

FINANCE COMMITTEE MEETING

Monday, April 2, 2012

5:30 p.m.

Hampden Town Office

1. Minutes of 3/19/2012 Meeting
2. Review & Signature of Warrants
3. Old Business
 - a. Public Works Vehicle funding recommendation
 - b. Personal Property Tax Abatements:
 1. Carlen Transport – 2011 \$29,306.88
 2. Thibodeau – 2010 \$ 5,030.76
 3. Thibodeau – 2011 \$14,705.91
 - c. Code of Ethics
 - d. Council Rules
 - e. FOAA Protocol
4. New Business
 - a. Review of Fees Ordinance Changes
 - b. Draft – Budget Hearing Date Calendar 2012
 - c. Paper Talks Advertisement Request
5. Public Comment
6. Committee Member Comments

FINANCE & ADMINISTRATION COMMITTEE MEETING MINUTES

Monday, March 19, 2012

Attending:

Mayor Janet Hughes	Councilor Shelby Wright
Councilor Tom Brann	Councilor Andre Cushing (6:30)
Councilor Jean Lawlis	Councilor Jeremy Williams
Councilor Kristen Hornbrook	Town Manager Susan Lessard
Eleanor Willey	

The meeting was opened by Mayor Hughes at 5:40 p.m.

Item 5b – Exemptions was moved to the front of the agenda to accommodate the attendance of a member of the public for that one topic. Councilor Williams explained his concern over a letter he and Mrs. Willey had received from the Assessor requesting documentation of their airstrips for exemption purposes. He indicated that he had gone through the process with the prior assessor 10 years ago and that nothing had changed. Both Councilor Williams and Mrs. Willey stated that their airstrips were used by the public and therefore qualify for the exemption. Of particular concern was the request for documentation of DOT approval for the airstrips as a condition of the exemption. Both indicated that their airstrips did not require DOT approval. The manager explained that the Assessor was updating records to insure that we had all appropriate documentation for exemptions granted. She also stated that she would have the Assessor contact Councilor Williams and Mrs. Willey about the airfield exemptions.

1. Minutes of 3/5/2012 Meeting – Motion by Councilor Wright, seconded by Councilor Lawlis to approve the minutes of 3/5/12 as presented. Vote 6-0.
2. Financial Statements – February 2012 – The Town Manager explained the February Financial statements. Questions related to an overage on the outside agency expenditures were explained by the Manager as the result of repairs to the Kiwanis Hall necessitated by the collapse of the roof section over the handicap ramp. The costs, with the exception of the \$1000 deductible, are being reimbursed by insurance. The expenditures were listed under the Kiwanis item on the Outside Agencies list.
3. Review & Signature of Warrants – Warrants were reviewed and signed by Committee members.
4. Old Business
 - a. Lura Hoit Pool Heating Coil Replacement Cost Estimates – Councilor Lawlis explained that this part was necessary in order

- to keep the pool in an operating condition. Its condition has deteriorated to the point where it is leaking the equivalent of a five gallon bucket of water a day. The part will be necessary no matter what final solution for an air handler upgrade is selected. The Services Committee recommended that the pool be allowed to have the part replaced for a cost not to exceed \$10,000. Mayor Hughes expressed concern that the Committee had no written cost estimate in front of it on which to base the decision. Councilor Lawlis indicated that the Pool director was obtaining that estimate from Mechanical Services. Motion by Councilor Brann, seconded by Councilor Lawlis to recommend to the full Council that the town spend up to \$10,000 from pool reserve for replacement of the heating coil. Vote 4-2 (Hornbrook, Hughes)
- b. Code of Ethics – Review – Tom Russell draft should be reviewed by Committee members for discussion at next meeting
 - c. Council Rules – Review – Not discussed
 - d. FOAA Request Policy – The Committee reviewed a draft FOAA policy and made suggestions for changes. The Town Manager will provide an updated draft at the next meeting

5. New Business

- a. Police Vehicle Bid Results – The Public Safety Director discussed the police vehicle bid results with the Committee. It is the preference of the department to purchase another SUV, and specifically a Chevrolet Tahoe because they are more versatile for use by the department, more comfortable for the police officers with all their gear, have four wheel drive capability, and have longer use for the Town after they are retired as a police vehicle. Councilor Williams asked whether the department had looked at the Ford 'crossover' vehicle that was listed as a purchase option. The Public Safety Director indicated that they had not done so. This is a first year for that type of vehicle and the Town has generally waited a year or so after new models come out to see how they perform over time. The Public Safety Director said that although the Tahoe was the preference, the department would be happy with whatever choice the Council made. Motion by Councilor Brann, seconded by Councilor Lawlis to recommend to the full council the purchase of a 2012 Chevrolet Tahoe from Dutch Chevrolet at a cost of \$30,529 to be funded from the operating account appropriation with the balance from Police Cruiser reserve. Vote 4-3 (Hornbrook, Hughes, Williams)
 - b. Exemptions – Homestead & Airfield – see above.
6. Public Comment - None

7. Committee Member Comments – None

The meeting was adjourned at 6:50 p.m.

Respectfully submitted,

Susan Lessard
Town Manager

**TOWN OF HAMPDEN
PUBLIC WORKS DEPARTMENT
2012 FORD TRUCK MODEL F-550 XL 4WD
BID SHEET**

March 22, 2012
10:00 AM

BIDDER	NEW TRUCK PRICE	ADD'L PLOW EQUIPMENT	EXTENDED WARRANTY	TRADE IN VALUE (2002 Freightliner)	TOTAL PRICE
QUIRK AUTO PARK	\$89,078.00	Included	Included	\$11,475.00	\$77,603.00
DARLING'S	\$42,276.00	\$45,653.00	\$3,300.00	\$ 6,000.00	\$85,229.00
WHITED FORD	\$40,960.32	\$45,653.00	\$2,500.00	\$17,000.00	\$72,113.32
VARNEY'S	\$39,946.00	\$45,653.00	\$1,815.00	\$6,500.00	\$80,914.00

3-a

Non Zero Balance on All Accounts

Tax Year: 2003-1 To 2011-3
As of: 03/27/2012

3-b

Acct	Name ----	Year	Original Tax	Payment / Adjustments	Amount Due
248	P AUTOMATIC VENDING & GAMES	2008	37.68	0.00	37.68
248	P AUTOMATIC VENDING & GAMES	2009	28.62	0.00	28.62
248	P AUTOMATIC VENDING & GAMES	2010	30.21	0.00	30.21
248	P AUTOMATIC VENDING & GAMES	2011	31.80	0.00	31.80
183	P BANGOR CEDAR FENCE INC	2011	477.00	238.50	238.50
57	P BRYANT, ROBERT & LINDA	2006	93.52	0.00	93.52
57	P BRYANT, ROBERT & LINDA	2007	94.20	0.00	94.20
57	P BRYANT, ROBERT & LINDA	2008	97.34	0.00	97.34
224	P CARLEN TRANSPORT/LEONARD PETERS	2011	29,306.88	0.00	29,306.88 *
30	P COUILLARD, DARYL	2006	454.24	0.00	454.24
30	P COUILLARD, DARYL	2007	456.87	0.00	456.87
30	P COUILLARD, DARYL	2008	466.29	0.00	466.29
30	P COUILLARD, DARYL	2009	553.32	0.00	553.32
30	P COUILLARD, DARYL	2010	477.00	0.00	477.00
30	P COUILLARD, DARYL	2011	524.70	0.00	524.70
84	P DANA'S GRILL AT DOCKSIDE	2011	287.79	0.00	287.79
337	P EAGLE SECURITY	2010	221.01	0.00	221.01
337	P EAGLE SECURITY	2011	241.68	0.00	241.68
123	P KAMDA'S POOL SHED	2010	87.45	15.58	71.87
123	P KAMDA'S POOL SHED	2011	41.34	0.00	41.34
186	P NORTHEAST TIMBER CORP.	2007	744.18	0.12	744.06
186	P NORTHEAST TIMBER CORP.	2008	781.86	0.00	781.86
186	P NORTHEAST TIMBER CORP.	2009	491.31	0.00	491.31
186	P NORTHEAST TIMBER CORP.	2010	511.98	0.00	511.98
186	P NORTHEAST TIMBER CORP.	2011	553.32	0.00	553.32
151	P QWIK STOP VIDEO	2011	325.95	0.00	325.95
75	P SHANOS, THOMAS	2009	143.10	0.00	143.10
75	P SHANOS, THOMAS	2010	143.10	0.00	143.10
75	P SHANOS, THOMAS	2011	143.10	0.00	143.10
277	P VAUGHN THIBODEAU & SONS, INC.	2010	10,061.52	5,030.76	5,030.76 *
277	P VAUGHN THIBODEAU & SONS, INC.	2011	14,705.91	0.00	14,705.91 *

3c

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MEMORANDUM

March 17, 2012

To: Town Council
From: Tom Russell
Re: Code of Ethics

I have reviewed the 12/06/11 draft of the Code of Ethics, and I have compared it to a number of Codes of Ethics from other Maine municipalities. I found most of the provisions of the 12/06/11 Draft, in one form or another, in many of the other Codes of Ethics that I reviewed.

I made revisions to the 12/06/11 Draft, and I have provided both a "clean" version and a version on which I have highlighted in yellow the most significant revisions, for your review. I tried to provide a computer generated "compare" version, but with all of the formatting, renumbering and wording changes, it was not very user friendly. So, I prepared the manually highlighted version. The most significant changes are as follows:

1. I deleted the definition of "Board Member", as the definition of "Council Appointee" seems to cover the matter.
2. I added "digital or electronic" to the definition of "confidential information".
3. I revised the definition of "special interest", as it seems to me that the last portion of the definition was intended to apply when the Town Councilors or Council Appointees are acting on an application for a license, permit or approval.
4. I deleted the definition of "confidential information" from Section 3.2, as that term is already defined in Section 2.
5. I have added the word "solicit" to Section 3.3

6. In Section 3.5 of the 12/06/11 Draft, the opening paragraph thereof was virtually identical to Subsection A) on the next page. I reformatted Section 3.5, and deleted any duplicative provisions.
7. As to the Disclosure Statement requirement, since Town Councilors are not sworn in until January, they are not yet "Town Councilors" 15 days after the election. Therefore, I revised the language of Section 3.5.D to require filing of the Disclosure Statement by Town Councilors by January 15th of each year, or within 15 days after being sworn in for Town Councilors that are elected at a special election to fill a vacancy.
8. I have revised Section 6, as I could not find the referenced "preliminary resolution as described in the Town Charter". The only reference to such a term in the Charter relates to the removal of the town manager. In addition, I could not find any provision in the Charter for the removal of a Town Councilor from the Town Council. Therefore, I also revised the end of Section 6.C.
9. I deleted Section 10, Personnel Matters, from the 12/06/11 Draft, as that matter is already addressed in Section 3.5.A.2 of the revised Draft (the essential language of which followed Section 3.5.3 in the 12/06/11 Draft).
10. Since the heading of Section 8 indicates that it covers penalties for Town Councilors and Council Appointees, I incorporated corresponding language into the body of Section 8.
11. I revised the Disclosure form to include references to Council Appointees.

An email from Sue Lessard indicated that the Finance and Administration Committee wanted some "clarification" of the provisions dealing with "Political Activities", but I was not given any specific issues or concerns to address. As you know, Section 4 of the Draft Code of Ethics is essentially identical to the provisions of Section 4 in the current Code of Ethics. In my preliminary search for codes of ethics for some other communities, I found that Bar Harbor, Bangor, Scarborough, Rockland and Mechanic Falls had provisions very similar, if not identical, to the provisions in Section 4 of the existing and draft Code of Ethics for the Town of Hampden.

As I indicated in a Memorandum to Susan Lessard dated June 14, 2011, it is my opinion that these types of provisions are intended to prohibit the municipality, through its employees or officials, from taking official positions or actions, such as endorsements, pronouncements, recommendations at public meetings, communications on municipal letterhead or on a municipal communication outlet (government access channel, municipal email system, newsletters, etc.), concerning elections for public office. The first portion of Section 4 references that the prohibited conduct is the "use of official authority or position for the purposes of influencing or interfering with or affecting the results of any election for public office". In addition, Section 4 prohibits the distribution of handbills or pamphlets while performing official functions or duties on behalf of the Town. However, Section 4 also provides Section 4 is not to be construed as

prohibiting any Town Councilor or Council Appointee from participating in the political process in their private capacity as candidates of as private citizens.

If the Committee has any specific issues that it wants more input on, please let me know.

The Town of Hampden hereby ordains:

**TOWN OF HAMPDEN
Code of Ethics**

Section 1. Declaration of Policy.

The proper operation of democratic government requires that Town Councilors and their appointees be fair, impartial and responsive to the needs of the people and each other in the performance of their respective functions and duties; that decisions and policy be made in proper channels of the Town's governmental structure; that public office not be used for personal gain; and that such Councilors and their appointees maintain a standard of conduct that will inspire public confidence in the integrity of the Town's government. In recognition of these goals, a Code of Ethics is hereby established for all Town Councilors and all members and associate members of any Board or Committee appointed by the Town Council. This Code of Ethics is not intended to deny Council members, nor Board or Committee members, their constitutional rights nor violate their civil rights.

Section 2. Definitions.

As used in this Ordinance, the following terms shall have the meanings indicated.

Business: Any corporation, partnership, individual, sole proprietorship, joint venture, or any other legally recognized entity, organized for the purposes of making profit.

Censure: A judgment or resolution condemning a person for misconduct.

Confidential Information: Any information, whether oral, written, digital or electronic, which comes to the attention of, or is available to, a Town Official only because of his or her position with the Town and which is not a matter of public record. Information received or discussed during an executive session called pursuant to 1 M.R.S. §405 shall be considered confidential information, and shall not be disclosed to any third party unless permitted by affirmative vote of the body which held the executive session.

Council Appointee: Any sworn member or associate member of any board or committee appointed by the Town Council, including but not limited to appointed Board members, Committee members, and Commission members.

Financial Interest: a direct or indirect interest having monetary or pecuniary value, including but not limited to the ownership of stock.

Immediate Family – Spouse, children, parents, brothers, and sisters. This includes family members related by marriage and adoption.

Special Interest: A direct or indirect interest having value peculiar to a certain individual or group, whether economic or otherwise, which value may accrue to such individual or

group as a result of the passage or denial of any order, ordinance or resolution, or the approval, approval with conditions or denial of any application by the Town Council or Council Appointees, and which interest is not shared by the general public.

Town Councilor: Sworn member of the Hampden Town Council

Town Employee: Any individual working for, on a permanent or temporary basis, and drawing a salary, wages or stipend from the Town of Hampden. The term "Town Employee" shall not include consultants or professional personnel providing services to the Town as independent contractors under a written professional services contract or other similar engagement.

Town Official: A member of the Town Council or a member of any appointed committee, board or commission of the Town Council.

Sec 3. Standards of Conduct.

The purpose of this Code of Ethics is to establish standards of conduct for all Town Councilors and Council Appointees by setting forth those acts or actions deemed to be in conflict or incompatible, or to create the appearance of conflict or incompatibility, with the best interests of the Town of Hampden.

3.1 Statutory Standards: There are certain provisions of the general statutes of the State of Maine, which should, while not set forth herein, be considered an integral part of this Ordinance. Accordingly, the provisions of the following sections of the general statutes of the State of Maine, as may be amended, are hereby incorporated by reference and made a part of this Code of Ethics, and shall apply to all Town Councilors or Council Appointees whenever applicable, as if more fully set forth herein, to wit:

- 17 MRSA §3104 Conflicts of Interest; Purchases by the State
- 17-A MRSA §456 Tampering with Public Records or Information
- 17-A MRSA §602 Bribery in Office with Political Matters
- 17-A MRSA §603 Improper Influence
- 17-A MRSA §604 Improper Compensation for Past Action
- 17-A MRSA §605 Improper Gifts to Public Servants
- 17-A MRSA §606 Improper Compensation for Services
- 17-A MRSA §607 Purchase of Public Office
- 17-A MRSA §608 Official Oppression
- 17-A MRSA §609 Misuse of Information
- 17-A MRSA §903 Misuse of Entrusted Property
- 21-A MRSA §504 Persons Ineligible to Serve
- 30-A MRSA §2605 Conflicts of Interest
- 30-A MRSA §5122 Interest of Public Officials, Trustees of Employees

3.2 Disclosure of Confidential Information: No Town Councilor or Council Appointee shall, without proper legal authorization, disclose confidential information concerning the property, employees or applicants for employment, government or affairs of the Town, nor shall he or she use such information to advance the financial or private interest of him or herself or others. Information received and discussed during an executive session of the Hampden Town Council or any Town Board, Committee, or Commission pursuant to 1 M.R.S. §405 shall be considered within the constraints of this subsection, and shall not be disclosed to any third party unless permitted by affirmative vote of such body.

3.3 Gifts and Favors: No Town Councilor or Council Appointee shall solicit or accept any gift, favor or thing of value, whether in the form of service, loan, thing or promise, from any person or business which to his or her knowledge is interested directly or indirectly in any manner whatsoever in business dealings with the Town; nor shall any Town Councilor or Council Appointee: 1) solicit or accept any gift, favor or thing of value that tends to influence that individual in the discharge of his or her official duties or 2) solicit or grant in the discharge of his or her official duties any improper favor, service or thing of value. The foregoing is not intended to prohibit normal social practices where gifts from friends, associates, and relatives are appropriate for certain occasions.

3.4 Use of Town Property: No Town Councilor or Council Appointee shall use, or permit the use of, any Town-owned property including, but not limited to, motor vehicles, equipment and buildings, for any private purposes. Nothing herein shall prohibit the use of Town buildings and equipment at rates and/or on terms as may be established for the public at large.

3.5 Conflicts of Interest.

A. Deliberation and Vote Prohibited

1. No Town Councilor or Council Appointee shall participate directly or indirectly by means of deliberation, voting, approval or disapproval, or recommendation, or otherwise take part in the decision making process, on any agenda item before the body of which he or she is a member if he or she, or a member of his or her immediate family, has a financial or special interest, other than that possessed by the public generally, in such purchase, award, or approval, held by:
 - a. The Town Councilor or Council Appointee, or a member of their immediate family; or
 - b. A business in which the Town Councilor or Council Appointee, or a member of their immediate family, serves as an officer, director, trustee, partner or employee in a supervisory or management position; or

- c. Any other person or business with whom the Town Councilor, or Council Appointee, or a member of their immediate family, are in business or are negotiating, or have an arrangement concerning future employment.
 2. No Town Councilor or Council Appointee shall participate directly or indirectly by means of deliberation, approval or disapproval, or recommendation of an application, purchase, contract, or other legal matter, or in the decision to hire, promote, discipline, lay off or to take any other personnel action in respect to any applicant for employment or employee, where said applicant or employee is:
 - a. A member of their immediate family; or
 - b. A person with whom either the Town Councilor or Council Appointee, or his or her immediate family, are in business.
- B. Disclosure of Conflict.** Any Town Councilor or Council Appointee who believes he or she, or a member of his or her immediate family, has a financial or special interest, other than an interest held by the public generally, in any agenda item before the body on which he or she serves shall disclose the nature and extent of such interest, and the Town Clerk or his or her designee shall make a record of such disclosure. Such disclosure shall be made no later than the date of the first meeting of the Town Council, Committee, Board, or Commission at which the agenda item concerned is to be taken up for consideration, recommendation, discussion or vote and at which the Town Councilor or Council Appointee is present. Additionally, any Town Councilor or Council Appointee who believes that any fellow Town Councilor or Council Appointee, or a member of such fellow Town Councilor's or Council Appointee's immediate family, has a financial or special interest, other than an interest held by the public generally, in any agenda item before his or her collective body shall disclose the nature and extent of such agenda item before his or her collective body shall disclose the nature and extent of such interest, and the Town Clerk or his or her designee shall make a record of such disclosure.
- C. Determination of Conflict.** In the event that a conflict has been raised relative to an individual Town Councilor or Council Appointee, and disclosure has been made as described above, such individual's fellow Town Councilors or Council Appointees shall review the facts as disclosed to them and shall vote on whether or not such individual has a financial or special interest with respect to the agenda item concerned. All conflict of interest questions relating to a particular agenda item shall be resolved prior to any consideration of the item concerned, and each Town Councilor or Council Appointee present shall be entitled to vote on all conflict of interest questions except those questions pertaining to that individual Councilor's or Appointee's alleged conflict of interest.

1. All votes of conflicts of interest questions shall be recorded. A majority vote shall determine the question; but a vote by Boards, Committees, and Commissions may later be reviewed by Town Council upon the Town Council's consideration of the same agenda item.
2. Upon determination that a conflict of interest in fact exists, the Town Councilor or Council Appointee concerned shall be excused from participating in discussion, deliberation or vote on the relevant agenda item.
3. In lieu of the vote required by this subsection, the Town Council, upon motion and by majority vote may refer the conflict of interest question to the Town Attorney for a legal opinion, or may table its consideration of the relevant agenda item. In the event a majority of the Town Council, Board, or Commission concerned, or Committee thereof, shall require disclosure of further information not immediately available, or shall require confirmation of the information disclosed, consideration of the relevant agenda item shall be postponed to an appropriate time.

D. Avoidance of Appearance of Conflict: To avoid the appearance of a violation of this Section, once any individual Town Councilor, committee member, board member or commission member is determined to have a conflict of interest in respect to any agenda item and once all conflicts of interest questions relating to the agenda item concerned have been determined as provided in Subsection C above, said individual shall immediately remove him or herself from the meeting room or to the area of the room occupied by the general public. He or she shall not return to his or her regular seat as a member of the body until deliberation and action on the item is completed. Nothing herein shall require an individual councilor, committee member, board member or commission member to remove himself or herself for any item contained on a consent agenda on which there is no deliberation, the individual's conflict has been determined by other members and the right to abstain from voting on the item has been granted.

E. Personal Interest. Nothing herein shall be construed to prohibit any Town Councilor or Council Appointee from representing his or her own personal interest by appearing before his or her collective body on any such agenda item, as long as the representation occurs in the area of the meeting room occupied by applicants or members of the general public.

F. Disclosure Statement. By no later than January 15th of each year, or within fifteen (15) days of being sworn in for a Town Councilor elected at a special election to fill a vacancy, every Town Councilor shall file a completed disclosure form with the Town Clerk. Within thirty (30) days after his or her appointment, every Council Appointee shall file a completed disclosure form with the Town Clerk. Such forms shall be under oath and shall contain the following information to the best of the disclosing party's knowledge and belief:

1. The name of each person or entity whether incorporated or not, doing business with the Town in an amount in excess of \$1000 during the preceding calendar year from which such disclosing party or member of his immediate family has received money or other thing of value in an amount in excess of \$1000 during the preceding fiscal year, including, but not limited to campaign contributions, where applicable.
2. The name of each entity, whether incorporated or not, doing business with the Town in an amount in excess of \$1000 for the preceding calendar year in which such disclosing party or member of his/her immediate family has a financial interest in an amount in excess of \$1000 , including, but not limited to, the ownership of shares of stock.
3. The name of each nonprofit and/or for profit entity, whether incorporated or not, for which such disclosing party or member of his/her immediate family holds a position of officer or member of any board which does business or may potentially do business with the Town. For such entity, such disclosing party shall provide the following information:
 - a. A brief description of the purpose of each board and/or office;
 - b. A short summary of such disclosing party's or family member's duties relative to any such board and/or office;
 - c. The term of service on each such board and/or office; and
 - d. Whether or not such disclosing party or family member receives compensation for service on such board and/or office and the extent to which such compensation exceeds \$100 in the aggregate annually.

For purposes of this section "compensation" shall include, but not be limited to, monetary compensation, gifts, gratuities, perks, fringe benefits, services and any other thing of value.

4. Every Town Councilor or Council Appointee shall amend his or her annual disclosure statement as may be required from time to time to ensure the continued accuracy thereof. Each amendment shall be made within fifteen days following the occurrence which requires the amendment.
5. The Town Clerk shall deliver a copy of each completed disclosure statement to every fellow member of the Town Council/Board/Committee of each disclosing party within thirty days of filing.
6. For the purposes of this Ordinance, a list prepared by the Treasurer of those persons or entities doing business with the Town in an amount in excess of \$1000 for the preceding year shall be determinative for purposes of reporting under this section. Income from and financial investments in, policies of insurance, and deposits from accounts from commercial or savings banks, savings and loan associations, or credit unions and the ownership of less

than 5% of the outstanding shares of stock in a publicly held corporation shall not be considered a financial interest within the meaning of this section.

Sec 4. Political Activities.

No Town Employee, Town Councilor or Council Appointee shall participate in any political activity which would be in conflict or incompatible with the performance of his or her official functions and duties of the Town. In conjunction therewith, no Town Councilor or Council Appointee may use his or her official authority or position for the purposes of influencing or interfering with or affecting the results of any election for public office, nor shall he or she solicit funds or contributions or accept or receive funds or contributions from Town Employees for political purposes. No Town Councilor or Council Appointee may distribute handbills or pamphlets while he or she is performing official functions or duties on behalf of the Town, unless such distribution has been authorized by the body of which he or she is a member. Nothing herein shall be construed to prohibit any Town Councilor or Council Appointee from participating in the political process in their private capacity as candidates for elected office or as private citizens.

Sec 5. Incompatible Employment or Office.

No Town Councilor or Council Appointee shall occupy any other office, elected or appointed, in another governmental entity when the duties of such office are incompatible with the proper discharge of his or her official duties with the Town. For purposes of this section, the occupancy of any office, elected or appointed, with any other governmental entity by any Town Council or Council Appointee is hereby prohibited in the following circumstances:

- A. Where the duties of the other office make it a physical impossibility to discharge the duties of the Town position; or
- B. Where one office is subordinate to the other; or
- C. Where one office carries the power of removal of the other; or
- D. Where the occupancy of both offices is prohibited by the Town Charter or by other provisions of law.

Sec 6. Violations of Ethical Standards by Councilors.

When any Councilor believes there has been a breach of the ethical standards set forth herein by another Town Councilor, he or she may ask to enter into executive session pursuant to 1 M.R.S. §405 for purposes of informal discussion of and resolution of an ethical issue. During such session, the Councilor shall specify which area(s) of this Ordinance he or she feels have been breached and by whom. After discussion among all Councilors, the Town Council shall leave executive session, and may proceed with

formal action only by majority vote of the Councilors not alleged to have breached the ethical standards.

- A. Based on information provided in said executive session, the Town Attorney shall provide the Council with an opinion on whether the cited matter(s) constitute a violation of this Ordinance.
- B. All procedures under this section shall be in accord with due process requirements, including, but not limited to, a right to notice and hearing.
- C. The Council may elect to give written warning in lieu of any other remedy or civil penalty available under this Ordinance or any other law or ordinance.

Sec 7. Ethics in Contracting.

The provisions of this Section shall apply to all persons doing business with the Town of Hampden as vendors, suppliers and contractors submitting bids or proposals in response to a Town solicitation or advertisement.

7.1 Gratuities and Kickbacks

- A. **Gratuities.** It shall be a violation of this Ordinance for any person to offer, give, or agree to give any Town Councilor or Council Appointee a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, or award pertaining to a Town purchase order, contract, construction contract, or professional services contract, or with respect to any solicitation, advertisement, request for bids, request for proposals, or any bid, proposal, or other response thereto.
- B. **Kickbacks.** It shall be a violation of this Ordinance for any person to solicit, offer, give, accept, or receive any undisclosed gratuity or offer of employment in connection with the award or potential award of any subcontract or contract modification or change order under a Town of Hampden contract for construction, procurement or professional services. To be valid, any disclosure under this paragraph must be made in writing to the Town of Hampden Town Manager prior to the date of opening of any proposals or bids on the prime contract concerned. Notwithstanding an otherwise valid written disclosure, it shall be a violation of this Ordinance to solicit, offer, give, accept, or receive any such gratuity or offer of employment in violation of applicable State or Federal Law.

7.2 Prohibition against Contingent Fees

It shall be a violation of this Ordinance for a person to be retained, or to retain a person, to solicit or secure a Town contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee,

except for retention of bona fide employees or bona fide established commercial selling agencies for the purpose of securing business.

7.3 Recovery of Value Transferred or Received in Breach of Ethical Standards.

The value of anything transferred or received in breach of the ethical standards of this Ordinance by a Town Councilor or a Council Appointee or other person may be recovered from both the Town Councilor or Council Appointee concerned and from the other person concerned.

7.4 Recovery of Kickbacks by the Town

Upon a showing that a subcontractor made a kickback to a prime contractor or a higher tier subcontractor in connection with the award of a subcontract or modification or change order, it shall be conclusively presumed that the amount thereof was included in the price of the subcontract, modification or change order and ultimately borne by the Town and such amount shall be recoverable hereunder from the recipient. In addition, that amount may also be recovered from the subcontractor making such kickbacks. Recovery from one offending party shall not preclude recovery from other offending parties.

7.5 Penalties and Sanctions

- A. In addition to the recoveries provided in Subsections 7.3 and 7.4 above, any violation of Section 7 shall be a civil violation. Upon conviction, any person, firm or corporation found to be in violation of this Section 7 shall be fined not less than three times the value of any improper gift or kickback paid, solicited, or received, or \$500, whichever is greater. The penalties provided in this paragraph shall be in addition to any penalties imposed under State or Federal Law.
- B. Upon conviction of a violation of this Section 7 or upon finding a violation by the Town Council or any Council Appointee following written notice and hearing, the Town Council may impose one or more of the following sanctions on the person, firm, or corporation convicted or found to be in violation:
 - i. written warnings or reprimands
 - ii. termination of contracts
 - iii. debarment or suspension of Town purchasing
- C. Termination of a contract under this Section 7.5 shall also terminate the contractor's right to receive further payment thereunder.

D. The provisions of this Section 7 shall be provided to all interested bidders or proposers and shall be incorporated by reference as agreed terms in any Town of Hampden construction, procurement, or professional services contract with a base bid in excess of \$10,000. In the case of a professional services contract, the 'base bid price' shall be the expected value of services to be billed during the contract term, or on an annual basis if the contract is of indefinite duration.

Sec 8. Penalties for Town Council or Town Council Appointees.

Any Town Councilor or Council Appointee who violates a provision of this Ordinance shall be subject to a civil penalty of not less than \$100.00 and not more than \$500.00 for each offense, which civil penalty shall inure to the benefit of the Town. In addition, violation of this Ordinance shall constitute cause for censure by the Town Council after notice and hearing conducted by that body.

Sec 9. Severability.

If any section, subsection, sentence, clause or phrase of this Ordinance is for any reason held to be invalid or unconstitutional, such invalidity or unconstitutionality shall not affect the validity or constitutionality of the remaining portions of this Ordinance.

**TOWN OF HAMPDEN
ELECTED / APPOINTED OFFICIAL DISCLOSURE FORM**

Date: _____

Last name: _____ First name: _____

Address: _____

Telephone: _____

Email Address: _____

1. List of entities doing business with the Town from which the person named on this form or any member of his/her immediate family received more than \$1,000 during the preceding fiscal year.

2. List of entities doing business with the Town that the person named on this form or any member of his/her immediate family has an ownership interest in that exceed \$1,000, including, but not limited to the ownership of shares of stock.

3. List of any non-profit or for-profit entities which does business or may potentially do business with the Town for which the person named on this form or a member of his/her immediate family holds a position of officer or board member. Please include the name of position served, the term of service, and compensation received (if it is more than \$1,000 per year in the aggregate.)

Signature of Town Councilor / Council Appointee

HAMPDEN TOWN COUNCIL RULES

1. The Town Council shall only act by ordinance, order, or resolve. All ordinances, orders, and resolves shall be confined to one subject, which shall be clearly expressed in the title. All orders and resolves shall be dated, numbered, and signed by the Town Clerk and the Town Councilors will receive a copy.
2. In all motions of command, the form of expression shall be 'ordered' and in all motions concerning principles, facts, or purposes, the form shall be 'resolved'.
3. The name of the Council member or other person, persons, or group requesting an item on the agenda will be indicated on the agenda with the said item.
4. As a matter of courtesy, conduct for all Council and Committee meetings shall be as follows:
 - a. Cell phones shall be silenced during Council & Committee meetings by Town Councilors, staff, and the general public.
 - b. Councilors and staff shall refrain from texting or emailing during all Council or Committee meetings.
 - c. Cell phone use, texting, and email may be done during breaks in regular or special Council meetings or committee meetings.
5. Town Councilors shall participate in Freedom of Information Act training within 30 days of being sworn in as a Town Councilor and documentation of that training shall be filed with the Town Clerk.
6. Town Councilors shall participate in Elected Officials training offered by the Maine Municipal Association within the first year of office.
7. A New Councilor orientation packet shall be provided to all Councilors at the time they are sworn in.
8. Excused absences for Councilors for Council meetings may be granted as the result of illness, vacation, work commitments, or family illness.
9. The Mayor shall take the chair at the appointed time for the meeting, call the members to order, and proceed to the following order of business:
 - A. Consent Agenda
 1. Signatures – Treasurer's Warrants, etc
 2. Secretary's Report
 3. Communications
 4. Reports
 - B. Public Comments
 - C. Policy Agenda
 1. Public Hearings
 2. Nominations-Appointments – Elections
 3. Unfinished Business
 4. New Business
 - D. Committee Reports
 - E. Manager's Report

F. Councilor Comments

G. Adjournment

10. In the absence of the Mayor, the Deputy Mayor shall preside over the Town Council meeting. In the absence of the Deputy Mayor, the Mayor shall appoint, in advance, another Council to chair the meeting.
11. When a question is under debate, the Mayor shall receive no motion but to adjourn, or for the previous question, to lay on the table, or to postpone to a day certain, or to refer to a committee or some administrative official or to amend, or to postpone indefinitely; which several motions shall have precedence in order in which they stand arranged.
12. When a vote is passed, it shall be in order for any member who voted in the majority, or in the negative on a tie vote, to move a reconsideration thereof at the same, or the next stated meeting, but not afterwards; and when a motion or reconsideration is decided, that vote shall not be reconsidered.
13. When any member is about to speak, they shall respectfully address the Mayor, confine themselves to the question under debate, and avoid personalities. No member speaking shall be interrupted by another but by a call to order, or to correct a mistake.
14. Every member present, when a question is put, shall give their vote, unless the Council, for special reasons, shall excuse them. Application to be so excused must be made before debate on the issue and the decision on the application shall be made by a majority vote of the council without debate.
15. The rules cannot be dispensed with or suspended if one or more members of the council shall object. No rule or order shall be amended or repealed without notice, in writing, being given at the preceding meeting.
16. Any person wishing to address the Town Council will be given the opportunity to do so in accordance with the following procedure:
 - a. Persons wishing to address the Council on an item which appears on the agenda shall wait until the Mayor announces the consideration of such item, at which time they may address the Council on that particular item. There shall be a five minute limit on such comments per person, per item.
 - b. Any person wishing to address the Council on an item not appearing on the agenda shall be allowed to do so only in that section of the agenda referred to as "Public Comments". There shall be a five minute limit on such comments per person per subject raised. Items heard during Public Comment may be agendaed for a subsequent meeting or referred to a Committee or staff member for discussion/action. No votes may be taken by the Council on a subject raised during Public Comment without a vote by the Council to set aside the rules and add it to the regular agenda for consideration.

- c. Any person wishing to address the Council shall signify their desire by raising their hand and, when recognized by the Mayor, such person shall thereupon request permission to address the Council, giving their name and address and then designating the subject matter on which they desire to address the Council.
17. At the commencement of the Calendar year, or as soon thereafter as possible, there shall be chosen the following Committees, each Committee to consist of three (3) members of the Council as the Mayor may designate, or, upon a motion, the Council may ballot.
 - a. Finance & Administration – The purpose of this committee shall be to review all items related to their fiscal impact on the Town as well as all matters that pertain to items of administrative procedures. This committee will also have the responsibility for the review and signature of all payment warrants.
 - b. Services Committee – The purpose of this committee shall be to review all matters related to services provided by the Town related to recreation, parks, trails, the library, the pool, and other items related to non-emergency or public works services provided in the community
 - c. Infrastructure – The purpose of this Committee shall be to review all matters pertaining to public infrastructure including buildings, roads, and all town capital equipment.
 - d. Planning & Development – The purpose of this Committee shall be to review all matters related to all ordinances of the Town and all proposals for economic & community development.
 - e. Communications – The purpose of this Committee shall be to review all matters related to the Town Website, Town Newsletter, Town Cable Channel 7, and other town sponsored communication activities.
18. Committee procedure shall be governed as follows:
 - a. All Committees will be required to post an agenda at least 48 hours prior to the meeting and no issue may be voted on unless it is agendaed.
 - b. It shall be the responsibility of the Committee Chair to discuss the development of the meeting agenda with the assigned staff person at least 24 hours before the meeting is required to be posted.
 - c. The assigned staff member shall prepare and post the agenda.
 - d. Draft minutes of each meeting will be prepared by the staff member supporting the committee within three business days.
 - e. Committee meeting minutes shall be posted on the Town website following their voted approval by the Committee.
 - f. Non-committee Council members attending a Committee meeting will have voting rights if they have been present for the entire discussion of

an issue, providing that at least two of the three appointed members of the committee are present.

- g. Two appointed members of the Committee shall constitute a quorum
- h. The Mayor shall serve as an ex-officio member of all committees with the exception of Finance & Administration, and shall serve as a member and Chairperson of that Committee. The Mayor shall not count as an appointed member for the purpose of establishing a quorum at all other Committee meetings.

19. The Mayor of the Council may appoint members of the Council and/or citizens of the Town to special committees as authorized by the Council. No Committee shall have the power of executive action unless specifically authorized and shall report back to the Council for action on its recommendations or proposals.

20. In all cases where the parliamentary proceedings are not determined by the by foregoing rules and orders. "Robert's Rules of Order" shall be taken as authority to decide the course of proceedings.

21. The first and third Mondays of each month are designated as 'regular' council meetings with the provision that a unanimous vote of the council would cancel a meeting. Whenever a regular meeting falls on a legal holiday, such meeting will take place the following day.

22. Special meetings of the Town Council may be scheduled for other dates for special purposes. The agendas for such meetings shall be posted at the Post Office, Town Office, Town Bulletin Board, on the Town website, no less than 72 hours in advance of the meeting (unless an emergency meeting is needed for the purpose of dealing with an unanticipated Town emergency, in which case posting shall be to all normal posting locations and via email to local print media as soon as it is identified that a meeting will be held). The agenda for a Special Meeting shall be prepared as follows,

A. Call to order

B. Subject(s) for meeting

C. Adjourn

The general public shall be allowed to comment on subjects at Special meetings in the same manner as for Regular Council meetings. There shall be no general Public Comment section for items not contained on the agenda for Special Council meetings.

23. Any item on the consent agenda can be set aside for discussion at the request of any Councilor, prior to a motion on the remainder of the consent agenda.

24. The Councilor Comment section of the agenda is reserved for the purpose of enabling any Council member to discuss matters not previously mentioned on the agenda. No official Council action can be taken at this time.

FREEDOM OF ACCESS REQUEST PROTOCOL

1. Formal Freedom of Access Requests must be filed in writing on the approved Freedom of Access Request Form adopted by the Town Council.
2. All such requests will be directed to the Town Manager.
3. The Town Manager shall contact the applicant to acknowledge receipt of the request and explain the protocol.
4. Pursuant to MRSA Title 1 §408 (1)(2), persons who request information shall be informed of the manner in which they may access the requested information, and the formats in which it may be provided. (copy of MRSA Title1 §408 is attached)
5. All requests for information will have a cost estimate provided to the person requesting the information prior to the cost being incurred. Costs assessed shall be consistent with the terms outlined in MRSA Title 1 §408(3)(4)(5)
6. The Town Manager shall assign response to staff for completion, according to the nature of the request. Upon completion, and payment of any associated fees, the Town Manager shall provide the requested information.
7. The Town Manager will provide to the Town Council monthly a list of Freedom of Access requests that includes the name of the person requesting, the information requested, the date the request was received, the date the information was provided, and the cost assessed for the service.

**1 §408. PUBLIC RECORDS AVAILABLE
FOR PUBLIC INSPECTION AND COPYING**

**1 §408. PUBLIC RECORDS AVAILABLE FOR PUBLIC INSPECTION AND
COPYING**

1. Right to inspect and copy. Except as otherwise provided by statute, every person has the right to inspect and copy any public record during the regular business hours of the agency or official having custody of the public record within a reasonable period of time after making a request to inspect or copy the public record. An agency or official may request clarification concerning which public record or public records are being requested, but in any case the agency or official shall acknowledge receipt of the request within a reasonable period of time.

[2007, c. 501, §1 (AMD) .]

2. Inspection, translation and copying scheduled. Inspection, translation and copying may be scheduled to occur at such time as will not delay or inconvenience the regular activities of the agency or official having custody of the public record sought.

[2003, c. 709, §2 (NEW) .]

3. Payment of costs. Except as otherwise specifically provided by law or court order, an agency or official having custody of a public record may charge fees as follows.

A. The agency or official may charge a reasonable fee to cover the cost of copying. [2003, c. 709, §2 (NEW) .]

B. The agency or official may charge a fee to cover the actual cost of searching for, retrieving and compiling the requested public record of not more than \$10 per hour after the first hour of staff time per request. Compiling the public record includes reviewing and redacting confidential information. [2003, c. 709, §2 (NEW) .]

C. If translation is necessary, the agency or official may charge a fee to cover the actual cost of translation. [2003, c. 709, §2 (NEW) .]

D. An agency or official may not charge for inspection. [2003, c. 709, §2 (NEW) .]

[2003, c. 709, §2 (NEW) .]

4. Estimate. The agency or official shall provide to the requester an estimate of the time necessary to complete the request and of the total cost. If the estimate of the total cost is greater than \$20, the agency or official shall inform the requester before proceeding. If the estimate of the total cost is greater than \$100, subsection 5 applies.

[2003, c. 709, §2 (NEW) .]

5. Payment in advance. The agency or official may require a requester to pay all or a portion of the estimated costs to complete the request prior to the translation, search, retrieval, compiling and copying of the public record if:

A. The estimated total cost exceeds \$100; or [2003, c. 709, §2 (NEW) .]

B. The requester has previously failed to pay a properly assessed fee under this chapter in a timely manner. [2003, c. 709, §2 (NEW) .]

[2003, c. 709, §2 (NEW) .]

6. Waivers. The agency or official may waive part or all of the total fee if:

A. The requester is indigent; or [2003, c. 709, §2 (NEW) .]

B. Release of the public record requested is in the public interest because doing so is likely to contribute significantly to public understanding of the operations or activities of government and is not primarily in the commercial interest of the requester. [2009, c. 240, §4 (AMD) .]

[2009, c. 240, §4 (AMD) .]

SECTION HISTORY

1975, c. 758, (NEW) . 2003, c. 709, §2 (RPR) . 2007, c. 501, §1 (AMD) .
2009, c. 240, §4 (AMD) .

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



This is a proposal to The Town of Hampden to a rate increase for the Ambulance service. This increase is based on other EMS Services in the area and the rates they are charging for EMS calls. The recommendation is to come in line with the EMS Services in the area and this would result in a rate increase for the Town of Hampden EMS Service. Included in this proposal is the current rate structure for the Town of Hampden and a current rate structure for the City of Bangor. The rate structure for the City of Bangor is the model and rate that area Services are billing by. The recommendation would be to come in line with the City of Bangor and to bill the same rates they do. The City of Bangor Fire Department does the billing for the Town of Hampden and this would not be a major change for them to convert to. The following Services charge the same rates as the City of Bangor:

Hermon Volunteer Rescue Squad
Orono Fire Department
Mattawamkeag Fire Department
Bangor Fire Department

The major areas that we do 99% of billing for the Town of Hampden are the following:

ALS 1 Base Rate	Bangor	\$685.00	Hampden	\$525.00
BLS Base Rate	Bangor	\$550.00	Hampden	\$395.00
BLS & ALS Mileage	Bangor	\$17.00 m	Hampden	\$12.00 m
ALS Back Up	Bangor	\$100.00 flat	Hampden	\$80.00 flat

Hampden charges \$80.00 for ALS back up if the Paramedic does observation on the unit and no intervention. If we start an IV (\$75.00) or a cardiac monitor (\$65.00) then the base fee of \$80.00 can not be charged. The recommendation is to come in line with the City of Bangor, and others, and charge a flat fee of \$100.00 regardless what is performed or not performed for ALS. This fee will be billed for every call and will be expected reimbursed for every call. I have included other Services that their rates may be slightly different then what we are proposing. The Town of Hampden has not had a rate increase for many years (I do not know the date of the last increase) and with the cost of doing business going up the recommendation would be to accept the rate change proposal.

Respectfully,

Lt. Frank Coombs
Nov. 22, 2011

BANGOR FIRE DEPARTMENT - JANUARY 1, 2011

CODE HCPC DESCRIPTION

Bangor RATE Hampden Rates

CODE HCPC DESCRIPTION	Bangor RATE	Hampden Rates	
* ALS1 A0427 ALS 1 BASE RATE	\$685.00	525.00	
ALS2 A0433 ALS 2 BASE RATE	885.00	600.00	
ALSB Q3019 (use A0427) ALS BASE RATE NO SERVICES	685.00	475.00	
ALBN A0426 ALS NON EMERGENCY BASE RATE ALS SERVICES DONE	475.00	300.00	
ABNA Q3020 ALS NON EMERGENCY BASE RATE NO SERVICES DONE	475.00	300.00	
* BLSB A0429 BLS BASE RATE	550.00	395.00	
BBNE A0428 BLS BASE RATE NON EMERGENCY (ALSO BLNE)	450.00	300.00	
SCT A0434 SCT TRANSPORT (DR,NURSE,RESP THERAPIST DOING CARE ON BOARD)	1050.00	715.00	
* BLSM AND ALSM A0425 BLS AND ALS MILEAGE CHARGE	17.00	12.00	
OXYG A0422 OXYGEN	72.00	55.00	
MON A0999 (Y9214) CARDIAC MONITOR	155.00	110.00	65.00
IV A0394 IV	115.00	85.00	25.00
ET A0396 ET TUBE	155.00	55.00	
DEFI A0384 DEFIBRILLATION	135.00	75.00	
CERV A0398 CERVICAL IMMOBILIZATION	70.00	55.00	
ALSBU A0427 ALS BACKUP FEE	475.00	80.00	↑ 100.00
BLSN A0429 BLS NO TRANSPORT FEE	195.00	95.00	
MED ADMIN A0999	75.00	wrable to charge for this	

* Backup Bgr. \$100.00
 flat fee regardless
 Humon, Bgr., Arono
 m/Kuag,

OLD TOWN FIRE RESCUE 150 BRUNSWICK STREET OLD TOWN, MAINE 04468

OLD TOWN FIRE RESCUE



FAX TRANSMITTAL

TO: *H. Frank Counts*

FAX #: *862-4588*

DATE: *11-22-11*

FROM: Chief Steve O'Malley

E-MAIL: somalley@oldtownfd.org

PHONE #: 207-827-3400

FAX #: 207-827-3976

Number of pages 2 including this cover sheet.

COMMENTS:

Frank,

The council did vote to establish the "recommended rate increase" in March 2011, so the above to the right is what we charge now.

Steve

FAX COVER DOCUMENT



TO THE HONORABLE FRANK COOMBS OF BELFAST FROM S. LUCIANO

PAGES 1 DATE 11.22.11

THE FOLLOWING MATERIAL IS CONFIDENTIAL AND IS INTENDED ONLY FOR THE PERSON LISTED ABOVE, ANY UNAUTHORIZED DISTRIBUTION, COPYING OR DISCLOSURE IS STRICTLY PROHIBITED. IF YOU HAVE RECEIVED THE FOLLOWING MATERIAL IN ERROR, PLEASE NOTIFY US IMMEDIATELY BY PHONE AND RETURN THE ORIGINAL TRANSMISSION TO US WITHOUT MAKING A COPY. THANK YOU FOR YOUR ATTENTION.

ORONO FIRE DEPARTMENT
 P.O. BOX 130
 ORONO, ME 04473
 PHONE- 207-866-4000
 FAX- 207-866-5056

**Fee Schedule 2011-2012 (Adopted 6/20/2011 - Order #11-115)
DEPARTMENT CURRENT FEE**

Expert Fee (to be escrowed)	\$1,500
Processing of Utility Subdivision Forms	\$10 per form
Zoning Verification Request:	\$25 per request
Fire Department Fees:	
<i>Buildings with Fire Alarm Systems:</i>	
After 3 false alarms w/in a year (July 1-June 30) (University of Maine shall be exempt)	\$250/response (subject to review by Fire Chief)
<i>Emergency Services:</i>	
Pumper	\$225/hour plus all costs
Ladder	\$350/hour plus all costs
Rescue Vehicle	\$150/hour plus all costs
Portable Pump	\$75/hour plus all costs
Chain Saw	\$25/hour plus all costs
Boat	\$40/hour plus all costs
Air Fills	\$4/cylinder
Generator	\$25/hour plus all costs
Burning Permit	\$10
<i>Hazmat:</i>	
Orono-Old Town Emergency Response Team – Out of Town	\$1500/hr (4 hr. min.) +expenses
<i>Emergency Medical Service:</i>	
Base Rate – Advanced Life Support (ALS I)	\$685
Base Rate – Advanced Life Support (ALS II)	\$885
Base Rate – ALS (no services)	\$685
Base Rate – ALS (non emergency)	\$475
Base Rate – Basic Life Support (BLS)	\$550
Base Rate – BLS (non emergency)	\$450
Base Rate – Specialist on Board	\$1050
ALS Backup	\$475
BLS – No Transport Fee	\$195
Mileage – for Emergency Medical Services	\$17/mile
Oxygen	\$72
Pulse Oxymetry	\$15
Intravenous	\$115
Cardiac Monitor	\$155
Medical Administration	\$75
Nebulizer	\$65
Defibrillation	\$135
Extrication (Jaws of Life)	\$600
C-collar	\$70
Airway – E.T.	\$155
Ambulance Standby	\$150
<i>Reports:</i>	
Accident Reports	\$10 first 3 pages; \$3/page after
Photographs	\$7.50
Investigative Reports	\$10 first 3 pages; \$3/page after

[Handwritten signature]

**TOWN OF HAMPDEN, MAINE
FEES ORDINANCE**

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ADOPTED: Hampden Town Council October 20, 1986
Effective: November 19, 1986

AMENDED: Hampden Town Council December 7, 1987
Effective: January 5, 1988

AMENDED: Hampden Town Council March 21, 1991
Effective: April 21, 1991

AMENDED: Hampden Town Council July 6, 1993
Effective: August 5, 1993

AMENDED: Hampden Town Council December 20, 1993
Effective: January 19, 1994

AMENDED: Hampden Town Council May 6, 1996
Effective: June 6, 1996

AMENDED: Hampden Town Council February 7, 1998
Effective: March 18, 1998

AMENDED: Hampden Town Council November 17, 2003
Effective: December 17, 2003

AMENDED: Hampden Town Council March 21, 2005
Effective: April 20, 2005

AMENDED: Hampden Town Council April 4, 2005
Effective: May 4, 2005

AMENDED: Hampden Town Council October 6, 2008
Effective: November 5, 2008

AMENDED: Hampden Town Council June 15, 2009
Effective: July 15, 2009

AMENDED: Hampden Town Council August 3, 2009
Effective: September 2, 2009

AMENDED: Hampden Town Council January 19, 2010
Effective: February 18, 2010

AMENDED: Hampden Town Council September 19, 2011 8.8.4, 8.9, 8.10, 8.11, 8.15, 8.16.1, 8.16.3,
Effective: October 19, 2011 8.16.5 (new 8.11 added and remainder of Article 8 re-numbered)

TOWN OF HAMPDEN

Draft

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

Deletions are ~~Strikethrough~~ Additions Double Underlined

**TOWN OF HAMPDEN, MAINE
FEES ORDINANCE**

The Town of Hampden hereby ordains:

In addition to those Town fees and charges, the authorization of which is provided for by Town Ordinances, the following schedule of fees for Town services is approved:

**ARTICLE 1
ADMINISTRATION**
Amended 11-17-03, 3-21-05, 6-15-09

1.1. Business or Corporation filing	State Regulated
1.2. Copy of Certificate (marriage/birth/death)	State Regulated
1.3. Copy of Subdivision Ordinance	At Cost
1.4. Copy of Zoning Ordinance	At Cost
1.5. Copy of other ordinances	
1.5.1. up to 20 pages	\$0.25/page
1.5.2. and a page after that	\$0.15/page
1.6. Photocopies	
1.6.1. 8 ¹ / ₂ inch x 11 inch or smaller	\$0.25/page
1.6.2. 8 ¹ / ₂ inch x 14 inch	\$0.50/page
1.6.3. 11 inch x 17 inch	\$0.75/page
1.7. Marriage License	State Regulated
1.8. Notary Fee	\$3.00
1.9. Record Search	\$5.00/hour
1.10. Recording of Pole Permits	
1.10.1. 1 st page	\$2.00
1.10.2. Additional pages	\$1.00/page

1.11. Tax Maps	
1.11.1. (11 inch x 17 inch)	\$50.00/complete set
1.11.2. (24 inch x 36 inch)	\$4.00 map
1.12. Compact Disk copies of ordinances or documents	\$5.00
<u>1.13. DVD copies of recorded meetings</u>	<u>\$3.00</u>
1.13 Liquor License (Amended 6/15/09)	
<u>1.14.</u> (Public hearing not required)	\$ 50.00
(Public hearing is required)	\$125.00

ARTICLE 2
FEES FOR ACTIVITIES REGULATED BY TOWN ORDINANCE

Amended 11-17-03, 3-21-05, 6-15-09, 8-3-09

- 2.1. Animal Control Ordinance**
- 2.1.1. Animal Impoundment Fee \$30.00 for each offense.
- 2.2. Cable Television Ordinance**
- 2.2.1. Initial Franchise Application Filing Fee \$500.00
- 2.2.2. Renewal Franchise Application Filing Fee \$500.00
- 2.2.3. Modification of a Franchise Agreement \$500.00
- 2.2.4. Combined Filing Fee for participating towns \$7,000.00
- 2.3. Cemetery Ordinance**
- 2.3.1. Lot Fees including perpetual care.
- 2.3.1.1. Resident \$200.00
- 2.3.1.2. Resident -Infant or Cremation \$200.00
- 2.3.1.3. Non-Resident \$300.00
- 2.3.1.4. Non-Resident Infant or Cremation \$300.00
- 2.3.2. Interment fees
- 2.3.2.1. Grave Openings Weekdays Adult \$250.00
- 2.3.2.2. Grave Openings Weekdays Infant or Cremation \$125.00
- 2.3.2.3. Grave Openings Weekends or Holidays Adult \$350.00
- 2.3.2.4. Grave Openings Weekends or Holidays Infant or Cremation \$200.00
- 2.3.3. Town Crypt Fees
- 2.3.3.1. Resident Free
- 2.3.3.2. Non-Resident \$25.00
- 2.3.4. Disinterment \$800.00
- 2.3.5. Vault Cremation \$250.00
- 2.3.6. Public Works Dept. Labor After 3:00 PM \$25.00/hour
- 2.4. Concourse Gathering Ordinance**
- 2.4.1. Concourse Gathering Permit Fee \$100.00
- 2.5. Floodplain Management Ordinance**
- 2.5.1. Application Fee \$75.00
- 2.5.2. Experts Fee \$500.00 horizontal review
\$1,000.00 vertical review and horizontal review.
This is a draw account established for a professional to establish flood elevation data where possible. Any unspent funds are to be returned to the applicant
- 2.6. Harbor Ordinance**
- 2.6.1. Overnight tie up to public float \$0.40 per ft. boat hull length.
- 2.6.2. Private mooring \$25.00 annual fee.

2.7. Historic Preservation Ordinance	
2.7.1. Certificate of Appropriateness Application Fee	\$75.00
2.7.2. Historic Site or Landmark Designation Ap, Fee	\$150.00
2.8. Mobile Home Park Ordinance	
2.8.1. Annual Mobile Home Park License <i>(This includes application review, initial inspection of premises and a follow-up inspection).</i>	\$150.00
2.8.2. Additional Inspection Fee <i>(If the town needs to perform additional inspections as a result of applicant deficiencies, each inspection will be charged prior to the inspection).</i>	\$100.00
2.9. Sewer Ordinance	
2.9.1. Sewer Service Charge Rate <i>(Amended 8/3/09)</i>	\$4.28 per 100 cubic feet of water (c.f.w.) consumed as indicated by consumer's water meter.
2.9.1.1. Sewer Charge Flat Rate Town Water No Meter	\$64.24
2.9.1.2. Sewer Charge Flat Rate Well Water No Meter	\$105.44
2.9.2. Sewer Service Capital Charge	
2.9.2.1. Base Rate for 1 to 2,999 c.f.w. consumed	\$18.12
2.9.2.2. 3,000 to 5,999 c.f.w. consumed (double base)	\$36.24
2.9.2.3. 6,000 to 8,999 c.f.w. consumed (triple base)	\$54.36
2.9.2.4. Other c.f.w. amount	Divide cubic feet of water consumed by 3,000 and round up to nearest whole number then multiply by \$18.12
2.9.3. Sewer Service Minimum Charge Rate	\$18.12
2.9.4. Sewer Service "Ready to Serve" Charge	\$18.12
2.9.5. Special Sewer Service Charge	As determined by Town Council.
2.9.6. Sewer Service Charge Rate Outside Town Limits	As determined by Town Council
2.10. Solid Waste Flow Control Ordinance	
2.10.1. License Application Fee	\$10.00
2.10.2. Annual License Fee Per Vehicle	\$25.00
2.11. Special Amusement Ordinance	
2.11.1. Permit Application Fee	\$50.00
2.12. Subdivision Ordinance	
2.12.1. Subdivision Sketch Plan	No Charge
2.12.2. Minor Subdivision <i>(Less than 5 lots and no public improvements).</i>	\$35.00 plus \$20.00/acre
2.12.3. Minor Subdivision Review/Inspection Draw	not required.
2.12.4. Major Subdivision Preliminary Plan <i>(Five or more lots and /or public improvements).</i>	\$85.00 plus \$50.00/acre plus \$1,000.00 peer technical review draw account.

2.12.5. Major Subdivision Final Plan <i>(Review/Inspection Draw Account)</i>	Fee based on 10% of estimated cost of completing all on-site public improvements plus 10% of estimated cost of completing all off-site public improvements.
2.12.6. Major Subdivision Final Plan <i>(Mobile Home Park Construction Review/Inspection Draw Account)</i>	Fee based on 10% estimated cost of completing all on-site improvements plus 10% of estimated cost of completing all off-site improvements.
2.13. Victualers Ordinance <i>(Amended 6/15/09)</i>	
2.13.1. Victualers License Application (Public hearing not required)	\$ 50.00
(Public hearing is required) <i>(This includes public notice and initial inspection of premises. If the town needs to perform additional inspections as a result of applicant deficiencies, each inspection will be charged \$50.00 prior to the inspection).</i>	\$125.00
2.14. Waste Disposal Facility Licensing Ordinance	
2.14.1. Application Fee <i>This is a draw account to be used by the Council to hire consultants as necessary to review the proposal. If at any time balance drops to \$10,000.00 the applicant shall deposit an additional \$10,000.00. Any unexpended balance shall be returned after a final decision on the application is rendered.</i>	\$50,000.00
2.15. Yard Sale Ordinance	
2.15.1. Permit Fee	\$5.00
2.16. Zoning Ordinance	
2.16.1. Building Permit Applications for all Construction <i>(Plumbing Permit Application)</i>	\$25.00 plus \$0.10 per sq. ft. of total building area including but not limited to finished areas, basements, attics, decks, pools, porches, sheds, garages, etc. <i>State Regulated</i>
2.16.2. Demolition/Earth Moving Permit Application	\$25.00
2.16.3. Sign Permit Application	\$25.00 per sign
2.16.4. Certificate of Compliance Application <i>(Change of use, resumption of use, new use without building permit application)</i>	\$50.00
<i>The above application fees include all inspections required by Section 109 of the Town of Hampden Building Code.</i>	
2.16.5. Additional Final Inspections <i>(If the town needs to perform additional inspections as a result of applicant deficiencies, each inspection will</i>	\$25.00 per hour up to 50% of cost of building permit

be charged prior to the inspection).

2.16..8.	Zoning Board of Appeals Variance Application	
2.16..8.1.	General Variance	\$100.00
2.16.8.2.	Dimensional Variance	\$100.00
2.16.8.3.	Disability Variance	Free
2.16.8.4.	Administrative Appeal Application	\$100.00
2.16.9.	Zoning Ordinance Map or Text Amendment Request	\$650.00
2.16.10.	Site Plan Review Applications	
2.16.10.1.	Minor Development	\$75.00
	<i>This includes reuse proposal or new structures with less than 3,000 sq. ft., and total site improvements of less than 5,000 sq. ft</i>	
2.16.10.2.	Major Development	\$500.00
	<i>This includes new structures in excess of 20,000 sq. ft or developments with more than 50,000 sq. ft. of site improvements</i>	
2.16.10.3.	All Others	\$150.00
2.16.11.	Commercial Secure Landfill Applications	\$0.005/cubic yard of capacity
	<i>(Application to expand or construct a Commercial Secure Landfill in addition to the above fees).</i>	
2.16.12.	Peer Technical Review Draw Accounts	
	<i>(In addition to the Planning Board application fees the Town shall assess a Peer Technical Review draw account accompanying a complete application as defined by ordinance and prior to review by the Board based on the following schedule. Applications which require subsequent re-review of additional information, or amended submittals shall be responsible to provide additional funds to cover these full peer review costs. Upon exhausting in excess of 75% of the funds in the original submittal, the applicant shall provide additional funding increments of 50% of the original fee. Any remaining fees held in the account upon completion of the review process shall be returned to the applicant).</i>	
2.16.12.1.	Engineering Analysis	\$600.00.
	<i>(Where the staff or planning board requires an Engineering Analysis based on any on-site or off-site impacts).</i>	
2.16.12.2.	Stormwater Analysis	\$500.00.
	<i>(Where the staff or planning board requires a pre-development and post-development storm-water impact study based on 2 acres of proposed impervious surface or other local stormwater drainage problems).</i>	
2.16.12.3.	Traffic Analysis	\$1,000.00.
	<i>(Where the staff or planning board requires a Traffic Impact Study based on 100 peak hour trips generated on-site or other known local traffic congestion problems).</i>	

ARTICLE 3
FIRE DEPARTMENT
Amended 11-17-03, 4-4-05

3.1.	<i>Private Culvert Flushing</i>	Hourly call rate	
3.2.	<i>Report Copies</i>	\$10.00	
3.3.	<i>Request for Tank Truck</i>	\$25.00/hour plus man hours	
3.4.	<i>Fee for pumping: 1 time emergency</i>	Free	
3.5.	<i>Additional calls to same address</i>	\$25.00/hr. minimum 1 hour fee.	
3.5.	<i>Advanced Life Support 1 Rates</i>		
3.5.1.	ALS 1 Base Rate	\$400.00	\$685.00
3.5.2.	ALS 2 Base Rate	\$500.00	\$885.00
3.5.3.	ALS Non-Emergency Rate	\$295.00	\$475.00
3.5.4.	ALS Mileage	\$10.00	\$ 17.00
3.5.5.	ALS Backup Fee	\$80.00	\$100.00
3.6.	<i>Basic Life Support Rates</i>		
3.6.1.	BLS Base Rate	\$275.00	\$550.00
3.6.2.	BLS Non-Emergency Rate	\$275.00	\$450.00
3.5.3.	BLS No Transport Rate	\$125.00	\$195.00
3.5.4.	BLS Mileage	\$10.00	\$ 17.00
3.7.	<i>Ambulance Stand-by fee for special events</i>	\$75.00 \$125.00 per officer (each event)* *Plus Administrative Costs (12 admin cost/hr)	
3.8.	<i>Life Support Services</i>		
3.8.1.	Oxygen	\$50.00	\$ 72.00
3.8.2.	ET (Endotracheal Tube Therapy)	\$95.00	\$155.00
3.8.3.	IV (Intravenous Infusion Therapy)	\$75.00	\$115.00
3.8.4.	Cardiac Monitor	\$100.00	\$155.00
3.8.5.	Defibrillation	\$75.00	\$135.00
3.8.6.	Cervical Immobilization	\$50.00	\$ 70.00
3.8.7.	Usable Supplies	Set by Medicare/Medicaid	

ARTICLE 4
POLICE DEPARTMENT
Amended 11-17-03

4.1.	Report Copies (accident or criminal)	\$10.00 for the first page plus .25 per page thereafter
4.2.	Special Detail (Dances, games, guard duty, etc.)	\$75.00 per officer (each event)* *Plus Administrative Costs (\$12.00 admin. cost/hr)
4.3.	Concealed Weapons (Hand Gun) Permit	
	4.3.1. First Permit - State Maximum	\$35.00
	4.3.2. Renewal	\$20.00
4.4.	Alarms	
	4.4.1. Monitoring - limit	\$30.00/year
	4.4.2. False alarm - 2 per month	2 hour min. call out

ARTICLE 5
PUBLIC WORKS
Amended 11-17-03

5.1.	<i>Additional Fees</i>	
5.1.1.	Public Works Dept. Labor After 3:00 PM	\$25.00/hour
5.1.2.	Opening Public Way (Deposit)	\$300.00
5.1.3.	Sewer Hookup	\$200.00
5.2.	<i>Solid Waste Fees</i>	
5.2.1.	Business Companies Hauling Trash	\$200.00/annually
5.2.2.	Business Hauling directly to Pine Tree Landfill or to the transfer station	\$25.00/annually
5.2.3.	Non-resident Business working on Hampden Project (temp permit)	\$25.00/annually
5.2.4.	Resident Transfer Station Sticker	\$5.00

ARTICLE 6
RECREATION
Amended 11-17-03

- 6.1. **Recreation Fee Waiver Policy:** Any person interested in any Hampden Recreation program that feels they do not have the financial means to afford the full fee shall receive a waiver at the sole discretion of the Recreation Director. Full or partial fee waivers may be given as determined by financial need and the recreation program for which the waiver is requested.
- 6.2. **Program Fees:**
- | | |
|--|--------------------|
| 6.2.1. Kids Kamp | \$110.00/full week |
| 6.2.2. Kids Korner morning session | \$6.00/day |
| 6.2.3. Kids Korner afternoon session | \$10.00/day |
| 6.2.4. Team Sport Resident eight week session | \$25.00 |
| 6.2.5. Team Sport Non-Resident eight week session | \$30.00 |
| 6.2.6. Individual Sport – length of session varies | Cost plus basis |
- 6.3. **Resident Play Field Rental Fees** (all requests subject to availability and require submission of a completed facility request form):
- | | |
|--|-----------------|
| 6.3.1. Single Field, Single Game | Cost plus basis |
| 6.3.2. Single Field, Entire Day | Cost plus basis |
| 6.3.3. Single Field, Multi-week Program | Cost plus basis |
| 6.3.4. Single Field, In-Town Travel Teams per game | Free |
- 6.4. **Non-Resident Play Field Rental Fees** (all requests subject to availability and require submission of a completed facility request form):
- | | |
|------------------------------------|---------------------------|
| 6.4.1. Single Field, Single Game | \$50.00 plus Cost |
| 6.4.2. Single Field, Entire Day | \$100.00 plus Cost |
| 6.4.3. Single Field, Multi-week | \$40.00 plus Cost/per use |
| 6.4.4. Single Field, Use of Lights | \$15.00 per event |

ARTICLE 7
LIBRARY
Amended 11-17-03, 1/19/10

7.1. Library Fees	
7.1.1. Resident Annual Fee	Free
7.1.2. Non-Resident Annual Fee	\$35.00/year
7.1.3. Overdue Fees	
7.1.3.1. Books and Periodicals	\$0.10/day
7.1.3.2. Audio or Video	\$0.10/day
7.1.3.3. Maximum Overdue Fee	\$3.00/item
7.2 Self-service Photocopies	<u>\$.0.25/page</u>
7.2.1. 8¹/₂ x 11 or smaller	<u>\$0.10/page</u>
7.2.2. 8¹/₂ x 14	<u>\$0.10/page</u>
7.2.3. 11 x 17	<u>\$0.10/page</u>
7.3 Self-service Printer Pages	<u>\$.0.25/page</u>
7.3.1. 8¹/₂ x 11 or smaller	<u>\$0.10/page</u>
7.3.2. 8¹/₂ x 14	<u>\$0.10/page</u>
<u>7.4 Self-service Sending of Faxes</u>	
<u>7.4.1. Within United States</u>	<u>\$1.00/page</u>
<u>7.4.2. International</u>	<u>\$2.00/page</u>
<u>7.5 Receiving of Faxes</u>	<u>Not Allowed</u>

ARTICLE 8

POOL

Amended 11-17-03, 4-4-05, 10-6-08, 9-19-11

- 8.1. **Susan G. Abraham Memorial Endowed Scholarship** provides the opportunity to learn to swim (see 8.9 & 8.10) to those who could not otherwise afford it. The scholarship is based on individual assessment of financial need and must be resident of Hampden, Winterport or Newburgh. (Amended 9/19/2011)
- 8.2. **Annual Resident Membership Fees:**
- | | |
|---------------------|----------|
| 8.2.1. Family | \$255.00 |
| 8.2.2. Single Adult | \$155.00 |
| 8.2.3. Youth/Teen | \$120.00 |
| 8.2.4. Senior | \$145.00 |
- 8.3. **Six Month Resident Membership Fees:**
- | | |
|---------------------|----------|
| 8.3.1. Family | \$155.00 |
| 8.3.2. Single Adult | \$ 95.00 |
| 8.3.3. Youth/Teen | \$ 75.00 |
| 8.3.4. Senior | \$ 90.00 |
- 8.4. **Three Month Resident Membership Fees:**
- | | |
|---------------------|----------|
| 8.4.1. Family | \$ 95.00 |
| 8.4.2. Single Adult | \$ 60.00 |
| 8.4.3. Youth/Teen | \$ 50.00 |
| 8.4.4. Senior | \$ 55.00 |
- 8.5. **Annual Non-Resident Membership Fees:**
- | | |
|---------------------|----------|
| 8.5.1. Family | \$280.00 |
| 8.5.2. Single Adult | \$180.00 |
| 8.5.3. Youth/Teen | \$145.00 |
| 8.5.4. Senior | \$170.00 |
- 8.6. **Six Month Non-Resident Membership Fees:**
- | | |
|---------------------|----------|
| 8.6.1. Family | \$170.00 |
| 8.6.2. Single Adult | \$110.00 |
| 8.6.3. Youth/Teen | \$ 90.00 |
| 8.6.4. Senior | \$105.00 |
- 8.7. **Three Month Non- Resident Membership Fees:**
- | | |
|---------------------|----------|
| 8.7.1. Family | \$105.00 |
| 8.7.2. Single Adult | \$ 70.00 |
| 8.7.3. Youth/Teen | \$ 60.00 |
| 8.7.4. Senior | \$ 65.00 |
- 8.8. **Daily Swim Fee during family or lap swim times** (Amended 9/19/2011)
- | | |
|---------------------------------------|---------|
| 8.8.1. Single Swim - Resident | \$ 4.00 |
| 8.8.2. Single Swim – Non-Resident | \$ 5.00 |
| 8.8.3. Resident 12 Use Punch Card | \$30.00 |
| 8.8.4. Non-Resident 12 Use Punch Card | \$42.00 |

8.9.	<i>Resident Swim Lessons</i> <i>(Amended 9/19/2011)</i>	
8.9.1.	Members	\$4.50 per class
8.9.2.	Non-Members	\$5.50 per class
8.10.	<i>Non-Resident Swim Lessons</i> <i>(Amended 9/19/2011)</i>	
8.10.1.	Members	\$6.00 per class
8.10.2.	Non-Members	\$7.00 per class
8.11.	<i>Private Swim Lessons</i> <i>(Amended 9/19/2011)</i>	
8.11.1	Resident Member	
	1 Child	\$15.00 per class
	2 Children	\$20.00 per class
8.11.2.	Resident Non-member	
	1 Child	\$20.00 per class
	2 Children	\$25.00 per class
8.11.3	Non-resident Member	
	1 Child	\$20.00 per class
	2 Children	\$25.00 per class
8.11.4	Non-resident Non-member	
	1 Child	\$25.00 per class
	2 Children	\$30.00 per class
8.12.	<i>Resident Adult Aqua Aerobics</i> (10 Classes):	
8.12.1.	Members	\$25.00
8.12.2.	Non-Members	\$30.00
8.13.	<i>Non-Resident Adult Aqua Aerobics</i> (10 Classes):	
8.13.1.	Members	\$30.00
8.13.2.	Non-Members	\$35.00
8.14.	<i>Adult Aqua Aerobics Drop Ins:</i>	
8.14.1.	Members	\$4.00/class
8.14.2.	Non-Members	\$5.00/class
8.15.	<i>Gentle Aerobics</i> <i>(deleted 9/19/2011 – see 8.12 & 8.13)</i>	
8.16.	<i>Pool Facility Rental Fees</i> (Limited Availability): <i>(Amended 9/19/2011)</i>	
8.16.1.	Resident Pool Rental	\$70.00/hour 30 total guests
8.16.2.	Resident Lounge Rental	\$20.00/hour
8.16.3.	Non-Resident Pool Rental	\$85.00/hour 30 total guests
8.16.4.	Non-Resident Lounge Rental	\$25.00/hour
8.16.5.	Additional Guests (As Required by Rules)	\$15.00/hour
8.17.	<i>Swim Diaper</i>	\$1.00

**ARTICLE 9
ANNUAL REVIEW BY TOWN COUNCIL**

- 9.1** An itemized listing of fees for each town department will be submitted to the Town Council by the Town Manager on or before October of each year for the Council's review, revision, and approval.

TOWN OF HAMPDEN 2012/2013 BUDGET MEETING SCHEDULE

(Meetings start at 6:00 p.m. and are held in the Council Chambers on non-council meeting dates. Budget discussions on Council meeting nights follow the regular agenda.)

- May 7, Tuesday (Council Meeting)
Public Safety
Police
Fire

- May 16, Wednesday Reserves
General Assistance
Education
Administration
County Tax
Assessor/Planning
Economic Development
GIS/IT
Communications

- May 21, Monday: (Council Meeting)
Library
Recreation
Lura Hoyt Pool
Debt Service

- May 23, Wednesday: Public Works
Municipal Garage
Solid Waste
Buildings & Grounds
Marina
Non-Departmental Utilities
The Bus
Revenues

- May 30, Wednesday: Social Service Agency Requests
Budget Review – (if necessary)

- June 4, Monday: (Council Meeting)
Budget Review – Post for Public Hearing

- June 18, Monday: (Council Meeting)
Budget Adoption