

FINANCE & ADMINISTRATION COMMITTEE MEETING

Monday, October 15, 2012

5:30 p.m.

Hampden Town Office

1. Minutes of 10/01/2012 meeting
2. Review & Sign Warrants
3. September 2012 Financial Statements
4. Old Business
 - a. Town Charter Article II
 - b. Community Survey
 - c. Victualer's License Law Information
5. New Business
6. Public Comment
7. Committee Member comments

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FINANCE & ADMINISTRATION COMMITTEE MEETING MINUTES
Monday, October 1, 2012

Attending:

Mayor Janet Hughes	Susan Lessard, Town Manager
Councilor Jeremy Williams	
Councilor Jean Lawlis	
Councilor Shelby Wright	
Councilor Tom Brann	
Councilor Andre Cushing	

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

1. Minutes of 9/17/2012 meeting – Motion by Councilor Lawlis, seconded by Councilor Hughes to approve the minutes. Unanimous vote.
2. Review & Sign Warrants – Payment warrants were reviewed and signed.
3. Old Business
 - a. Town Charter (Review of Council Section), & Council Rules – Committee members discussed Article II of the Charter. Possible changes to it in terms of when Councilors take office, and forfeiture of office conditions were discussed. Also discussed was the idea that since there would be new councilors coming on to the Council in January that plans for changes should not be finalized until after that election and input from new members. Members were asked to review Article II, section 207 for the next Finance Committee meeting.
 - b. Committee Structure and Attendance - Also discussed was the Council Rules and the current committee structure and how to improve attendance and effectiveness of Committee work. Extensive discussion was also conducted on how committee/workshops should be handled in order to maximize Councilor effectiveness. Having two council workshops a month on Monday nights instead of separate Finance, Infrastructure, Services, and Communications Committee meetings was discussed as well.
 - c. Community Survey – Committee members completed the form sent out by the Town Manager prioritizing the survey topics that had been identified by Council committees. The

manager will compile the results and distribute them at the next meeting.

4. New Business - None
5. Public Comment - None
6. Committee Member comments – None

Motion by Councilor Wright, seconded by Councilor Lawlis to adjourn at 6:55 p.m. Unanimous vote.

Respectfully submitted,

Susan Lessard
Town Manager

Tax Collection
09/30/2012

		To Be Collected 7/1/2012	Collected as of 9/30/2012	% Collected
2012-2013 Property Taxes	\$	8,872,002.63	\$ 1,708,017.48	19.25%
2011-2012 Tax Liens	\$	133,952.10	\$ 9,703.06	7.24%
2010-2011 Tax Liens	\$	94,262.12	\$ 24,471.59	25.96%
2009-2010 Tax Liens		\$3,144.64	\$485.14	15.43%
2008-2009 Tax Liens		729.41	729.41	100.00%
2007/2008 Tax Liens		\$80.69	\$80.69	100.00%
Sub-total		\$9,104,171.59	\$1,743,487.37	19.15
12-13 Personal Property Tax		\$377,351.56	\$70,261.27	18.62%
11-12 Personal Property Tax		\$8,399.23	\$701.28	8.35%
10-11 Personal Property Tax		\$2,388.18	\$46,489.27	1946.64%
09-10 Personal Property Tax		\$1,455.17	\$0.00	0.00%
08-09 Personal Property		\$1,216.35	\$0.00	0.00%
07-08 Personal Property		\$1,383.17	\$0.00	0.00%
06-07 Personal Property		\$1,295.13	\$0.00	0.00%
Sub-total		\$393,488.79	\$117,451.82	29.85
TOTAL ALL TAXES		\$9,497,660.38	\$1,860,939.19	

Sewer Collections
09/30/2012

	To be Collected Total	Amount Collected 9/30/2012	% Collected
Sewer Bills	\$157,114.25	\$129,591.83	82.48
Sewer Liens	\$20,147.94	\$4,115.81	20.43
TOTALS	\$177,262.19	\$133,707.64	75.43

Reserves 2012-2013 30-Sep-12		Balance	% of Total	Checking Interest	FMV Change	Invest Interest	Total FMV/Inv	Revenue	Expense	Balance
Account #	Description									
702	Municipal Building	\$ 11,430.33	1.7160%	\$ 67.93	\$ (1,711.29)	\$ 2,054.48	\$ 5.89			\$ 11,437.39
706	Contingency	\$ 610.12	0.0916%	\$ 1.17	\$ (29.37)	\$ 35.25	\$ 0.31			\$ 610.50
708	Cemetery	\$ 22,088.22	3.3160%	\$ 0.06	\$ (1.57)	\$ 1.88	\$ 11.38	\$ 600.00		\$ 22,701.85
710	City Bus Purchase Reserve	\$ 1,239.66	0.1861%	\$ 2.25	\$ (56.75)	\$ 68.13	\$ 0.64			\$ 1,240.42
711	Computer	\$ 67,256.70	10.0971%	\$ 0.13	\$ (3.18)	\$ 3.82	\$ 34.65	\$ 105.45		\$ 67,403.66
715	Copier Reserve	\$ 239.57	0.0360%	\$ 6.86	\$ (172.79)	\$ 207.44	\$ 0.12			\$ 239.72
717	Publ Wrks.Equip.Replace.	\$ 83,336.03	12.5110%	\$ 0.02	\$ (0.62)	\$ 0.74	\$ 42.94			\$ 83,387.47
719	Town Records Restoration	\$ 5,192.94	0.7796%	\$ 8.50	\$ (214.10)	\$ 257.04	\$ 2.68			\$ 5,196.14
721	Planning Board Development	\$ 3,159.34	0.4743%	\$ 0.53	\$ (13.34)	\$ 16.02	\$ 1.63			\$ 3,161.29
723	Planning Board reserve	\$ 2,464.49	0.3700%	\$ 0.32	\$ (8.12)	\$ 9.74	\$ 1.27			\$ 2,466.01
725	Planning and Commissions	\$ 5,197.43	0.7803%	\$ 0.25	\$ (6.33)	\$ 7.60	\$ 2.68			\$ 5,200.64
727	Economic Development Reserve	\$ 1,539.56	0.2311%	\$ 0.53	\$ (13.35)	\$ 16.03	\$ 0.79			\$ 1,540.51
729	Town Properties Reserve	\$ 12,287.22	1.8446%	\$ 0.16	\$ (3.96)	\$ 4.75	\$ 6.33			\$ 12,294.81
731	GIS Mapping Reserve	\$ 35,869.45	5.3850%	\$ 1.25	\$ (31.57)	\$ 37.90	\$ 18.48			\$ 35,891.59
733	Wage Study	\$ 21,200.61	3.1828%	\$ 3.66	\$ (92.15)	\$ 110.63	\$ 10.92			\$ 21,213.70
737	Ambulance	\$ 106,313.98	15.9606%	\$ 2.16	\$ (54.47)	\$ 65.39	\$ 54.78			\$ 106,379.60
739	Vacciner/Radio (EMS)	\$ 1,025.25	0.1539%	\$ 10.84	\$ (273.13)	\$ 327.91	\$ 0.53			\$ 1,025.88
741	Fire Truck	\$ 36,043.44	5.4111%	\$ 0.10	\$ (2.63)	\$ 3.16	\$ 18.57			\$ 36,065.68
743	Fire Truck Refurbishing	\$ 20,702.65	3.1080%	\$ 3.68	\$ (92.60)	\$ 111.17	\$ 10.67			\$ 20,715.43
745	Fire Dept. Building Reserve	\$ 7,070.56	1.0615%	\$ 2.11	\$ (53.19)	\$ 63.85	\$ 3.64			\$ 7,074.93
747	Visual Aid-Fire Dept	\$ 56.79	0.0085%	\$ 0.72	\$ (18.17)	\$ 21.81	\$ 0.03			\$ 56.83
749	Fire Dept. Training Reserve	\$ 2,321.77	0.3486%	\$ 0.01	\$ (0.15)	\$ 0.18	\$ 1.20			\$ 2,323.20
751	Boat Reserve	\$ 1,459.33	0.2191%	\$ 0.24	\$ (5.96)	\$ 7.16	\$ 0.75			\$ 1,460.23
753	Police Cruiser/Comm.	\$ 8,370.24	1.2566%	\$ 0.15	\$ (3.75)	\$ 4.50	\$ 4.31			\$ 8,375.41
759	Communications Reserve	\$ 795.56	0.1194%	\$ 0.85	\$ (21.50)	\$ 25.82	\$ 0.41			\$ 796.05
761	Streets and Roads	\$ 22,269.15	3.3432%	\$ 0.08	\$ (2.04)	\$ 2.45	\$ 11.47	\$ 1,372.00		\$ 23,654.89
763	Library	\$ 14,611.17	2.1935%	\$ 2.27	\$ (57.21)	\$ 68.69	\$ 7.53			\$ 14,620.19
765	Library Grant	\$ 255.40	0.0383%	\$ 1.49	\$ (37.54)	\$ 45.07	\$ 0.13			\$ 255.56
767	Recreation Area Reserve	\$ -	0.0000%	\$ 0.03	\$ (0.66)	\$ 0.79	\$ -			\$ -
768	Playground	\$ 0.00	0.0000%	\$ -	\$ -	\$ -	\$ 0.00			\$ 0.00
769	Recreation/Conservation	\$ 68,757.35	10.3223%	\$ 0.00	\$ (0.00)	\$ 0.00	\$ 35.43			\$ 68,799.79
771	Pool Facility Reserve	\$ 10,499.17	1.5762%	\$ 7.01	\$ (176.65)	\$ 212.07	\$ 5.41			\$ 10,505.65
773	Marina Improvements	\$ 15,806.73	2.3730%	\$ 1.07	\$ (26.97)	\$ 32.38	\$ 8.14			\$ 15,816.48
775	Buildings/Grounds Reserve	\$ 3,759.60	0.5644%	\$ 1.61	\$ (40.61)	\$ 48.75	\$ 1.94			\$ 3,761.92
777	Solid Waste/Municipal Garage	\$ 17,882.68	2.6847%	\$ 0.38	\$ (9.66)	\$ 11.60	\$ 9.21			\$ 17,893.71
778	Garage Modifications	\$ 29,346.96	4.4058%	\$ 1.82	\$ (45.94)	\$ 55.16	\$ 15.12			\$ 29,365.08
780	Matching Grants	\$ 25,642.72	3.8497%	\$ 2.99	\$ (75.40)	\$ 90.52	\$ 13.21			\$ 25,658.55
		\$ 666,102.18	100.0000%	\$ 67.93	\$ (1,711.29)	\$ 2,054.48	\$ 343.19	\$ 2,077.45	\$ -	\$ 668,590.75

Reserves 2012 - 2013		GL Balance	% of Total	Checking Inte	FMV Change	Invest Interest	Total FMV/Inv	Revenue	Expense	Balance
Account #	Description									
702	Municipal Building	11,389.83	1.5726%	\$ 4.93	\$ (2.48)	\$ 45.11	\$ 42.63	\$ -	\$ -	\$ 11,437.39
706	Contingency	607.96	0.0839%	\$ 0.26	\$ (0.13)	\$ 2.41	\$ 2.28	\$ -	\$ -	\$ 610.50
708	Cemetery	21,810.65	3.0113%	\$ 9.47	\$ (5.26)	\$ 86.99	\$ 81.73	\$ 800.00	\$ -	\$ 22,701.85
710	City Bus Purchase Reserve	1,235.26	0.1705%	\$ 0.54	\$ (0.27)	\$ 4.89	\$ 4.62	\$ -	\$ -	\$ 1,240.42
711	Computer	71,406.50	9.8589%	\$ 30.49	\$ (4.08)	\$ 269.25	\$ 265.17	\$ 289.50	\$ (4,588.00)	\$ 67,403.66
715	Copier Reserve	238.72	0.0330%	\$ 0.10	\$ (0.05)	\$ 0.95	\$ 0.89	\$ -	\$ -	\$ 239.72
717	Publ.Wrks.Equip.Replace.	83,040.70	11.4652%	\$ 35.97	\$ (18.08)	\$ 328.87	\$ 310.79	\$ -	\$ -	\$ 83,387.47
719	Town Records Restoration	5,174.53	0.7144%	\$ 2.24	\$ (1.13)	\$ 20.49	\$ 19.37	\$ -	\$ -	\$ 5,196.14
721	Planning Board Development	3,148.14	0.4347%	\$ 1.36	\$ (0.69)	\$ 12.47	\$ 11.78	\$ -	\$ -	\$ 3,161.29
723	Planning Board reserve	2,455.75	0.3391%	\$ 1.06	\$ (0.53)	\$ 9.73	\$ 9.19	\$ -	\$ -	\$ 2,466.01
725	Planning and Commissions	5,179.01	0.7151%	\$ 2.24	\$ (1.13)	\$ 20.51	\$ 19.38	\$ -	\$ -	\$ 5,200.64
727	Economic Development Reserve	1,534.11	0.2118%	\$ 0.66	\$ (0.33)	\$ 6.08	\$ 5.74	\$ -	\$ -	\$ 1,540.51
729	Town Properties Reserve	12,243.68	1.6904%	\$ 5.30	\$ (2.67)	\$ 48.49	\$ 45.82	\$ -	\$ -	\$ 12,294.81
731	GIS Mapping Reserve	35,742.34	4.9348%	\$ 15.48	\$ (7.78)	\$ 141.55	\$ 133.77	\$ -	\$ -	\$ 35,891.59
733	Wage Study	26,107.76	3.6046%	\$ 10.80	\$ 7.16	\$ 87.97	\$ 95.14	\$ -	\$ (5,000.00)	\$ 21,213.70
737	Ambulance	105,937.23	14.6284%	\$ 45.89	\$ (23.06)	\$ 419.55	\$ 396.49	\$ -	\$ -	\$ 106,379.60
739	Vaccine/Radio (EMS)	1,021.62	0.1411%	\$ 0.44	\$ (0.22)	\$ 4.05	\$ 3.82	\$ -	\$ -	\$ 1,025.88
741	Fire Truck	35,915.71	4.9588%	\$ 15.56	\$ (7.82)	\$ 142.24	\$ 134.42	\$ -	\$ -	\$ 36,065.68
743	Fire Truck Refurbishing	20,629.29	2.8482%	\$ 8.94	\$ (4.49)	\$ 81.70	\$ 77.21	\$ -	\$ -	\$ 20,715.43
745	Fire Dept. Building Reserve	7,045.51	0.9728%	\$ 3.05	\$ (1.53)	\$ 27.90	\$ 26.37	\$ -	\$ -	\$ 7,074.93
747	Visual Aid-Fire Dept	56.59	0.0078%	\$ 0.02	\$ (0.01)	\$ 0.22	\$ 0.21	\$ -	\$ -	\$ 56.83
749	Fire Dept. Training Reserve	2,313.54	0.3194%	\$ 1.00	\$ (0.50)	\$ 9.16	\$ 8.66	\$ -	\$ -	\$ 2,323.20
751	Boat Reserve	1,454.16	0.2008%	\$ 0.63	\$ (0.32)	\$ 5.76	\$ 5.44	\$ -	\$ -	\$ 1,460.23
753	Police Cruiser/Comm.	8,340.58	1.1516%	\$ 3.61	\$ (1.82)	\$ 33.03	\$ 31.22	\$ -	\$ -	\$ 8,375.41
759	Communications Reserve	792.74	0.1095%	\$ 0.34	\$ (0.17)	\$ 3.14	\$ 2.97	\$ -	\$ -	\$ 796.05
761	Streets and Roads	2,563.03	0.3539%	\$ 3.12	\$ (51.16)	\$ 70.90	\$ 19.74	\$ 21,069.00	\$ -	\$ 23,654.89
763	Library	15,807.45	2.1825%	\$ 6.56	\$ (2.09)	\$ 58.27	\$ 56.18	\$ -	\$ (1,250.00)	\$ 14,620.19
765	Library Grant	254.50	0.0351%	\$ 0.11	\$ (0.06)	\$ 1.01	\$ 0.95	\$ -	\$ -	\$ 255.56
767	Recreation Area Reserve	0.00	0.0000%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
768	Playground	0.00	0.0000%	\$ 0.00	\$ (0.00)	\$ 0.00	\$ 0.00	\$ -	\$ -	\$ 0.00
769	Recreation/Conservation	68,513.69	9.4595%	\$ 29.68	\$ (14.91)	\$ 271.34	\$ 256.42	\$ -	\$ -	\$ 68,799.79
771	Pool Facility Reserve	60,284.77	8.3233%	\$ 21.01	\$ 115.33	\$ 84.53	\$ 199.86	\$ -	\$ (50,000.00)	\$ 10,505.65
773	Marina Improvements	15,750.71	2.1747%	\$ 6.82	\$ (3.43)	\$ 62.38	\$ 58.95	\$ -	\$ -	\$ 15,816.48
775	Buildings/Grounds Reserve	3,746.27	0.5172%	\$ 1.62	\$ (0.82)	\$ 14.84	\$ 14.02	\$ -	\$ -	\$ 3,761.92
777	Solid Waste/Municipal Garage	17,819.30	2.4603%	\$ 7.72	\$ (3.88)	\$ 70.57	\$ 66.69	\$ -	\$ -	\$ 17,893.71
778	Garage Modifications	49,172.09	6.7890%	\$ 19.26	\$ 40.68	\$ 133.05	\$ 173.73	\$ -	\$ (20,000.00)	\$ 29,365.08
780	Matching Grants	25,551.85	3.5279%	\$ 11.07	\$ (5.56)	\$ 101.19	\$ 320.54	\$ -	\$ -	\$ 25,658.55
		724,285.57	100.0000%	\$ 307.38	\$ (3.28)	\$ 2,680.58	\$ 2,902.21	\$ 22,158.50	\$ (80,838.00)	\$ 668,590.75

Revenue Detail Report

ALL Accounts
July to September

Account-----	Current			Uncollected
Date Jrnl Desc---	Budget	Debits	Credits	Balance
01 - GENERAL GOVT				
01 - PROPERTY TAX REVENUE	9,232,402.00	0.00	9,249,128.58	\$ (16,726.58) *
03 - INT ON TAXES	9,000.00	460.18	2,969.81	\$ 6,490.37
05 - INTEREST/COSTS ON TAX LIENS	25,000.00	11.50	12,226.00	\$ 12,785.50
15 - MV EXCISE TX	1,500,000.00	744.66	433,378.05	\$ 1,067,366.61
17 - BOAT EXCISE	8,500.00	0.00	1,265.60	\$ 7,234.40
18 - AGENT FEES	21,000.00	0.00	5,362.00	\$ 15,638.00
19 - CLERK FEES	12,500.00	0.00	2,197.85	\$ 10,302.15
23 - INTEREST EARNED ON ACCOUNTS	25,000.00	0.00	3,261.71	\$ 21,738.29
25 - RENTAL INCOME	2,000.00	0.00	400.00	\$ 1,600.00
27 - PLUMBING FEE	6,000.00	0.00	3,015.00	\$ 2,985.00
29 - CODE ENFORCEMENT FEES	15,000.00	19.00	5,160.20	\$ 9,858.80
31 - PLANNING BOARD FEES	3,000.00	5.00	730.00	\$ 2,275.00
33 - Carried Balances	126,138.00	0.00	0.00	\$ 126,138.00
35 - CABLE TV FEE	39,500.00	0.00	21,133.45	\$ 18,366.55
37 - FEE/PERMITS	1,000.00	0.00	0.00	\$ 1,000.00
41 - HCB REVENUE	120,000.00	0.00	0.00	\$ 120,000.00
45 - SERVICE FEE- PAYMENT IN LIEU	18,000.00	0.00	0.00	\$ 18,000.00
47 - BUSINESS PARK REVENUE	50,000.00	0.00	0.00	\$ 50,000.00
78 - SEWER INCOME	60,000.00	0.00	0.00	\$ 60,000.00
79 - MISC INCOME	2,000.00	35.00	160.00	\$ 1,875.00
80 - HOMESTEAD EX	157,562.00	0.00	155,457.00	\$ 2,105.00
81 - TREE GROWTH	2,000.00	0.00	0.00	\$ 2,000.00
82 - VETERAN'S REMBURSEMENT	6,400.00	0.00	6,954.00	\$ (554.00)
85 - Business Equip Tax Reimburse	86,052.00	0.00	0.00	\$ 86,052.00
86 - GENERAL ASSISTANCE REIMBURSEMT	3,750.00	0.00	154.00	\$ 3,596.00
88 - REVENUE SHARING	600,000.00	0.00	139,204.57	\$ 460,795.43
99 - APPROPRIATION FROM FUND BALANC	535,212.00	0.00	0.00	\$ 535,212.00
Department..	12,667,016.00	1,275.34	10,042,157.82	2,626,133.52
05 - PUBLIC SAFETY				
01 - ANIMAL CONTROL FEES	1,000.00	0.00	175.00	\$825.00
05 - AMBULANCE FEES	200,000.00	1,693.00	43,986.49	\$157,706.51
15 - POLICE RECEIPTS	2,500.00	0.00	220.50	\$2,279.50
20 - POLICE WAGE REIMBURSEMENT	120,000.00	0.00	24,608.52	\$95,391.48
Department..	323,500.00	1,693.00	68,990.51	\$256,202.49
10 - PUBLIC WORKS				
01 - CEMETERY FEES	5,000.00	0.00	1,925.00	\$3,075.00
05 - SALE OF CEMETERY LOTS	4,000.00	0.00	800.00	\$3,200.00
07 - CEMETERY RES. USE	5,000.00	0.00	0.00	\$5,000.00
Department..	14,000.00	0.00	2,725.00	\$11,275.00
15 - SOLID WASTE				
05 - SOLID WASTE RECYCLING	23,000.00	0.00	3,541.41	\$19,458.59
10 - PERC REVENUE	95,000.00	0.00	21,810.55	\$73,189.45
Department..	118,000.00	0.00	25,351.96	\$92,648.04
20 - RECREATION/CULTURE				
01 - LIBRARY FEES	7,000.00	0.00	1,700.25	5,299.75
Department..	7,000.00	0.00	1,700.25	5,299.75
25 - THE BUS				
01 - BUS GRANT FUNDS	5,000.00	0.00	0.00	5,000.00
02 - Transit Bonus	10,000.00	0.00	0.00	10,000.00
Department..	15,000.00	0.00	0.00	15,000.00
Final Totals	13,160,016.00	2,968.34	10,140,925.54	3,006,558.80

* The Property tax line item reflects the total tax commitment plus supplemental bills issued. It does not reflect collections. Those are shown on another sheet of the financials.

Hampden
9:28 AM

Expense Detail Report

ALL Accounts
July to September

Account----- Date	Desc---	Current Budget	Debits	Credits	Unexpended Balance
01 - GENERAL GOVT					
01 - ADMIN					
01 - COMPENSATION		351,643.00	86,849.72	0.00	264,793.28
05 - INSURANCE		162,019.00	51,672.84	3,382.00	113,728.16
10 - SUPPLIES		13,700.00	2,180.96	17.80	11,536.84
15 - UTILITIES		2,900.00	790.30	0.41	2,110.11
20 - MAINTENANCE/REPAIRS		1,500.00	91.20	0.00	1,408.80
30 - PROFESSIONAL SERVICES		25,108.00	8,851.51	0.00	16,256.49
35 - LEGAL		32,760.00	1,680.00	0.00	31,080.00
	Division....	589,630.00	152,116.53	3,400.21	440,913.68
02 - GIS/IT					
01 - COMPENSATION		52,133.00	13,680.80	0.00	38,452.20
05 - INSURANCE		25,951.00	6,404.42	0.00	19,546.58
10 - SUPPLIES		2,350.00	361.20	0.00	1,988.80
20 - MAINTENANCE/REPAIRS		34,850.00	9,690.94	431.98	25,591.04
30 - PROFESSIONAL SERVICES		1,800.00	729.28	0.00	1,070.72
35 - LEGAL		1,000.00	0.00	0.00	1,000.00
	Division....	118,084.00	30,866.64	431.98	87,649.34
03 - COMMUNICATIONS					
01 - COMPENSATION		11,700.00	1,558.00	0.00	10,142.00
05 - INSURANCE		940.00	82.48	0.00	857.52
10 - SUPPLIES		1,000.00	125.00	0.00	875.00
15 - UTILITIES		5,311.00	120.00	0.00	5,191.00
16 - SPECIAL EVENTS		500.00	0.00	0.00	500.00
20 - MAINTENANCE/REPAIRS		500.00	0.00	0.00	500.00
30 - PROFESSIONAL SERVICES		10,420.00	2,869.19	111.16	7,661.97
	Division....	30,371.00	4,754.67	111.16	25,727.49
05 - TOWN COUNCIL					
01 - COMPENSATION		18,060.00	3,815.00	0.00	14,245.00
05 - INSURANCE		1,446.00	299.32	0.00	1,146.68
10 - SUPPLIES		8,000.00	821.38	0.00	7,178.62
30 - PROFESSIONAL SERVICES		7,784.00	2,755.17	0.00	5,028.83
	Division....	35,290.00	7,690.87	0.00	27,599.13
10 - MUNICIPAL BUILDING					
01 - COMPENSATION		13,100.00	3,233.00	0.00	9,867.00
05 - INSURANCE		1,453.00	299.78	0.00	1,153.22
10 - SUPPLIES		2,400.00	496.93	0.00	1,903.07
15 - UTILITIES		66,190.00	8,432.49	0.00	57,757.51
20 - MAINTENANCE/REPAIRS		11,200.00	2,964.91	0.00	8,235.09
	Division....	94,343.00	15,427.11	0.00	78,915.89
15 - TAX COLLECTR					
05 - INSURANCE		0.00	1.05	0.00	-1.05
30 - PROFESSIONAL SERVICES		6,000.00	3,146.82	0.00	2,853.18
	Division....	6,000.00	3,147.87	0.00	2,852.13
20 - ELECTIONS					
01 - COMPENSATION		2,500.00	0.00	0.00	2,500.00
05 - INSURANCE		47.00	0.00	0.00	47.00
10 - SUPPLIES		4,250.00	240.86	150.35	4,159.49
30 - PROFESSIONAL SERVICES		200.00	151.32	0.00	48.68
	Division....	6,997.00	392.18	150.35	6,755.17
25 - ASSESSOR/PLANNING/CEO					
01 - COMPENSATION		165,833.00	38,992.89	0.00	126,840.11
05 - INSURANCE		64,522.00	15,408.60	0.00	49,113.40
10 - SUPPLIES		4,750.00	1,334.51	0.00	3,415.49

15 - UTILITIES	750.00	178.54	0.00	571.46
20 - MAINTENANCE/REPAIRS	4,000.00	4,033.26	0.00	-33.26
30 - PROFESSIONAL SERVICES	7,000.00	897.05	0.00	6,102.95
35 - LEGAL	6,000.00	1,530.00	0.00	4,470.00
Division....	252,855.00	62,374.85	0.00	190,480.15
30 - ECONOMIC DEV				
01 - COMPENSATION	65,000.00	16,742.96	0.00	48,257.04
05 - INSURANCE	27,833.00	6,777.27	0.00	21,055.73
10 - SUPPLIES	1,500.00	0.00	0.00	1,500.00
15 - UTILITIES	500.00	0.00	0.00	500.00
30 - PROFESSIONAL SERVICES	13,000.00	3,720.70	0.00	9,279.30
35 - LEGAL	8,000.00	3,720.00	0.00	4,280.00
Division....	115,833.00	30,960.93	0.00	84,872.07

05 - PUBLIC SAFETY

01 - POLICE				
01 - COMPENSATION	678,814.00	147,981.95	290.12	531,122.17
05 - INSURANCE	242,719.00	64,206.53	0.00	178,512.47
10 - SUPPLIES	37,500.00	5,583.27	0.00	31,916.73
15 - UTILITIES	3,500.00	552.59	0.00	2,947.41
20 - MAINTENANCE/REPAIRS	46,500.00	7,531.75	121.11	39,089.36
30 - PROFESSIONAL SERVICES	19,200.00	3,960.82	59.09	15,298.27
Division....	1,028,233.00	229,816.91	470.32	798,886.41
05 - FIRE DEPT.				
01 - COMPENSATION	639,519.00	140,656.67	0.00	498,862.33
05 - INSURANCE	271,212.00	60,707.20	0.00	210,504.80
10 - SUPPLIES	26,000.00	6,032.58	813.84	20,781.26
15 - UTILITIES	2,000.00	379.05	0.00	1,620.95
20 - MAINTENANCE/REPAIRS	19,500.00	3,600.66	248.48	16,147.82
25 - EQUIPMENT	6,000.00	0.00	0.00	6,000.00
30 - PROFESSIONAL SERVICES	8,750.00	2,636.40	0.00	6,113.60
Division....	972,981.00	214,012.56	1,062.32	760,030.76
10 - PUBLIC SAFETY				
01 - COMPENSATION	117,836.00	29,459.04	0.00	88,376.96
05 - INSURANCE	51,295.00	12,308.38	0.00	38,986.62
10 - SUPPLIES	8,500.00	281.30	624.32	8,843.02
20 - MAINTENANCE/REPAIRS	500.00	0.00	0.00	500.00
25 - EQUIPMENT	2,880.00	241.80	0.00	2,638.20
30 - PROFESSIONAL SERVICES	6,000.00	539.65	0.00	5,460.35
Division....	187,011.00	42,830.17	624.32	144,805.15

06 - Non-Department Utilities

06 - Utilities				
15 - UTILITIES	49,750.00	8,142.61	0.00	41,607.39
20 - MAINTENANCE/REPAIRS	2,500.00	0.00	0.00	2,500.00
30 - PROFESSIONAL SERVICES	416,900.00	103,377.01	0.00	313,522.99
Division....	469,150.00	111,519.62	0.00	357,630.38

10 - PUBLIC WORKS

01 - HIGHWAY				
01 - COMPENSATION	608,554.00	127,342.30	7,116.19	488,327.89
05 - INSURANCE	333,014.00	74,040.64	0.00	258,973.36
10 - SUPPLIES	334,535.00	18,953.56	666.63	316,248.07
15 - UTILITIES	4,000.00	854.12	0.00	3,145.88
20 - MAINTENANCE/REPAIRS	60,000.00	4,604.77	0.00	55,395.23
25 - EQUIPMENT	16,600.00	12,690.88	0.00	3,909.12
30 - PROFESSIONAL SERVICES	20,700.00	23,727.67	0.00	-3,027.67
Division....	1,377,403.00	262,213.94	7,782.82	1,122,971.88
05 - GARAGE				
15 - UTILITIES	19,340.00	713.72	0.00	18,626.28
20 - MAINTENANCE/REPAIRS	11,000.00	7,823.96	0.00	3,176.04

Division....	30,340.00	8,537.68	0.00	21,802.32
15 - SOLID WASTE				
10 - SOLID WASTE				
01 - COMPENSATION	73,807.00	19,570.60	0.00	54,236.40
05 - INSURANCE	42,359.00	9,668.28	0.00	32,690.72
10 - SUPPLIES	1,000.00	0.00	0.00	1,000.00
15 - UTILITIES	1,500.00	130.69	0.00	1,369.31
20 - MAINTENANCE/REPAIRS	1,000.00	0.00	0.00	1,000.00
25 - EQUIPMENT	1,500.00	0.00	0.00	1,500.00
30 - PROFESSIONAL SERVICES	272,470.00	49,696.11	0.00	222,773.89
Division....	393,636.00	79,065.68	0.00	314,570.32
20 - RECREATION/CULTURE				
01 - PARKS/REC				
01 - COMPENSATION	86,163.00	22,849.59	0.00	63,313.41
05 - INSURANCE	50,407.00	12,155.85	0.00	38,251.15
10 - SUPPLIES	0.00	16.00	0.00	-16.00
15 - UTILITIES	0.00	111.47	67.93	-43.54
Division....	136,570.00	35,132.91	67.93	101,505.02
10 - DYER LIBRARY				
01 - COMPENSATION	147,870.00	41,713.08	0.00	106,156.92
05 - INSURANCE	45,314.00	11,707.62	0.00	33,606.38
10 - SUPPLIES	21,002.00	5,221.48	0.00	15,780.52
15 - UTILITIES	13,406.00	1,066.42	0.00	12,339.58
20 - MAINTENANCE/REPAIRS	3,750.00	2,312.31	0.00	1,437.69
30 - PROFESSIONAL SERVICES	5,273.00	215.00	0.00	5,058.00
40 - SPECIAL PROGRAMS	1,800.00	69.06	0.00	1,730.94
Division....	238,415.00	62,304.97	0.00	176,110.03
20 - L HOIT MEMORIAL POOL				
01 - COMPENSATION	180,690.00	38,333.42	0.00	142,356.58
05 - INSURANCE	44,227.00	9,762.18	0.00	34,464.82
10 - SUPPLIES	0.00	3,762.19	0.00	-3,762.19
15 - UTILITIES	0.00	10,524.37	0.00	-10,524.37
20 - MAINTENANCE/REPAIRS	0.00	4,733.17	0.00	-4,733.17
30 - PROFESSIONAL SERVICES	0.00	568.03	0.00	-568.03
Division....	224,917.00	67,683.36	0.00	157,233.64
25 - THE BUS				
10 - THE BUS				
55 - MISC	73,000.00	0.00	0.00	73,000.00
Division....	73,000.00	0.00	0.00	73,000.00
30 - BUILDINGS/GROUNDS				
10 - BLDG/GROUNDS				
01 - COMPENSATION	70,500.00	40,785.52	0.00	29,714.48
05 - INSURANCE	12,112.00	3,375.43	0.00	8,736.57
10 - SUPPLIES	2,330.00	40.43	0.00	2,289.57
15 - UTILITIES	330.00	81.33	0.00	248.67
20 - MAINTENANCE/REPAIRS	9,000.00	6,730.57	7.40	2,276.83
25 - EQUIPMENT	600.00	53.52	0.00	546.48
Division....	94,872.00	51,066.80	7.40	43,812.60
38 - OUTSIDE AGENCIES				
10 - OUTSIDE AGENCIES				
04 - OUTSIDE AGENCY	12,735.00	0.00	0.00	12,735.00
Division....	12,735.00	0.00	0.00	12,735.00
40 - GENERAL ASSISTANCE				
10 - GEN'L ASSIST				

43 - WELFARE		15,000.00	416.01	0.00	14,583.99
Division....		15,000.00	416.01	0.00	14,583.99
45 - COUNTY TAX					
10 - COUNTY TAX					
55 - MISC		695,306.00	0.00	0.00	695,306.00
Division....		695,306.00	0.00	0.00	695,306.00
50 - DEBT SERVICE					
10 - GENERAL					
50 - DEBT SERVICE		380,268.00	0.00	0.00	380,268.00
Division....		380,268.00	0.00	0.00	380,268.00
55 - RESERVE ACCT					
11 - COMPUTER					
70 - RESERVES		20,000.00			20,000.00
17 - PUBLIC WORKS EQUIP REPLACEMENT					
70 - RESERVES		100,000.00			100,000.00
61 - STREETS AND ROADS					
70 - RESERVES		100,000.00			100,000.00
63 - LIBRARY RESERVE					
70 - RESERVES		5,000.00	0.00	0.00	5,000.00
Department..		225,000.00	0.00	0.00	225,000.00
65 - ED GEN'L SVS					
10 - EDUCATION GENERAL SERVICES					
55 - MISC		5,299,962.00	1,324,990.62	0.00	3,974,971.38
Division....		5,299,962.00	1,324,990.62	0.00	3,974,971.38
66 - OVERLAY					
01 - OVERLAY					
55 - MISC		38,704.00	0.00	0.00	38,704.00
Division....		38,704.00	0.00	0.00	38,704.00
67 - TIF					
01 - TIF REIMBURSEMENT					
55 - MISC		17,110.00	0.00	0.00	17,110.00
Division....		17,110.00	0.00	0.00	17,110.00
Final Totals		13,160,016.00	2,797,322.88	14,108.81	10,376,801.93

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ARTICLE I
POWERS OF TOWN

Sec. 101 Powers of the Town - The town shall have all powers possible for a municipality to have under the Constitution and laws of Maine.

Sec. 102 Construction - The powers of the town under this charter shall be construed liberally in favor of the town, and the specific mention of particular powers in the charter shall not be construed as limiting in any way the general power stated in this Article.

Sec. 103 Intergovernmental Relations - The town may exercise any of its powers or perform any of its functions and may participate in the financing thereof, jointly or in cooperation, by contract or otherwise, with any one or more states or civil divisions or agencies thereof, or of the United States or any agency thereof.

ARTICLE II
TOWN COUNCIL

Sec. 201 Composition and Term of Office

(a) *Composition* - There shall be a town council of seven (7) members, four (4) of whom shall be district councilors and three (3) of whom shall be at large councilors.

(b) *Term of Office* - The term of office for councilors elected on or after the regular municipal election held in 2005 shall be three (3) years. Provided, however, that any councilor elected to fill a vacancy shall serve the unexpired term of that position. *(Amended: November 2, 2004)*

Sec. 202 Eligibility - Only registered voters who reside in the town shall be eligible to hold office as councilors at large. Only a registered voter and a resident of a district may be elected as councilor for the district. Any registered voter seeking office must be a resident of the town for at least one year. *(Amended: June 8, 1982)*

Sec. 203 Compensation - The Town Council may determine the annual salary of the chairman and councilors by ordinance, but no ordinance increasing such salary shall become effective until the commencement of the terms of councilors elected at the next regular election. Salaries of councilors shall be paid on a quarterly basis for services performed in the preceding quarter. Councilors elected in a special election shall be paid on a pro rata basis for the time they shall actually serve. Initially annual salaries shall be twenty dollars (\$20.00) per meeting for each councilor and town counselor and twenty-five dollars (\$25.00) per meeting for council mayor. *(Amended: June 8, 1982)*

Sec. 204 Mayor and Deputy Mayor - At the first council meeting in January of each year the town's attorney shall, after the swearing of council members, preside over the town council's election of one of its members as mayor for the ensuing year. The mayor shall preside at the meetings of the council and may vote on all matters that come before the council. The mayor shall represent the interests of his/her constituency in all matters before the council. The mayor shall be recognized as the head of the town government for all ceremonial purposes and by the Governor for the purposes of military law, but shall have no regular administrative duties. A newly elected mayor's first official act shall be to preside over the council's election of one of its members as a deputy mayor for the ensuing year. The deputy mayor shall exercise all the powers of the mayor during the temporary absence or temporary disability of the mayor. The mayor and/or the deputy mayor may resign, with or without explanation and with or without the consent of the council, their respective positions at any time. Should the office of mayor become vacant at any time other than as prescribed above, the town's attorney shall, as the next order of council business preside over the election of a mayor. Should the deputy mayor become vacant, the mayor shall,

as the next order of council business preside over the election of a deputy mayor. (*Amended: November 5, 1985, November 6, 1990, Amended: November 6, 2007*)

Sec. 205 Powers and Duties - Except as otherwise provided by state statute or this charter, all powers of the town shall be vested in the town council, which shall be the general legislative body of the town. The town council shall be the municipal officers of the Town of Hampden.

Sec. 206 Prohibitions - Except where authorized by state statute no councilor shall hold any other town office or town employment during the term for which that person was elected to the town council. Neither the council nor any of its members shall, in any manner, dictate the appointment or removal of any administrative officials or employees whom the manager or any subordinates are empowered to appoint, but the council may express its views and fully and freely discuss with the manager anything pertaining to appointment and removal of such officials and employees.

Except for the purpose of inquiry, the council and its members shall deal with the administrative services solely through the manager and neither the council nor any member, thereof shall give orders to any subordinates of the manager, either publicly or privately. (*Amended: November 6, 1990*)

Sec. 207 Vacancies; Forfeiture of Office; Filling of Vacancies

(a) *Vacancies* - The office of councilor shall become vacant upon nonacceptance, resignation, abandonment, death, permanent disability, permanent incompetency, failure to qualify for the office within 10 days after written demand by the council, forfeiture of office, or failure of the municipality to elect a person for the office. (*Amended: November 6, 1990*)

(b) *Forfeiture of Office* - A councilor shall forfeit that person's office if that person (1) lacks at any time during that person's term of office any qualification for the office prescribed by this charter or by law, (2) violates any express prohibition of this charter, (3) is convicted of a crime or offense which is, during that person's term, reasonably related to that person's ability to serve as councilor, or (4) fails to attend three (3) consecutive regular meetings or misses more than a maximum of six (6) regular meetings per year of the council without being excused by the council. (*Amended: November 5, 1985, November 6, 1990*)

(c) *Filling of Vacancies* - If a seat on the town council becomes vacant more than 6 months prior to the next regular municipal election, the council shall call a special election to fill the unexpired term within 60 days from the date that the vacancy occurred. If a seat on the council becomes vacant less than 6 months prior to the next regular municipal election, the council may call a special election. (*Amended: November 2, 2004*)

Sec. 208 Council to Judge Qualifications of Its Members - The town council shall be the judge of the election and qualifications of its members and for such purposes shall have power to subpoena witnesses and require productions of records, but the decision of the council in any such case shall be subject to review by the courts.

Sec. 209 Induction of Council Into Office - The town council shall meet at the usual time and place for holding meetings on the first regularly scheduled meeting in January and at said meeting councilors-elect shall be sworn to the faithful discharge of their duties by the town clerk or by the town counselor. For any person elected at a special election to fill a vacancy, the councilor-elect shall be sworn to the faithful discharge of the councilor-elect's duties by the town clerk or by the town counselor at the first regularly scheduled meeting of the town council after certification of the election results. (*Amended: June 8, 1982, November 6, 2007*)

Sec. 210 Investigations - The council may make investigations into the affairs of the town and the conduct of any town department, office or agency and for this purpose may enact an ordinance providing

for the compulsory attendance of witnesses, the administering of oaths, the taking of testimony and the compulsory production of evidence.

Sec. 211 Procedure –

- (a) *Meetings* - The council shall meet regularly at least once in every month at such times and places as the council may prescribe by rule. Special meetings may be held on the call of the mayor or of five (5) or more members by causing a notification to be given or left at the usual dwelling place of each council member. If practicable, such notice shall be given not less than twelve hours before the special meeting and shall be published in a paper having general circulation in the town. All meetings shall be public; however, the council may recess for the purpose of discussing in a closed or executive session limited to its own membership, town manager and to other persons the council votes to admit, any matter which would tend to defame or prejudice the character or reputation of any person, provided that the precise subject matter for consideration is expressed in the motion calling for such session and that final action thereon shall not be taken by the council until the matter is placed on the agenda. The foregoing action shall be governed by state law, MRSA, Title 1, §405, as amended. Any citizen at the meeting shall have the opportunity to speak upon any subject before the council. *(Amended: June 8, 1982)*
- (b) *Rules and Journal* - The council shall determine its own rules.
- (c) *Secretary* - The town clerk shall act as secretary of the town council and shall keep a record of all council proceedings including all roll call votes. The Town Clerk or designee shall act as recording secretary at town council meetings. *(Amended: December 5, 1977)*
- (d) *Voting* - The ayes and nays of any vote taken by the town council shall be entered in the record of the proceedings of the council by the Town Clerk, or designee. Five members of the council shall constitute a quorum, but a smaller number may meet from time to time and may compel the attendance of absent members prescribed by the rules of the council. No action of the council shall be binding or valid unless adopted by the majority vote of those present. *(Amended: June 8, 1982, November 6, 2007)*
- (e) *Agenda* - Any subject may be placed on the agenda for a council meeting by a councilor, the town manager or at the request of any citizen. Any subject presented by a citizen must be received at the town office at least 5 calendar days prior to the council meeting. The agenda shall be prepared and posted in the town office at least one business day prior to a scheduled council meeting.

Sec. 212 Action Requiring an Ordinance - In addition to other acts required by law or by specific provision of this charter to be done by ordinance, those acts of council shall be by ordinance which:

- (1) Adopt or amend an administrative code, or establish, alter or abolish any town department, office or agency;
- (2) Provide for a fine or other penalty or establish a rule or regulation for violation of which a fine or other penalty is imposed;
- (3) Grant, renew or extend a franchise;
- (4) Regulate the rate charged for its services by a public utility;
- (5) Authorize the borrowing of money other than tax anticipation notes;
- (6) Convey or lease or authorize the conveyance or lease of any lands of the town;

(7) Amend or repeal any ordinance previously adopted;

(8) Amend or establish town fees; and

Acts other than those referred to in the preceding sentence may be done by ordinance, by order or by resolution. *(Amended: June 8, 1982)*

Sec. 213 Ordinances In General

(a) *Form* - Every proposed ordinance shall be introduced in writing and in the form required for final adoption. No ordinance shall contain more than one subject which shall be clearly expressed in its title. The enacting clause shall be "The Town of Hampden hereby ordains..." Any ordinance which repeals or amends an existing ordinance or part of the Hampden Code shall set out in full the ordinance sections or subsections to be repealed or amended and shall indicate matter to be omitted by enclosing it in brackets or by strikeout type and shall indicate new matter by underscoring or by italics.

(b) *Procedure* - An ordinance may be submitted as an agenda item by any member of the council at any regular or special meeting. Copies of the proposed ordinance are to be included with the council packet. After council discussion, the proposed ordinance may be introduced as submitted or amended for public hearing. A reasonable number of copies of said ordinance shall be filed in the town clerk's office and such other public places as the council may designate, and a notice setting out the time and place for a public hearing on same shall be published. The public hearing shall follow the publications at least seven (7) days, may be held separately or in conjunction with a regular or special council meeting and may be adjourned from time to time; all persons interested shall have a reasonable opportunity to be heard. After the hearing the council may adopt the ordinance with or without amendment or may reject it; but if it is amended as to any matter of substance, the council may not adopt it until the ordinance or its amended sections have been subjected to all the procedures hereinbefore required in the case of a new ordinance. As soon as practicable after adoption of any ordinance, the town clerk shall publish a notice of its adoption. (11) *(Amended: June 8, 1982)*

(c) *Effective Date* - Except as otherwise provided in this charter every adopted ordinance shall become effective at the expiration of 30 days after adoption or at any later date as specified therein.

(d) *"Publish" Defined* - As used in this section, the term "publish" means to print in one or more newspapers of general circulation in the town; (1) the ordinance or a brief summary thereof, and (2) the place where copies of the complete text have been filed and the time when they are available for public inspection. *(Amended: June 8, 1982)*

Sec. 214 Emergency Ordinances - To meet a public emergency affecting life, health, property or the public peace, the council may adopt one or more emergency ordinances; but said ordinances may not grant, renew or extend a franchise, regulate the rate charged by a public utility for its services or authorize the borrowing of money except where any emergency notes or renewals thereof are paid within twenty-four months of the adoption of said ordinances. An emergency ordinance shall be introduced in the form and manner prescribed for ordinances generally, except that it shall be plainly designated as an emergency ordinance and shall contain, after the enacting clause, a declaration stating that an emergency exists and describing it in clear and specific terms. An emergency ordinance may be adopted with or without amendment or rejected at the meeting at which it is introduced, but the affirmative vote of at least all members present shall be required for adoption. After its adoption the ordinance shall be published and printed as prescribed for other adopted ordinances. It shall become effective upon adoption or at such

later time as it may specify. Every emergency ordinance except one authorizing the issuance of emergency notes shall automatically stand repealed as of the 61st day following the date on which it was adopted, but this shall not prevent re-enactment of the ordinance in the manner specified in this section if the emergency still exists. An emergency ordinance may also be repealed by adoption of a repealing ordinance in the same manner specified in this section for adoption of emergency ordinances.

Sec. 215 Authentication and Recording; Codification; and Printing

- (a) *Authentication* - All ordinances and resolutions adopted by the council shall be authenticated by the signature of the secretary of the council and recorded in full by the town clerk in a properly indexed book kept for that purpose.
- (b) *Codification* - Within three years after adoption of this charter and at least every ten years thereafter, the council shall provide for the preparation of a general codification of all ordinances and resolutions having the force and effect of law. The general codification shall be adopted by the council by ordinance and shall be printed promptly in bound or loose-leaf form, together with this charter and any amendments thereto, pertinent provisions of the Constitution and other laws of the State of Maine and such codes of technical regulations and other rules and regulations as the council may specify. Any codification ordinance may be published by title. This compilation shall be known as the Hampden Code. Copies of the code shall be furnished to officials, placed in libraries and public offices for free public reference and made available for purchase by the public at a reasonable price fixed by the council.
- (c) *Printing of Ordinances and Resolutions* - The council shall cause each ordinance and resolution having the force and effect of law and each amendment to this charter to be printed promptly following its adoption, and the printed ordinances, resolutions and charter amendments shall be distributed or sold to the public at reasonable prices to be fixed by the council. Following publication of the first Hampden Code and at all times thereafter, the ordinances, resolutions and charter amendments shall be printed in substantially the same style as the code currently in effect and shall be suitable in form for integration therein. The council shall make such further arrangements as it deems desirable with respect to reproduction and distribution of any current changes in or additions to the provisions of the Constitution and other laws of the State of Maine, or the codes of technical regulations and other rules and regulations included in the code.

ARTICLE III
ADMINISTRATIVE OFFICIALS AND EMPLOYEES

Sec. 301 Titles and Appointment - The following officials and boards shall be appointed by a majority vote of the members of the town council: Town Manager, board of assessment review, planning board, board of appeals and other boards or officials when such appointment is required by state statute or municipal ordinance. The council may, where appropriate, and where not prohibited by law, vest in the town manager all or part of the duties of any office. *(Amended: November 6, 2007)*

The town manager shall appoint the town clerk, treasurer, tax collector, town assessor and department heads subject to the confirmation of the town council, and shall have the power to remove such appointees when necessary. The town manager shall appoint and remove when necessary all other administrative officials and town employees, except as the manager may authorize the head of a department or office and except as otherwise provided in this charter. *(Amended: November 6, 1990)*

Sec. 302 Creation of Department - The town council, by ordinance, may establish, change and abolish town departments, offices or agencies other than those created by this charter and may prescribe the functions of all departments, offices and agencies, except that no functions assigned by this charter to a

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Priority Ranking	Topic	Purpose
6,11,2,9,9	Paving Questions related to cost/frequency	To determine public sentiment regarding cost/adequacy of paving program
5,6,6,3,4,3	Transfer Station Use	To determine public sentiment regarding continued funding/operation of transfer station, including or excluding construction/demolition debris, etc.
5,12,14,14,7	Bus Service	To determine public sentiment regarding expansion of the bus service
4,1,2,13,10,8	Sidewalks/trails/open space	To determine public sentiment regarding providing connectivity between neighborhoods through the use of sidewalks, trails, and open space
2,10,12,7,5	Recreational services	To determine what recreation programs are most desired by the residents and how they would prefer to fund those programs
3,4,13,6	Before/After School Program	To determine the support for an expansion of the Kids Korner Before/After school program
3,4,11,2,4	Skehan Center Use	To determine public sentiment for retaining the Skehan Center as a Community Recreation facility
5,10,8,14	Lura Hoyt Pool	To determine public sentiment regarding long term funding and operation of the pool
8,9,5,1	Communication type	To determine what residents feel is the most effective form of communication from the Town
7,8,6,10	Providing Information	To determine what type of information residents want to see and hear from the Town
14,6,11,11	Communication Effectiveness	To determine how well/poorly the Town communicates with its residents and how people feel it can be improved
3,9,6,12,12	District/At Large	To determine whether residents wish to continue with District and At-Large Council positions or change all to At Large
4,13,7,1,2	Town Services	To determine what services the public wants and what they are willing to pay to retain them
2,1,1,3,1	Economic Development	To determine what type of economic development - business attraction - the residents would like to see come to Hampen.

4-c

**TOWN OF HAMPDEN, MAINE
VICTUALER'S ORDINANCE**

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ADOPTED: Hampden Town Council April 20, 1998
Effective May 19, 1998

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

AMENDED: Hampden Town Council May 16, 2005
Effective: June 15, 2005

**TOWN OF HAMPDEN, MAINE
VICTUALER'S ORDINANCE**

The Town of Hampden hereby ordains:

Section 1. Purpose. The purpose of this Ordinance is to regulate the sale of prepared food for consumption on or off the premises.

Section 2. License. Any person who owns or operates a place where food is prepared and served to the public as a profit-making venture for consumption on or off the premises, including but not limited to a restaurant, motel and hotel, deli, movie theater, soda fountain, bakery, sandwich shop, convenience store, or outdoor facility, shall be licensed annually as a victualer in order to operate within the Town. (For those licenses in effect upon passage of this Ordinance, the license will renew in the month the last license was issued).

At the time of application for a license or license renewal applicant shall pay a fee in accordance with the Town of Hampden Fees Ordinance. (*Amended: 11-17-03*)

Section 3 Exceptions.

A public or private school, public service organization, private club, church organization, fire department or any other non-profit organization selling food or drink to raise money for a charitable cause shall be exempt from the requirements of this Ordinance. Grocery stores, except those selling food items prepared on the premises, shall also be exempt. Establishments selling food and drink only through vending machines shall also be exempt.

The Hampden Town Council shall have the authority to decide if an establishment is exempt or not.

Section 4. Compliance

- A. All establishments must be inspected by the code enforcement officer and the fire inspector to determine if they are in compliance with all municipal ordinances, including zoning, state life safety, food and liquor regulations. Failure to be in compliance with any of the foregoing shall be grounds for denial of the application. In addition, failure to allow the code enforcement officer and the fire inspector to inspect the establishment shall be grounds for denial of the application.
- B. The treasurer and tax collector must certify that all sewer user fees and personal property taxes are paid in full, as of the date of the application. Failure to meet these requirements shall be grounds for denial of the application.

Section 5. Application.

- A. Application forms for a victualer's license or renewal shall be on a form designed for that purpose by the Town. Victualer applications shall be advertised by publishing notices in a local newspaper and by posting notices in at least two public places, at least seven (7) days prior to the meeting. The council shall conduct a public hearing on the applications at the next scheduled council meeting, and shall make a decision within 30 days following the public hearing. Written notice of the decision shall be provided to the applicant. (*Amended: May 16, 2005*)

- B. *Waiver of Public Hearing Requirement.* Notwithstanding the provisions of this section those seeking license renewal may request a waiver of the public hearing provision if their business has been licensed for five consecutive years and no violations of this article are known. The decision to grant the waiver for the public hearing is expressly granted to the Town Manager. *(Amended: May 16, 2005)*
- C. A new license, when granted, shall be valid for one year and renewed annually in the month in which the license was issued. An establishment shall at all times display its current victualer's license in a place within the establishment where it can be readily viewed by any member of the public.

Section 6. Penalty.

- A. Any person found guilty of violating any provisions of this article shall be subject to a civil penalty.
- B. In addition to a civil penalty, the Town may enjoin or abate any violation of this article by appropriate action, and may also proceed to revoke the victualer's license, after a hearing on the matter.
- C. Any person operating as a victualer within the Town without a victualer's license shall be subject to a civil penalty of \$100.00 per day for all days of operation without the required license. *(Amended: May 16, 2005)*

Section 7. Suspension or Revocation of License.

- A. *Applicability of State Regulations; Effect of Suspension or Revocation of State License.* All victualers shall be subject to all state regulations of food service establishments, such regulations being enforced by state agencies. It is not the intent of this article to establish for the town a food service regulation scheme apart from that provided under state law. Accordingly, any suspension or revocation of a state license shall be considered as a suspension or revocation, as the case may be, of the victualer's license issued under this article on the same terms as imposed by the state. *(Amended: May 16, 2005)*
- B. *Local Suspension or Revocation of License.* The Town Council, upon notice and hearing, for cause, may at any time suspend or revoke a victualer's license issued pursuant to this article. Cause shall mean the violation of any license provision or any provision of this article, or any condition constituting a threat to the public health, safety, or welfare, including but not necessarily limited to neighborhood disruption, disorderly customers, and excessively loud or unnecessary noise that initiates complaints to or requires a response from police, fire, or other town regulatory bodies or employees. *(Amended: May 16, 2005)*

Section 8. Severability. If any section, subsection, sentence, clause or phrase of this Ordinance is for any reason held to be unconstitutional or invalid, such decision shall not affect the validity of the remaining portions of the Ordinance.