

FINANCE & ADMINISTRATION COMMITTEE MEETING

Monday, August 15th, 2016

6:00 p.m.

Hampden Town Office

1. Meeting Minutes – August 1st, 2016

Review & Sign Warrants

2. Old Business

a. Work plan and priorities for FY17

3. New Business –

- a. Town Manager's recommendation for award of the 2016 TAN
- b. Town Council order re-authorizing weir installation and eel research at Papermill Park
- c. Foreclosed property bid award for property located at 118 Fowlers Landing Rd.
- d. Setting the 2016/2017 mil rate
- e. Council meeting schedule for September 2016 and November 2016
- f. Request authorization for use of reserve funds in the amount of \$700.00 for the purchase of a Fire Department garage door opener
- g. Request authorization for use of Public Works Equipment reserve funds for the purpose of leasing an excavator for ditching work.
- h. Review of Council Rules and Disclosure Statements

4. Public Comment

5. Committee Member Comments

6. Adjournment

FINANCE & ADMINISTRATION COMMITTEE MEETING

Monday, August 1st, 2016

MINUTES – DRAFT

Hampden Town Office

Attending:

Mayor David Ryder

Councilor Ivan McPike

Councilor Mark Cormier

Councilor Terry McAvoy

Councilor Dennis Marble

Councilor Stephen Wilde

Councilor Greg Sirois, Chair (arr. 6:25)

Town Manager Angus Jennings

Public Safety Director Joe Rogers

Fire Lt. Jason Lundstrom

Mayor Ryder called the meeting to order at 6 p.m.

- 1. Meeting Minutes – July 18th, 2016** – *Motion by Councilor McAvoy seconded by Councilor Marble to approve the minutes as written. Approved 6-0.*
- 2. Review & Sign Warrants** – *Warrants were reviewed and signed by Committee members.*
- 3. Old Business**
 - a. Request authorization to use public works equipment reserve funds (03-717-00) in the amount of \$36,500.00 for the purpose of purchasing a public works plow truck** – *Mayor Ryder reported that this item was discussed in detail at the July 25 Infrastructure Committee meeting. Motion by Councilor McPike, seconded by Councilor Marble, to recommend Council authorization of \$36,500 from the Public Works Equipment Reserve for the first installment of a five-year financing agreement for the purchase of a plow truck. The motion passed 4-2, with Councilors McAvoy and Cormier opposed.*
 - b. Work plan and priorities for FY17** – *Manager Jennings said that he was still working to summarize the four Committees' discussions of*

priorities and said that the discussion of priorities would continue to the August 15 meeting.

4. New Business –

- a. Recommendation of Chief Joe Rogers for the turnout gear cleaning/drying system as bid by Industrial Protection Services, LLC on July 28th, 2016 and request authorization to use Matching Grant reserve account funds in the amount of \$818.00 for its purchase** – *Chief Rogers summarized the grant received and commended Lt. Lundstrom for his success in securing this and other grant funds. Lt. Lundstrom said that the grant will support purchase of a gear extractor which gets cancer causing chemicals out of gear after a fire. Councilor McPike asked whether this equipment extends the useful life of gear and Lt. Lundstrom said yes, but even with the extractor the maximum life of gear is ten years. Councilor McAvoy asked what happens to the residue, and Lt. Lundstrom said it is expunged through a separate drain that is treated. Motion by Councilor McPike, seconded by Councilor Marble, to recommend Council authorization of \$818 from the Matching Grants Reserve for the purchase of the equipment. The motion passed 6-0.*
- b. Discussion of the timeline and process for the anticipated local referendum during the November 8th, 2016 election** – *Manager Jennings summarized the process that would precede the placement of an article on the November 2016 ballot for referendum. He said that there are up to five items for potential borrowing including two Sewer items and three roadway and sidewalk articles. He said that each potential borrowing item would be summarized in the August 15 meeting packet when the Council would be asked to refer an ordinance authorizing the referendum to public hearing. He noted that one of the potential sewer borrowing articles – to get current on past due charges to Bangor for wastewater treatment and pump station maintenance – would likely not be eligible for tax exempt borrowing. There was discussion about the potential difference in interest rate between tax exempt and non-tax exempt borrowing. Councilor McPike and Councilor McPike both agreed that we should get current with Bangor even if it means borrowing to do so. Councilor McAvoy suggested the potential for the sewer to borrow funds to pay back the full amount of interfund transfers from the General Fund. Manager Jennings said that due to the amount of interfund transfers due the interest costs may be prohibitive. Mayor Ryder asked whether borrowing would be necessary for the Sucker Brook culvert and Manager Jennings said he would*

report on the strategy to finance this work. [Councilor Sirois arrived at 6:25]. The Committee asked Manager Jennings to look at different amortization schedules and how this would affect interest rates and costs. He was also asked to report on how the Town's share of the Western Avenue sidewalk would be financed. Manager Jennings said that the Council in 2014 had authorized the local match to come from the Host Community Benefit account, but that he would also include a profile of this project in the August 15 meeting packet. He is also working with Bangor to firm up costs for amounts due for the wastewater treatment plant work.

5. Public Comment – None.

6. Committee Member Comments – None.

7. Adjournment

There being no further business, the meeting was adjourned at 6:48 p.m.

Respectfully submitted –
Angus Jennings, Town Manager

Finance
3-a

**TOWN OF HAMPDEN
BID OPENING
\$2,000,000 TAX ANTICIPATION LOAN
AUGUST 08, 2016 at 10:00 am**

BIDDER	INTEREST RATE
Androscoggin Bank	0.86%
Bangor Savings Bank	1.20%
Camden National Bank	0.94%
Katahdin Trust	0.89%
Machias Savings Bank	1.15%
The First	1.10%



AUG 08 2016

Office of the
Town Clerk

30 Lisbon Street
PO Box 1407
Lewiston, Maine 04243
1.800.966.9172
androscogginbank.com

August 5, 2016

Angus G. Jennings, Town Manager
Town of Hampden
106 Western Avenue
Hampden, ME. 04444

Re: Tax Anticipation Note

Dear Town Manager Jennings:

In response to the Tax Anticipation Note RFP recently received from your office, we are pleased to offer the rate listed below for borrowing of up to Two Million Dollars (\$2,000,000). It is our understanding the Town desires to issue the Note on or about August 22nd 2016, and will repay the Note on or before June 30th, 2017.

For this "As Needed" TAN we offer a fixed tax-exempt interest rate of .86% per annum. Using the August 22nd funding date and the June 30th maturity date (312 days) specified in the RFP the total interest cost of this borrowing would be \$14,702.46 if the full TAN amount was advanced at the closing and remained outstanding until the maturity date.

It should be noted that the actual interest cost under an "As Needed" borrowing format will likely be less than the above noted sum due the anticipated gradual drawing of TAN funds during the fiscal year as the Town's cash flow requires.

Interest will be calculated on an actual / 365 day basis on the Note, which will be issued without prepayment penalty. A single Note for the full TAN amount is acceptable to the bank. There are no additional bank fees, charges, or premiums associated with this TAN.

Our bid is predicated on receipt of an unqualified legal opinion attesting to the validity and non-arbitrage nature of this borrowing and designating the Note as a qualified "tax exempt" obligation under existing tax laws. We understand the Town has engaged Dan S. Pittman, Esq. of Eaton Peabody to provide the opinion, the Note and supporting documentation, and to carry out all legal work for this issue, and that the cost of these services will be borne by the Town. We will be pleased to work with attorney Pittman to assist in the timely closing of this transaction.

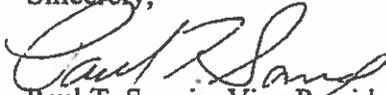
Our proposal is subject to change if not accepted by the close of business on August 25th 2016, and is further subject to withdrawal if there is discovered prior to disbursement any material adverse information pertaining to the Town's financial affairs.

On behalf of Androscoggin Bank, I would like to thank you for providing us with an opportunity to assist the Town with its TAN borrowing needs. We look forward to



working relationship with Hampden officials on this transaction. If I can be of further assistance to the Town in any facet of its banking activity, please feel free to contact me.

Sincerely,


Paul T. Soucie, Vice President
Government Finance

ACKNOWLEDGEMENT / AWARD

This proposal is accepted and this financing is awarded to Androscoggin Bank.

Name & Title

Date

Town of Hampden
 \$2,000,000
 TAX ANTICIPATION NOTE
 Proposal for Loan

August 2, 2016

Angus Jennings, Town Manager
 Town of Hampden
 106 Western Avenue
 Hampden, Me. 04444

Dear Angus:

We offer to purchase the above captioned Note, dated on or about August 22, 2016 and maturing on June 30, 2017, as described in the Invitation to Bid and hereby made a part of this proposal, as follows:

1. Interest rate to be charged, and the basis upon which interest is to be computed:

The interest rate offered is .89%. The basis for computing the interest is 360 days.

2. Total amount of interest to be paid for each potential issue based on closing date of August 22, 2016.

Type	Principal Amount	Interest Rate	Interest Expense	Fees or Charges	Less Premium	Net Interest Expense	Net Interest Rate
Lump Sum	\$2,000,000	.89%	\$15,476.11	\$0.00	\$0.00	\$15,476.11	.89%
As needed	\$2,000,000	.89%	\$15,476.11	\$0.00	\$0.00	\$15,476.11	.89%

3. Number of notes and denominations required:

Borrower's option.

4. Length of time during which the Bank's bid will be open prior to acceptance:

August 22, 2016.

5. **LEGAL OPINION:** This bid will be subject to a legal opinion from bond counsel acceptable to the Bank, the cost of which will be borne by the borrower. If required, the opinion would need to include a statement that the note represents a valid and binding obligation of the issuer and further that the note is a "qualified tax exempt obligation" for the purposes of Section 265(b)(3) of the Internal Revenue Code of 1986, as amended.

If the terms and conditions as herein stated are satisfactory to you, please sign this bid signifying your acceptance and return the signed and accepted copy by August 22, 2016 as your authorization for us to proceed with the preparation of the necessary loan documentation. We will anticipate a closing on or before September 3, 2016. Unless otherwise extended, this commitment will expire at either of the above two dates, if not promptly acted upon.

Respectively submitted,

Name of Institution: Kafahdin Trust Company

By: _____

Print Name: Cale L. Burger, Vice President

Address: 52 Springer Drive

Bangor, Maine 04401

Telephone: 207-941-6762

Accepted:

Borrower: Town of Hampden

By: _____
Angus G. Jennings, Town Manager

Date



August 3, 2016

Angus G. Jennings, Town Manager
Town of Hampden
106 Western Ave.
Hampden, Maine 04444

Dear Mr. Jennings:

I would like to thank you for the opportunity to provide you with this proposal for municipal financing for the Town of Hampden in the amount of Two Million Dollars (\$2,000,000.00). Camden National Bank (the "Bank") is pleased to offer this proposal with the following conditions:

- 1) ISSUER: Town of Hampden
- 2) ISSUE DATE: The note will be issued on or about August 22, 2016.
- 3) DENOMINATION OF NOTES: One note in the amount of \$2,000,000.00 will be issued on an as needed basis.
- 4) MATURITY DATE: The note will mature on June 30, 2017.
- 5) INTEREST RATE: The interest rate will be 0.94% computed on the basis of actual days elapsed over a 360-day year.
- 6) REPAYMENT TERMS: All outstanding principal and interest will be due and payable on the maturity date. Assuming that the full amount of the note is drawn on the issue date, the estimated interest due on the maturity date is \$16,293.33.
- 7) PREPAYMENT PROVISION: The note may be prepaid at any time without penalty.
- 8) LEGAL OPINION: This proposal is subject to a legal opinion from bond counsel acceptable to the Bank, the cost of which will be borne by the Town of Hampden. The opinion must include a statement that the note represents a valid and binding obligation of the issuer and further that the note is a "bank qualified and designated tax exempt obligation" for the purposes of Section 265(b)(3) of the Internal Revenue Code of 1986, as amended. The issuer's counsel will be responsible for preparing the required loan documents and filing the necessary forms with the Internal Revenue Service. (Proposed loan documents should be obtained from the Town's bond counsel.)

Town of Hampden
Page 2
August 3, 2016

9) ADDITIONAL PROVISION: It is a condition of this proposal that none of the proceeds shall be used or invested in any manner such as to result in the loss of exemption from Federal Income taxation of interest earned on this obligation. If this condition is violated by the issuer, the actions of any of its officers, agents, or employees, said issuer shall be liable to any holder of this obligation for all income tax liability incurred by said holder as a result of said condition broken, and in addition, all obligations under this Note shall become immediately due and payable at the option of the holder. All acts, conditions and formalities essential to the validity of said obligation have been performed and compiled with as required by law, and the total indebtedness of the issuer is within the legal debt limit prescribed by law.

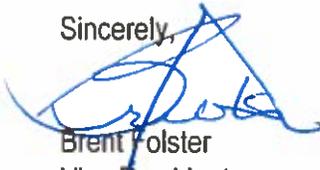
10) CONFIRMATIONS: The Town of Hampden must confirm in writing that the Town of Hampden will comply with all of the Tax Reform Act of 1986, as amended, including all provisions relating to arbitrage and rebate.

11) SUBMISSION OF FINANCIAL STATEMENTS: The Town of Hampden will provide the Bank with year-end audited financials within one hundred twenty (120) days of the Town's fiscal year-end. Such statements are to be prepared by an independent certified public accountant.

This proposal shall expire if it is not accepted in writing by August 22, 2016 and the bid may be withdrawn if any adverse information relating to the issuer's affairs is discovered prior to closing.

Should you have any questions regarding this proposal or require additional information, please contact me at 299-1318 or by email at bfolster@camdenational.com. Thank you for considering Camden National Bank for the town's financial needs. Your municipality is very important to us.

Sincerely,



Brent Folster
Vice President

Cc: Dan Pittman, Esq.

RESOLUTION OF THE COUNCIL OF THE TOWN OF HAMPDEN, MAINE
AUTHORIZING THE SALE OF \$2,000,000
TAX ANTICIPATION NOTE

WHEREAS, the Town of Hampden, Maine (the "Town") is authorized by 30-A M.R.S.A. §5772 and other applicable law to borrow money in anticipation of taxes; and

WHEREAS, the Council of the Town have determined that \$2,000,000 should be borrowed in anticipation of taxes and that, for that purpose, a Tax Anticipation Note in the amount of \$2,000,000 (the "Note") of the Town should be issued;

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE TOWN AS FOLLOWS:

Section 1. The issuance, sale and delivery of the Note to _____ (the "Bank") is authorized. The Note shall be sold to the Bank at an aggregate purchase price equal to the original principal amount of the Note, shall mature on June 30, 2017, may or may not be subject to prepayment or redemption in whole or in part at any time with or without penalty, as the Town Treasurer shall determine, shall bear interest at the rate per annum of ___%, shall be payable as to principal and interest as set forth in the Note and shall contain such other terms as are set forth in the Note.

Section 2. The Town Treasurer is authorized and directed to sign the Note and a Certificate (the "Certificate") on behalf of the Town. The official seal of the Town is authorized and directed to be impressed on the Note and the Certificate. The Note will be countersigned by at least a majority of the Town Council. The Town Treasurer is authorized and directed to deliver the Note and the Certificate to the Bank upon receipt of the purchase price therefore.

Section 3. The Note is hereby designated as a qualified tax exempt obligation for purposes of § 265(b) of the United States Internal Revenue Code.

Section 4. The Council and the Town Treasurer are each authorized and directed, on behalf of the Town, to carry out or cause to be carried out all of the obligations of the Town under the Note and the Certificate and to cause to be done all acts and to execute and deliver all certificates and other documents as may be necessary and proper in connection with the issuance, sale and delivery of the Note and in carrying out the purposes of this Resolution.

Section 5. All actions heretofore taken by the Council and the Town Treasurer relating to the issuance and sale of the Note, in ensuring that the interest thereon will be exempt from federal income taxation to the Bank are hereby ratified, approved and confirmed.

Section 6. The law firm of Eaton Peabody is hereby designated as Bond Counsel for the Town to advise the Town with respect to the issuance and sale of the Bond, and to prepare documents and render opinions as may be necessary or convenient for the purpose.

Section 7. This Resolution shall take effect immediately.

APPROVED August 15, 2016, by the Council of Town of Hampden, Maine at a meeting duly convened after sufficient public notice and conducted at Hampden, Maine.

TOWN OF HAMPDEN, MAINE

ATTEST:

(SEAL)

Town Clerk

**UNITED STATES OF AMERICA
TOWN OF HAMPDEN, MAINE
TAX ANTICIPATION NOTE**

\$2,000,000

August 22, 2016

On June 30, 2017, for value received, the Town of Hampden, Maine (the "Town"), promises to pay _____, a banking corporation with offices in _____, Maine, or its assigns the sum of Two Million Dollars (\$2,000,000) or so much thereof as may be advanced upon the order of the Town and outstanding at maturity, upon presentation and surrender hereof, together with interest at the rate of ___% per annum (computed on the basis of actual days elapsed over a ___-day year) on the unpaid principal balance outstanding from time to time from the date hereof until payment in full of the principal then due. The Town shall have the right to prepay, without penalty or premium, all or any portion of the principal amount of this note at any time prior to the maturity hereof.

This note is issued in anticipation of taxes pursuant to the authority set out in the Maine Revised Statutes, and resolutions adopted by the Council of the Town.

Each and every act, condition and thing required to be done, to happen and to be performed precedent to and in the issuance of this note, has been done, has happened, and has been performed in full and strict compliance with the Constitution and laws of the State of Maine and the resolutions of the Town. This note is within every debt and other limit prescribed by law. The full faith and credit and resources of the Town are hereby irrevocably pledged to the punctual payment of this note and of interest that may accrue hereon after maturity according to its terms.

Executed in accordance with law by the duly authorized Treasurer and signed by at least a majority of the Council of the Town, as of the 22nd day of August 2016.

THIS NOTE IS DESIGNATED AS A QUALIFIED TAX EXEMPT OBLIGATION OF THE TOWN FOR PURPOSES OF SECTION 265(b) OF THE UNITED STATES INTERNAL REVENUE CODE.

TOWN OF HAMPDEN, MAINE

Treasurer

Councilor

(SEAL)

Seal attested by:

Town Clerk

FORM OF REGISTRATION RECORD

This Note may be transferred and registered only at the offices of the Agent,

_____.

No writing on this Note except by an officer of the Town of Hampden or its Agent.

Date of Registration	In Whose Name Registered	Registered By:
August 22, 2016	_____	_____

Finance 3-b

David I. Ryder (Mayor, Dist. 4)

Stephen L. Wilde (1)

Dennis Marble (2)

**TOWN OF HAMPDEN
IN THE TOWN COUNCIL**

Terry McAvoy (3)

Marc Cormier (A/L)

Gregory J. Sirois (A/L)

**Order 2016-02
Adoption 08/15/2016**

**ORDER AUTHORIZING WEIR INSTALLATION AND
EEL RESEARCH AT PAPERMILL PARK**

ORDERED, that the Town Council hereby approves a request from Joseph Zydlewski of the U.S. Geological Survey Maine Cooperative Fish and Wildlife Research Unit, and authorizes temporary vehicular access to Papermill Park for the purpose of installing a weir to study eel migration timing, movement patterns and survival.

The actions authorized herein are as set forth in permits issued by the Maine Department of Inland Fisheries and Wildlife Service, including:

- Temporary vehicular access to Papermill Park for the purposes of installing the weir
- Twice-daily monitoring of the weir trap;
- Posting of a small sign near the weir site to educate the public regarding the research, and including researchers' contact information;
- Term of weir installation between August 1 and December 31 of each of five years, beginning in 2015, subject to annual Town Council reauthorization.

The work, including site access shall be coordinated through the Department of Public Works and Recreation Department as needed.

Town clerk:

ORDERED by a majority of the Town Council:

Paula Scott

David I. Ryder (Mayor, Dist. 4)
Stephen L. Wilde (1)
Dennis R. Marble (2)

TOWN OF HAMPDEN
IN THE TOWN COUNCIL

Terry McAvoy (3)
William W. Shakespeare (A/L)
Gregory J. Sirois (A/L)

Order 2015-01
Adoption: 9/21, 2015

**ORDER AUTHORIZING WEIR INSTALLATION AND
EEL RESEARCH AT PAPERMILL PARK**

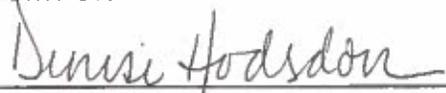
ORDERED, that the Town Council hereby approves a request from Joseph Zydlewski of the U.S. Geological Survey Maine Cooperative Fish and Wildlife Research Unit, and authorizes temporary vehicular access to Papermill Park for the purpose of installing a weir to study eel migration timing, movement patterns and survival.

The actions authorized herein are as set forth in permits issued by the Maine Department of Inland Fisheries and Wildlife and the Department of Marine Resources, and the U.S. Fish and Wildlife Service, including:

- Temporary vehicular access to Papermill Park for the purposes of installing the weir;
- Twice-daily monitoring of the weir trap;
- Posting of a small sign near the weir site to educate the public regarding the research, and including researchers' contact information;
- Term of weir installation between August 1 and December 31 of each of five years, beginning in 2015, subject to annual Town Council reauthorization.

The work, including site access, shall be coordinated through the Department of Public Works and Recreation Department as needed.

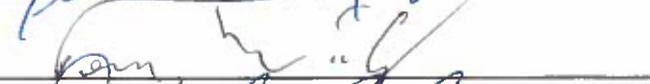
Town Clerk:


Denise Hodsdon

ORDERED by a majority of the Town Council:

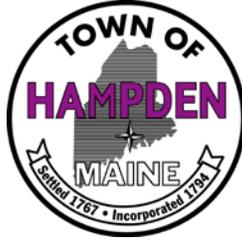








Town of Hampden
106 Western Avenue
Hampden, Maine 04444



Phone: (207) 862-3034
Fax: (207) 862-5067
Email:
townmanager@hampdenmaine.gov

TO: Town Council Service Committee
FROM: Angus Jennings, Town Manager
DATE: September 10, 2015
RE: USGS request for eel research / access to Papermill Park

The attached request has come forward from Joseph Zydlewski of the U.S. Geological Survey Maine Cooperative Fish and Wildlife Research Unit. He seeks authorization for temporary vehicular access to Papermill Park for the purposes of installing a weir to study eel migration timing, movement patterns and survival.

This request is referred to the Services Committee to make a recommendation to the Town Council regarding whether to authorize the access subject to the terms included in the request, including:

- Temporary vehicular access, as soon as can be achieved, for the purposes of installing the weir;
- Twice-daily monitoring of the weir trap;
- Posting of a small sign near the weir site including researchers' contact information;
- Term of work to extend until December 31, 2015 or until the stream freezes.

If access and associated activities are authorized, the work would be coordinated through the Department of Public Works and Recreation Department as needed.

Upon recommendation by the Services Committee, this matter would be forwarded to the Council for consideration at the September 21 meeting.

Migration and Survival of Penobscot River American eels

Joseph Zydlewski, U.S. Geological Survey- Maine Cooperative Fish and Wildlife Research Unit
5755 Nutting Hall, Orono, ME 04469-5755 Phone (207) 581- 2853 jzydlewski@usgs.gov

Eels exhibit a complex, catadromous life history, migrating to the Sargasso Sea as large, adult, “silver” eels to spawn and die. Their offspring are carried by ocean currents as willow leaf –shaped larvae and they metamorphose into “glass” eels as they enter into river systems. In freshwater, they initiate feeding and become “yellow” eels. Yellow eels take up residence in areas from the estuary to up river sites. This yellow eel growth phase can last up to 25 years (Velez-Espino and Koops 2009) before undergoing a second transformation, including color change, to a downstream-migrating silver eel.

Historically the American eel was the target species of a lucrative fishery (Baldwin et al. 1979), however this fishery has collapsed over the last few decades (Casselmann 2003; MacGregor et al. 2008) and eels are in decline worldwide (Mathers and Stewart, 2009). Such declines are troubling as eels play an integral role in maintaining biological integrity in fish communities (Meixler 2011). As such, eel conservation has become a high priority of both fishery managers and conservationists in many freshwater ecosystems.

One well-documented source of mortality for silver eels is through hydroelectric facilities encountered during downstream migration (e.g. Carr and Whoriskey, 2008). Tagging studies have demonstrated that a majority of eels pass through turbines at hydroelectric facilities rather than using surface-oriented bypass facilities (Brown et al., 2009). As a result, deaths from turbines at hydroelectric facilities can be significant (McCleave 2001, Durif et al. 2003) and serious injuries are observed in those that survive (Kiraly, University of Maine, unpublished data). Such a high loss of sexually mature adults can result in a substantial, negative impact on eel population dynamics because there are fewer adults to produce the next generation. Decreasing mortality at dams is therefore an important conservation goal. Shutting down turbines during migration would satisfy conservation goals, but at an operational cost. As a result, there is a difficult trade-off between the ecological benefit of shutting down turbines to allow safe eel passage and the economic detriment of no power generation.

Much research has been conducted on the timing of silver eel migration. The movement of eels occurs during a relatively short period in the fall, usually associated with episodes of high precipitation and high river flows (Durif and Elie 2008, Haro et al 2002, Haro 2003). In addition, eels tend to migrate at night and lunar phase is an important correlate of downstream migration.

The construction and operation of a weir in Souadabscook Stream will allow us to do two things. First, we will be able to improve our understanding of how silver eel migration timing is related to environmental factors such as lunar phase and stream flow. With this understanding, we can more accurately predict downstream migration timing. Accurate migration timing predictions can be useful to managers who wish to maximize hydropower production and American eel survival. Second, catching and tagging eels at the weir will allow us to transport several individuals above Milford Dam and to study their movement and survival through the dam, again with the ultimate goal of improving downstream survival and hydropower efficiency.

Construction of the weir in Souadabscook Stream, adjacent to Papermill Recreation Area, will require the movement of large metal construction materials and heavy tools. Access to the

gate on site would allow us to drive our equipment to the stream's edge, and would improve efficiency of weir installation, fish sampling and surgery, and weir removal.

Planned work at the weir site:

1) Construction of a weir for capturing American eels

Our goal is to collect mature adult American eels as they migrate downstream from Souadabscook Stream toward the Penobscot River. The weir will be constructed atop the concrete foundation of an old weir at the same site using steel poles and fiberglass or aluminum slats that will block the stream and guide passing fish into a trap. The weir will only catch fish at night to minimize the number of non-target fish captured. The weir trap will be checked and opened every morning and closed again at dusk. The weir will remain in place throughout the period of fall downstream migration, until December 31, 2015 or the stream freezes. We will then remove all structures from the stream; no permanent changes will be made to the waterway. Mature eels trapped will be retained so we can implant an acoustic tag, and non-target fish will be released.

2) Acoustic tag implanting

Acoustic tags are small devices used to track the location of a fish. Acoustic tagging is a common practice in which tags are surgically implanted into the fish's body cavity with minimal impact on the fish's health and movement. These tags allow us to track the location of fish for over a year, and we hope that our project will help us understand how American eels are moving through hydroelectric facilities on the Penobscot River.

After American eels are caught at the weir near Papermill Recreation Area, we will perform a short surgical procedure to implant the acoustic tags. The University of Maine's Institutional Animal Care and Use Committee (IACUC), the entity charged with ensuring that UMaine animal research is conducted in an ethical and humane manner, has already granted approval for this routine surgical procedure. After the eels have recovered from surgery, they will be transported to a site in the Penobscot River above Milford Dam.

3) Signage

We would like to post a small sign near the weir site explaining the purpose of the weir, the agencies conducting the research, and to provide our contact information for those who would like more information about the project. It is our hope that sharing information with the public will get them interested in the work we are doing, and make them less likely to disturb the weir or the eels. We are happy to discuss our work with passing Papermill Recreation Area visitors on site during our two daily visits.

References

- Baldwin, N.S., R.W. Saafeld, M.A. Ross, and H.J. Buettner. 1979. *Commercial fish production in the Great Lakes 1867-1977. Great Lakes Fisheries Commission Technical Report no. 3.*
- Brown, L., A. Haro, T. Castro-Santos. 2009. *Three-dimensional movement of silver-phase eels in the forebay of a small hydroelectric facility. American Fisheries Society Symposium 58: 277-291.*
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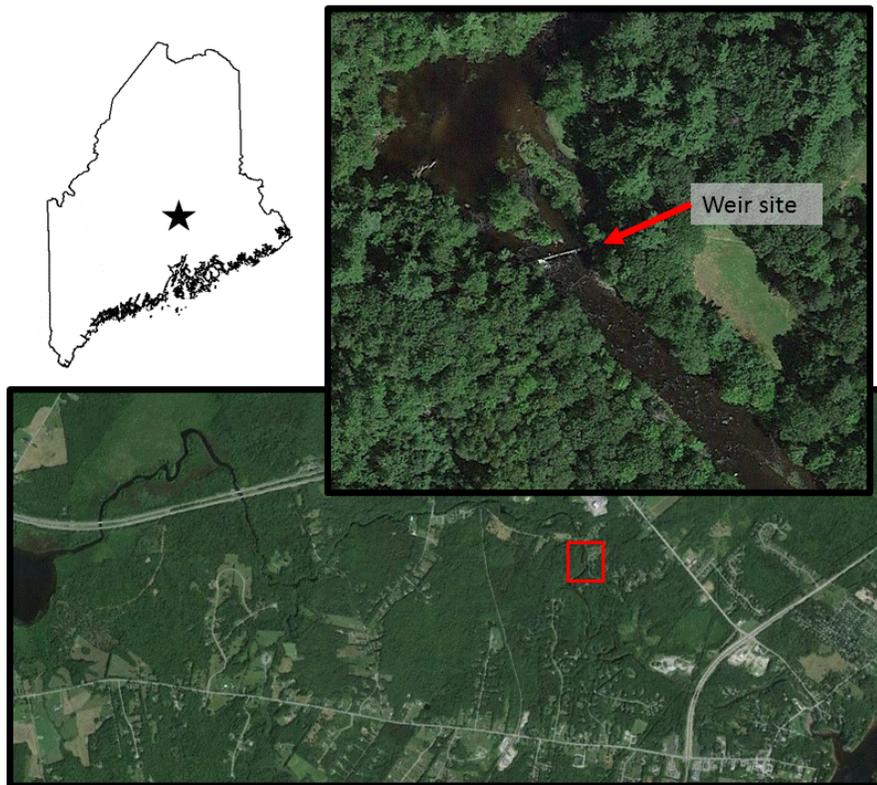


Figure 1. Map of the location of the proposed work on Souadabscook Stream. Smaller inset shows location of the old weir footing.



Figure 2. Pictures of eel weir operated by Jim and Gloria Bennet in the 1980-1990's.

TOWN OF HAMPDEN

**FORECLOSED PROPERTY BID FOR
118 FOWLERS LANDING RD
BID SHEET**

**August 10, 2016
10:00 AM**

BIDDER	BID AMOUNT
Dan Boyle	\$3,756.00
William Burchard	\$6,020.00
Andrew Colford	\$3,501.00

FORECLOSED PROPERTY SALE
TOWN OF HAMPDEN, ME

Bid Specifications
LOT & LOCATION

The Town of Hampden is accepting sealed bids for a foreclosed property at 118 Fowlers Landing Road in Hampden, Maine. The property is located at 118 Fowlers Landing Road, identified as Map 13, Lot 27-A, real estate tax account #1520. The property contains approx. 0.11 acres of land with building(s).

A copy of the property card that lists acreage and assessments is attached to this notice. Information on this bid is available on the Town website at www.hampdenmaine.gov or by calling the Town Manager at 862-3034. Tax maps showing location of the lot may be viewed at the Hampden Town Office Monday through Thursday between 7:30 am and 6:00 pm.

BIDDER'S INSTRUCTIONS

Sealed bids clearly marked **FORECLOSED PROPERTY SALE, 118 Fowlers Landing Road** must be submitted by Wednesday, August 10, 2016 at 10 a.m. to the Hampden Town Office, 106 Western Avenue, Hampden, ME 04444 and must contain a certified check in the amount of 10% of the bid. Bids will be publicly opened at that time. The Hampden Town Council will award the bid as part of its regular meeting on Monday, August 15, 2016 at 7 p.m.

The winning bidder shall have 30 days from award of the bid to complete the sale. Failure to do so will result in forfeiture of the 10% deposit. In case of default, Town retains the right to negotiate with remaining bidders for sale of the lot.

MINIMUM BID

Minimum bid for this property is \$2,250.

OTHER INFORMATION

The Town of Hampden retains the right to accept or reject any and all bids.

The Town shall issue a quitclaim deed without covenants to the successful bidder. It will be the bidder's responsibility to obtain warranty title to the property. Proceeds from the sale of the lot shall be used to clear all outstanding taxes, interest, and costs for the parcel. Properties will be sold with the property taxes cleared through June 30, 2017.

FORECLOSED PROPERTY SALE
TOWN OF HAMPDEN, ME

118 Fowlers Landing Highlighted Below (2014 Imagery):



118 Fowlers Landing Site Photos (July 2016):



TOWN OF HAMPDEN

MAP 13 LOT 27A

ACCOUNT NO. 1520

LOCATION 118 Fowlers Landing Road

CARD NO. OF

HENRY, KATHLEEN N
5715 CYPRESS CREEK DRIVE
APT 102
HYATTSVILLE, MD, 20782
B P

13-0
-027
-A
001520

1/2 John Henry
1100 Druid Rd E Apt 313
Clearwater, FL 33756-9112

PROPERTY DATA		ASSESSMENT RECORD				
		YEAR	LAND	BUILDINGS	EXEMPT	TOTAL
NEIGHBORHOOD CODE	30	1990/89	3,960	4,840	0	8,800
STREET CODE		1990/91	3,960	4,840	0	8,800
X-COORDINATE		91/92	5,600	11,700	0	17,300
Y-COORDINATE		92/93	5,000	13,600	0	18,600
ZONING		93/94	4,500	13,300	0	17,800
11. RA	24. INT	94/95	4,500	13,300	0	17,800
12. RB	31. IA	95/96	4,500	13,000	0	17,500
13. Rural	32. IB	96/97	4,500	12,700	0	17,200
14. Season	33. IC	97/98	4,500	12,700	0	17,200
21. B	34. I2	98/99	4,500	12,400	0	16,900
22. BB		99/00	4,500	12,300	0	16,800
23. BR	14	00/01	4,500	12,000	0	16,500
SECONDARY ZONE		01/02	4,500	11,700	0	16,200
TOPOGRAPHY		02/03	4,500	11,700	0	16,200
1. Level	5. Low	03/04	6,700	11,500	0	18,200
2. Rolling	6. Swampy	04/05	8,100	14,300	0	22,400
3. Above St.	7.	05/06	9,500	17,200	0	26,700
4. Below St.	8.	06/07	11,200	20,600	0	31,800
UTILITIES		07/08	11,200	20,600	0	31,800
1. All Public	5. Dug Well	08/09	11,200	20,600	0	31,800
2. Public Water	6. Septic	09/10	11,200	20,100	0	31,300
3. Public Sewer	7. Cess Pool	11/12	14,000	0	0	14,000
4. Drilled Well	9. No Utilities	12/13	14,000	0	0	14,000
STREET		13/14	14,000	0	0	14,000
1. Paved	4. Proposed	14/15	14,000	0	0	14,000
2. Semi-Improved		15/16	14,000	0	0	14,000
3. Gravel	9. No Street					
SALE DATA						
DATE(MM/YY)						
PRICE						
SALE TYPE						
1. Land	4. Mobile					
2. Land & Bldg.	Home					
3. Building Only	5. Other					
FINANCING						
1. Conv.	5. Private					
2. FHA/VA	6. Cash					
3. Assumed	9. Unknown					
4. Seller						
VERIFIED						
1. Buyer	6. MLS					
2. Seller	7. Family					
3. Lender	8. Other					
4. Agent	9. Confid.					
5. Record						
VALIDITY						
1. Valid	5. Partial					
2. Related	6. Exempt					
3. Distress	7. Changed					
4. Split	8. Other					

NOTES

Private Road

Insps ltr sent 8-5-98 - Called - 8/99

ACCT: 1520-1 Map/Lot: 13-0-027-A

FRACT. ACRE	ACREAGE/SITES	%	
21. Homesite			
22. Baselot	21	100%	5
23.			
ACRES			
24. Homesite			
25. Baselot			
26. Frontage 1			
27. Frontage 2			
28. Rear 1			
29. Rear 2			
30. Rear 3			
31. Tillable 1			
32. Tillable 2			
33. Tillable 3			
Total	.11		

- 35. Pasture 2
- 36. Pasture 3
- 37. Softwood
- 38. Mixed Wood
- 39. Hardwood
- 40. Waste
- 41.
- SITE
- 42. Moho Site
- 43. Condo Site
- 44.
- 45.
- 46. River Frontage

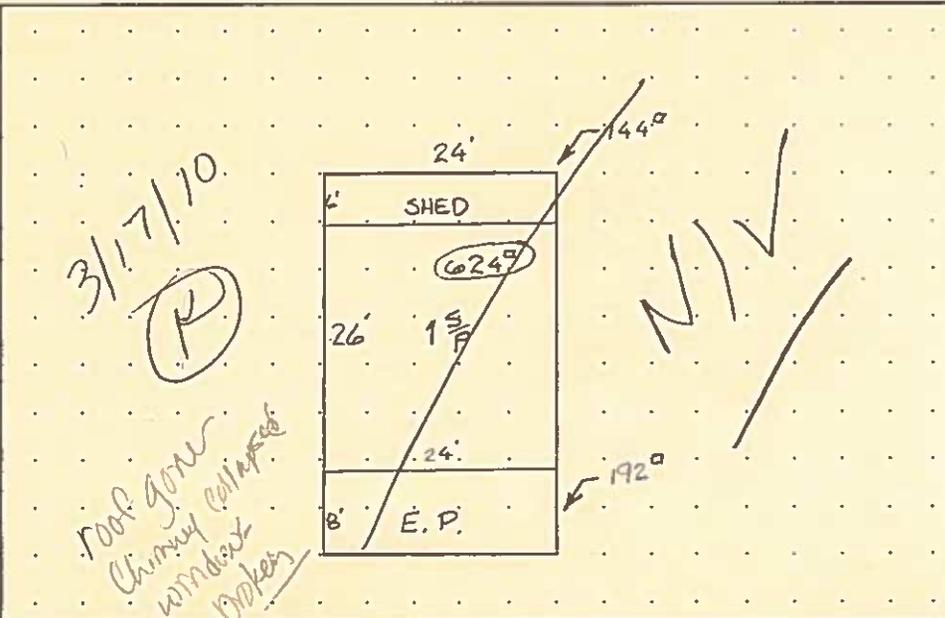
TOWN OF HAMPDEN

BUILDING RECORD

MAP 13 LOT 27A

ACCOUNT NO. 1520

BUILDING STYLE 1. Conv. 6. Split Lev 2. Ranch 7. Contemp. 3. R. Ranch 8. Mod. Log 4. Cape 9. Other 5. Garrison	1	S/F BSMT LIVING -----	LAYOUT 1. Typical 2. Inadeq.	1
DWELLING UNITS	1	FIN BSMT GRADE -----	ATTIC 1. 1/4 Fin. 4. Full Fin. 2. 1/2 Fin. 5. Fl/Stairs 3. 3/4 Fin. 9. None	9
OTHER UNITS	0	HEAT TYPE %	INSULATION 1. Full 4. Minimal 2. Heavy 9. None 3. Capped	4
STORIES 1. One 4. 1 1/2 2. Two 5. 1 3/4 3. Three 6. 2 1/2	1	1. HW BB 6. Grav. WA 2. HW CI 7. Electric 3. Heat 8. Units 4. Steam 9. No Heat 5. FWA	UNFINISHED %	00%
EXTERIOR WALLS 1. Wood 6. Brick 2. Al/Vinyl 7. Stone 3. Comp. 8. Conc. 4. Asbestos 9. Other 5. Stucco	1	COOL TYPE %	GRADE & FACTOR 1. E 4. B 2. D 5. A 3. C 6. AA	2
ROOF SURFACE 1. Asphalt 4. Comp. 2. Slate 5. Wood 3. Metal 6. Other	1	KITCHEN STYLE	SQ. FOOTAGE	624
S/F MASONRY TRIM -----	-----	1. Modern 3. Old Style 2. Typical 4. Obsolete	CONDITION 1. Poor 5. Avg + 2. Fair 6. Good 3. Avg - 7. V Good 4. Avg. 8. Exc.	2
YEAR BUILT Est ()	1930	BATH(S) STYLE	PHYS. % GOOD	%
YEAR REMODELED ()	-----	1. Modern 3. Old Style 2. Typical 4. Obsolete	FUNCT. % GOOD	%
FOUNDATION 1. Conc. 4. Wood 2. C. Blk 5. Slab 3. Br/Stone 6. Piers	6	# ROOMS Est ()	FUNCT. CODE 1. Incomp. 3. 2. Overbuilt 9. None	03
BASEMENT 1. 1/4 4. Full 2. 1/2 5. Crawl 3. 3/4 9. None	9	# BEDROOMS	ECON. % GOOD	01
BSMT GAR # CARS	0	# FULL BATHS	ECON. CODE 1. Location 3. Services 2. Encroach 9. None	1
WET BASEMENT 1. Dry 3. Wet 2. Damp 9. None	9	# HALF BATHS	ENTRANCE CODE 1. Inspect. 4. Vacant 2. Refused 5. Estim. 3. Info Only 6. Ext.	6
		# ADDN FIXTURES	INFO. CODE 1. Owner 4. Agent 2. Relative 5. Estimate 3. Tenant 6. Other	6
		# FIREPLACES	DATE INSP.	11/09/90



No./Date	Description	Date Insp.

ADDITIONS, OUTBUILDINGS & IMPROVEMENTS							CODES	
TYPE	YEAR Est ()	UNITS	GRADE	COND.	PERCENT GOOD		1. 15 Fr	2. 25 Fr
					Phys.	Funct.		
22		192	91.00	9	---	---	3. 35 Fr	4. 1 1/25 Fr
24		144	91.00	9	---	---	5. 1 3/45 Fr	6. 2 1/25 Fr
							Add 10 for Masonry	
							21. OFP	
							22. EFP	
							23. Garage	
							24. Shed	
							25. Bay Window	
							26. Overhang	
							27. Unf. Bsm.	
							28. Unf. Attic	
							29. Fin. Attic	
							Add 20 for 2 Story	
							61. Carport	
							62. Patio	
							149. Swimming Pool	
							64. Tennis Court	
							65. Stable w/Loft	
							66. Greenhouse	
							67. Natorium	
							68. Wood Deck	
							69. Jacuzzi	



NOTES:

Hampden
 Name: HENRY, KATHLEEN N
 "TENANT IN POSSESSION"

Valuation Report

06/21/2016
 Page 1

Account: 1520 Card: 1 of 1

Map/Lot: 13-0-027-A
 Location: 118 FOWLERS LANDING RD

Neighborhood 30 Hermon Pond 30.

Zoning/Use Seasonal
 Topography /Level
 Utilities Drilled Well/Septic System
 Street Gravel

Reference 1
 Reference 2
 Tran/Land/Bldg 1 2 35
 X Coordinate 0 Y Coordinate 0
 Exemption(s) Land Schedule 5

		Land Description				
Units	Method - Description	Price/Unit	Total	Fctr	Influence	Value
0.11	Acres-ImprovSite(Frac)	25,000.00	14,015	100%	Access	14,015
Total Acres	.11				Land Total	14,015
Calc. Land		14,000	Calc. Bldg	0	Total	14,000

**TOWN OF HAMPDEN
SALE OF TOWN OWNED REAL ESTATE ORDINANCE**

ARTICLE I - SALE OF TOWN OWNED REAL ESTATE

1.1 AUTHORITY

In accordance with ARTICLE II, Section 212 (b) of the Town Charter the Town Council shall be authorized to convey or lease any lands of the Town within the limitations fixed by the Constitution and statutes of the State of Maine as they now or may hereafter apply to said Town of Hampden.

1.1.1 SALE BY TOWN

Real estate shall be sold by the Town only after the adoption by affirmative vote of a majority of all the members of the Town Council of a Resolution calling for the sale of real estate owned by the Town; the resolution shall contain a reasonably accurate description of the property which is proposed to be sold.

1.2 DISPOSAL

After the Town Council has voted to sell real estate, notices shall be sent to each landowner abutting the proposed parcel to be sold as well as to each landowner within three (300) feet of any property line of said parcel. Landowners shall be considered to be those to whom property taxes are assessed. Failure of any landowner to receive a notice of public sale shall not necessitate another sale or invalidate any action of the Town Council. Notices shall be sent to the previous owner in the case of tax acquired property. In addition, notice of the proposed sale shall be published as specified in Article II, Section 213 (d) of the Charter, such publication to be not less than seven (7) days before the Council's final action on such sale. The notice shall contain a reasonably accurate description of the property to be sold and shall provide for a day and place when and where bids for said property shall be submitted to the Town Office.

1.3 BID PROCEDURE

All bids shall be submitted in writing and shall clearly identify the purchaser and the price bid for the property. Bids shall be placed in sealed envelopes and given to the Town Clerk who shall hold all such bids until the date and time designated in the notice, when the bids shall be opened by the Town Clerk. The results of

the bidding shall then be submitted to the Town Council at its next regular meeting; ~~after proponents and opponents if any, to said proposed sale have been heard, the Council may by the affirmative vote of a majority of all the members of the Council vote to convey the property to the highest bidder. The Council may reject any bid which does not comply with Town's bid procedure guidelines;~~ furthermore, the Council may reject all bids and withdraw the offer to sell the property.

1.3.1. DEED EXECUTION

The Town Treasurer is hereby authorized for and on behalf of the Town of Hampden to make, execute and deliver a Quitclaim Deed to convey title to the purchaser.

1.4 FORECLOSURE ACQUIRED PROPERTY

The Town Treasurer shall give written notice to the prior owner of record of real estate acquired by the Town by way of foreclosure of tax lien or sewer lien of the Town's intent to sell said real estate at public sale. Said notice shall be given in writing and sent via U.S. mail to the property owner's last known address at least 30 days before notice of public sale is given in the manner specified in Section 1.2 above. Failure of any prior owner to receive such notice shall not necessitate another sale or invalidate any action of the Town Council.

If the prior owner of record makes full payment of all sums due the Town, including but not limited to the amount of tax and/or sewer liens, real estate taxes, personal property taxes, sewer charges, recording fees, interest and costs, before notice of public sale is given, the Town Treasurer shall release title to said real estate to its record owner.

ADOPTED BY THE HAMPDEN TOWN COUNCIL: November 19, 1979

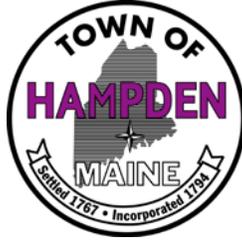
EFFECTIVE: December 19, 1979

AMENDED: July 6, 1987

EFFECTIVE: August 4, 1987

AMENDED: April 21, 2015

Town of Hampden
106 Western Avenue
Hampden, Maine 04444



3-d

Phone: (207) 862-3034
Fax: (207) 862-5067
Email:
townmanager@hampdenmaine.gov

TO: Town Council
FROM: Angus Jennings, Town Manager
DATE: August 12, 2016
RE: FY17 Mil Rate

Taking into account the approved FY17 Budget and the final determination of town-wide Assessed Values, I have worked with the Assessor to prepare scenarios based on two alternate mil rates for FY17. Either mil rate would be an increase from the FY16 mil rate of \$17.50. The two scenarios we evaluated are based on mil rates of \$18.20 and \$18.50 per thousand. Both forms are attached.

A rate of \$18.50 would result in an overlay of \$417,329. A rate of \$18.20 would result in an overlay of \$223,500.

However, note that as a result of the Council's July 5th budget amendment of \$10,000 to restore certain public safety line items to recommended levels, the actual overlay amount will be reduced by \$10,000 once that budget amendment is taken into account.

One other item to note is that the expense amount that is budgeted for TIF reimbursement under the terms of existing Credit Enhancement Agreements is based on a mil rate of \$18.50, which was the rate that was used for estimating purposes at the June 27 budget public hearing. If a lower mil rate is adopted, this would have the effect of reducing the amounts due under the CEAs, and increasing the overlay by the same amount. At a rate of \$18.20, the expense budget would be reduced, and the amount of the overlay increased, by approximately \$2,570.

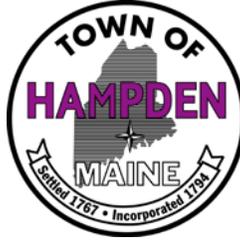
At the June 27 budget hearing, it was estimated that an \$18.50 mil rate would have the following impact on homes with the Homestead Exemption at various values:

- Home at \$125,000 value, tax bill would increase \$22.50
- Home at \$175,000 value, tax bill would increase \$72.50
- Home at \$225,000 value, tax bill would increase \$119.50
- Home at \$250,000 value, tax bill would increase \$147.50
- Home at \$300,000 value, tax bill would increase \$197.50

I will work with the Assessor on Monday, when she returns from medical leave, to update these impact estimates; obviously, the impact would be lower at an \$18.20 rate.

On the basis of this information, I plan to recommend that the Council establish a FY17 mil rate of \$18.20 per thousand.

Town of Hampden
106 Western Avenue
Hampden, Maine 04444



Phone: (207) 862-3034
Fax: (207) 862-5067
Email:
townmanager@hampdenmaine.gov

TO: Town Council
FROM: Angus Jennings, Town Manager
DATE: August 12, 2016
RE: Requested changes to dates of Finance and Council meetings

The Finance Committee and the Council's first regularly scheduled meetings in September would normally take place on Tuesday, September 6, the day after Labor Day.

Since the 6th will be my first day back from vacation, I would like to request that the Finance Committee and the Council reschedule their first September meetings to either Wednesday September 7 (which would require rescheduling Planning & Development) or to Thursday September 8 in order to provide me additional time to prepare for the meeting upon my return. I am working to prepare items for the September meeting packets prior to leaving for vacation, but there will inevitably be agenda items added in my absence that may take some time for me to review in order to be prepared for the meetings.

I would also like to request that the Council consider changing the date of its first November meeting from Monday, November 7. The 7th is the day before Election Day and, due to high anticipated turnout this year, the Town Clerk and others in the Administration office will benefit from having Monday the 7th available for preparation. I would suggest that the first November Council meeting take place on Monday, November 14, and that the Services Committee meeting that would normally occur on that date be rescheduled to another date to be determined.

Finance 3-g



TOWN OF HAMPDEN
DEPARTMENT OF PUBLIC WORKS

106 WESTERN AVE.
HAMPDEN, ME 04444

TEL 862-3337

FAX 862-3910

August 9, 2016

To: Angus Jennings
From: Sean Currier
Subject: Excavator rental for miscellaneous projects

The Public Works department is requesting approval to rent a mini-excavator for the period of (1) one month for numerous projects in Town. Some of the projects include; fixing the drainage at the municipal building, replacing culverts on Patterson Rd, Miller Rd, Canoe Club Road and installing storm drain piping at the VFW ballfields. If time permits within the month, other projects will be conducted to prepare for the paving program next year.

Equipment rental has been budgeted for in FY17 under the 03-717-00 Public Works Equipment reserve. The cost of the equipment is \$2,500.00 for a full month of rental.

Thank you,

A handwritten signature in black ink, appearing to read "Sean Currier".

Sean Currier

Current Account Status

G 3-717-00 RESERVE ACCT / EQUIPMENT

-3,904.96 = Beg Bal
0.00 = Adjust

-15,000.00 = YTD Net
0.00 = YTD Enc

-18,904.96 = Balance

Per	Jrnl	Check	Date	Vendor-----	Description-----	RCB / Type		Debits	Credits
07	0039		07/14/16		07/14/2016 C/R	R	CR	0.00	15,000.00
Totals-								0.00	15,000.00

Monthly Summary

Month	--Regular Entries--		--Balance Entries--	
	Debits	Credits	Debits	Credits
July	0.00	15,000.00	0.00	0.00
Totals	0.00	15,000.00	0.00	0.00

HAMPDEN TOWN COUNCIL RULES

Introduction & Statement of Purpose - Public Service, even at the local level, can be challenging. As elected officials' sphere of influence and relationship with citizens ebbs and flows according to issues and policy topics, it is sometimes challenging for said officials to be even-handed and broad minded in the sense of the whole community. This is why government service at all levels is guided by core values and ethical standards. In keeping with that idea, the following defines the way in which Hampden elected officials shall approach the matters that come before them: *(Added 2/1/2016)*

A Simple Three Way Test

Is it the truth?

Is it fair to all concerned?

Will it be beneficial for the Town?

The Hampden Councilor...

Will not act out of spite, bias, or favoritism

Will contribute to a climate of mutual trust and respect

Has the courage of his/her convictions

Never forgets that he/she is working for the people – all of the people

Will understand and demonstrate the elements of teams and teamwork

Will clearly define roles and relationships

Will establish and abide by a Council-staff partnership

And will allocate Council time and energy appropriately.

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 Access Act training within 120 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. If a Councilor is unable to complete this training within the first year, the deadline may be extended upon petition by the Councilor and assent of a majority of the Council. *(Amended 2/1/2016)*
7. A New Councilor orientation packet shall be provided to all Councilors at the time they are sworn in.
8. 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:
(Amended 1/21/2014; 4/7/2014; 5/19/14)
 - A. Pledge of Allegiance
 - B. Consent Agenda
 1. Signatures – Treasurer's Warrants, etc
 2. Secretary's Report
 3. Communications
 4. Reports
 - C. Public Comments
 - D. Policy Agenda
 1. News, Presentations & Awards
 2. Public Hearings
 3. Nominations-Appointments – Elections
 4. Unfinished Business
 5. New Business
 - E. Committee Reports
 - F. Manager's Report
 - G. Councilor Comments
 - H. Adjournment
9. 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 Councilor to chair the meeting.
10. 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.
11. 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 of reconsideration is decided, that vote shall not be reconsidered.

12. 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.
13. 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.
14. 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.
15. 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. In the event that a large number of persons wish to speak on an issue, this limit may be changed to insure that all who wish to speak have the opportunity to do so. Once public comment on an item has closed and a motion and second has been made by members of the Town Council, further public comment is only allowed if approved by a unanimous vote of the Town Council.
 - 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 the name of the road on which they live and then designating the subject matter on which they desire to address the Council. *(Amended 2/1/2016)*

16. 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) or four (4) members of the Council as the Mayor may designate, or, upon a motion, the Council may ballot.
(Amended 2/1/2016)
- 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, communications and other items related to non-emergency or public works services provided in the community. *(Amended 2/1/2016)*
 - 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.
17. 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 a member of all Committees for quorum purposes. *(Amended 2/1/2016)*
18. The Mayor may appoint members of the Council and/or citizens of the Town to special committees as authorized by the Council. *(Amended 2/1/2016)*

19. In all cases where the parliamentary proceedings are not determined by the foregoing rules and orders, "Roberts Rules of Order" shall be taken as authority to decide the course of proceedings.
20. 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.
21. 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. AdjournThe 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.
22. 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.
23. Council Meetings shall not extend beyond 10 p.m. without an affirmative vote of the Town Council.
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.
25. Sanctions – Council members who intentionally and repeatedly do not follow council rules may be reprimanded or formally censured by the Council. Serious infractions of Council Rules could lead to other sanctions as deemed appropriate by the Town Council. *(Added 2/1/2016)*

This policy replaces the Council Rules last updated February 19, 2008.

Adopted by Town Council: May 21, 2012

Amended: January 21, 2014
April 17, 2014
May 19, 2014
February 1, 2016



**TOWN OF HAMPDEN
Town Councilor
DISCLOSURE STATEMENT**

Councilor _____

Term _____

Please list the name of each person or entity doing business with the Town in an amount in excess of \$1,000.00 from which you or a member of your immediate family receives money or other thing of value in excess of \$1,000.00. (Section 3.5.F.1 Code of Ethics Ordinance)

Please list the name of each entity doing business with the Town in an amount in excess of \$1,000.00 for the preceding calendar year in which you, or a member of your immediate family has a financial interest in an amount in excess of \$1,000.00, including shares of stock. (Section 3.5.F.2 Code of Ethics Ordinance)

Please list the name of each nonprofit and/or for profit entity doing business with the Town in which you or a member of your immediate family is a member of its Board of Directors. Please provide a brief description of the purpose of the board or office, a short summary of your duties relative to said board, term of office, and whether or not you or your family member receives compensation exceeding \$100.00 in the aggregate annually. (Section 3.5.F.3 Code of Ethics Ordinance)

Dated: _____

Personally appeared the above named Councilor _____ and made oath to the truth of the above statements.

Before Me: _____
Notary Public/Municipal Clerk

Hampden Vendor Numbers and Names, 8-10-16

00000	AIREY, KATE
00000	BANGOR PARKS AND REC
00000	BRONCO TRAVEL SOCCER CLUB
00000	CHEWONKI FOUNDATION INC.
00000	ESRI
00000	HAMPDEN VETERINARY CLINIC
00000	JELLISON, AARON
00000	JENKINS, JOE
00000	MODRUSAN, STACEY
00000	NATIONAL PEN CO. LLC
00000	OVERLOCK, DALE
00000	ROCHA, ANTONIO
00000	SWAN ISLAND PRESS
00000	THE O'NEIL COMPANY
00000	TORRANCE, DOLORES
00000	USATF MAINE
00000	VERMONT TENNIS COURT SURFACING
00000	WILLARD, KYUNG
00000	WORKHEALTH
00003	BEN'S COMMERCIAL CLEANING
00009	A.H. HARRIS & SONS, INC
00016	ATLANTIC PARTNERS EMS, INC
00019	TREASURER, STATE OF MAINE
00036	BAKER & TAYLOR BOOKS
00039	BANGOR REGION CHAMBER
00040	BANGOR DAILY NEWS
00042	EMERA MAINE
00053	BANGOR WATER DISTRICT
00055	BASWG
00073	BOUND TREE MEDICAL LLC
00075	N.H. BRAGG & SONS
00078	LOPES, BRANDIE
00083	C.N.BROWN COMPANY
00106	COLONIAL LIFE/ACCIDENT INS
00113	CROWLEY, ADAM
00120	JOHN T. CYR & SONS, INC
00121	D.M.& J WASTE MANAGEMENT, INC
00130	DISPENZIERI, CHRISTINE
00131	D.J.'S MUNICIPAL SUPPLY, INC.
00136	PATTERSON, DUDLEY
00141	E.J.PRESCOTT, INC
00142	ELLERY FAIRBROTHER
00172	GALE
00179	TREASURER, STATE OF MAINE
00187	GREENWAY EQUIPMENT SALES
00188	NASH, GREGORY
00194	HAMPDEN ELECTRICAL
00195	HAMPDEN FLORAL, INC.
00203	HAMPDEN WATER DISTRICT, INC.
00215	H.O. BOUCHARD ,INC
00216	HOWARD P. FAIRFIELD LLC
00246	JORDAN EQUIPMENT COMPANY
00268	LANE CONSTRUCTION CORPORATION
00306	MAINE MUNICIPAL ASSOCIATION

Hampden Vendor Numbers and Names, 8-10-16

00310	MRPA
00311	REGIONAL SCHOOL UNIT #22
00312	MAINE RESOURCE RECOVERY ASSOC
00332	EASTERN MAINE MEDICAL CENTER
00336	METLIFE SMALL BUSINESS CENTER
00339	MICROMARKETING ASSOCIATES
00344	M.M.T.C.T.A.
00346	MODERN SCREENPRINT, INC.
00354	MTCMA
00373	NORTHEAST COFFEE COMPANY
00386	PARIS FARMERS UNION
00398	PENOBSCOT ENERGY RECOVERY CO.
00401	QUILL CORPORATION
00411	RICE, JEFFREY
00412	RECORDED BOOKS, LLC
00414	REMM FINANCIAL, LLC
00415	REGISTER OF DEEDS
00425	BEZANSON, ROSEMARY
00432	WEBBER, SCOTT
00434	SEACOAST SECURITY
00437	SECRETARY OF STATE
00454	STAPLES CREDIT PLAN
00460	STRATHAM TIRE, INC.
00471	TDS TELECOM CORP.
00481	TOWN OF HAMPDEN
00483	TIME WARNER CABLE
00486	TRANSCO BUSINESS TECHNOLOGIES
00493	TREASURER, STATE OF MAINE
00517	U.S. POSTAL SERVICE
00539	WOODARD & CURRAN INC.
00544	WMS AQUATICS
00575	FILLION ASSOCIATES
00576	MAINE FIRE PROTECTION, INC
00579	HARRIS
00582	POWERPLAN
00590	JUST JUMP N
00605	U.S. BANK CORPORATE TRUST BOSTON
00606	STANLEY ELEVATOR COMPANY, INC.
00609	GUAY FIRE EQUIPMENT, INC
00619	MAINE PRINTING & EMBROIDERY
00633	PETTY CASH
00653	MAINE TECHNICAL SOURCE
00654	MATHESON TRI-GAS, INC
00747	NEW ENGLAND STATE POLICE
00748	NFPA
00763	BENNETT, DEAN
00766	INDUSTRIAL PROTECTION SERVICES, LLC
00790	VERIZON WIRELESS
00811	CDW GOVERNMENT, INC
00813	FROGTOWN MOUNTAIN PUPPETEERS
00887	MAINE MUNICIPAL BOND BANK
00889	WHITE SIGN
00934	CONSTELLATION NEW ENERGY
00952	OTT COMMUNICATIONS

Hampden Vendor Numbers and Names, 8-10-16

00984 CENTER POINT LARGE PRINT

01031 MAINE-LY TACTICAL & UNIFORM

01066 T MOBILE

01076 CURRIER, SEAN

01078 FORWARD THINKING SYSTEMS

01109 SIMONS, DANIELLE

01112 ZORO TOOLS, INC.

01117 GRIFFIN, DOMINIC

01118 US BANK EQUIPMENT FINANCE

01119 ORR, NATHAN