Board has returned an “ought to pass” recommendation. Mayor Hughes opened the hearing. Proponents: Todd Hardy of 4 Main Road South stated he was definitely for the sale of the old Hampden Academy property but asked if there is a size restriction for buildings in the Commercial II District – would a super Wal-Mart be allowed? Town Planner Bob Osborne noted that there was no restriction on the size, but there are restrictions as to the permitted uses. Mr. Hardy suggested a review of the proposal and consider making the front part of the parcel Village Commercial which would restrict the size and use of what is on Route 1A and making the portion toward the back/riverfront Village Commercial II.*  
*No one spoke in opposition and there were no general questions or comments. The hearing was closed.*  
*Motion by Councilor Brann, seconded by Councilor Shakespeare to adopt the Zoning Ordinance Map Amendment for property identified as Old Hampden Academy. Unanimous vote in favor.*
- b. **Zoning Ordinance Text Amendment – Article 4.8.7.5 Signs in the Village Commercial and Village Commercial II Districts; and Article 4.8.7.7 Signs in Shopping Centers** – *Town Planner Bob Osborne explained that the purpose of this amendment to the sign provisions of the Zoning Ordinance is to eliminate the prohibition of internal illumination of signs in the Village Commercial Districts and to increase the height allowed from 15 feet to 20 feet. The Planning Board returned an “ought to pass” recommendation. Mayor Hughes opened the hearing and no one spoke in favor or in opposition and there were no general questions or comments. The hearing was closed. Motion by Councilor Shakespeare, seconded by Councilor Brann to adopt the Zoning Ordinance text amendment to Article 4.8.7.5 and to Article 4.8.7.7 as proposed. Unanimous vote in favor.*
- c. **Zoning Ordinance Text Amendment – Article 3.8.4 Residential B District Conditional Uses to add bed and breakfast and child care center as conditional uses; and Article 3.8.6.10 Special District Regulations by further defining the bed and breakfast regulations** – *Town Planner Bob Osborne explained that the purpose of the amendment is to allow Bed and Breakfasts and child care centers to the list of conditional uses in the Residential B District. Mayor Hughes*

*opened the hearing and no one spoke in favor or in opposition and there were no general questions or comments. The hearing was closed. Motion by Councilor Shakespeare, seconded by Councilor Brann to adopt the amendment to Article 3.8.4 and Article 3.8.6.10 to as proposed. Councilor Duprey recused herself because she owns a day care center close to Town. Vote on the motion was 5-0-1 (Duprey recused)*

- d. Ordinance Authorizing Conveyance of Land owned by the Town of Hampden (Old Hampden Academy Property) – Continued from 7/15/2013 Meeting** – *Mayor Hughes reopened the public hearing which had been continued from the last meeting to allow the public more time to review the proposed Purchase & Sale Agreement and Lease Agreement between the Town and Historic Hampden Academy, LLC (HHA, LLC).*

*Proponents: Lisa Kelly of 19 Clark Circle stated she believes that the Town is in the business of running the town, not in the real estate or re-development business. She feels that this responsibility should be given to a businessman with a proven track record. She said there are too many unknowns and what ifs and feels it is best to sell the property and cut our losses already incurred.*

*Todd Hardy of 4 Main Road South stated he supports the sale of the property to HHA, LLC. He feels they will be great neighbors and has faith in what they may do. He respects that the Town has taken time and dissected this prospect, but it seems that the taxpayers just want to get rid of it.*

*Walter Cupples of 42 Main Road North said he just met Dan Lafayette tonight, but his philosophy is clear. Mr. Cupples said we need a strong developer who respects the property and encouraged the sale.*

*Opponents: None*

*General Questions/Comments: Anna Santos of 402 Main Road South said she only hears good things about the Lafayettes, but feels this should go to referendum. She questioned how only six people can decide something so important for our Town.*

*The hearing was closed.*

*Motion by Councilor Brann, seconded by Councilor Shakespeare to adopt the Ordinance Authorizing Conveyance of Land owned by the Town of Hampden (Old Hampden Academy Property) to Historic Hampden Academy, LLC.*

*During discussion, Councilor Duprey said she too believes that the Town should not be in the real estate of redevelopment business, but she feels that this was not done in the proper way and that it should have gone out to RFP. Councilor Lawlis said that people have told her they wish they knew what the property will be used for. She asked Mr. Lafayette if he would be willing to talk about his plans for the property. There were no objections from the Council in allowing Mr. Lafayette to speak while there was a motion pending.*

*Danny Lafayette of 89 Main Road North said his wife was born and brought up in Hampden and he met her at Hampden Academy. He*

*noted that her grandparents and her parents went to Hampden Academy and her mother taught there. He and his wife have a strong attachment to the Town and to Hampden Academy, including having made a \$400,000 donation for the new athletic field. He and his wife have purchased property to give to the Methodist Church, purchased and refurbished a rundown home by Reed's Brook, which they sold at a significant loss, but thought it would be good for the Town. They have made several donations to youth football and other sports programs. They have committed over \$2,000,000 to the Cancer Center and made substantial donations to the MS Center, Pediatric Cancer Center and the University of Maine. He noted that Economic Development Director Dean Bennett had contacted him about the possibility of purchasing the property and that if the Town had gone through the RFP process, they would not have participated. He said when we buy something we work on the inside of the building and you can be rest assured that there will be no Wal-Mart there. He said he knows that they will lose a lot of money on this property, but their goal is to preserve those buildings for their family. He and his wife employ over 1,000 people and they have talked about moving some of their HQ operations to the property, but he hasn't spent a lot of time looking for proposed businesses to move in there because he doesn't know if he will get the property. He noted that they have never sold a hotel and they don't plan to move from Hampden. Their only plan and goal is to save every building and not to expand. Councilor Brann called the question. Vote on the motion was 5-1 (Duprey); motion carried.*

## **2. NOMINATIONS – APPOINTMENTS – ELECTIONS**

- a. **Aimee Smith – Board of Assessment Review – New Appointment**  
*– Manager Lessard reported that the Finance & Administration Committee recommended this appointment. Motion by Councilor Shakespeare, seconded by Councilor Brann to appoint Aimee Smith to the Board of Assessment Review. Unanimous vote in favor.*

## **3. UNFINISHED BUSINESS**

- a. **Proposed Sale of Old Hampden Academy Property to Historic Hampden Academy, LLC and proposed Lease of Skehan Center by Town of Hampden from Historic Hampden Academy, LLC**  
*– Motion by Councilor Brann, seconded by Councilor Ryder to authorize Manager Lessard to complete the Purchase & Sale Agreement and Lease Agreement with Historic Hampden Academy, LLC. Attorney Russell noted that the proposed Purchase & Sale Agreement indicated a closing date of August 19<sup>th</sup>, but since the public hearing had been continued and the ordinance doesn't take effect for 30 days, the closing date would need to be changed to September 6<sup>th</sup>. Motion by Councilor Brann, seconded by Councilor Ryder to amend the closing date in the Purchase & Sale Agreement to September 6<sup>th</sup>. Unanimous*

*vote in favor. Mayor Hughes moved to remove the second paragraph of the Purchase & Sale Agreement; Councilor Brann seconded the motion. Vote was 3 in favor (Duprey, Lawlis, Hughes) and-3 opposed (Ryder, Brann and Shakespeare); motion failed. Following further discussion, Councilor Brann amended the original motion, agreed to by Councilor Ryder, to authorize Manager Lessard to complete the Purchase & Sale Agreement for old Hampden Academy to Historic Hampden Academy, LLC as amended by the change in closing date and the associated Lease of the Skehan Center from Historic Hampden Academy, LLC. Unanimous vote in favor.*

- b. Proposal for Development of Phase II of Hampden Business Park – Update** – *Planning & Development Committee Chair Brann reported that the Town received only one proposal, which was from Sargent Corporation. The committee has met with the developer in executive session and asked for clarification of some of the terms in the proposal. It is now in the hands of the attorneys and the committee is awaiting response. Attorney Russell said the ball is now in his court and he is completing his review. He hopes to get a memo to the committee by their meeting Wednesday night.*
- c. Proposed Ordinance Enacting Charter Amendments – Introduction for Public Hearing** – *Manager Lessard reported that the Finance & Administration Committee reviewed the proposed Charter amendments at its meeting earlier in the evening. It was the committee’s recommendation not to move forward with the amendment to Section 201 to stagger the terms of the Town Council. The committee felt that it was too complicated and would cause confusion with ballots. The committee vote to move forward with the amendments to Section 206 was a 3-3 tie so there is no effective motion to recommend that to the Council. The committee recommends going forward with amendments to Sections 207, 801, 802 and 805. Councilor Lawlis introduced the proposed amendments for public hearing without Sections 201 and 206.*
- d. Infrastructure Committee Recommendation to Appoint Jason Richard to Hampden Water District Trustee Appointment to Complete Term Vacated by Dana Skinner** – *Infrastructure Committee Chair Shakespeare reported that the committee is recommending the appointment of Jason Richard to the Hampden Water District Board of Trustees to complete the term vacated by Dana Skinner. Motion by Councilor Shakespeare, seconded by Councilor Brann to appoint Jason Richard to fill the vacancy. Unanimous vote in favor.*

#### **4. NEW BUSINESS**

- a. Proposed E911 Addressing Ordinance – Introduction for Public Hearing** – *Councilor Brann introduced this item for public hearing.*

- b. Request for use of Tech Reserve Funds for Replacement of Ambulance Laptops** – *Manager Lessard explained that the Town has received a grant to cover 2/3 of the cost of replacing the laptops in the ambulance. The Town's 1/3 share is \$2,363.00 and the Finance & Administration Committee recommends approval. Motion by Councilor Brann, seconded by Councilor Lawlis to authorize the use of Computer Reserve funds in the amount of \$2,363.00 to fund replacement of ambulance laptops. Unanimous vote in favor.*
- c. Request for use of Tech Reserve Funds to Continue Document Scanning Project** – *It was the recommendation of the Finance & Administration Committee to approve the use of \$2,999 from the Computer Reserve Account to continue with the project. Motion by Mayor Hughes, seconded by Councilor Ryder to approve the use of \$2,999 from the Computer Reserve account for the document scanning project. Unanimous vote in favor.*
- d. MMA Annual Election – Vice President and Exec. Committee Members** – *Motion by Councilor Shakespeare, seconded by Councilor Ryder to designate the Town Manager to cast the ballot for the recommended candidates for the Maine Municipal Association's annual election. Unanimous vote in favor.*
- e. MDOT Local Road Assistance Program – Acceptance of Funds** – *Manager Lessard explained that the Town will receive \$70,288 for paving and \$14,448 to offset the cost of operating the Bus system. Motion by Councilor Lawlis, seconded by Councilor Shakespeare to authorize the Town Manager to accept the funds on behalf of the Town. Unanimous vote in favor.*
- f. Sewer Commitment – 4/1/2013 to 6/30/2013** – *Motion by Councilor Ryder, seconded by Councilor Lawlis to certify the commitment. Unanimous vote in favor.*
- g. Added Item: Resignation of Councilor** – *Mayor Hughes moved to set aside the rules to add an item to the agenda. Councilor Brann seconded the motion and vote was unanimously in favor. Motion by Councilor Brann, seconded by Councilor Lawlis to add item Resignation of Councilor. Unanimous vote in favor. Mayor Hughes informed the Council that after much consideration she has decided to resign from the Council due to personal reasons. Her resignation will be effective as of December 1, 2013, but she wanted to allow time for the nomination process to get candidates on the ballot for November. Motion by Councilor Brann, seconded by Councilor Shakespeare to reluctantly accept the resignation of Janet Hughes effective December 1, 2013. Unanimous vote in favor.*

**D. COMMITTEE REPORTS**

**Services Committee** – Councilor Lawlis – next meeting is Monday 8/12.

**Planning & Development Committee** – Councilor Brann - next meeting is this Wednesday and agenda items include the Business Park proposal and a zoning amendment.

**Infrastructure Committee** – Councilor Shakespeare - met on July 22<sup>nd</sup> and discussed the condition of properties located at the intersection of 1A and Western Avenue and the intersection of 1A and Kennebec Road. Because the Town has no property management ordinance, there are no enforcement mechanisms beyond those related to safety issues. The Town Manager will contact the owner of the property at the intersection of 1A and Kennebec to see if he is looking to sell that property and if the Economic Development Director can assist in locating a business to buy the site.

**Finance & Administration Committee** – Mayor Hughes reported that everything the committee discussed earlier this evening has already been addressed by the Council.

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

**F. COUNCILORS' COMMENTS**

**Councilor Ryder** said he was happy to finally get the old Hampden Academy property behind us and we can move on to other projects. He said he will miss working with Mayor Hughes.

**Councilor Lawlis** said she is disappointed that Mayor Hughes is resigning. She has always appreciated how well-prepared Mayor Hughes is and how well her summaries refresh everyone's memory.

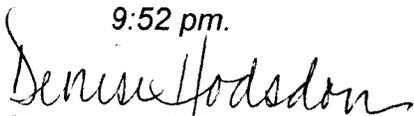
**Councilor Brann** thanked Mayor Hughes and wished her well. He also commented that it is that time of year when the two long-standing sink holes at the intersection of Route 202 and 1A begin to show up again. He asked if Manager Lessard if she would speak with DOT.

**Councilor Shakespeare** told Mayor Hughes that she has done a fantastic job; that she is very dedicated and he will miss her. He also said he is glad that we moved through and did what we did with the Old Hampden Academy property. He looks forward to moving on to other important issues such as the Business Park.

**Councilor Duprey** commented that even though she was not a fan of the process with the old Hampden Academy property, she is glad it's over. She said she is sorry that Mayor Hughes is resigning and thanked her for the great job she has done.

**Mayor Hughes** said she has been thinking about the lease with Historic Hampden Academy, LLC and asked that the Town clarify the responsibility for mowing the athletic field which is not part of the leased premises. She said she hopes we look forward to improving the downtown area and making the community center a better place.

**G. ADJOURNMENT** – There being no further business, the meeting was adjourned at 9:52 pm.



Denise Hodsdon  
Town Clerk

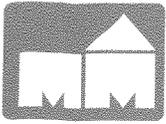
## MANAGER'S REPORT

August 5, 2013

Children's Day – A reminder that Children's Day is Saturday, August 17<sup>th</sup>. It is always a wonderful community event and the Committee can still use help!

Time Warner – As of July 23<sup>rd</sup>, Time Warner stopped broadcasting the Town's local cable channel in analog. As a result, residents with older televisions will not be able to view the Town's programming unless they obtain a digital converter for their television set(s). Time Warner sent out a notice of this to all Time Warner customers – but if you somehow missed the notice, you can still contact Time Warner to get a converter box at no charge.

Tax Rate – Setting the 2013/2014 mil rate will be on the August 19<sup>th</sup> Council agenda. Tax bills will go out the following week.



**MAINE MUNICIPAL ASSOCIATION**

***Risk Management Services***

60 Community Drive  
P.O. Box 9109  
Augusta, Maine 04332-9109

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A-3-a

November 26, 2013

Ms Susan Lessard  
Town Manager  
Town of Hampden  
106 Western Ave  
Hampden, ME 04444-1428

Dear Ms Lessard,

We are pleased to enclose your annual Membership Report as a participant in the MMA Workers Compensation Fund. Participation in the Fund provides significant benefits to members beyond meeting their statutory obligations under the Workers Compensation Act.

The Membership Report provides information about several important components of this program:

- The Dividend distribution amount received by your entity in 2013. Dividends are voted upon by the Board of Trustees and paid to members who meet the established criteria.
- The number and total value of hours spent by Loss Control personnel assisting you with safety issues and in staff training.
- The value and number of the Online Safety courses provided assisting you with safety and human resources issues and staff training.
- The total value of approved Safety Grants and Scholarships awarded to your entity in 2013, if applicable.

We have celebrated the 35<sup>th</sup> anniversary of the Workers Compensation Fund over the last year. Thank you for your continued participation. It is only through our combined efforts that the Fund will continue for another 35 years

We are proud that the Fund continues to be an example of Maine local governmental cooperation. Please find enclosed your Value of Membership Report. For your convenience we have enclosed five copies for your key officials. We would be happy to provide you with any additional information or answer any questions about the enclosed report. Please feel free to contact Michelle Pelletier, Marcus Ballou, or me, at 1-800-590-5583, or locally at 626-5583, at any time.

Sincerely,

Patricia Kablitz, CPCU. ARM  
Director, Risk Management Services

# The value of Membership...



Maine Municipal Association  
Risk Management Services

## 2013 Workers Compensation Fund

### Town of Hampden

During the 2013 Workers Compensation Fund coverage year, the Town of Hampden received the *benefits* identified below:

<p><b>DIVIDENDS</b></p>	<p>The governing board of the Workers Compensation Fund voted dividends to be distributed in 2013. Dividends are not guaranteed year-to-year.</p> <p><b>Dividends PAID to the <i>Town of Hampden</i>: ..... \$7,320</b></p>
<p><b>SAFETY GRANTS &amp; SCHOLARSHIPS</b></p>	<p>The Safety Enhancement Grant and Scholarship Grant program offers financial incentives to your Entity as a member of the Workers Compensation Fund. Grants are awarded to assist in reducing the frequency and severity of your workplace injuries.</p> <p><b>Grants and Scholarships Awarded: ..... \$2,000</b></p>
<p><b>LOSS CONTROL</b></p>	<p>In the last year, Loss Control staff visited your entity and provided services which may include training, consultation &amp; safety surveys resulting in <u>11.75</u> service hours with a value of <u>\$1,116</u>. Your entity also utilized <u>28</u> online safety training courses valued at <u>\$280</u>.</p> <p><b>The estimated value of these services are: ..... \$1,396</b></p>

**THE TOTAL VALUE OF BENEFITS FOR THE 2013 YEAR:**

**\$10,716\***

\*This is NOT a bill.

*The Maine Municipal Association Workers Compensation Fund appreciates your participation.*



**WORKERS COMPENSATION FUND**

**MMA Risk Management Services**

**MAINE PEOPLE WORKING FOR MAINE COMMUNITIES**

*Membership is the difference*

**ADVANTAGES:**

- A Partnership of Maine Communities grouping together to fund The Workers Compensation Fund
- Public Entity risk management is what we do and all we do
- Specialized comprehensive coverage designed for Maine Communities
- Providing rate stability for our members

**Loss Control:**

- Experienced, designated Loss Control Consultants
- MMA staff provides all services with no additional fees
- Partnering with you to provide inspections, training and consultation, specific to municipal exposures that prevent injuries and accidents and help you control your costs
- Safety Committee Assistance
- Safety grants and scholarships
- Online training and website resources
- Provide guidance establishing safety programs, policies and procedures

**Claims Management:**

- In State claims handlers
- Online, fax or paper claims reporting
- Direct access to your assigned Claims Handler
- Claims review meetings are encouraged and available at your request/location

**Member Services/Underwriting:**

- On-site visits at your convenience
- Direct access to your underwriter to answer coverage questions
- New and renewal application assistance
- Itemized breakdowns of contributions available
- We offer Transitional Return To Work and Preferred Provider assistance

*The Maine Municipal Association Workers Compensation Fund appreciates your participation.*

Town of Hampden  
106 Western Avenue  
Hampden, Maine 04444



Phone: (2  
Fax: (207  
email: inf

A-3-b

December 11, 2013

Mark & Tina Carroll  
Pat's Pizza  
662 Main Road North  
Hampden, ME 04444

Dear Mark and Tina:

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

Encl

**VICTUALER'S LICENSE CERTIFICATE**

No. 19

**MUNICIPALITY OF HAMPDEN, MAINE**

To all whom these presents may concern: Date: December 11, 2013

**KNOW YE**, that Carroll Crew, LLC (Mark & Tina Carroll),

doing business as PAT'S PIZZA

has been duly licensed as a Victualer at 662 Main Road North

in the Municipality of Hampden by said Municipality until December 17, 2014,

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

Authorized Municipal Officer **CODE ENFORCEMENT OFFICER**

**FINANCE & ADMINISTRATION COMMITTEE MINUTES**

Monday, December 2, 2013

## Attending:

Councilor Tom Brann	Incoming Councilor Gregory Sirois
Councilor Carol Duprey	Town Manager Sue Lessard
Councilor Jean Lawlis	Resident Terry McAvoy
Councilor David Ryder	
Councilor William Shakespeare	

The meeting was opened at 5:50 p.m. There was confusion over the start time because the agenda distributed to the Council said 6:30 p.m. and the date posted on the website calendar said 5:30 p.m. The Town Manager apologized for the posting confusion.

1. Meeting Minutes
  - a. October 21, 2013 – The minutes of 10/21/13 were reviewed and approved as written.
  - b. November 18, 2013 – The Town Manager noted that the minutes for the 11/18 meeting incorrectly listed Lane Construction as providing a letter of support for the GIS Mapping project. Letters of support were received from Sargent Corporation, HO Bouchard, and Eugene Weldon. The minutes were approved with the noted correction.
2. Review & Sign Warrants – Committee members reviewed and signed payroll and accounts payable warrants.
3. Financial Statements – October 2013 – The Town Manager reviewed the financial statements for the month of October 2013 with the Committee. She also updated the Council on discussions with Maine Trailer over their outstanding \$80,000 tax bills that cover two years. The Town has placed liens on the personal property involved.
4. Old Business - None
5. New Business
  - a. Citizen recognition request – Councilor Shakespeare – Councilor Shakespeare requested that the Committee consider recommending that resident Richard Newcomb be awarded a letter of recognition and perhaps a 'key to the Town' from the Town for his work in preserving historical records and artifacts of Hampden. Councilor Shakespeare read a list of some of the accomplishments of Mr. Newcomb that was compiled by a member of the Hampden Historical Society. It was suggested by Committee members that perhaps this was a type of award that should be considered for others who devote considerable time and effort to the Town of Hampden as well. It was the consensus of the Committee to support the idea of recognizing Mr. Newcomb and to place it on the next Council agenda for a vote.
6. Public Comment - None

7. Committee Member comments – None  
The meeting was adjourned at 6:50 p.m.

Respectfully submitted,

Susan Lessard, Town Manager

**Planning and Development Committee**  
**December 4, 2013**  
**6:00 PM**  
**Conference Room**  
**DRAFT MINUTES**

A-4-b

<b>Attendees:</b>	<b><u>Committee</u></b>	<b><u>Staff</u></b>
	<b>Tom Brann</b>	<b>Bob Osborne</b>
	<b>Bill Shakespeare</b>	<b>Dean Bennett</b>
	<b>Jean Lawlis</b>	
	<b>David Ryder</b>	
	<b>Greg Sirois</b>	

1. **Approval of November 20, 2013 Minutes:** Approved
  
2. **Committee Applications** – There were no committee applications under review.
  
3. **Updates**
  - A. Zoning Ordinance  
4.23.4 Excavation, Gravel Pit and Quarry  
  
Town Planner suggested alternative ways to accomplish the intent of the Zoning Ordinance provisions that require a site plan of extraction operations. Committee to review Planners revisions at a future meeting.
  
4. **Old Business**
  - A. Executive Session pursuant to 1.M.R.S.A. §405 (6) © to discuss an Economic Development Proposal (Hampden Business Park) – Committee has not received a response from Sargent Corporation via Attorney Erik Stumpfel so discussion with Attorney Russell was postponed.
  
  - B. Local Timber Harvesting Provisions (Adopted/Not Implemented)  
Committee requested that copies of current provisions be provided to them prior to the next meeting.  
  
Town Planner to draft amendments to Timber Harvesting provisions within Zoning Ordinance including Shoreland Zoning provisions to present to Committee at future meeting.

### C. Ammo Park Lotting Circa 1970

Peter Thornton, representing the Ammo Park presented to the Committee a site map detailing the creation of lots around existing structures that pre-dated the State Statute regarding Subdivisions.

Attorney Russell has stipulated his agreement with the Ammo Park Attorney that the creation of lots as presented is consistent with applicable Statues/Case Law in that they pre-date subdivision requirements.

Peter Thornton indicated his intent to convey 2 lots, and due to the remaining parcel being more than 40 acres, it is Attorney Russell's opinion that Subdivision review is not required.

#### **Committee Action:**

Consistent with Attorney Russell's recommendation, the Committee motioned and seconded to forward the Site Plan provided by Peter Thornton, prepared by Oscar Emerson, to the Planning Board for determination of whether the plan requires subdivision review. Vote: 4-0.

Attorney Russell will provide his opinion to the Planning Board at time of consideration.

#### **5. New Business:**

A.

#### **6. Comprehensive Plan Implementation**

A. Rezoning Priorities

The Town Planner presented the updated documentation that supports the roll-back of shoreland zoning regulations per the State of Maine Minimum Guidelines. The proposed zone changes include Resource Protection to Limited Residential Districting and defined locations wetlands based on actual ground surveys. These zone change initiatives and accompanying map, had been forwarded to the town council with supportive recommendation.

**7. Citizens Initiatives:** - none

**8. Public Comments** - none

**9. Committee Member Comments:** - none

#### **10. Adjourn**

The meeting was adjourned at 6:58 pm.

INFRASTRUCTURE COMMITTEE MEETING MINUTES  
Monday December 9, 2013

Attending:

Councilor William Shakespeare	Councilor Ivan McPike
Councilor Greg Sirois	Town Manager Susan Lessard
Councilor David Ryder	Regan Nichols, Reed's Brook Principal
Councilor Carol Duprey	Terry McAvoy, Resident
Councilor Tom Brann	State Rep. Brian Duprey

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

1. MINUTES OF 11/25/2013 – The minutes of the 11/25/13 meeting were reviewed and approved with no changes.
2. OLD BUSINESS
  - A. Discussion of School Resource Officer Grant – Councilor Sirois discussed information received (copy attached) at a meeting which he attended held on Monday, December 9th with Superintendent Lyons, Asst. Superintendent Genest, Principal Nichols, Principal Yehle, the district health coordinator, Councilor McPike, Town Manager Lessard, Sergeant Stewart, and Public Safety Director Joe Rogers. The purpose of the meeting was to discuss the proposed middle school resource officer position for the district in terms of need and financial impact. School personnel and the Superintendent expressed support for the position and indicated a potential commitment of up to 50% of the cost of the position to be funded by the District. The Superintendent also indicated that he would discuss the idea of sharing funding with the Town of Winterport so that the resource officer could serve both District middle schools. However, the District was not in a position to be able to guarantee the funding and would not be able to do so until their budget was prepared. Councilor McPike questioned the need for the position, since the District indicated that it had not included the request in prior budgets. Councilor Sirois expressed concern over the number of positions that the School District had cut in direct educational programs such as foreign languages and whether the resource officer position was more necessary than those types of programs. He indicated that he was not opposed to the idea of the position but that funding it was not a higher priority compared to other items. Principal Nichols indicated that she believed that the school administration was sincere in their plan to fund a portion of the position and that the needs of the district and its individual schools changed from year to year and that accepting this grant was an opportunity to fill an identified need with the use of less local dollars than would be necessary otherwise.

Councilors Duprey and Ryder indicated that they had not heard from anyone in support of the additional position – but had heard from a number of people, including those who attended the last Council meeting, who were in opposition,

primarily due to the cost. Councilor Sirois also indicated that he had discussed the subject with many people and only found one so far who was in support of it.

Councilor Brann spoke in support of the position due to his belief that the presence of an officer in the school would provide help for students in a more basic life-skills manner, and because the program had proved its success over a fifteen year time period at the high school level. Councilor Shakespeare spoke in support of the position due to his belief that an additional officer would complement the work already being done at the high school level and may have some chance of averting an intruder-type incident in the school should one ever occur.

The Town Manager answered questions related to the grant application process, financial impact of the decision, law enforcement authority when one community lies in another legal jurisdiction (Waldo County), and whether there would be a need for another police vehicle if the position were approved.

The Committee also discussed other options which may be available to the school in order to meet at least part of the need for another resource officer, which could include contracting with the Town or Penobscot County for an officer to spend so many hours a week or month in the middle school(s). Councilor Sirois asked the Town Manager to have the Public Safety Director provide additional information for the meeting on Monday relative to any cost savings/avoided costs for the department that would be realized if the position were filled.

Councilor Sirois also discussed the fact that he had attended a District Safety meeting and was impressed with the team of people and the level of expertise present. He intends to attend these monthly meetings.

Public Comment - Resident Terry McAvoy spoke in opposition to the grant for a number of reasons including his belief that the need is not present, the grant should not have been applied for without Council permission, another vehicle would be needed if the grant went forward, and the cost of it is too high over the four year period. Based on a previous comment by the Public Safety Director that having a cruiser parked at the high school may be having somewhat of a deterring effect on the possibility of intruders - State Representative Duprey suggested that parking a cruiser at each school may be a deterrent to someone considering some kind of negative act.

Motion by Councilor Duprey, seconded by Councilor Ryder to recommend to the full council that the School Resource Officer grant be returned. Vote 4 – 2 (Brann, Shakespeare). Motion carried.

3. NEW BUSINESS - None
4. PUBLIC COMMENTS - None
5. COMMITTEE MEMBER COMMENTS – Councilors Ryder, Shakespeare and Duprey requested that several items be included on the next agenda:
  - a. Adding Fridays to construction/demo weekends
  - b. Looking into timber harvesting at the business park in advance of any development so that the Town could realize funds from that activity
  - c. Increasing transfer station decal fees from \$5 to \$20
  - d. Creating a tiered sticker fee system so that those who utilized the brush/construction demo/metal disposal areas paid a higher amount

The meeting was adjourned at 7:35 p.m.

Respectfully submitted,

Susan Lessard  
Town Manager

MATERIALS PACKET – SCHOOL RESOURCE OFFICER DISCUSSION  
December 9, 2013

<u>Item</u>	<u>Pages</u>
Cost Breakdown – Grant Funding and Potential School Contribution	1-2
Other Communities – information on contributions	3-4
Resource Officer Duties	5-6
Student Survey Responses – Drug/Alcohol/Bullying survey	7-10

School Resource Officer Cost Breakdown Options:

12/6/13

	Year 1	Year 2	Year 3	Year 4	Total
Estimated Total Cost	74,187	78,400	83,256	87,349	323,192
COPS Grant funding:	-41,666	-41,666	-41,666	0	-124,998
Balance:	32,521	36,734	41,590	87,349	198,194

Possible funding:						
RSU22	50.0%	16,261	18,367	20,795	43,675	99,097
Town of Hampden	50.0%	16,261	18,367	20,795	43,675	99,097
Town of Winterport	0.0%	0	0	0	0	0
	100%	32,521	36,734	41,590	87,349	198,194

Options

RSU22	50.0%	16,261	18,367	20,795	43,675	99,097
Town of Hampden	25.0%	8,130	9,184	10,398	21,837	49,549
Town of Winterport	25.0%	8,130	9,184	10,398	21,837	49,549
RSU22	34.0%	11,057	12,490	14,141	29,699	67,386
Town of Hampden	33.0%	10,732	12,122	13,725	28,825	65,404
Town of Winterport	33.0%	10,732	12,122	13,725	28,825	65,404

2



# HAMPDEN PUBLIC SAFETY

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



## COPS Grant – School Resource Officer

	Year 1	Year 2	Year 3	Year 4
Salary	41,285	43,349	45,517	47,793
Holiday	2,382	2,501	2,626	2,757
Overtime	4,128	4,335	4,552	4,779
Health	17,800	19,500	21,450	22,500
Retirement	4,128	4,335	4,555	4,780
FICA	3,160	3,316	3,482	3,656
Life	160	170	180	190
Dental	144	144	144	144
Uniforms	<u>1000</u>	<u>750</u>	<u>750</u>	<u>750</u>
<b>Total</b>	<b>74,187</b>	<b>78,400</b>	<b>83,256</b>	<b>87,349</b>
<b>COPS Grant</b>	(41,666)	(41,666)	(41,666)	
<b>Balance</b>	<b>\$32,521</b>	<b>\$36,734</b>	<b>\$41,590</b>	<b>\$87,349</b>

<sup>15</sup> based on 580,000, acc

30.

More

1 of 20,911

# INFO

Inbox x

Stewart Dan 2:54 PM (19 minutes ago)

to me, Marzullo

**Images are not displayed.** Display images below - Always display images from dstewart@rsu22.us

Area departments that have SRO's

## **Bangor Police Department**

1- Bangor High School City Pays 100 %

1- 5<sup>th</sup>. Street Middle School City Pays 100 %

They visit all the other schools on a weekly basis.

## **Brewer Police Department**

1- Brewer High School School Pays 80 %

1- Brewer Community School School Pays 80 %

**Orono Police Department**

1- High School and Middle School are in the same building. Goes to other schools time permitting.

60 % School 40 % Police

**Bucksport Police Department**

1- In the hiring process for a officer for the high school. Has had a part time officer now making it a full time position. 50% / 50%

**Belfast High School**

1- Officer in the high school & middle school. 66% School / 34 % Town

**Waldo County S.O.**

1- Mount View High School 75% School / 25% Sheriff's Office.

## Current/Past School Resource Officer Duties

- Grant (2006) - Transportation Enhancement - Safe Routes. Crossing light and pedestrian crossing signs at old Hampden Academy (\$45,000)
- Grant (2013) - State Homeland Security Grant Program (Implemented 2013). School Emergency Preparedness for Facility Security (\$65,000)
- Grant for cameras at Reeds Brook (\$85,000)
- Co Chair District Safety Committee
- HART
- Co Chair Hampden Academy Safety Comm.
- HART
- Construction review for new HA
- Chair, Steering Comm Drug Free Community Grant
- First Aid CPR trainer
- Facilities safety
- Safety procedures & coordination - evacuation, lock down, shelter-in-place.
- Traffic flow consultant.
- Consult with School Safety Committees.

## Additional School Resource Officer

- Reinstate DARE Program in all schools with grade 5.
- Resume K Visitations.
- Reestablish Committees - Drug and Alcohol Prevention Committee, Students Against Destructive Decisions. Committee.
- Bring back Health & Safety Education at both Middle Schools level to enhance the Health Curriculum.
- Serve on School Health Advisory Council.

**RSU #22 School Resource Officer**

*What are the roles that a school resource officer will play in the middle and elementary schools?*

RSU #22 has an interest in expanding preventative education into grades K-8 around a number of subjects for which SROs are trained. These include:

- \* Drug/Alcohol Prevention Education
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- \*Develop a student comfort around law enforcement so that students may build a trusting relationship between police and themselves.
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*Why is a school resource officer of interest rather than an educator or social worker?*

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*The \$125,000 in COPS grant money will be dedicated to a school system. Why not us?*

If we walk away from the opportunity of \$125,000 in matching federal funds we may never know what resources could have been secured and delivered to our student body and schools. There is considerable intent to, and a past history of success with, the collaboration between Hampden Public Safety and RSU 22 schools that has been advantageous in the safety, counseling and education of our youth. To pursue this further makes financial and educational sense.

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Wagner

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Substance Abuse Focus Group 2013

Alcohol/Drugs

**Students overwhelming felt that alcohol, tobacco and drugs were not a problem.** The students repeatedly talked about how there were rumors and stories around these behaviors but that no one really engaged in those behaviors. They felt that substance use was more often gossip than truth.

A handful of students said they have heard others talk about their parents letting them drink at home, or seen some suspicious activity on the bus. One stated that a friend had been caught for “doing drugs” they the student did not know what. They also reported rumors of kids drinking at football games or smoking in the bathroom. However, none of the students believed the rumors. One student attended a different school previously and felt that Wagner had no alcohol or drugs in comparison. **A few students reported that drugs are “everywhere” up in Hampden.**

## Facts

- "I hear rumors but I don't believe them."
- "I hear kids brag about drinking at home, how their parents let them drink."
- "It is just not something we do." o "In the 8th grade, none of them do [alcohol or drugs]."

### Safety/Bullying

**The students were particularly concerned with bullying and bus safety.** The younger students felt that there were some social groups, teasing, name-calling and strong rough-housing during recess. They were extremely concerned with what occurs on the buses and felt the safety of school did not extend to their bus rides. The older students felt that much of this behavior subsided by the 8<sup>th</sup> grade. However, they agreed that the bus rides were "out of control."

- "People make fun of kids for being overweight."
- "Sometimes it just hurts."
- "The bus driver gives up."
- "By 8th grade, [bullying] gets old. We don't do it."

## Hampden Academy

MIHS Question	% Students who: 2011	% Students who: 2009	% Students who Maine 2011
During the past 12 months have you ever been bullied on school property?	<b>Said yes</b> 19%	<b>Said yes</b> 20.7%	<b>Said yes</b> 24%
During the past 30 days, on how many days did you have 5 or more drinks of alcohol in a row, that is, within a couple of hours?	<b>Answered at least one day</b> 21.2%	<b>Answered at least one day</b> 19.5%	<b>Answered at least one day</b> 16.6%

Facts

MIHS Question	% Students who: 2011	% Students who: 2009	% Students who Maine 2011
During the past 30 days, on how many days did you have at least one drink of alcohol on school property.	<b>Answered at least one day</b>  7.4%	<b>Answered at least one day</b>  8.4%	<b>Answered at least one day</b>  4.3%
During the past 12 months, has anyone offered, sold, or given you and illegal drug on school property?	<b>Answered yes</b>  26.3%	<b>Answered yes</b>  30.0%	<b>Answered yes</b>  24.2%
During your life how many times have you used marijuana?	<b>Answered at least 1 time</b>  40.1%	<b>Answered at least 1 time</b>  37.7%	<b>Answered at least 1 time</b>  36.4%
How old were you when you tried marijuana for the first time?	<b>Have tried marijuana, the % of students who answered before the age of 13</b>  22.4%	<b>Have tried marijuana, the % of students who answered before the age of 13</b>  21.8%	<b>Have tried marijuana, the % of students who answered before the age of 13</b>  21.9%

Substance Abuse Focus Group

Alcohol/Drugs

Students reported alcohol use (both casual and binge drinking) and said that students will drink anything they can get their hands on (beer, liquor, etc.).

They also noted that that **marijuana use is particularly prevalent, estimating that perhaps as much as 85 percent of students have tried it at least once.** (Without disclosing the school- specific results from the MIYHS 2011, these perceived rates of use were overestimates.)

Students also mentioned prescription drugs, but felt that marijuana use was more common.

- “Not coke or heroin or anything like that (well...)”

## Facts

- "It is pills and pot."
- "Marijuana. It is part of our generation."
- "We are a "weed" school. We are kind of known for that."
- "I'd say the vast majority have at least tried it once."

Students called their school a **"weed" school and felt that it was something for which the school is known. They felt that it is everywhere at school and in the community.** They felt that the prevailing attitude among adults is that they know that marijuana is around and everyone "just lets it go."

Students wondered if the marijuana use was really an issue for the school. They wondered what it was like at other high schools.

Students felt marijuana differed from alcohol in terms of how students used it, saying that marijuana was something that students did every day, compared to alcohol which students used more occasionally and on weekends.

- "Everyone knows about it, it is not a secret."
- **"Parents don't ask so that they don't have to hear the answer."**
- "You grow up knowing adults do it [marijuana] every day."
- **"Drugs are everywhere and you need to... help us."**
- **"You know it is going on, so why do you sit back and let it happen?"**
- "The excuse that "I was a teenager too" isn't viable. It is SO different now,
- so much worse."



C-3-a

Denise Hodsdon <clerk@

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## Request for item for next regular council meeting agenda

1 message

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**Kristen Hornbrook** <newskin4u@roadrunner.com>

Wed, Dec 4, 2013 at 11:09 AM

To: manager@hampdenmaine.gov

Cc: clerk@hampdenmaine.gov

Good morning Susan & Denise,

I hope this note finds you well. J

I have a request to add an item to the council agenda for the next regular council meeting on Monday, December 16<sup>th</sup>, 2013.

Please add item 'duties of council chair/public apology' to the agenda.

Thank you in advance.

Please reply to confirm you have received this note and that this item will be added to the December 16<sup>th</sup> Council agenda.

Have a blessed week,

Kristen Hornbrook

862-2889

991-2889 cell

*"To compel a man to subsidize with his taxes propagation of ideas which he disbelieves and abhors is sinful and tyrannical."*

~ Thomas Jefferson

*"During times of universal deceit, telling the truth becomes a revolutionary act."*

~ George Orwell

*"The Constitution is not an instrument for the government to restrain the people, it is an instrument for the people to restrain the government."*

~ Patrick Henry

C-3-b

MATERIALS PACKET – SCHOOL RESOURCE OFFICER DISCUSSION  
December 9, 2013

<u>Item</u>	<u>Pages</u>
Cost Breakdown – Grant Funding and Potential School Contribution	1-2
Other Communities – information on contributions	3-4
Resource Officer Duties	5-6
Student Survey Responses – Drug/Alcohol/Bullying survey	7-10

School Resource Officer Cost Breakdown Options:

12/6/13

	Year 1	Year 2	Year 3	Year 4	Total
Estimated Total Cost	74,187	78,400	83,256	87,349	323,192
COPS Grant funding:	-41,666	-41,666	-41,666	0	-124,998
Balance:	32,521	36,734	41,590	87,349	198,194

Possible funding:						
RSU22	50.0%	16,261	18,367	20,795	43,675	99,097
Town of Hampden	50.0%	16,261	18,367	20,795	43,675	99,097
Town of Winterport	0.0%	0	0	0	0	0
	100%	32,521	36,734	41,590	87,349	198,194

Options

RSU22	50.0%	16,261	18,367	20,795	43,675	99,097
Town of Hampden	25.0%	8,130	9,184	10,398	21,837	49,549
Town of Winterport	25.0%	8,130	9,184	10,398	21,837	49,549
RSU22	34.0%	11,057	12,490	14,141	29,699	67,386
Town of Hampden	33.0%	10,732	12,122	13,725	28,825	65,404
Town of Winterport	33.0%	10,732	12,122	13,725	28,825	65,404



# HAMPDEN PUBLIC SAFETY

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



2

## COPS Grant – School Resource Officer

	Year 1	Year 2	Year 3	Year 4
Salary	41,285	43,349	45,517	47,793
Holiday	2,382	2,501	2,626	2,757
Overtime	4,128	4,335	4,552	4,779
Health	17,800	19,500	21,450	22,500
Retirement	4,128	4,335	4,555	4,780
FICA	3,160	3,316	3,482	3,656
Life	160	170	180	190
Dental	144	144	144	144
Uniforms	<u>1000</u>	<u>750</u>	<u>750</u>	<u>750</u>
<b>Total</b>	<b>74,187</b>	<b>78,400</b>	<b>83,256</b>	<b>87,349</b>
<b>COPS Grant</b>	(41,666)	(41,666)	(41,666)	
<b>Balance</b>	<b>\$32,521</b>	<b>\$36,734</b>	<b>\$41,590</b>	<b>\$87,349</b>

<sup>15</sup> based on 580,000,000

30.

More

1 of 20,911

# INFO

Inbox x

Stewart Dan 2:54 PM (19 minutes ago)

to me, Marzullo

**Images are not displayed.** Display images below - Always display images from dstewart@rsu22.us

Area departments that have SRO's

## **Bangor Police Department**

1- Bangor High School City Pays 100 %

1- 5<sup>th</sup>. Street Middle School City Pays 100 %

They visit all the other schools on a weekly basis.

## **Brewer Police Department**

1- Brewer High School School Pays 80 %

1- Brewer Community School School Pays 80 %

**Orono Police Department**

1- High School and Middle School are in the same building. Goes to other schools time permitting.

60 % School 40 % Police

**Bucksport Police Department**

1- In the hiring process for a officer for the high school. Has had a part time officer now making it a full time position. 50% / 50%

**Belfast High School**

1- Officer in the high school & middle school. 66% School / 34 % Town

**Waldo County S.O.**

1- Mount View High School 75% School / 25% Sheriff's Office.

### Current/Past School Resource Officer Duties

- Grant (2006) - Transportation Enhancement - Safe Routes. Crossing light and pedestrian crossing signs at old Hampden Academy (\$45,000)
- Grant (2013) - State Homeland Security Grant Program (Implemented 2013). School Emergency Preparedness for Facility Security (\$65,000)
- Grant for cameras at Reeds Brook (\$85,000)
- Co Chair District Safety Committee
- HART
- Co Chair Hampden Academy Safety Comm.
- HART
- Construction review for new HA
- Chair, Steering Comm Drug Free Community Grant
- First Aid CPR trainer
- Facilities safety
- Safety procedures & coordination - evacuation, lock down, shelter-in-place.
- Traffic flow consultant.
- Consult with School Safety Committees.

### Additional School Resource Officer

- Reinstate DARE Program in all schools with grade 5.
- Resume K Visitations.
- Reestablish Committees - Drug and Alcohol Prevention Committee, Students Against Destructive Decisions. Committee.
- Bring back Health & Safety Education at both Middle Schools level to enhance the Health Curriculum.
- Serve on School Health Advisory Council.

**RSU #22 School Resource Officer**

*What are the roles that a school resource officer will play in the middle and elementary schools?*

RSU #22 has an interest in expanding preventative education into grades K-8 around a number of subjects for which SROs are trained. These include:

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How old were you when you tried marijuana for the first time?	Have tried marijuana, the % of students who answered before the age of 13 22.4%	Have tried marijuana, the % of students who answered before the age of 13 21.8%	Have tried marijuana, the % of students who answered before the age of 13 21.9%

## Substance Abuse Focus Group

Alcohol/Drugs

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- "The excuse that "I was a teenager too" isn't viable. It is SO different now,
- so much worse."

C-4-a

December 2, 2013  
Susan Lessard  
Hampden Town Manager

Dear Susan Lessard,

The purpose of this letter is to ask permission from the Hampden Town Council to allow the Whitcomb-Baker VFW Post 4633 to obtain their annual license for bingo and game of chance for the up coming year of 2014. The license renewal would be from January 1, 2014 to December 31, 2014. If you could please add this to your list of topics to be discussed at the next regular council meeting the VFW would greatly appreciate it. Thank you for your continue support .

Sincerely,

  
William H. Sinclair Jr  
Quartermaster, Pro Tem

Town of Hampden  
106 Western Avenue  
Hampden, Maine 04444



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

December 17, 2013

Lt. Patrick Fleming  
Gaming and Weapons Section  
Maine State Police  
State House Station 164  
Augusta, ME 04333-0164

Dear Lt. Fleming,

The purpose of this letter is to serve as authorization from the Hampden Town Council to allow the Whitcomb-Baker VFW Post 4633 to obtain their annual license for bingo and games of chance. This license is to run from January 1, 2014 through December 31, 2014. The authorization was formally approved by the Town Council at the December 16, 2013 regular council meeting.

If you have questions or require further information, please call.

Sincerely,

Susan Lessard  
Town Manager

E

## TOWN MANAGER'S REPORT 2013

The purpose of this report is to identify progress made on goals set by the Town Council for the 2013 year, discuss other work/accomplishments for the year, list grants received and accepted by the Town in 2013, identify items that are 'works in progress' of the Town Council Committees, and report on construction activity that has increased valuation.

### Goals & Objectives

During the goals and objectives session held by the Town Council in March of 2013, 32 items were initially identified by individual councilors as potential work subjects for the 2013 year. Each Councilor selected five from the list as those that they felt needed the greatest attention. 18 of the original 32 were selected by Councilors. In order of how these items ranked based on how many Councilors selected them – the results were as follows and each item that was worked on has what was done in italics next to the item:

5 Councilors selected:

*Zoning/comprehensive plan integration – While there has not been a look at all areas, the following zoning/ordinance changes were made in 2013 in response to either business/resident requests or upon recommendation of the Planning & Development Committee:*

- *Consumer Fireworks Ordinance Adopted June 2013*
- *E911 Addressing Ordinance Adopted August 2013*
- *General Assistance Ordinance Updates Adopted July 2013, October 2013*
- *Marina Parcel – Ordinance Authorizing Conveyance May 2013*
- *Old Hampden Academy – Ordinance Authorizing Sale August 2013*
- *Outdoor Wood Boiler Licensing Ordinance Amendments January 2013*
- *Sewer Bond Ordinance - July 2013*
- *Victualer's Ordinance Amendments – January 2013*
- *Zoning Ordinance Text Amendment – Signs in VC & VCII Districts August 2013*
- *Zoning Ordinance Map Amendment – Swan Property – November 2013*
- *Zoning Ordinance Text Amendment – B & B's and Child Care Centers – August 2013*
- *Zoning Ordinance Text Amendment – Add single family Dwelling to Interchange District – July 2013*
- *Discussed but did not approve Military Excise Exemption Ordinance February 2013*

4 Councilors selected

*Hampden Academy sale/re-use – After considerable review, environmental investigations, and meetings, in August of 2013 the Town Council voted to sell the entire former Hampden Academy site to Historic Hampden Academy, LLC for the price of \$60,000, with no future responsibility for environmental remediation costs related to asbestos, pcb's, etc.*

*Solid Waste Costs & Transfer Station Operation – The Infrastructure Committee reviewed costs related to the removal of brush and demolition debris and investigated an alternate method of hauling brush. The investigation resulted in the removal of a \$58 per ton disposal fee for brush, which will save the community approximately \$12,000 per year.*

### **3 Councilors selected**

*Skehan Center retention as a community center – At the time that the Council sold the old Hampden Academy Property to Historic Hampden Academy, LLC they also entered into a five year lease of a portion of the Skehan Center building for the cost of \$1 per year for use as a community/recreation center. Under the terms of the lease the town is responsible for utilities (once the purchaser has separated the Skehan Center for usage of oil and electricity) and maintenance and repair costs. The cost center is set up with the idea that it should be self-sustaining and not require the use of property tax dollars.*

### **2 Councilors selected**

*Make Recreation programs self-sustaining – At the present time, tax dollars fund two positions in the Recreation Department – the Director and the Assistant Director. All other costs related to recreation (programs, staffing, Skehan Center, etc.) are paid for from fees charged for program participation, donations, sponsorships, and facility rental. The current policy is based on the premise that the portion of recreation that is paid for by tax dollars provides for the opportunity for the Town to offer recreation to all age levels and that that is a legitimate use of tax dollars and one that is supported by a majority of taxpayers. The actual costs of the programs themselves and the facilities and supplies used, as well as the people who staff them are paid for from the above-cited sources.*

*Review staffing levels – No additional staffing, other than the second school resource officer position has been discussed during this year. No staff cuts have been discussed either.*

*Parks/Trails Program – During the 2012 year the Council adopted a policy for use of Town parks/lands that eliminated two separate ordinances (Dorothea Dix Park and Papermill Park) that contained provisions that were no longer legal (prohibition of firearms) and standardized public use of town properties. In addition, a volunteer committee headed by resident Jeremy Jones ‘adopted’ Papermill Park and has done clearing and clean up at the site. The Dorothea Dix park committee has had clean up days as well, and a water fountain was installed at the park this past summer also. The Town also continues to support the snowmobile trails program by donating \$1000 a year from snowmobile fees to the Goodwill Rider’s Snowmobile Club for trail grooming and maintenance.*

*Employee Morale and Retention – No specific discussion of this matter was done in 2013. However, the Town also has a very low turnover rate in all departments and is characterized by long tenure in its employees. There is a comprehensive Personnel Policy that was adopted by the Town Council in 2012, union negotiations are characterized by an open and civil process, we have an Employee Assistance Program offered through the Town’s health insurance provider, the Town has a Wellness program with monthly sessions to encourage better health practices by employees and an incentive program associated with it offered by the Town’s health insurer that allows employees to earn credits toward merchandise. The Town is*

*also supportive of ongoing training for employees and budgets annually so that employees can stay abreast of changes in regulations and operations in their various fields.*

#### 1 Councilor selected

*Overall review of ordinances and updating for consistency - See above – Zoning & Comprehensive Plan*

*20% wage reduction over next 20 years – The Council awarded a 1.1% cost of living raise to all employees consistent with what the Police/Fire Union Contract wages called for in the 2013 year. Review of the Maine Municipal Association salary survey showed that wages and benefits offered by the Town are consistent with communities of similar size throughout the state. It has been the practice of the Council to maintain that parity in order to be able to attract viable candidates for municipal positions when necessary.*

*Freeze wages for three years – allow Councilors not to receive pay – Councilors have the ability to refuse wages for Council Service if they choose at the present time. Otherwise, Councilors are paid \$30 per meeting for council and committee meetings attended and the Mayor is paid \$35 per meeting for council and committee meetings attended. In addition, Councilors are paid quarterly up to \$50 per month for costs related to internet at their homes. Wages were not frozen in 2013 (see above item). The last time wages were frozen was in 2008/09 when the union's voluntarily opened their contracts and inserted an extra year with no increase in wage and a change in health care program. No employees received cost of living raises that year. In addition to that year, I did not take a cost of living raise in 2010/11, 11/12, or 12/13. The Public Safety director also refused a cost of living raise in 2011/2012.*

*Review vacation cash-in policy – At the present time non-union employees are allowed to cash in one week of vacation (union members do not have that limitation) if they are not going to be able to use all of their vacation within a year and the reason for non-use is approved by the Town Manager.*

*Review policy of banking vacation – Per the Employee Handbook adopted in 2012, employees are allowed to carry 80 hours of vacation into a new fiscal year.*

*Make Pool self-sustaining financially – In 2012-13, the Council adopted a new way of funding the pool. Instead of budgeting for 100% of the costs, and also budgeting for revenue as an offset, they began budgeting only for the cost of personnel and created an Enterprise Account from which pool facility and capital needs would be expended and into which fees from pool use would be credited. The purpose of this was to work toward a larger percentage of the total cost of the pool to come from fees/fundraising. The Council budgeted in a similar fashion in 2013/14 and it appears from the end of year figures from 12/13 that it will be possible to add some items from personnel costs to the Enterprise budget for the pool and further reduce the amount funded from taxation.*

*Revamp ordinance pertaining to political signs to give CEO authority to remove – A review of the sign ordinance related to political signs done by the Town Attorney during the 2013 November election revealed that our current ordinance is non-compliant with the law at the present time due to changes by the Supreme Court in interpretation of the public right to free speech. That legal opinion should form the basis for discussion of changes to the Sign ordinance in 2014.*

Sell second half of Business Park – *The Council did a request for proposals in 2013 for parties interested in developing the remainder of the Business Park. Sargent Corp was the only company that submitted a proposal and the Planning & Development Committee has been – and continues to – work on an agreement to bring back to the Town Council. Since the proposal was submitted, the owner of the Ammo Industrial park has approached the town for utilities and road connections to the Business Park and has offered access to town land for recreation as well. This discussion has expanded to include land owned by Brian Bouchard off Coldbrook Road as well.*

Storm Water Management – *GIS/IT Specialist Gretchen Heldmann wrote a successful grant in 2013 for the second phase of exploration of the Sucker Brook watershed which is scheduled to be listed as an urban impaired stream in the next two years. The Town also was a successful recipient of a grant in 2011 for the first phase of exploration in partnership with the City of Bangor since we share the watershed. The Town is a designated MS 4 community, which is a determination based on a combination of population density in the Route 1A corridor and our proximity to the City of Bangor. As such, we are required to have a five year plan for storm water management, best management practices for stormwater, ongoing monitoring of all outfalls, culverts, catch basins, public education for good stormwater practices – and more. At the present time the approximate \$12,000 for this program (paid to a consultant that assists staff in public works, planning, GIS, and administration in permit compliance as well as dues for participation in the Bangor Area Stormwater Group) comes from Host Community Benefits and was voted to be funded as such by the Council 6 years ago. The City of Bangor has instituted a stormwater fee based on impervious surface of businesses in the City in order to fund their program. As Hampden becomes more and more regulated under this program, the Council will have to consider how it wishes to fund the work that is required of us by law.*

### **Budget Goals & Objectives**

It was the consensus of the council to keep the mil rate effort for the Town portion of the budget as close to the same as possible for the 2013-14 budget year. – *The town reduced its operating budget by \$300,000 in order to offset State Revenue Sharing dollar losses and keep the ‘town-portion’ of the mil rate the same as last year. The County portion of the budget went up \$36,000 and the School portion of the budget went up \$349,000. New valuation in the amount of approximately \$10 million dollars - which at the mil rate set of \$16.65 generated \$166,500 - was not sufficient to offset the entire increase in county and school budgets.*

### **Grants/Donations Received 2013**

*In 2013, the Town received the following grants/donations:*

*Fire Department –*

*\$38,000 grant for an oxygen fill-system for SCBA units – Federal Grant*

*\$ 2,000 Wireless Headsets – Maine Municipal Association*

*Police Department –*

*\$10,000 Traffic safety grant – Federal Grant  
\$6,331 Radio & Antennas – Homeland Security through the County  
\$1,000 Stalker Dual Radar Grant – Maine Bureau of Highway Safety*

*Library*

*\$20,000 Willard bequest  
\$702 – Rudman Grant – 2 Science Programs*

*GIS/IT*

*\$12,000 DEP Stormwater Grant*

*Pass Through Grants (managed by the Town - for Historic Preservation Purposes)*

*\$6,000 Harmony Hall – Historic Preservation Grant – for Painting – Total project was \$14,500 with \$8,500 from the Garden Club and \$6,000 from the Maine Historic Preservation Commission*

*\$5,513 Hampden Historical Society from the Maine Historic Preservation Commission – Museum in the Streets - \$10,497 to come from the Historical Society*

**Other Council Actions** – *Although the following items are listed as bullet points, virtually all of the activity first went through a committee process involving at least one meeting, but often more than one prior to a decision of the Town Council. The Budget process alone involved 8 meetings of the Town Council and months of work by the Manager and staff. Some of the items, such as the conveyance of land at the marina, and the disposition of the old Hampden Academy have been in the works for a number of years.*

- *Preserved Alewife Fishing Rights for the Souadabscook Stream*
- *Debated and Adopted 2014 Town Budget*
- *Abated unpaid Ambulance billings for 2011 & 2012*
- *Granted a request to Ammo Park owner Peter Thornton to connect to Town Sewer*
- *Approved 6 liquor licenses for local businesses and approved the sale of wine at the Farmer's Market by Winterport Winery*
- *Approved paving for 2013*
- *Approved purchase of a 2013 SUV for a police vehicle*
- *Approved purchase of a 2013 Ford F-550 for Public Works*
- *Accepted local road assistance funds from the State of Maine*
- *Adopted an Arbor Day Proclamation as part of the requirements to maintain the Town's Tree City USA designation*
- *Accepted open space/public improvements (roads/sewer/drainage) for Chickadee Crossing subdivision*
- *Approved new computer server for the Town Office*
- *Approved new phone system to replace system that is 11 years old*
- *Approved continuation of document scanning project to reduce 'paper' volume*

- *Approved participation in State/County GIS mapping project at the 6" resolution level*
- *Accepted open space from the Halpern Subdivision*
- *Approved Kiwanis Poker Tournament license for the year*
- *Approved VFW Bingo license for the year*
- *Denied acceptance of Rancourt Town Farm open space acceptance request*
- *Donated funds to Reed's Brook Destination Imagination Team for trip to World's*
- *Committed 4 quarters of sewer billing for collection*
- *Authorized the design and bid of the sewer project for 2 pump station rehabs and line replacement from Western Ave/1A intersection to the Water District*
- *Authorized Soudabscook Stream Canoe Race*
- *Approved Service Fees for 2013-2014*
- *Interviewed and appointed School Board Member to fill vacancy created by the resignation of Nick Winchester*
- *Interviewed and appointed 2 Water District Trustees to fill vacancies created by the resignation of Dana Skinner and Don Darling*
- *Approved use of Skehan Center for Recreation/Community Center*
- *Discussed concerns of resident regarding cancer rates on Coldbrook Road*
- *Appointed members of the Pool Board, Library Board of Trustees, Appeals Board, Planning Board, Board of Assessment Review, Historic Preservation Commission, and Personnel Appeals Board*
- *Accepted resignations of two Councilors – Shelby Wright and Janet Hughes*
- *Renewed authorization of Epstein Realty for sale of lots in Business Park*
- *Authorized survey of municipal services and reviewed results*
- *Reviewed results of survey done by Public Safety Department*
- *Considered request by Kabang for campsite located in Hampden*

## **Work in Progress – Committees**

### *Planning & Development*

- *Continued negotiation with Sargent Corporation regarding the Business Park*
- *Work with Peter Thornton related to development of the Ammo Park and connection to the Town Business Park, as well as work with other property owners in the Coldbrook Road area for possible development*
- *Continued review of Town Ordinances for compliance with comprehensive plan*

### *Services*

- *Ongoing review/monitoring of Skehan Center operation/budget*
- *Coldbrook Road Cancer Concerns referred to this committee in November 2013*
- *Parks/trails needs in the Community*

### *Infrastructure*

- *Vehicle/Equipment replacement schedules*
- *Transfer station – cd/demo weekend hours*

- *Transfer station – sticker fees*
- *Timber harvesting on town lands prior to development*
- *Review of road/sidewalk paving schedules*

*Finance & Administration*

- *Monthly financial reports (ongoing)*
- *Sewer fees – capital and operating*
- *Reserve Account funding*

**Building/Construction Activity 2013**

<i>Single family home permits issued</i>	<i>54</i>
<i>Multi-family home permits issued</i>	<i>4</i>
<i>Business permits issued</i>	<i>1</i>

*Renovations –*

<i>Single family permits</i>	<i>10</i>
<i>Business permits</i>	<i>2</i>
<i>Commercial permits</i>	<i>2</i>
<i>Garage permits</i>	<i>1</i>
<i>Decks</i>	<i>7</i>
<i>Roof</i>	<i>1</i>
<i>Porch</i>	<i>1</i>

*Additions –*

<i>Single family</i>	<i>10</i>
<i>Garage</i>	<i>5</i>
<i>Deck</i>	<i>8</i>

*Outbuildings*

<i>Garage</i>	<i>9</i>
<i>Barn</i>	<i>2</i>
<i>Shed</i>	<i>14</i>

*Normally as part of my annual report, I cite the activity statistics by Town Department. However, several months ago, we began a process of each department providing Town Councilors with monthly reports that list all of this activity so I will not repeat that here. I look forward to working with the Council on goals and objectives that it sets for the coming year as well as finding ways to insure that we can cost-effectively continue to offer good services to the residents of the community.*