



HAMPDEN TOWN COUNCIL
HAMPDEN MUNICIPAL BUILDING
AGENDA

MONDAY

AUGUST 4, 2014

7:00 P.M.

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

- A. PLEDGE OF ALLEGIANCE
- B. CONSENT AGENDA
 - 1. SIGNATURES
 - 2. SECRETARY'S REPORTS
 - 3. COMMUNICATIONS
 - a. Jessica Scott/RSU #22 – Resignation from School Board
 - b. Hampden Country Club – Renewal of Victualers License
 - c. PERC/Town – Memo re Public Informational Meetings
 - 4. REPORTS
 - a. Infrastructure Committee Minutes – 6/23/2014
 - b. Finance Committee Minutes – 6/16/2014
 - c. Bangor Humane Society – Stray Animal Report – June 2014
- C. PUBLIC COMMENTS
- D. POLICY AGENDA
 - 1. NEWS, PRESENTATIONS & AWARDS
 - 2. PUBLIC HEARINGS
 - 3. NOMINATIONS – APPOINTMENTS – ELECTIONS
 - 4. UNFINISHED BUSINESS
 - a. Pool Roof Bid Award – Recommendation of Infrastructure and Finance Committees
 - b. Municipal Garage Fuel Tank Bid Award – Recommendations of Infrastructure and Finance Committees

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

- c. Sewer Manhole Acceptance – O’Donald/Lead Mountain Properties Development – 206 Western Avenue – Infrastructure Committee Recommendation
- d. Elm Street East Culvert – Additional Funding Request from Streets & Roads Reserve Account – Finance Committee Recommendation

5. NEW BUSINESS

- a. Zoning Ordinance Text Amendment – Article 4.6 Rural Cluster Housing Open Space Exception – Referral to Planning Board
- b. Application for Catered Function received from Spectacular Event Center – 9/19/2014 at Changing Seasons FCU
- c. Sewer Commitment – April 2014 to June 2014
- d. Maine Municipal Association – Annual Election Voting Ballot
- e. Maine Municipal Association – Legislative Policy Committee Ballot
- f. Rural Active Living Assessment – City of Bangor Request

- E. COMMITTEE REPORTS
- F. MANAGER’S REPORT
- G. COUNCILORS’ COMMENTS
- H. ADJOURNMENT

B-3-a

Jessica S. Scott
535 Western Ave
Hampden, ME
July 4th, 2014

Mr. Richard Lyons
Superintendent of Schools
RSU 22
24 Main Road North
Hampden, ME 04444

Dear Mr. Richard Lyons:

Please accept this as official notice of my resignation from the RSU 22 Board of Directors. I have very much enjoyed my tenure serving on the Board and am proud to be a community member with young children educated in this district. It has been such a pleasure to be a part of such an exceptionally professional, hard working group that delivers the best education to our children.

After much careful consideration, I must step down due to a conflict of schedule with my pursuit of another Graduate degree. As you are aware, many of my courses conflict with Board meetings on Wednesdays and my attendance is compromised throughout the year. I am confident there is a candidate that can fulfill this important position for our district better than I. Thank you again for your commitment to excellence for the children of RSU #22 as well as the great work of Emil, Gloria, Marie, Mary, the administrative team, and the Board members. I will sincerely miss working with you all!

My last meeting of attendance will be July 9th, 2014. Please let me know if I am to inform the Town of Hampden in order to add my seat to the upcoming ballot nominations next month.

Best,

Jessica S. Scott

B-3-b

Town of Hampden
106 Western Avenue
Hampden, Maine 04444



Phone: |
Fax: (207) 833-1111
email: ir@hampdenme.org

July 16, 2014

Keith Gamble
Hampden Country Club
25 Thomas Road
Hampden, ME 04444

Dear Keith:

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

Please call if you have any questions.

Sincerely,

Denise Hodsdon, CMC
Town Clerk

Enc

VICTUALER'S LICENSE CERTIFICATE	
No. <u>13</u>	MUNICIPALITY OF HAMPDEN, MAINE
<i>To all whom these presents may concern:</i> Date: <u>July 23</u> , 2014	
KNOW YE , that <u>Keith Gamble</u> ,	
doing business as <u>Hampden Country Club</u>	
has been duly licensed as a Victualer at <u>25 Thomas Road</u>	
in the Municipality of Hampden by said Municipality until <u>August 19</u> , 2015,	
and has paid to the Municipal Treasurer the fee of Fifty Dollars (\$50.00).	
 _____ Authorized Municipal Officer CODE ENFORCEMENT OFFICER	

B-3-c

MEMORANDUM

TO: Municipalities That Participated in Recent PERC Municipal Informational Meetings

FROM: Penobscot Energy Recovery Company, LP (PERC)

DATE: July 23, 2014

PERC wants to thank you for your attendance and participation on behalf of your community in the recent public informational meetings held in Brewer and Waterville.

The following is a brief synopsis of the key issues which were discussed at those meetings. As discussed during the meetings, PERC expects to conduct additional informational meetings during the remainder of this year and next year as relevant information becomes available with respect to the development of an integrated, comprehensive waste management plan for the State of Maine. In the meantime, if you or anyone associated with your community's solid waste disposal program have any questions or need any additional information, please do not hesitate to contact: Rod Carr at (207) 622-6124 or by email: rcarr@doylenelson.com or Tamara Haley at (207) 385-5568 or by email: thaley@usaegroup.com.

- The last five years of PERC's operation have been the best years in its 25-year history and the best operating month ever was the month of May 2014.
- The PERC facility is extremely well maintained and operated, resulting in the fact that it is expected to be able to be effectively and efficiently operated for another 25 to 30 years.
- Despite recent rumors and newspaper stories, the PERC facility will NOT be closing at the end of 2018.
- The limited partnership which PERC is presently owned (53.0% by USA Energy Group, LLC, 23.5% by Municipal Review Committee and 23.5% by PERC Holdings, LLC) will, however, under the terms of the Limited Partnership Agreement, be dissolved and start winding up its business December 31, 2018. The PERC waste-to-energy facility and related property will be sold to either one or more community municipalities which presently have waste disposal agreements with PERC or to some other third party, including any of the existing partners.
- The Environment and Natural Resources Committee of the Maine Legislature, in its letter to DEP Commissioner Aho, has recently expressed the clear need, as also stated by almost every person who testified at the public hearing on L.D. 1483, for the development, as soon as possible, of a fully integrated, comprehensive plan for the proactive management of the solid waste hierarchy, including, but not limited to, the

economic stabilization of the three existing waste-to-energy facilities in Maine so they can continue their work.

- The Legislature has also recently said, in the future, any application for the siting and development of a new landfill, expansion of an existing landfill or the development of a new waste-to-energy facility will now have to establish, as part of the licensing process, that the municipal solid waste which would be disposed of at the proposed new or expanded facility/landfill cannot be further reused, recycled or composted or, in the case of a landfill, incinerated at a waste-to-energy facility.
- If the three remaining waste-to-energy facilities in Maine were to close down, Maine would have to find a means of disposing at landfills of an additional 500,000 to 800,000 tons of municipal solid waste each year.
- 86% of the citizens of Maine who have recently been polled prefer the waste-to-energy method of solid waste disposal.

B-4-a

INFRASTRUCTURE COMMITTEE MEETING MINUTES
Monday June 23, 2014

Attending:

Mayor Carol Duprey	Councilor Ivan McPike
Councilor David Ryder	Councilor Greg Sirois
Councilor Tom Brann	Town Manager Sue Lessard
Councilor William Shakespeare	Public Works Director Chip Swan
Resident Terry McAvoy	Firefighter/Paramedic Jared LeBarnes
Resident Mary Beckett	Fire Lieutenant Jason Lundstrom

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

1. MINUTES OF 4/28/2014 – Motion by Councilor McPike, seconded by Councilor Sirois to approve the May 27, 2014 minutes. Unanimous vote in favor.
2. OLD BUSINESS
 - A. Update – Route 1A Sidewalk – Possible Alternatives – Public Works Director Chip Swan explained to the Committee that he had a staff member assess the sidewalk and there were 1266 feet of it that was in poor condition. He estimates that it would take 40 tons of mix to shim the sidewalk at a cost of approximately \$3,000 and the cost of renting a vibratory roller would be \$800 a week. He estimated that public works employees can do the work in a week or two at a total cost not to exceed \$5,000. He plans to have the work done during the first two weeks of July. Motion by Councilor McPike, seconded by Councilor Shakespeare to recommend to the Council the repair of the Route 1A Sidewalk and to refer to Finance & Administration for funding options. Vote 6-0.
 - B. Municipal Building Flooring Repairs – The Town Manager explained that Public Safety Director Rogers had discussed both tile and finished concrete flooring options for the public safety hall, entrance area, and downstairs corridor. The estimate for tile was higher than the estimate for the finished concrete, but both estimates were over the \$10,000 amount which requires it to be put out to bid. The option preferred by staff is finished concrete for length of wear, ease of maintenance, and life. Motion by Councilor McPike, seconded by Councilor Sirois to put finished concrete flooring out to bid for the portions of the municipal building identified – public safety reception, and public safety corridors upstairs and downstairs. Unanimous vote in favor.
3. NEW BUSINESS
 - A. Request to close Wheeldon Heights for block party July 19th Noon to 6 p.m. – Resident Mary Beckett, of Wheeldon Heights in Hampden, asked for permission to close Wheeldon Heights on July 19th from noon to 6 to all non-resident traffic. The purpose of the closure is for a block party with children’s games and a pot luck dinner/barbecue. Councilor Shakespeare asked if all residents of the street had been notified and Mrs. Beckett advised that most had, but that some had

not. It was her intent to do so after the Council had acted on the request so that she could be definite in what she was telling people. Motion by Councilor McPike, seconded by Councilor Sirois to recommend to the Council that they allow the closure of Wheeldon Heights on July 19th from noon to 6 p.m. for all but resident travel to allow for a block party. Unanimous vote in favor. Councilor Shakespeare expressed support for the block party but concern over the fact that all residents of the street had not had an opportunity to express their opinion. He suggested that she do so and provide additional information to the Council on July 7th when the matter is on the Council agenda.

- B. Emergency Signs over Street Signs – Public Safety Request – Firefighter/Paramedic Jared LeBarnes and Lieutenant Jason Lundstrom presented a request to use existing grant money for the purchase of red street number directional signs to go on top of street/stop signs at the intersection of 11 local roads in Hampden. The Town of Hermon has such signs and they are a great help to any emergency service responding within the community, and are also very helpful to the State Police or other communities who may respond in Hampden for mutual aid. Motion by Councilor McPike, seconded by Councilor Sirois to recommend to the Council the use of existing grant funds for the purchase of the requested signs. Unanimous vote in favor. Public Works Director Chip Swan stated that Public Works would assist with getting the signs up.
- C. Annual Salt Purchase – Public Works Director Chip Swan presented information related to the road salt contract for the 2014/15 year. The Town for a number of years has participated in the State bid process and used Harcross. This year's recommendation is to go with Bangor and Brewer in a separate bid with International salt at a price of \$53.98 per ton – which is 3.23 less a ton than the State bid that we had been using. Motion by Councilor Brann, seconded by Councilor Shakespeare to recommend to the Council that the road salt bid be awarded to International Salt for \$53.98 per ton for the 2014/15 year. Unanimous vote in favor.
- D. Littlefield Avenue Paving – Public Works Director Chip Swan reported that he had been contacted by the Town of Hermon in regard to Littlefield Avenue. Part of the road is in Hampden and part of the road is in Hermon. This year the Town of Hermon is paving their section, and the WhiteHouse Inn is also doing reclamation of their parking areas adjacent to the section of road owned by the Town of Hampden. There is a serious drainage problem in one section of the road owned by Hampden. The Public works director got a cost estimate for just material to repair the section of the road with the drainage issue and that estimate was \$11,250 for material. Wellman Paving is doing the work for the Town of Hermon and the Whitehouse Motel and they submitted a price of \$8,991.50 to reclaim and pave the 300' of road that is owned by the Town of Hampden. The Public Works Director suggested using line striping monies in the current budget to do this work and not do line striping this fiscal year. Motion by Councilor Brann, seconded by Councilor Shakespeare to recommend to the Council that the paving/reclamation of the Town of Hampden section of

Littlefield Avenue be awarded to Wellman Paving for the cost of \$8,991.50. Unanimous vote in favor. This item will be on the Finance & Administration Committee agenda for consideration for funding on the July 7, 2014 agenda.

- E. Elm Street East Culvert – The Public Works Director presented the bids that had been received for the replacement of the culvert on Elm Street East. The bids ranged from a low of \$65,707 to a high of \$184,800. Maine Earth was the low bidder. They are a Hampden company and have done work successfully for the Town before. The bid is within a few thousand dollars of the contract estimate that had been prepared for the job. Motion by Councilor McPike, seconded by Councilor Sirois to award the contract to Maine Earth for a price of \$65,707. Unanimous vote in favor. This item will be forwarded to Finance & Administration for consideration of funding on the July 7, 2014 agenda. There was some confusion about the funding source for this project. The Town Manager explained that when the project was originally sent out for bid, it was supposed to be funded from Streets & Road Reserve. This project and the Route 1A sidewalk project in conjunction with MDOT were the ones scheduled for funding from that source in this fiscal year.
- F. Road Striping – No action was taken on this item since funding related to it is now slated to be used to pave/reclaim the Town of Hampden portion of Littlefield Avenue.

4. PUBLIC COMMENTS - None

5. COMMITTEE MEMBER COMMENTS

Chairman Ryder asked about bid progress for the pool roof and was told by the Public Works Director that they would be opened on July 24, and that bids for replacement of the diesel fuel tanks at the town garage are due that date as well.

Chairman Ryder also asked about wood harvesting at the Business Park so that the Town could take advantage of that stumpage associated with clearing for roads. Councilor Brann stated that the actual location of where those roads would be is still in question since Sargent is working with DEP on amending the original permit and due to the location of vernal pools. Councilor Sirois suggested moving this item to Planning & Development so that it could be handled concurrently with the Sargent proposal.

Chairman Ryder asked if there had been any clarification on putting gravel adjacent to the municipal parking lot to eventually provide for additional parking. The Manager stated that she had not checked the minutes to determine what was actually supposed to take place, but that there had been some confusion at the last Infrastructure Committee meeting on the issue. There was discussion among Committee members as to whether the additional parking was needed other than for major elections and large meetings in the Community Room. No decision was made on this item and the Manager will check the minutes from the earlier meeting as to what the plan was at that time.

Chairman Ryder asked what could be done to eliminate the rain gardens in front of the municipal building and instead plant grass in those areas. He indicated that they look terrible and that well-seeded and established grass would accomplish the same thing. The Public Works Director and the Town Manager explained that these were part of the Town's MS4 stormwater permit as passive means of treating stormwater runoff. Other Committee members expressed similar views as to the fact that these looked terrible. The Manager will bring back some proposals for improving this area to the next Infrastructure Committee meeting.

Councilor Brann thanked the Public Works department for the work done on Constitution to replace the collars on sewer manholes so that they were not all loose and 'floating'. He indicated that it was appreciated by people who live on that road.

Public Works Director Chip Swan notified the Committee that the new compactor for the zero-sort recycling had been installed and that we were set to begin that program on July 2, 2014. The Town Manager added that there would be an informational postcard going out to all Hampden addresses this week to notify residents of what was happening. She also noted that persons coming to the office for other business had expressed support for this new endeavor.

Motion by Councilor McPike, seconded by Councilor Sirois to adjourn at 6:50 p.m. Unanimous vote in favor.

Respectfully submitted,

Susan Lessard
Town Manager

FINANCE & ADMINISTRATION COMMITTEE MEETING

Monday, June 16, 2014

Attending:

Mayor Carol Duprey	Councilor Jean Lawlis
Councilor Greg Sirois	Councilor William Shakespeare
Councilor Ivan McPike	Susan Lessard, Town Manager
Councilor Tom Brann	Public Safety Director Joe Rogers
Councilor David Ryder	Residents

The meeting was opened at 6 p.m. by Mayor Duprey.

1. Meeting Minutes

- a. June 2, 2014 – Councilor Shakespeare question the practice of listing names in parentheses following a vote, and indicated that he did not think that it made it clear that the names in parentheses had voted in the negative. Councilor Brann felt that this was discriminatory and that names of both those in favor and those in opposition to a vote should be listed. The Town Manager indicated that minutes had consistently been prepared in this fashion for Finance and for Council meetings. Mayor Duprey stated that minutes for the Finance & Administration Committee would be prepared with a list of those voting in favor and in opposition in future. The minutes were approved with the amendment that both those in favor and those in opposition be listed.

2. Review & Sign Warrants – The warrants were reviewed and signed by Committee members.

3. Old Business

- a. Winterport Winery Farmer's Market Permission – Change of Location – Councilor Brann expressed concern that Winterport Winery may have been penalized because of the failure of the Town to take an action when the location of the Farmer's Market was changed. The Town Manager informed the Committee that to the best of her knowledge there had been no penalty to Winterport Winery and that the Town is not the one responsible for changing liquor license permits for businesses. A question was also asked related to allowing the sale of alcohol on town property. The former Hampden Academy was also Town property when Winterport Winery sold there in 2013, and since there is no alcohol served or opened, there is not a problem. Motion by Councilor McPike, seconded by Councilor Sirois to recommend to the full council the approval of the new liquor license for Winterport Winery at the Farmer's Market located at 106 Western Avenue. Vote 7 – 0.
- b. Animal Control Shelter Contract – The Town Manager presented a letter from the Bucksport Police Department outlining the terms and conditions under which they would act as the Animal Shelter for the Town of Hampden. The rate per capita is \$.75 and the daily rate for 6

days is \$12 for dogs and \$9 for cats plus any medical expenses. Resident Lisa Carter asked if it was a no-kill shelter and the Town Manager did not have that information. Councilors Shakespeare and Lawlis expressed concern over the possibility that Bucksport was not a no-kill facility. Motion by Councilor Shakespeare, seconded by Councilor Lawlis to table for further information. Vote 4 in favor (Brann, Lawlis, Shakespeare, Duprey) and 3 opposed (Ryder, McPike, Sirois). The Town Manager will attempt to contact Bucksport between the Finance & Administration Committee meeting and the Council meeting to get an answer to the no-kill shelter issue so that the Council can have the information it needs to make a decision on this matter. The current contract ends with the Bangor Humane Society on June 30, 2014 and there are no Council meetings until July 7th, which would mean without a resolution that the Town would be without an animal shelter for at least the first week in July.

c. Charter Review

1. Article V – Tax Administration

2. Article VI – Zoning Board of Appeals and Planning Board – The Town Manager presented a memo from the Town Attorney in regard to Articles V and VI of the charter. Both were deemed to be in compliance with State statutes. Motion by Councilor Brann, seconded by Councilor Shakespeare to send back to the Town Council that Sections V & VI of the Charter are in compliance with State law and require no amendment. Vote 7-0.

4. New Business

a. Forfeiture of Assets/Use of Proceeds – Public Safety Director Rogers explained that the \$5,111 needs to be accepted by the Town as a forfeiture resulting from a police investigation. Further, he requested that these funds be designated for use to replace the four Tasers that the town currently has along with holsters and applicable ammunition. He further stated that the current Tasers are nearly ten years old and that technology has been improved since that time. Getting the current ones repaired is now a very costly enterprise because of the change in technology. Councilor Brann questioned why there was not a reserve set up for such purchased. Councilor McPike also felt that it was important to have reserves for equipment purchases. Public Safety Director Rogers explained that since the items only cost \$1,000 each, he would normally have phased in a new one each year as part of his regular budget, but that this funding opportunity allowed them to be purchased as needed when the old ones break down. Motion by Councilor Lawlis, seconded by Councilor Ryder to recommend to the Council to accept the forfeited assets. Vote 7 – 0. Motion by Councilor McPike, seconded by Councilor Sirois to recommend to the Council that the forfeited funds be used to purchase replacement Tasers and related equipment by the Police Department. Vote 7 – 0.

b. Municipal Building Reserve Use – Community Room divider wall repair – The Town Manager explained that both the Community Room divider and one of the fire bay doors needed repairs and requested to use Municipal Building Reserve for that purpose. The Total requested was less than \$1,000. Councilor Brann questioned why reserve funds were being used for these repairs because the regular operating budget should contain funds for routine repairs to the building and if it did not it was poor budgeting and planning. The Town Manager responded that there was a repair and maintenance line item in the operating budget for the Municipal Building that allowed an average of \$500 per month for repairs. Unfortunately, since the Town is at fiscal year-end and there have been other costly repairs during the year, that account does not have sufficient funds to fund the repair. Councilor Brann indicated that that was sufficient reason to use the reserves. Motion by Councilor McPike, seconded by Councilor Sirois to recommend to the full Council to use Municipal Building Reserve funds for the repairs to the doors. Vote 7 – 0.

5. Public Comment - None

6. Committee Member Comments

Councilor Brann questioned the Mayor as to why his comments in regard to an agenda item were not allowed and similar comments made by another Councilor were. The Mayor responded that neither Councilor should have been continuing discussion when told to stop.

The meeting was adjourned at 6:45 p.m.

Respectfully submitted,

Susan Lessard
Town Manager

B-4-C

Bangor Humane Society
 693 Mt. Hope Avenue
 Bangor ME 04401

Town of Hampden
 Attn: Susan Lessard
 106 Western Avenue
 Hampden ME 04444

Stray Animal Statistics, June 2014

Type Of Animal	Stray Animals Released To BHS By Owners	# Animals Received	# Animals In Holding From Previous Months	# Adopted	# Euthanized	# Reclaimed	# Animals Currently In Holding
Dog	0	1	1	1	0	0	1
Puppy	0	0	0	0	0	0	0
Cat	0	3	0	1	0	0	2
Kitten	0	1	0	0	1	0	0
Other	0	0	0	0	0	0	0

Reasons for Euthanasia

DOGS	0	
PUPPIES	0	
CATS	0	
KITTENS	1	overall poor condition

Animals Returned to Owner

Owner's Name	Address	Impound Fee	Animal	License Info	Reclaim Date

June 2014

2	animals brought to us by private citizens
2	animals brought to us by the ACO
1	animals brought to us by the police department

D-4-a
D-4-b
D-4-c
D-5-f

DRAFT
INFRASTRUCTURE COMMITTEE MEETING MINUTES
Monday July 28, 2014

Attending:

Chairman Councilor David Ryder
Councilor William Shakespeare
Councilor Thomas Brann
Councilor Ivan McPike
Councilor Greg Sirois
Councilor Jean Lawlis

Town Manager Susan Lessard
Public Works Director Chip Swan
Recreation Director Shelley Abbott
Resident Terry McAvoy

The meeting was opened at 6 p.m. by Chairman Ryder. After approval of the minutes, items 3B and 3C were discussed by the Committee to allow the Recreation Director to present her information and not have to remain for the entire meeting. There were no objections to this request.

1. MINUTES OF 7/23/2014 – Motion by Councilor McPike, seconded by Councilor Lawlis to approve the minutes as presented. Unanimous vote in favor.
2. OLD BUSINESS
 - A. Pool Roof Bids – The Public Works Director presented bid results for two options for the replacement of the front section of the pool roof. One for standing seam and one for corrugated metal. Williams Roofing was the lowest bidder on both options, but received poor references and is currently being sued by at least one unhappy customer. McLaughlin’s Roofing on Hampden was the next lowest bidder and has excellent references. The pros and cons of standing seam vs corrugated metal were discussed and the majority of councilors considered the standing seam option to be the best long-term option for the building. Motion by Councilor Lawlis, seconded by Councilor McPike to recommend to the Council and the Finance Committee to award the pool roof contract to McLaughlin’s Roofing of Hampden for Option 1, standing seam for the price of \$19,256. Unanimous vote in favor.
 - B. Municipal Garage Tank Bids – The Public Works Director presented bids on the installation of a new fuel tank at the town garage. Simard & Sons, Inc. was the low bidder at \$8,749. Motion by Councilor McPike, seconded by Councilor Lawlis to recommend to Finance and the Council the award of the Town Garage fuel tank installation to Simard & Sons Inc. for the price of \$8,749. Unanimous vote in favor.
 - C. Zero Sort Recycling – The Public Works Director reported that in the first 46 days of zero sort the Town had had 7.5 tons of recyclables hauled, which is a higher tonnage than was collected when the Town had separated recycling. This is just the beginning of the program and if statistics stay elevated, the Town is on track to have diverted an additional 1/3 of its former solid waste tonnage to recycling. The Town Manager discussed a recommendation from Councilor McPike that the Town should consider incentives – such as providing clear plastic bags and

perhaps cardboard recycling containers to make it easier for people to participate in zero sort and to encourage more participation. Committee members indicated that more public education should be done about what can and cannot be recycled and that a presence at the transfer station with pamphlets on a few weekends and perhaps providing clear plastic bags would help provide some incentive. In addition, the Town can include more information on this in the next newsletter.

- D. Planet Aid Update – The Public Works Director reported that the Town had received its first check from Planet Aid for clothes/shoes disposal in the amount of \$93.70 for the month of June which represents a total of 1,874 pounds of clothes/shoes that formerly would have been deposited for disposal for incineration at PERC.

3. NEW BUSINESS

- A. O’Donald Project – Western Avenue – sewer manhole ownership – The Public Works Director requested that the Committee recommend to the Council that the Town take ownership of the sewer manhole located adjacent to the O’Donald housing project on Western Avenue. It was installed at the request of the town as part of the project and the property owner would be responsible for lines to the manhole and the Town would be responsible for the line from the manhole to the sewer main. Motion by Councilor McPike, seconded by Councilor Brann to recommend to the council that the Town accept ownership of the sewer manhole constructed as part of the O’Donald project at 206 Western Avenue. Unanimous vote in favor.
- B. Skehan Center Lighting – Energy Analysis – Options – Recreation Director Shelley Abbott discussed with the Committee the results of a lighting review done by Gilman electric that indicated that savings could be derived from changing from sodium fixtures to either fluorescents or LED’s. It is recommended to reduce the number of fixtures in the facility as well and to utilize rebates from Efficiency Maine. It was the consensus of the Committee that the next step would be to put light replacement at the Skehan Center out to bid to determine what the cost would be. The Recreation Director also informed the Committee that she had hired Penobscot Temperature Controls to come to the facility and perform much-needed maintenance on the 4 air handlers at the facility. Little has been done to these units since before RSU 22 turned the school over to the town and this maintenance should also reduce energy consumption.
- C. Ballfield Road Batting Cages – Recreation Director Shelley Abbott presented information to the Committee about installing more permanent batting cages at the Ballfield Road location. She indicated that there was some concern expressed by the Code Officer about where the boundary lines were on the lot. Councilor Brann reminded the committee that the Town had reserve funds for the purpose of determining boundaries of town-owned properties and suggested that this should be done before the poles were located for the batting cages to be sure that the Town was not on property owned by another. Motion

by Councilor Shakespeare, seconded by Councilor Brann to recommend to the Council to support the batting cage project but to first refer the property survey of the ballfield road lot to Finance and the Council for approval. Unanimous vote in favor.

- D. Rural Active Living Assessment – The Town Manager presented a request from the Health Promotion Manager of the City of Bangor for participation in a Rural Active Living Assessment for the Town of Hampden. According to the request, the purpose is to measure the ‘friendliness’ of a community for physical activity and involves policy assessment, and an audit of several roads in a community. There was a divided view on the value or necessity of participation in the project. Councilor Brann expressed concerns that if Towns such as Hampden and other smaller towns in the county did not participate then Bangor interests would result in projects or regional impacts that the Town of Hampden might not like. Councilor Ryder expressed concerns that this had the potential to create another public relations issue similar to the one related to the Penobscot Valley Greenprint group. Resident Terry McAvoy believed that the Town should not participate. Councilor McPike questioned how many Towns are participating in this effort. It was the consensus of the Committee that this item be put on the August 4, 2014 Council agenda for a decision and that the Town manager should get additional information related to how many other communities are participating and what obligations are created by participation.
- E. Public Works Overview – Public Works Director – The Public Works Director gave an overview of the Public works operation including staffing numbers, responsibilities, work performed in all seasons, and an overview of public works equipment. He also reported the status of current projects. Elm Street East culvert replacement is done, the sewer line portion of Route 1A project is done, and the sidewalk repair on Route 1A from Western Avenue to Kennebec Road is done and the guardrails will be replaced at the end of Coldbrook Road on Wednesday. The Town Manager presented information on public works departments of other communities that ranged in population from 6,000 to 9,000 people including road miles maintained, number of personnel, and responsibilities for parks, sewer, cemeteries and recreation areas. Resident Terry McAvoy asked how much excise tax these other communities collected. The Manager responded that she believed that Hampden collected a higher amount of excise than most all of the communities on the list but that she would check and report back at the next meeting.

4. PUBLIC COMMENTS - None

5. COMMITTEE MEMBER COMMENTS – None

The meeting was adjourned at 7:25 p.m.

Respectfully submitted,

Susan Lessard
Town Manager

D-4-a



TOWN OF HAMPDEN
DEPARTMENT OF PUBLIC WORKS

106 WESTERN AVE.
HAMPDEN, ME 04444

TEL 862-3337

FAX 862-3910

July 24, 2014

To: Sue Lessard
From: Chip Swan
Subject: LAURA HOIT POOL ROOFING BID RESULTS

Below are the results of the recent Roofing bid opening on July 24th 2014

<u>BIDDER</u>	<u>OPT #1</u>	<u>OPT#2</u>
(1) WILLIAMS ROOFING	\$19,256.00	\$17,990.00 (2)
(2) MCLAUGHLIN BUILDERS	\$23,849.00	\$15,420.00 (1)
(3) D H PINETTE & SONS	\$27,720.00	-----
(4) HAHNEL BROS CO	\$34,945.00	\$29,775.00 (3)
(5) G R ROOFING	\$39,375.00	-----
(6) ROOF SYSTEMS OF MAINE	\$47,400.00	

We received 6 bids on Option #1 (Standing Seam) and 3 bids on Option #2 Corrugated metal.

Williams Roofing had a low bid of \$19,256.00 Option#1

Mclaughlin Builders had a low bid of \$15,420.00 for Option # 2

Yours truly,

Chip Swan, PWD

D-4-b



TOWN OF HAMPDEN
DEPARTMENT OF PUBLIC WORKS

106 WESTERN AVE.
HAMPDEN, ME 04444

TEL 862-3337

FAX 862-3910

July 24, 2014

To: Sue Lessard
From: Chip Swan
Subject: MUNICIPAL GARAGE FUEL TANK BID RESULTS

Below are the results of the recent Roofing bid opening on July 24th 2014

<u>BIDDER</u>	<u>BID</u>
(1) SIMARD & SONS, INC	\$8749.00.00
(2) GAFTEX, LLC	\$10485.00
(3) PRECISION TANKS, INC	\$13830.00

We received 3 bids for the fuel tank.
Simard & Sons, Inc was low bid with \$8749.00

I recommend Simard & Sons, Inc with a low bid of \$8749.00
To provide and install fuel tank at Public Works garage.

Yours truly,

Chip Swan, PWD

TOWN OF HAMPDEN

MUNICIPAL GARAGE
FUEL TANK
BID SHEET

July 24, 2014
10:15 AM

BIDDER	BID AMOUNT
Precision Tanks, Inc.	13,830.00
Simard & Sons, Inc.	8,749.00
Gaftek, LLC	10,485.00

D-4-C



TOWN OF HAMPDEN
DEPARTMENT OF PUBLIC WORKS

106 WESTERN AVE.
HAMPDEN, ME 04444

TEL 862-3337

FAX 862-3910

July 24, 2014

To: Sue Lessard
From: Chip Swan
Subject: Lead Mountain Properties, Inc

I attached a letter dated June 9, 2014 from Renee O'Donald requesting the Town to take ownership of a newly installed manhole on their project.

I had Greg Nash inspect the manhole and I have attached a letter from Greg stating the manhole was properly installed.

I would recommend taking ownership of this manhole.

Yours truly,

Chip Swan, PWD

Lead Mountain Properties, Inc.

862 North Road, Newburgh, Maine 04444

(207)848-3391

June 9, 2014

Chip Swan, Director

Public Works Department

Town of Hampden

106 Western Avenue

Hampden, Maine 04444

RE: 206 Western Avenue

Hampden, Maine

Chip:

As you know we are building a new apartment complex at 206 Western Avenue and just recently had Hughes Bros., Inc. install a new manhole at the project site. This new manhole is within the MDOT right of way and we would like to have the Town of Hampden to take ownership of the new manhole. Again, this new manhole is within the MDOT right of way on Western Avenue.

If you have any other questions or require further information, please give me a call at the office. I look forward to discussing this with you.

Thank you.



Renee O'Donald

Nash Consulting
20 Nash Hill Road
Newburgh, Me 04444
Tel: 207-234-2650
E-mail: nshcon@uninets.net

To: Chip Swan

07/07/2014

From: Greg Nash

Subject: O'Donald Manhole

In regard to the subject project, everything is completed and tested as required.

This includes the following.

1. Manhole frame/cover raised to grade
2. Vacuum testing the sanitary manhole.
3. Interior pipes were grouted in place.
4. Manhole was wrapped with 6 mil poly 4 layers thick.
5. Manhole frame and cover was replaced with proper item.

Please let me know if I can be of any further assistance in this matter.

Yours Truly,

Greg Nash

D-4-d



TOWN OF HAMPDEN
DEPARTMENT OF PUBLIC WORKS

106 WESTERN AVE.
HAMPDEN, ME 04444

TEL 862-3337

FAX 862-3910

July 30, 2014

To: Sue Lessard
From: Chip Swan
Subject: ELM ST EAST CULVERT

Susan,
Due to a design flaw the guard rail areas on Elm St East culvert had to be extended. The cost of this change is \$1000.00
I would like the council to approve using reserve funds for this change.

Yours truly,

Chip Swan, PWD

D-5-a



TO: Hampden Town Council
FROM: Robert Osborne, Town Planner
SUBJECT: Zoning Ordinance Text Amendment, Article 4.6 Rural Cluster Housing Open Space Exception
DATE: July 17, 2014

At the July 16, 2014 Planning and Development Committee meeting this item was voted unanimously to recommend to the Town Council refer this Zoning Ordinance text amendment to the Planning Board for public hearing and recommendation.

The recently approved exception to the Subdivision Ordinance for open space in minor subdivisions is not available to Rural District cluster subdivisions because there is separate language in the Zoning Ordinance that specifies required open space. The intent of this language is to exempt minor subdivision rural cluster developments in the same way as non-cluster subdivisions.

TOWN OF HAMPDEN
Draft

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

Additions are Double Underlined Deletions are ~~Strikethrough~~

4.6. Rural Cluster Housing - In order to promote the health and general welfare of the community and to preserve and make available open space for recreation and conservation, the Planning Board may grant a developer permission to vary lot size requirements in districts in which cluster development is allowed, thus leaving a substantial area free of building lots to become permanent open space. This section shall apply to the Rural District. The cluster provision for Residential A and Residential B are contained in *Article 3.7.6 and 3.8.7* respectively.
(Amended: 06-03-91, 05-04-92)

4.6.1. Minimum Size - A cluster proposal shall not be considered unless the land area involved is at least ten (10) times the minimum lot size in the district for which it is being proposed.

4.6.2. Uses Allowed - No use shall be allowed in a cluster subdivision which is not allowed in the district for which it is being proposed with one exception: The planning board may allow dwellings with four (4) dwelling units in the Rural District in cluster subdivisions provided that such allowance shall not increase the maximum number of dwelling units allowed as determined by *Article 4.6.3* of the Ordinance.

4.6.3. Maximum Number of Dwelling Units Allowed - The maximum number of dwelling units permitted on a particular parcel of land shall be determined with reference to *Article 3* of this Ordinance and the following:

1. Subtract fifteen (15%) percent of the gross acreage of the tract (for streets) to obtain the net acreage of the tract.
2. Determine the maximum number of dwelling units allowed in the district in which the cluster is being proposed based on the net acreage of the parcel. The maximum number of dwelling units is determined by reference to *Article 3*. In the rural district the maximum number of dwelling units shall be based on three (3) dwelling units for two (2) acres of land.
3. The gross acreage of the tract shall include only land that is not encumbered with easements or other restrictions which prevent the full use of the area. Open space, set aside as required under 4.6.5, which is not otherwise encumbered with easements or restrictions, shall be considered part of the gross acreage of the tract.
4. An example for the Rural District of the calculation necessary to determine the maximum number of dwelling units is as follows: Parcel size: 20 acres (less) - 15% for streets - net acreage 17 acres. 17 acres (divided by 2 acres per lot) = 8.5 lots + 3 units per lot = 25.5 or 26 units, 2 acre lots. These twenty-six (26) units can be either one, two, three, or four unit buildings.

4.6.4. Density Bonus - For excellence in site design or for dedication of more than thirty (30%) percent of the gross area of the tract to permanent open space, the planning board may award up to ten (10%) percent more dwelling units than allowed under *Article 4.6.3* above.

4.6.5. Open Space - The land area not allocated to building lots and street shall be permanently and legally preserved as open space. At least twenty (20%) percent of the gross area of the development shall be so dedicated. These areas shall be in locations designated as open space or green belts in the Comprehensive Plan or, where the subdivider proposed open space in other areas, such proposals shall be subject to the approval of the planning board.

Exception: No open space dedication is required in Minor Subdivisions (four lots or less) in the Rural District if the total aggregate area of the proposed lots exceeds the minimum lot area required in the Zoning Ordinance by at least 10 percent. No fee in lieu of open space is required for subdivisions that satisfy this exception. The intent of this exception is to avoid creating very small open spaces that do not serve the interests of the subdivision or the Town while maintaining the densities that the ordinances contemplate. This exception shall also apply to further division of lots in previously approved subdivisions.

Land dedicated to permanent open space shall be in such condition, size and shape as to be readily usable for recreation or conservation.

1. *Maintenance of Open Space* - The developer shall make provision for the permanent maintenance of open space areas. The planning board shall approve such provision when it is satisfied that the provision, proposed by the developer, will result in the open space continuing as such and being properly maintained. No building permit shall be issued until the approval of the Planning Board has been given regarding the maintenance of open space. The developer shall either:
 - a. Dedicate such open space to public use if the town or another public agency has indicated it will accept such dedication;
 - b. Retain ownership and responsibility for maintenance of such open space;
 - c. or Provide for and establish one or more organizations for the ownership and maintenance of all common open space and property. Such organization shall be either, a non-profit homeowners corporation or a community open space trust.
2. *Rules Governing Home-Owners Associations or Open Space Trusts* - If a homeowners association or open space trust is formed, it shall be governed according to the following regulations:
 - a. The organization shall be formed by the developer and be operating, with financial subsidization by the developer if necessary, before the sale of any lots within the development.
 - b. Membership in the organization is mandatory for all purchasers of homes therein and their successors.
 - c. The organization shall be responsible for maintenance of common open space and property. It shall also be responsible for insurance and taxes on common open space and property.
 - d. The members of the organization shall share equitably the cost of maintaining and developing common open space and property in accordance with procedures established by them.

- e. The organization shall have or hire adequate staff to administer common facilities and maintain the common open space.

4.6.6. Single Family Cluster Subdivision - Lot Requirements In cluster subdivisions or sections of cluster subdivisions made up of single family residences, individual lots shall meet the following requirements with regard to area, width, setback, etc:

1. *Minimum lot area* - One-quarter (1/4) the minimum lot area required in the district for which the cluster is proposed. In no case, however, to be less than 8,000 square feet.
2. *Minimum lot frontage* - 66 feet
3. *Maximum lot coverage* - 35%
4. *Minimum side yard setback* - 10 feet
5. *Minimum street yard setback* - 10 feet
6. *Minimum rear yard setback* - 25 feet

All of the above dimensions may be increased (decreased in the case of #3) by the planning board if they feel it is necessary to insure good site design. The objective of reducing them from the dimensions normally required is to allow flexibility in the development of the site. The flexibility thus allowed should result in more creative patterns of land utilization and savings in land development costs over those possible under conventional subdivision patterns.

4.6.7. Multi-Family Cluster Subdivision

4.6.7.1. *Requirements* - In cluster subdivisions or sections of cluster subdivisions made up of multi-family residences, the following requirements with regard to lot design shall apply:

1. *Maximum density of dwelling units.* - 16 units per acre
Subject to the other provisions of this Ordinance, especially *Article 4.6.3*,
2. *Minimum building setback:* - 40 feet.
3. *Minimum distance between buildings:*
 - a. Where both facing walls contain a window or windows; such distance shall be no less than one and one half (1-1/2') feet for each foot of height of the higher facing wall above the lowest adjacent ground elevation.
 - b. Where only one of the facing walls contains a window or windows; such distance shall be no less than one foot for each foot of height of the facing wall with no windows, above the lowest adjacent ground elevation.
 - c. Where neither of the facing walls contains a window or windows; such distance shall be no less than twenty (20') feet.
 - d. Between corners of two (2) buildings where no exterior wall of one building lies such that it can be intersected by a line drawn perpendicular to any exterior wall of the other building, other than such a line that results from co-linear exterior walls: ten (10') feet.
4. *Minimum side yard* - 20 feet
5. *Minimum parking* - 2 spaces per dwelling unit
6. *Maximum building height* - 35 feet

4.6.7.2. *Maintenance of Common Property* - In cases where common property or facilities exist such as elevators, stairwells, heating units, etc., the developer shall make provision for their continual ownership and maintenance either through a homeowners association or by retaining ownership and responsibility for maintenance himself. In the case of a homeowners association, the rules governing homeowners associations as stated in *Article 4.6.5.2* of this Ordinance shall apply.

4.6.8. This multi-family cluster subdivision provision will be allowed only in the case of land development. Land subdivision without subsequent development of housing units by the developer does not qualify as cluster subdivision.

4.6.9. All pertinent sections of this Ordinance or any other ordinance of the Town of Hampden shall apply to cluster subdivisions with the exception of those regulations specifically waived in the cluster section of this Ordinance.

**MAINE DEPT OF
PUBLIC SAFETY**

STATE OF MAINE
Liquor Licensing & Inspection Division
164 State House Station
Augusta ME 04330-0164
Tel: (207) 624-8745 Fax: (207) 624-8767



D-5-b

**APPLICATION FOR CATERED FUNCTION BY
QUALIFIED CATERING ORGANIZATION**

License No.: 5486 Name of Qualified Caterer: Spectacular Event Center

Mailing Address: 395 Griffin Rd

Town/ City: Banger State: Maine Zip Code: 04901

Telephone: 207-941-8700 Fax: 207-947-8700

Title and Purpose of Event: Business After Hours

Location of Event: Changung Seasons fcu

Physical Address of Event: 115 mecauw Road

Town/City: Hampden State: ME Zip Code: 04444

Indoor Event Outside Event (IF OUTSIDE AREA, DIAGRAM MUST BE INCLUDED)

Describe specific indoor and/or outdoor area to be licensed: _____

Date of Event: 9/19/14 Time - From: 5:00PM To: 7:00PM

Number of Persons Attending: 100

Name of Sponsor: changung seasons fcu

Address: 115 mecauw Rd Town/City: Hampden

State: ME Zip Code: 04444 Telephone Number: 207-945-6264

Katie Libby
Signature of Licensee or Corporate Officer

9/8/14
Date

Katie Libby
Print Name of Licensee or Corporate Officer

FOR USE ONLY BY DEPT. OF PUBLIC SAFETY - LIQUOR LICENSING

RESTRICTIONS:

[] **APPROVED**

DATED: _____

[] **NOT APPROVED**

ISSUED BY: _____

NOTE:

TO MUNICIPAL OFFICERS & COUNTY COMMISSIONERS:

This application must be approved by the Municipal Officers of the municipality in which the function is to be held or, if held in an unincorporated place, by the County Commissioner. Title 28A, Section 1076, Subsection 7D grant authority for this approval without public notice.

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

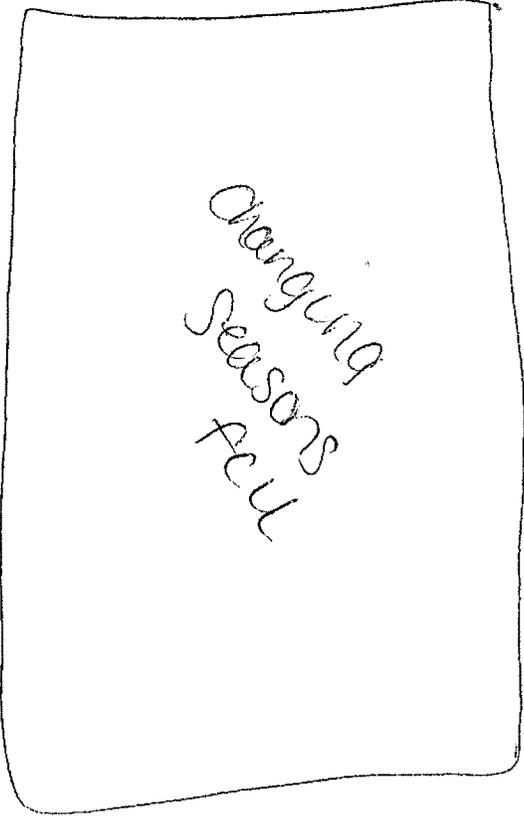
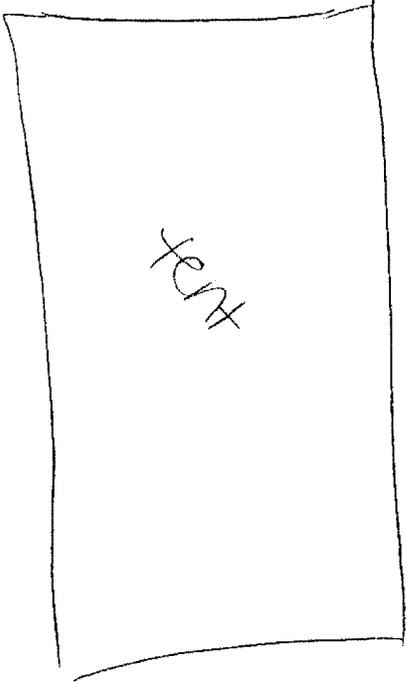
On: August, 2014
Date

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

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

Signature	Print

**72 Hours in Advance of Said Event or Gathering
REQUESTED**



Driveway

Town of Hampden
106 Western Avenue
Hampden, Maine 04444



Phone: (207) 8
Fax: (207) 8
email: hamp

D-5-C

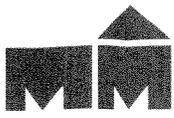
CERTIFICATE OF COMMITMENT OF SEWER USER RATES

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

We, the undersigned municipal officers of the municipality of Hampden, Maine hereby certify and commit to you a true list of the sewer rates established by us pursuant to 30-A M.R.S.A §3406 for those properties, units, and structures required by local and state law to pay a sewer rate to the municipality, for the period beginning April 1, 2014 and ending June 30, 2014. This list is comprised of the pages numbered 1 to 47 inclusive which are attached to this certificate. The date(s) on which the rates included in this list are due and payable is (are) August 20, 2014. You are hereby required to collect from each person named in the attached list his or her respective amount as indicated in the list, the sum total of those lists being \$150,801. You are hereby required to charge interest at a rate of 7 % per annum on any unpaid account balance beginning August 21, 2014. You are hereby authorized to collect these rates and any accrued interest by any means legally available to you under State law. On or before June 30, 2015 you shall complete and make an account of your collections of the whole sum herein committed to you.

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

Municipal Officers of the Town of Hampden, Maine



Maine Municipal Association

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

D-5-d

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

FROM: Chris Lockwood, MMA Executive Director

DATE: July 8, 2014

SUBJECT: MMA Annual Election - Vice President and Executive Committee Members

Deadline: Friday, August 15, 2014 by 12:00 noon

Nomination Process – Each year member municipalities have an opportunity to vote on the election of the proposed MMA Vice President and municipal officials to serve on the MMA Executive Committee. A five-member Nominating Committee was appointed in March to review nominations submitted by municipal officials and conduct interviews with those municipal officials qualifying and interested in serving as the MMA Vice President and Executive Committee. The MMA Nominating Committee completed its task in May and put forth a Proposed Slate of Nominees for 2015 to member municipalities.

Petition Process – As part of the May mailing, information was also provided on the MMA Petition Process. Pursuant to the MMA Bylaws, nominations may also be made by Petition signed by a majority of the municipal officers in each of at least 5 member municipalities. The deadline for receipt of nominations by petition was July 7. There were no municipal officials nominated by petition.

It is now time for each member municipality to cast its official vote.

Election Process – Enclosed you will find the MMA Voting Ballot which includes the proposed Slate of Nominees to serve on the MMA Executive Committee as selected by the MMA Nominating Committee. A brief biographical sketch on each nominee listed on the MMA Voting Ballot is enclosed for your reference. You will note that unlike municipal elections, MMA does not provide for “Write-in Candidates” since our process includes an opportunity to nominate a candidate by petition, as noted above.

The MMA Voting Ballot must be signed by a majority of the municipal officers **or** a municipal official designated by a majority of the municipal officers, and received by the Maine Municipal Association by 12:00 noon on Friday, August 15. We have enclosed a self-addressed self-stamped envelope for your convenience. The MMA Voting Ballots will be counted that afternoon and the election results confirmed under the direction of MMA President Peter Nielsen.

Election results will be available by contacting the MMA Executive Office or by visiting the MMA website at www.memun.org on Friday, August 15, after 4:00 p.m. A formal announcement of the election results will be made at the MMA Annual Business Meeting being held **Wednesday, October 1, at 1:45 p.m., at the Augusta Civic Center**. Newly elected Executive Committee members will be introduced at the MMA Awards Luncheon and Annual Business Meeting and officially take office on January 1, 2015.

If you have any questions on the Election Process, please contact Theresa Chavarie at 1-800-452-8786 or in the Augusta area at 623-8428, or by e-mail at tchavarie@memun.org. Thank you.

MAINE MUNICIPAL ASSOCIATION EXECUTIVE COMMITTEE

BIOGRAPHICAL SKETCH OF PROPOSED SLATE OF NOMINEES FOR 2015

MMA VICE PRESIDENT (1-Year Term)

STEPHAN BUNKER

- 45 +years in public sector @ federal/military, state, county, municipal & school district levels
- Retired, State Service, Maine Dept. of Public Safety & E911 Bureau (25 years)
- Selectman, Town of Farmington, (20 + yrs); Chair (2009-March 2013); re-elected March 2014)
- Maine Municipal Association Executive Committee, Member (2007 – March 2013);
MMA Vice President 2012; MMA President (January – March 2013)
- Maine Municipal Association Strategic & Finance Committee (2008 – March 2013)
- Maine Municipal Association Property & Casualty Pool Board of Directors, Member (2007 – March 2013)
- Maine Municipal Association Workers Compensation Fund Board of Trustees, Member (2007 – March 2013)
- Member, Franklin County Elected Officials Association
- Past Member, Franklin County Budget Committee (8 + years)
- Past Member, Citizen’s Budget Committee, (10 yrs) 5 as Chairman
- Past Member, SAD#9/SAD#58 School Consolidation Planning Committee
- Current member, Farmington Fire & Rescue Department (35 + years)
- Past President, Franklin County Firefighters Association
- Governor Appointee, Maine Fire Protection Services Commission (6 + yrs)
- At Large Appointee, DOL Commission for the Deaf, Late Deafened & Hard of Hearing(6+ years)
- Municipal Government Rep., Maine E911 Advisory Council (first year)
- Governor Appointee, Maine Fire Protection Services Commission (6+ years)
- Adjunct Instructor – Maine Fire Training & Education, SMCC (25 yrs)
- Active duty, US Army Military Police Specialist, K-9s (3 yrs)
- US Coast Guard Reserves, Environmental protection & maritime casualty investigations, retired as Lt. Commander (23 yrs)
- Former Emergency Medical Technician-Basic (10 years)
- Police Officer, Town of Farmington PD (1972-74) full time
- Staff, Maine Criminal Justice Academy – Waterville (4 years)
- Juvenile Crisis Counselor, SAD # 9 Farmington (2 years)
- Emergency Dispatch/Corrections Supervisor, Franklin County (3 years)
- Executive Director, Maine Sheriffs Association, (3 years)
- Masters in Adult Education, University of Maine, Orono (1977)
- Bachelors of Science in Criminal Justice, minor in Sociology, University of Maine, Orono (1974)
- Associate Degree, Law Enforcement Technology, Southern Maine Technical College (1972)

MMA EXECUTIVE COMMITTEE MEMBERS (Three 3-Year Terms)

CYNTHIA MEHNERT

- Council Member, Town of Orono (2008 – Present) (Council Chair, April 2014)
- Chair of Community Development Committee (2009 – present)
- Town Liaison, Orono Village Association (2009 – present)
- Chair, Finance Committee (2008 – 2009)

CYNTHIA MEHNERT *(continued)*

- Special Appointment to Intergovernmental Committee for coordinating Local Government/University operational relations;
- Special Appointment to redevelopment committee for Katahdin property located in downtown Orono
- Interviewed, evaluated and selected new Town Manager
- Budget review and implementation
- Ordinance review and adoption
- Strategic planning for Town's future
- Managing Partner, Hawkes & Mehnert, LLA, Bangor (1991 – 2001; 2005 – Present)
- Hadlock Law Office, Framingham, MA (2002 – 2005)
- Linda Gifford Law Office, Augusta, ME (1990 – 1991)
- Sanborn, Moreshead, Schade & Gifford, Augusta, ME (1989 – 1990)
- Rosen, Crosson, McGlynn & Resnek, Boston, MA (1985 – 1989)
- Board of Bar Overseers Grievance Committee (2012-2015)
- Chief of Staff for US Senatorial Campaign
- Chairperson, Board of the Maine Women's Lobby
- Special Counsel to the Legal Services for the Elderly
- Candidate for State Representative – District 19
- Katahdin Counsel Recognition Award, 2012, 2013
- Recognition Award, Volunteer Lawyers Project of the Maine State Bar Association for Pro Bono Legal Service
- Very high rating for legal and ethical standards by peer evaluation for Martindale & Hubbell
- Bar Admission - Federal District Court for the District of Maine
- Bar Admission - Federal District Court for the District of Massachusetts
- Suffolk Law School, Boston MA (1983 – 1986)
- BA Major in Government, Colby College, Waterville ME (1979 – 1983); Captain, Women's Varsity Soccer Team; Team member, Women's Varsity Ice Hockey Team

LAURIE SMITH

- Town Manager, Town of Kennebunkport (2014 – present)
- Maine Municipal Association Executive Committee, Member (2012 – present)
- Maine Municipal Association Strategic & Finance Committee (2012 – present); Chair (2014)
- Maine Municipal Association Property & Casualty Pool Board of Directors, Member (2012 – present)
- Maine Municipal Association Workers Compensation Fund Board of Trustees, Member (2012 – present)
- Town Manager, Town of Wiscasset (2010 – 2014)
- Assistant Manager/Community Relations/Finance Director, City of Auburn (2005– 2010)
- Interim City Manager, City of Auburn (2007 –2008)
- Acting Finance Director, City of Auburn (2004 – 2005)
- Town Manager, Town of Boothbay Harbor (1994-1999)
- Town Manager, Town of Oxford (1991-1994)
- Town Manager, Town of Boothbay (1988-1989)
- Maine Town & City Management Association, Member (1989-present); Board member (2000-2005); President (2003-2004)
- Paralegal, various law firms in Portland, Maine (1986 – 1988)
- University of Maine, Orono, Public Administration, B.A. (1986)
- Continuing education and professional development through University of Maine, Maine Municipal Association, Maine Town & City Management Association, Maine Local Roads Center and International City Management Association (1988 – 2008)

PATRICIA SUTHERLAND

- Member, Chapman Selectboard, re-elected in 2014 for fourth 3-year term. Currently serving third year as board chair.
- Former member, Chapman planning board, for 20 years. Served as chair.
- Former member, Maine School Administrative District #1 Board of Directors, 1976 -1983; elected chair.
- Elected as member of Maine House of Representatives, Maine State Legislature, 123rd and 124th Legislature. Served on education committee first term and selected as House chair on education committee for second term.
- Senior administrator at Northern Maine Community College; retired after 20 years as director of development & college relations. Member of national board of community college development professionals, chaired the New England region. Served as presenter at numerous regional and national conferences.
- Former high school English teacher
- Member of Executive Board, Northern Maine Development Commission, since 1990. Served as chair in 1995-1997. Chaired the Northern Maine Empowerment Council.
- Member, Local Workforce Investment Board for Aroostook and Washington counties.
- Member, Board of Directors, United Way of Aroostook
- Member, Presque Isle Kiwanis Club
- Member, Leaders Encouraging Aroostook Development (LEAD) since inception in 1986. Served as coordinator/secretary to the board from 1986-2004.
- Native, Town of Chapman
- Graduate of Saint Joseph's College, Standish; Bachelor of Arts in English



MAINE MUNICIPAL ASSOCIATION
VOTING BALLOT

Election of Vice President and Executive Committee Members

Deadline for Receipt of Voting Ballots – 12:00 noon on Friday, August 15, 2014

VICE-PRESIDENT - 1 YEAR TERM

Vote for One

Proposed by MMA Nominating Committee:

Stephan Bunker, Selectman, Town of Farmington

DIRECTORS - 3 YEAR TERM

Vote for Three

Proposed by MMA Nominating Committee:

Cynthia Mehnert, Councilor, Town of Orono

Laurie Smith, Town Manager, Town of Kennebunkport

Patricia Sutherland, Chair of Selectboard, Town of Chapman

Please note that unlike municipal elections, MMA does not provide for "Write-in Candidates" since our process includes an opportunity to nominate a candidate by petition.

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

Date: _____

Municipality: _____

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

Print Name: _____

Signature: _____

Position: _____

OR Signed by a Majority of Municipal Officers

Current # of Municipal Officers: _____

Print Names:

Signatures:

Return To:

**MMA Annual Election
Maine Municipal Association
60 Community Drive
Augusta, Maine 04330
FAX: (207) 626-3358 or 626-5947
Email: tchavarie@memun.org**



Maine Municipal Association

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

D-5-e

Memorandum

To: Key Municipal Officials of MMA's Member Municipalities
From: Peter Nielsen, President, Maine Municipal Association
Date: June 23, 2014
Re: Ballots for Election to MMA'S Legislative Policy Committee



MMA's member municipalities have made their nominations for the 2014-2016 Legislative Policy Committee (LPC). It is now time to elect your representatives to serve on the Committee. The election ballot is enclosed. The ballot must be completed by the Board of Selectmen or Town or City Council of your municipality.

Number of votes

Most municipalities are asked to vote for two candidates, because there are two elected LPC members for most districts. Some municipalities only vote for one candidate, because the other LPC member in that district is appointed. *You are instructed on the ballot (above the list of candidates) whether to vote for two candidates or just one.*

Candidate profiles

If you are not familiar with any of the candidates, please review the Candidate Profiles on the back of the ballot. Feel free, also, to contact the candidates directly.

Write-in candidates

In addition to the candidates listed on the ballot, you may vote for a candidate whose name you write in. The write-in candidate need not be from your municipality, but must be an elected or appointed official from a municipality in your Senate/LPC district. *Check to be sure the write-in candidate is willing to serve if elected!* Write-in candidates should be communicating their interest in serving among the municipal officers within their district.

If you are instructed to vote for two candidates and only one candidate is on the ballot, please use the "write-in" line for your second vote if you know of someone who is willing to serve.

Deadline for returning ballot

Return ballot by 5:00 p.m. on **August 6, 2014** to:

State and Federal Relations Dept.
Maine Municipal Association
60 Community Drive, Augusta, ME 04330
FAX: 624-0129

Your participation is important - Thank You!

OFFICIAL BALLOT – District 10

Maine Municipal Association’s Legislative Policy Committee
July 1, 2014 – June 30, 2016

VOTE FOR TWO:

- Michael Crooker, Manager, Town of Glenburn
- Donald Carroll, Appeals Board Member, Town of Stetson
- _____ (name) _____ (position) _____ (municipality)  write in)

Candidate Profiles Are On Reverse Side

MUNICIPALITY: _____ DATE: _____

 BY SELECTMEN/COUNCILORS:

signature

signature

signature

signature

signature

print name

Return by 5:00 p.m., August 6, 2014 to:

Laura Ellis, Maine Municipal Association
60 Community Drive, Augusta, ME 04330
Fax: 624-0129

(over)

LPC Senate District 10

Carmel
Corinna
Corinth
Dixmont
Etna

Exeter
Glenburn
Hampden
Hudson
Kenduskeag

Levant
Newburgh
Newport
Plymouth
Stetson

Candidate Profile:

Michael Crooker has served as the Manager in the Town of Glenburn for the past seven years. He has also served as Manager in the Town of Bradley and also held the titles of Tax Collector, Treasurer, Clerk, General Assistance Administrator, Registrar of Voters, Personnel Director, Animal Control Officer and Road Commissioner. Michael's public service includes nomination by MMA as Member of the Maine Animal Welfare Advisory Council, Member of Governor's Interagency Task Force, Board of Directors of Penquis CAP, Board of Directors Maine Resource Recovery Association, Board Member Penobscot River Tourism Association, President of Graduate Association of Public Administrators and Notary Public. He currently serves on MMA's Executive Committee has served the Towns in his District on the LPC for several years and would like to continue to do so to advocate for municipal interests and protect municipal resources in Augusta.

Donald Carroll has served the Town of Stetson for the past twenty three years, serving most of those years as selectman, and currently serves on the Appeals Board. He has previously served on the LPC for several terms since 2000 and would like to serve again to work on such issues as the state budget, aid to education and the protection of municipal resources to reduce the burden on taxpayers.



Patty Hamilton FNP
Director

Jamie Comstock
Health Promotion Manager
Bangor Public Health & Community Services
103 Texas Ave.
Bangor, ME 04401

D-5-f

July 2, 2014

Susan Lessard
Town of Hampden
106 Western Ave.
Hampden, ME 04444

Dear Ms. Lessard:

I am writing to introduce the Rural Active Living Assessment (RALA), which provides information that helps measure the "friendliness" of a community for physical activity.

As a part of Healthy Maine Partnerships, we would like to collaborate with you and your town to complete the RALA. The process consists of a quick assessment of your municipalities programs and policies with regard to biking and walking, and then a physical audit of several roads in your town.

Towns across the state are participating in this initiative; because the RALA captures a baseline for a community's bikeability and walkability, many towns are using the tool to in their fundraising efforts to improve biking and walking infrastructure.

We would like to schedule a time to talk with you (either by phone or in person) about conducting the Rural Active Living Assessment in Hampden. Typically the policy assessment can be conducted over the phone in a matter of minutes.

I have attached an info sheet with more details about RALA; and Assistant Public Health Educator Tracie Goldsmith, who will be conducting the assessments, is happy to answer any further questions you have as we move along with this process. You can reach Tracie at (207) 992-4531 or tgoldsmi@bowdoin.edu.

Thank you!

Sincerely,

Jamie Comstock



Rural Active Living Assessment* (RALA)

What is it?

RALA tools assess the physical environment features and amenities, town characteristics, community programs, and policies that affect physical activity among residents in rural communities.

This tool will allow you to assess the “friendliness” of your community for walking, biking and playing (especially among youth). It also provides a structure for assessing the programs and policies that might help to overcome an “unfriendly” environment.



Who should use the RALA?

This tool is primarily intended for use in communities with populations less than 10,000.

What factors make up a “rural” town?

In the physical domain, a rural town may be described in terms of factors such as, road density, types and density of intersections, presence or absence of a town common or town center (or multiple town centers), as well as natural features such as hills and rivers.

What is involved?

The RALA tools include three separate components:

- 1) Town-Wide (18 town characteristic questions and inventory of 15 recreational amenities)
- 2) Program and Policy (20 questions)
- 3) Street Segment Assessments (28 questions)

These three assessment instruments are designed to be used together and provide a comprehensive measure addressing many of the unique factors believed to be important to active living in rural communities.

Bangor Public Health and Community Services will provide technical assistance in completing the RALA components in your community.

What do we do with the information after completing the assessment?

- 1) Identify interventions to help your community become more active and healthy
- 2) Identify opportunities for improvements to access
- 3) Use the information as data for applications for future funding opportunities



**The Rural Active Living Assessment was developed by the Maine Rural Health Research Center at the University of Southern Maine.*