

TOWN COUNCIL MINUTES

APRIL 22, 2008

Due to the Patriot's Day holiday, the regularly scheduled meeting of the Hampden Town Council was held on Tuesday, April 22, 2008. The meeting was held at the municipal building council chambers and was called to order by Mayor Briggs at 7:00 p.m.

Attendance: Councilors: Mayor Rick Briggs, Thomas Brann, Matthew Arnett, Andrew Colford, and Shannon Cox - Andre Cushing and Edward Murphy were excused.

Town Manager: Susan Lessard

Town Counsel: Thomas Russell

Department Heads/Staff: Public Works Director Chip Swan and Recreation Director Kurt Mathies

Citizens

A. CONSENT AGENDA

Treasurer's Warrants were circulated for approval and signatures of the Finance Committee. The balance of the Consent Agenda was accepted without objection.

B. PUBLIC COMMENTS

There were none.

C. POLICY AGENDA

1. PUBLIC HEARINGS

a. MODEL ALEWIFE ORDINANCE

Mayor Briggs explained the procedure for the public hearing and then opened the hearing.

Proponents – None; Opponents – None; General Questions or Comments – None. The hearing was closed.

Motion by Councilor Colford, seconded by Councilor Brann to adopt the Model Alewife Ordinance for 2008 – unanimous vote in favor.

b. APPLICATION FOR VICTUALER'S LICENSE RECEIVED FROM
LAURIE LEE d/b/a COFFEE BREAK CAFÉ at 75 MAIN ROAD NORTH

Mayor Briggs opened the hearing.

Proponents – None; Opponents – None; General Questions or Comments
– None. The hearing was closed.

Motion by Councilor Arnett, seconded by Councilor Brann to approve the
application – unanimous vote in favor.

2. NOMINATIONS-APPOINTMENTS-ELECTIONS

There were none.

3. UNFINISHED BUSINESS

a. FRIENDS OF DOROTHEA DIX PARK

The Community Services Committee has requested that the Council
approve the formation of a "Friends of Dorothea Dix Park" committee, which
would be a sub-committee of the Community Services Committee.
Councilor Cox explained that the purpose of the sub-committee would be to
focus on the needs of the park and the work that needs to be done there
and to provide stewardship for the park. Primary responsibilities of the
group would include the construction and repair of trails and pathways,
construction and repair of facilities and equipment, secure grants and
operate fund-raisers, park enhancement and beautification projects,
educate the public on the historical significance of the park, and maintain a
schedule of events for the park coordinating with the Recreation
Department, Tree Board, Conservation Commission, Hampden Historical
Society and Hampden Garden Club.

Councilor Brann added that Prentiss & Carlisle will work on an hourly basis
at \$60 per hour, up to \$4,000 to assist the committee in defining the
location of where trails should be and the work that is required. He
requested authorization from the Council to go ahead with that as well so
that the committee can begin this season. He requested a motion to
support the formation of the "Friends of Dorothea Dix Park" sub-committee
and authorize them to work with Prentiss & Carlisle to assist in the process
of planning.

Motion by Councilor Colford, seconded by Councilor Arnett to support
Councilor Brann's recommendation on the formation of the "Friends of
Dorothea Dix Park" committee and authorize them to work with Prentiss &
Carlisle, with funding to come from the Open Space Reserve account –
unanimous vote in favor.

Motion by Councilor Brann, seconded by Councilor Cox to create a
designated reserve fund to hold funds for the benefit and use of Friends of

Dorothea Dix Park to develop and maintain Dorothea Dix Park – unanimous vote in favor.

Councilor Brann noted that the Council still needs to appoint members to the recently created Tree Board. He said several people have put in an extreme amount of effort in the Tree City process and he suggested that the Community Services Committee come up with a recommendation for a slate of charter members to serve on the Tree Board for an initial time period, recognizing the amount of effort they have put in. He moved that the Council authorize the Community Services Committee to come up with a slate of members for presentation at the next Council meeting. Councilor Colford seconded the motion and vote was unanimously in favor. Councilor Colford informed the Council that the Appointments Committee will be interviewing applicants for the Tree Board on April 29th and will bring recommendations to the full Council on May 5th.

b. MAYO ROAD ENGINEERING STUDY

Public Works Director Chip Swan has received a proposal from Woodard & Curran for the engineering services for the redesign of Mayo Road. The cost for a survey and right-of-way definition would be \$20,000; the geotechnical study cost is \$7,500; and the study/concept design phase, including one public meeting is \$20,000 for a total initial study and design cost of \$47,500.00.

Woodard & Curran's estimate for the total reconstruction of Mayo Road is \$2,255,000, but Chip noted that by using our own gravel pit, there would be a savings of approximately \$100,000. Manager Lessard pointed out that should the Council elect to go forward with the redesign after the engineering study is completed, this would be a bonding project that would require a referendum vote.

Motion by Councilor Brann, seconded by Councilor Colford to authorize the Public Works Director to begin the engineering aspects for the redesign of Mayo Road to be included in the next fiscal budget – unanimous vote in favor.

Mayor Briggs asked Chip to look into any federal grants that may be available.

c. PAVING PLAN/PAVING BID RESULTS

Public Works Director Chip Swan reported that the paving bids were opened on April 7th. There were two bidders and he recommended acceptance of the low bid from Lane Construction in the total amount of \$289,931.60. Chip noted that this is a 14.4% increase over last year. The contractor has already placed funds in reserve for the paving of Graystone Drive (total \$30,843.00) and the amount budgeted for paving this year was \$229,175.00. This would leave a balance of \$29,913.60 which would have to come from the reserve account. Chip pointed out that the Library Road

has not been paved in over 20 years and asked the Council to consider the possibility of paving that road from the last intersection of Avalon Village to the Library and the parking lots for an additional cost of \$12,000.

Motion by Councilor Brann, seconded by Councilor Colford to accept the bid from Lane Construction in the total amount of \$289,931.60 and add the Library Road and parking lots for an additional \$12,000.00, with the additional \$41,913.60 to be funded from the paving reserve account – unanimous vote in favor.

Chip reported that Lane will begin the paving project on May 19th and continue through May 28th.

Mayor Briggs noted that the parking lot and the exterior of the old fire station that is leased to SAD #22 are not being maintained per the lease agreement. Councilor Brann requested that staff evaluate the condition of the property to determine if the terms of the lease agreement are being violated.

Chip prepared a long-range paving schedule through 2016 for the Council's review (copy attached). He continued with the 6-year paving schedule until 2012, which is the 6-year anniversary of the recently paved gravel roads. It will take approximately 5,000 tons per year for paving, which would allow for steady funding annually.

d. ECONOMIC DEVELOPMENT CONTRACT

The Council reviewed the proposed Services Agreement between the Town of Hampden and Bion Foster. Motion by Councilor Arnett, seconded by Councilor Brann to accept the contract as proposed – unanimous vote in favor.

Motion by Councilor Arnett, seconded by Councilor Cox to authorize the Town Manager to sign the contract on behalf of the Town – unanimous vote in favor.

4. NEW BUSINESS

a. SHAW BROOK WATERSHED – URBAN IMPAIRED STREAM DESIGNATION

Manager Lessard informed the Council that Shaw Brook has been designated as an Urban Impaired Stream by the DEP, which results in a higher standard of care for any land use application in that watershed. The brook and its watershed cover part of Hermon, Hampden and Bangor. If any development is proposed for that area, a management plan for the watershed has to be in place. Hampden comprises approximately 14.5% of the watershed and since all three communities are impacted, Manager Lessard has met with representatives from Bangor and Hermon to discuss the feasibility of working together to prepare one plan for the entire watershed. Manager Lessard explained that even though there is a joint

plan, there are some items that each community has to have in place in order to cover the regulations governing the stream. One of those items is a compensation ordinance. She included a copy of the Bangor ordinance and requested that the Council refer this to the Charter & Ordinance Committee for consideration. She also requested that the Council authorize participation with Bangor and Hermon in developing a plan that would govern the management of the watershed in a way that meets the requirements of the law and allows for legitimate development to occur. The first step is a survey of the actual watershed at an approximate cost of \$10,000. The three towns would apply for a grant with a required 40% match. Hampden's share of that survey would be \$600.

Manager Lessard said that Sucker Brook will also be designated as an Urban Impaired Stream in the 2012 cycle. That is also is part in Bangor and part in Hampden. She hopes that with that one, we can work with Bangor and be ahead of the curve and incorporate these regulations in whatever planning we have for the Sucker Brook watershed now so that we don't have to redo it at some later date.

Motion by Councilor Brann, seconded by Councilor Colford to authorize the expenditure of \$600 for Hampden's share to be funded by the grant matching reserve account – unanimous vote in favor.

Motion by Councilor Arnett, seconded by Councilor Cox to refer the watershed compensation ordinance to the Charter & Ordinance Committee – unanimous vote in favor.

Motion by Councilor Arnett, seconded by Councilor Brann to authorize the Town Manager to move forward with Bangor and Hermon in development of a plan for Shaw Brook and Sucker Brook – unanimous vote in favor.

D. COMMITTEE REPORTS

Councilor Cox reported that the Community Services Committee will meet on Tuesday May 6th. At its last meeting, the committee discussed the formation of the Friends of Dorothea Dix Park and reviewed the Prentiss & Carlisle proposal. The committee also discussed the stream race, spring cleanup, and Arbor Day. Hampden is now officially a Tree City and the Committee has asked Jim Feverston to head up the planning for the Arbor Day celebration, which will include a formal recognition and presentation program associated with Tree City USA designation.

Councilor Brann reported that the Comprehensive Planning Committee will be reviewing a discussion document from the consultant later this month. They will be scheduling a series of meetings with landowners and stakeholders to begin the process of examining the document. They will break up the meetings into topic areas.

Councilor Arnett reported that the next edition of the newsletter is at the printer and will be mailed next week. He further reported that the joint-committee of the Council and Water District Trustees has held its second meeting. He said the Council is being familiarized with the various regulations and procedures that the Water District has to

deal with. The Water District has provided a copy of its Comprehensive Plan and the Council members are in the process of reviewing that. Councilor Arnett feels that there is a good amount of cooperation between the Water District and Council members. The next meeting will be in late June.

E. MANAGER'S REPORT

A copy of the Manager's Report is attached hereto.

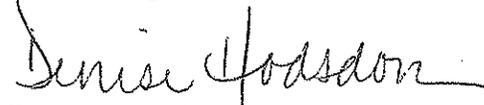
F. COUNCILOR'S COMMENTS

Councilor Brann moved to excuse Councilors Colford and Murphy from tonight's meeting. Councilor Colford seconded the motion and vote was unanimously in favor.

Mayor Briggs wished Edna Bragg a Happy 103rd Birthday.

G. ADJOURNMENT

There being no further business, the meeting was adjourned at 9:00 p.m.



Denise Hodsdon
Town Clerk

TOWN COUNCIL MINUTES**MAY 12, 2008**

A special meeting of the Hampden Town Council was held on Monday, May 12, 2008 for the purpose of holding a budget workshop on the proposed FY 2009 budget. The meeting was called to order at 6:20 p.m.

Attendance: Councilors: Mayor Rick Briggs, Edward Murphy, Thomas Brann, Matt Arnett and Shannon Cox. Andrew Colford and Andre Cushing were excused (Councilor Cushing did arrive at 8:05 pm)

Town Manager: Susan Lessard

Department Heads: Economic & Community Development Specialist Dean Bennett, Public Works Director Chip Swan and Highway Foreman Dudley Patterson

Budgets for Economic Development, Public Works, Municipal Garage, Solid Waste, Buildings and Grounds, and Marina were reviewed. The Council also reviewed proposed Revenues.

Before the individual budgets were reviewed, Councilor Arnett asked to discuss employee health insurance costs. He provided a copy of U.S. average annual employer and employee contribution to health insurance in 2007 compared with Town of Hampden contributions (copy attached). He said this was discussed at the Finance Committee meeting and he wanted to share with the full Council his concern over the level of cost the Town is incurring for healthcare coverage for its employees. He noted that as we work on this problem, it is not something that will be done in this budget cycle, but he personally would like to see the Council freeze the current level of contribution the Town is making (to pay the same dollar amount that the Town paid last year). Insurance rates are up by 4% this year and that would mean asking employees to pick up that 4% increase for the same coverage. He said the Finance Committee was not ready to adopt this policy, but that is his preference.

Mayor Briggs noted that there is a huge difference between the public sector and the private sector and he believes that the figures would change if Hampden was compared to other public service and government workers. Manager Lessard informed the Council that since the Finance Committee met last week, she has been doing some additional research and will have some more information for the Council in a number of areas related to healthcare costs, including some incentive options for employees that could result in a lower contribution by the Town. Following further discussion, it was the consensus of the Council that this issue warrants further study and Mayor Briggs said he would like to formally request that the Finance Committee do a comprehensive healthcare coverage study. Councilor Arnett so moved; Councilor Brann seconded the motion. Councilor Cox suggested that the study should include a wage/salary comparison as well. Councilor

Arnett and Councilor Brann agreed to amend the motion to include a comprehensive wage study – unanimous vote in favor of the motion as amended.

01-30 ECONOMIC DEVELOPMENT

Manager Lessard informed the Council that the budget was prepared shortly after Economic & Community Development Specialist Dean Bennett's arrival at the Town of Hampden. She said many of the numbers are based on past practices and some, such as travel and training have been increased. The budget only includes the salary for the Economic & Community Development Specialist as the contract for the Economic Development Consultant is being paid out of the current budget. Dean said he has reviewed the proposed budget with Manager Lessard and he feels that it is a very strong supportive budget for his efforts going forward this year.

Motion by Councilor Brann, seconded by Councilor Arnett to accept the entire budget of \$92,318.00 as proposed – unanimous vote in favor.

10-01 PUBLIC WORKS

Public Works Director Chip Swan noted that this year's budget is driven by fuel costs and is up by 30%. The proposed budget includes adding another truck to the fleet and because of the addition of 3 acres to the cemetery; he has included an additional mower. He has also added a full-time position to work 20 weeks plowing and 32 weeks with the cemetery crew. The proposed budget was reviewed line-by-line.

10-01-20-15 COPIER

Chip noted that this line item should have been \$0.00 instead of \$400.00.

With the correction to line item 10-01-20-15, the new proposed total for Public Works is \$1,236,520.00.

10-05 MUNICIPAL GARAGE

The budget was reviewed line-by-line and no change was made to the proposed total amount of \$37,840.00.

15-10 SOLID WASTE

The budget was reviewed line-by-line and no change was made to the proposed total amount of \$482,820.00.

30-10 BUILDINGS/GROUNDS

The budget was reviewed line-by-line and no change was made to the proposed total amount of \$86,800.00.

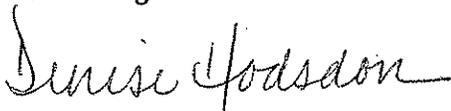
20-25 MARINA

The budget was reviewed line-by-line and no change was made to the proposed total amount of \$500.00.

REVENUES

The proposed revenue amounts were accepted as presented.

There being no further business the meeting was adjourned at 8:30 p.m.



Denise R. Hodsdon
Town Clerk

Employee Health Insurance Costs

**Average Annual Employer & Employee Contribution to Health Insurance In 2007
Compared with Town of Hampden Contribution**

Single Coverage

	Dollars	Percent Higher
U.S. Average	\$3,709	
Hampden	\$7,418	100.00%

Family Coverage

U.S. Average	\$7,929	
Hampden	\$14,177	78.80%

Average Percent Contribution by Employee

Single Coverage

U.S. Average	16%
Hampden	0%

Family Coverage

U.S. Average	28%
Hampden	17%

Submitted by Matt Arnett 5/12/08

TOWN COUNCIL MINUTES**MAY 14, 2008**

A special meeting of the Hampden Town Council was held on Wednesday, May 14, 2008 for the purpose of consulting with the Town Attorney regarding School Access Agreement language. The meeting was called to order at 11:40 a.m.

Attendance: Mayor Rick Briggs, Councilors Edward Murphy, Andre Cushing, Shannon Cox, Matt Arnett, Andrew Colford and Thomas Brann; Town Manager Susan Lessard, Town Attorney Thomas Russell and School Building Committee Member Kathy Walker

Mayor Briggs explained that because the meeting was to consult with the Town Attorney regarding the School Access Agreement, that the meeting would be held in Executive Session. Motion by Councilor Arnett, seconded by Councilor Cushing to enter into executive session pursuant to 1 M.R.S.A. §405(6)(E), Attorney-client consultation, to include the Council, Town Manager, Town Attorney and School Building Committee Member Kathy Walker – unanimous vote in favor.

Motion by Councilor Cushing seconded by Councilor Arnett to re-enter regular session at 12:20 pm – unanimous vote in favor.

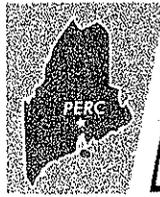
Motion by Councilor Brann, seconded by Councilor Arnett to instruct the Town Attorney to submit the memorandum of Understanding as discussed to the School – unanimous vote in favor.

Motion by Councilor Brann, seconded by Councilor Cox to instruct the Town Attorney to prepare a similar easement through Reed's Book School entrance to the Town property – unanimous vote in favor.

Motion by Councilor Colford, seconded by Councilor Brann to adjourn at 12:30 pm – unanimous vote in favor.



Denise R. Hodsdon
Town Clerk



MRC

Municipal Review Committee, Inc

40 Harlow Street
Bangor, ME 04401-5102

800-339-6389
207-942-6389
207-942-3548
glaunder@mrc.org

Voice
Fax
E-mail

May 12, 2008

A-3-A

Dear MRC Member Community:

The MRC Board of Directors is pleased to provide the enclosed check for the quarterly cash distribution return to Amending Charter Municipalities and new Charter Municipalities for the Second Quarter of 2008. The payment is based on tipping fees, plant performance and asset activity in the First Quarter of 2008.

Consistent with MRC Board-approved policies and Transaction Guidelines, a total distribution amount of \$868,846.70 to the Amending Charter Municipalities was approved to meet the system-wide target value of \$45.00 per ton, which is tipping fees less cash distributions. The tipping fee for the First Quarter was \$67.25. Therefore, on average as a group, the Amending Charter Municipalities need a cash distribution of \$868,846.70 in order to achieve the \$45.00 per ton target. This total amount is the product of \$22.25 per ton and 39,049.29 tons of solid waste delivered by all Amending Charter Municipalities in the First Quarter of 2008. New Charter Municipalities also received funds from Performance Credits for First Quarter equal to tons delivered multiplied by the difference between the tipping fee of \$67.25 and the new Charter Municipality target value of \$54.00 per ton.

This cash distribution to Amending Charter Municipalities was generated as a result of cash proceeds of \$276,767.29 from a May 1, 2008 Promissory Note payment, \$533,506.55 from Performance Credits and \$58,572.26 in Net Cash Flow received as a result of PERC ownership interests. Pursuant to the terms of the Promissory Note, the May 1, 2008 payment was the final payment received by the MRC. Funds from Performance Credits in the amount of \$55,552.79 were distributed to new Charter Municipalities.

The MRC Board of Directors thanks all MRC members for their efforts and contributions in support of the MRC mission of an environmentally safe, long-term solid waste disposal solution at a reasonable and affordable cost.

Sincerely yours,

Gregory A. Louder
Executive Director

A-3-b

May 8, 2008

Susan Lessard
Town Manager
Municipal Building
106 Western Avenue5r
Hampden. ME 04444

Dear Susan:

The host fee payment of \$69,166.15 which the Town received represents the period March 2008, during which 37,387 tons were disposed at PTL.

As always, please give me a call if you have any questions about the landfill.

Sincerely,


Donald Meagher

Enc: Host community benefit check



STATE OF MAINE
DEPARTMENT OF ENVIRONMENTAL PROTECTION

JOHN ELIAS BALDACCI
GOVERNOR

DAVID P. LITTELL
COMMISSIONER

April 30, 2008

Susan M. Lessard, Manager
Town of Hampden
106 Western Avenue
Hampden, ME 04444

A-3-c

RE: Revision to the Schedule of Compliance

Dear Sue:

Some time ago I spoke with you about 2 changes needed to the Schedule of Compliance ("SOC") finalized on October 27, 2006 between Hampden, this Department, and PTL for closure of the landfill. I write to formalize the changes, as described below.

Firstly, the SOC provides, in paragraph 12.P, that the second phase of closure will result in the final cover system being placed on Phase VIII-C, Stages 1 and 2 in 2009. The SOC provides, in paragraph 12.Q, that the last phase of closure will result in the final cover system being placed on Phase VI in 2010. PTL wishes (and the Department concurs that it is a good idea) to switch the 2 closures to better manage the construction and operation issues in 2009. Paragraphs 12.M and 12.O would also be reversed.) Thus, the final cover system would be placed on Phase VI in 2009, and on Phase VIII-C, Stages 1 and 2 in 2010.

Secondly, paragraph 12.E of the SOC states, in part, that PTL shall not apply to the DEP for approval to increase the final elevation of the landfill beyond the current licensed limit. In order to assure that the post-consolidation slopes of the closed landfill meet the minimum standards in the solid waste rules, it's necessary to slightly increase the final elevation in a small area. The change is a 10 foot increase over 1539 square feet of the landfill.

If you have any questions, please contact me. Also, Steve Rasbasca took part in the discussions about both changes. The Department will consider the SOC revised as described above upon receipt of your written agreement to the two changes.

Sincerely,

Cynthia W. Darling
Eastern Maine Regional Office -- Bangor
Div. of Solid Waste Management
Bureau of Remediation and Waste Management

043008 Hampen_SOC revisions/cwd

AUGUSTA

17 STATE HOUSE STATION
AUGUSTA, MAINE 04333-0017
(207) 287-7688 FAX: (207) 287-7826
RAY BLDG., HOSPITAL ST.

BANGOR

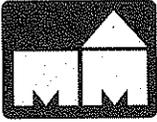
106 HOGAN ROAD
BANGOR, MAINE 04401
(207) 941-4570 FAX: (207) 941-4584

PORTLAND

312 CANCO ROAD
PORTLAND, MAINE 04103
(207) 822-6300 FAX: (207) 822-6303

PRESQUE ISLE

1235 CENTRAL DRIVE, SKYWAY PARK
PRESQUE ISLE, MAINE 04769-2094
(207) 764-0477 FAX: (207) 760-3143



MAINE MUNICIPAL ASSOCIATION

Risk Management Services

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

Telephone No.

(207) 626-5583
(800) 590-5583 Maine Only
Fax No. (207) 626-0513

May 9, 2008

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

A-3-d

Dear Ms Lessard;

MMA's Risk Management Services is pleased to present your 2007-2008 Property & Casualty Pool Stewardship Report. This report highlights three of the many additional benefits you receive as a participant in the Pool. It is designed to be brief and summarize our activities on your behalf during the past year.

Highlighted benefits are:

- **Dividends** – Dividends are not guaranteed and each year the Pool's Board of Directors determines if a dividend is warranted. When it is, the members who meet the eligibility requirements will receive a dividend. Last year you did not receive a dividend because your loss experience exceeded the standard set for eligibility.
- **Endorsements** – The Pool does not charge during the coverage term for adding vehicles, adding property and equipment valued at \$1,000,000 or less, or for adding routine liability exposures except under special circumstances.
- **Loss Control** – MMA's Loss Control Consultants conduct hazard inspections, property surveys and training for members of the Pool. This value added service, provided to members at no additional cost, helps to protect our members, their employees, and the public.

The benefits outlined on the enclosed Stewardship Report demonstrate MMA's commitment to serving our members and their interests. If you have any questions or comments, please call our Risk Management Services Department at 800-590-5583 or 626-5583.

Sincerely,

Marcus J. Ballou
Senior Marketing Representative
Risk Management Services

Enclosures



MAINE MUNICIPAL ASSOCIATION
RISK MANAGEMENT SERVICES

2008 PROPERTY AND CASUALTY POOL
STEWARDSHIP REPORT

Town of Hampden

During the 2007-2008 Property and Casualty Pool coverage year, the *Town of Hampden* received the benefits identified below.

The total value of the benefits was:

\$2,151

DIVIDENDS

The governing board of the Property and Casualty Pool voted dividends to be distributed in 2007. Dividends are not guaranteed year-to-year. Dividends paid to the *Town of Hampden*:

\$0

UNDERWRITING

The Property and Casualty Pool does not charge for property added during a coverage term if the added value is \$1,000,000 or less. There is also no charge for adding or changing equipment and vehicles. MMA made 1 mid-term change(s) to your coverage schedules during the 2007-2008 coverage term.

The total Additional Contribution waived as a result:

\$944

LOSS CONTROL

From July 1, 2007 to April 15, 2008, Loss Control staff visited the *Town of Hampden* and provided 12.70 service hours.

The estimated value of this service is:

\$1,207



JOHN ELIAS BALDACCI
GOVERNOR

STATE OF MAINE
DEPARTMENT OF
MARINE RESOURCES
21 STATE HOUSE STATION
AUGUSTA, MAINE
04333-0021

GEORGE D. LAPOINTE
COMMISSIONER

A-3-e

April 30, 2008

Susan Lessard, Town Manager
TOWN OF HAMPDEN
106 Western Avenue
Hampden, ME 04444

Dear Ms. Lessard:

Please be advised that this Department has received your letter regarding the Town Council's action to exercise its Town Alewife Fishing Rights for 2008. The Town requested to continue the moratorium on alewife harvesting for conservation purposes in a notice sent to this agency on April 18. The Town Council subsequently voted on April 22 to adopt the Model Alewife Ordinance. The request to adopt the Model Alewife Ordinance is hereby approved. A copy of the adopted alewife ordinance (harvesting plan) is attached.

If you have any questions or concerns about this fishery, please contact Tom Squiers of this agency at 624-6348.

Sincerely,

GEORGE D. LAPOINTE
COMMISSIONER

GDL/tss

cc Division II Marine Patrol
Pat Keliher, DMR
DMR Town Files
Peter Bourque/John Boland, IF&W
Randy Spencer/Norm Dube, ASC

C-1-a

MODEL ALEWIFE ORDINANCE

**TOWN OF HAMPDEN
ALEWIFE ORDINANCE - 2008**

Regulations for the taking of alewives shall be as follows:

- A minimum unobstructed opening of two feet (2') shall be maintained at all times between the riverbank and the downstream end of the weir.
- The maximum mesh size of wire, twine, or other material used in the weir shall not exceed one inch by one inch (1" x 1").
- There shall be a 72-hour weekly closed season on alewives from sunrise each Thursday morning until sunrise the following Sunday morning. During the closed season, a minimum size unobstructed opening of three feet by three feet (3' x 3') shall be maintained in the upstream and downstream end of the trap to allow escapement of spawning alewives and other migratory fish.
- Migratory fish such as salmon, shad, or other species except alewives and blueback herring that enter the trap shall be removed and allowed to pass upstream.
- Fishing operations shall cease and all fishing gear obstructing the passage of fish shall be removed from the fishing waters not later than June 5.
- The total landings in pounds or bushels and value of the catch shall be made available to the Maine Department of Marine Resources and/or National Marine Fisheries Service on request by these agencies.

**ADDITIONAL REGULATIONS
FOR STREAMS WITH ATLANTIC SALMON RUNS**

- The entrance to the dipping pen or trap shall be covered by bars, slats, or spacers with a maximum width of two inches (2") between said bars, slats or spacers.
- Dipping of alewives shall be confined to the dipping pen or trap.

Adopted by Hampden Town Council: 4/22/2008

Board Meeting Minutes ~ 4/8/08

Dan Brooks brought the meeting to order at 7:05 pm.

Those present: Dan Brooks, Whitey Miller, Cedena McAvoy, Norman Stern, Karen Brooks, Jim Feverston, Kim McNutt, Mary Ellen Conner, Garry Greene, Darcey Peakall, and Julie Macleod.

Jim introduced four students from Penobscot Job Corp's Student Government Association who presented the Pool Board a check for \$161.00 to go towards the Susan G. Abraham Scholarship Fund. The school staff had a paid dress down day to raise the funds.

The secretary's minutes were accepted as presented.

Darcey reported that the total number of pool participants in March was up by 261 people and the daily receipts are up \$7,529.00 compared to March of 2007. She also informed the board members that they would be receiving a free single adult membership as a thank you for serving on the board.

The treasurer's report was read and approved.

Mrs. Field's, a theater teacher at Reed's Brook Middle School, is donating the café proceeds from their recent performance to the Scholarship Fund. The amount is forthcoming.

Jim and Norm attended the Hampden Academy Swim Team Banquet and thanked the swimmers and parents for their contributions to the Scholarship Fund. The Swim- A-Thon raised almost \$4,000.00.

Jim reported on the progress of the Scholarship Committee. They have created the General and Specific guidelines for the scholarship. They are currently writing the Memorandum of Understanding. Dan would like a few sections reworded to help with clarity. Jim will present a draft of the Memorandum of Understanding at the next board meeting.

Kim had only received one landscaping quote. She will continue to gather more estimates and ask the Penobscot Job Corp if their students would be interested in helping with the project.

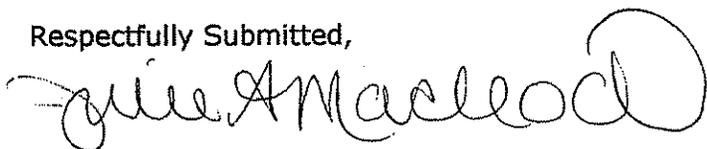
Jim informed the board about the relocation of the gazebo from the post office to the playground and the city's plan for adding trees.

Jim stated that the thank-you cards are at the printers.

The 5-year plan was tabled until the May meeting.

Meeting adjourned at 8:52pm.

Respectfully Submitted,



Julie A. Macleod

Rapid Renewal Transaction Volume Summary
Town of Hampden: Transaction date >= 20080301 and < 20080401

Payment Method	Transaction Count	Transaction Amount	Processing Fees
Credit/Debit Card	0	0.00	0.00
Electronic Check	33	5266.30	0.00
TOTAL	33	5266.30	

A-4-b

March
rapid renewal

Class Code Summary

Class	Count
BB	2
CR	2
PC	28
UM	1

A-4-c

**EDYTHE L. DYER LIBRARY
BOARD OF TRUSTEES
MINUTES
April 9, 2008**

Members present: Debbie Lozito (ex officio), Don Desmarais, John Skehan, MaryAnn Bjorn, Fred Jones, Richard Jenkins, Cheri Condon, Janet Briggs, Mark Russell, Bion Foster and Dave Barrett.

Members absent: Ruth Stearns, Tony Mourkas, Judy Beebe, Yvonne Lambert.

Meeting called to order at 7:35 a.m.

The minutes of the March 12 and the January 9 meetings were read and approved unanimously.

A question was asked regarding Winterport and Newburgh residents and their use of the Library. A suggestion was made to attend the council meetings for those towns and encourage some form of Town funds to supplement the individual nonresident fee. It was felt that this is an issue that bears investigation and discussion and should be looked into at a much later date.

Fees and fines are down from last year and Debbie feels one reason is that one of our patrons now has a computer and is no longer printing hundreds of pages per week. Another reason is that we now send email notices to patrons that their books are coming due and this has cut down on the number of overdue books.

Town Councilor Shannon Cox representing the Community Services Committee was introduced to the Board and explained the function of her committee. She is an avid supporter of the Library and explained that the committee will act as a liason between the Library and the Town Council.

The next meeting will be the Annual Meeting on May 14 at 7:30 a.m.

Respectfully submitted,

Donna Beck
Recording Secretary



C-1-a

TOWN OF HAMPDEN
TOWN CLERK'S OFFICE

COMMENTS ON:

Public Hearing Date: 5/19/08
(If applicable)

- Application for Liquor License
- Application for Victualer's License
- Application for Off-premises Catering
- Application for Outdoor Wood-burning Furnace License

NAME: Dana's Grill @ Docksides Warren Caruso
Business Name Individual

ADDRESS: 100 Marina Rd. PHONE: 944-4493

MAP/LOT: Map 28, Lot 17-A1 DATE: 5/5/08

DEPARTMENT REPORT:

Inspected on may 9, 2008 and found
all Safety Requirements to be in Place.

DATE: 5-9-08

BY: [Signature]
Title: CEO

BY: Keith W. Bamharr
Title: Fire/Building Inspector

TOWN OF HAMPDEN, MAINE

APPLICATION FOR VICTUALER'S LICENSE

DATE: 5-1-08 PHONE NUMBER: 990-3307

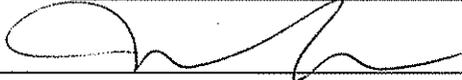
Cell: 944-4493

NAME(S): Warren Caruso

ADDRESS: 100 Marina Road

NAME OF BUSINESS: Dana's Grill - Dockside

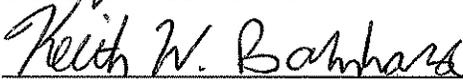
LOCATION OF BUSINESS: 100 Marina Road

SIGNATURE: 

(FOR TOWN USE ONLY)

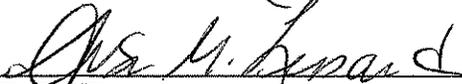
*This facility has been inspected and meets ordinance criteria.


Code Enforcement Officer


Fire Inspector/Building Inspector

*All sewer user fees and personal property taxes are paid in full to date.


Tax Collector


Town Treasurer

Please return completed form to: **Town Clerk**
Town of Hampden
106 Western Avenue
Hampden, ME 04444

LICENSE FEE: \$50.00 Date Received/Fee Paid: 5/5/08 | \$50⁰⁰



JOHN ELIAS BALDACCI
GOVERNOR

STATE OF MAINE
DEPARTMENT OF TRANSPORTATION
EASTERN REGION OFFICE
219 HOGAN ROAD
P.O. BOX 1208
BANGOR, MAINE
04402-1208

David A. Cole
COMMISSIONER

May 8, 2008

C-3-A

Susan Lessard, Town Manager
Town of Hampden
106 Western Avenue
Hampden, Maine 04444

RE: Western Avenue – Speed Zone Review

Dear Chief Wycoff:

Based on engineering speed zone analyses, the following determinations were made and have been accepted into the Commission Record.

The following speed limits are official:

State Route 9/ 202, Western Avenue:

45 MPH Starting at a point 0.54 miles northeast of the junction of Route 9/ Route 202/ Lindsey Road in Newburgh and extending northeasterly to a point 0.23 miles west of the junction of Route 9/ Route 202/ Mayo Road, a total distance of 6.68 miles.

40 MPH Starting at a point 0.23 miles west of the junction of Route 9/ Route 202/ Mayo Road and extending easterly to a point 0.34 miles west of the junction of Route 9/ Route 202, a total distance of 0.67 miles.

35 MPH Starting at a point 0.34 miles west of the junction of Route 9/ Route 202 and extending easterly to the junction of Route 9 and Route 202 in Hampden, a total distance of 0.34 miles.

Note: The intersection sign for the Town Farm Road will be located to the west of the road. A sign to the east would be excessive signing as the road is clearly seen when traveling west.

During this review the sight distance for the Town Farm Road was checked. Looking to the west from the Town Farm Road, sight distance meets a 50 MPH speed limit criteria. The grass on the inslope and in the ditch could be mowed at the towns discretion to further improve the visibility of the Farm Road. The grass mowing would be done by the town, if Hampden would so choose.

The Residents on Town Farm Road have recognized the importance of enforcement of the posted speed limit. I would also encourage the enforcement of the 45 MPH speed limit through this section of Western Avenue as speed limits are most effective when enforced by State and local Law Enforcement.

Western Avenue, Route 9/ 202, is a State Road and the signage will be adjusted by the Department of Transportation as soon as the work can be scheduled.

Please call me at 941-4505 if you have any questions concerning this letter or the findings that I have expressed.

Sincerely:

A handwritten signature in cursive script that reads "Andrew Allen".

Andrew Allen, Assistant Engineer
Eastern Region Traffic Department



C-4-a

TO: Mayor Briggs and Hampden Town Council
FROM: Robert Osborne, Town Planner
SUBJECT: Draft Zoning Ordinance Text Amendments for Uses and Dimensional Requirements in the Commercial Service District.
DATE: May 7, 2008

As you are aware the City of Bangor has given developer status to Hodgdon Yachts for their proposed project next to Hamlin Marine. Looking ahead to a future development proposal there are two zoning issues that must be addressed in order for this project to be approved by the Planning Board. The Commercial Service District standards limit the overall size of industrial uses (manufacturer of boats) to a size inadequate for the developer/manufacturer. The Commercial Service District also limits the height of buildings to 35 feet where as much as 90 feet will be proposed.

My recommendation would be to address both issues creating a use category of water dependent uses and to size buildings to what are realistic for such uses. This could reasonably accommodate both the present circumstance and future ones as they present themselves.

**TOWN OF HAMPDEN
Draft**

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

Deletions are ~~Strikethrough~~ Additions Double Underlined

3.3. Commercial Service District

3.3.1. Purpose - This district is intended for the location of heavy commercial uses, wholesale uses, office buildings, automotive type of uses such as sales and service, convenience stores and commercial service type of uses. In general this area is devoted to service or wholesale uses.

3.3.2. Permitted Uses (Subject to Site Plan Review) - Any retail or service business, hotel and motels, business or professional offices, take-out restaurant, small restaurant, sit-down restaurant, automobile service, place of assembly, outdoor recreation and accessory uses or structures. Essential service and buildings for essential service, single family dwellings in existence on the date of this amendment. *(Amended 12-6-04)*

3.3.3. Conditional Uses (Subject to Site Plan Review) – Fast-food restaurant, outdoor dining restaurant, tavern, bar, dance hall, commercial school, drive-thru business, wholesale distribution, truck terminal, light industrial operations (but not including excavation, gravel pit and quarry activities) which do not exceed 10,000 square feet, such as warehousing assembly or fabrication. Water dependent uses adjacent to the Penobscot River. Any establishment which provides in excess of 5,000 square feet of outdoor display or storage of goods or equipment. Stockpiles (subject to *Article 4.9*) not accessory to excavation, gravel pit and quarry activities. *(Amended 4-7-03, 12-6-04, 12-17-07)*

3.3.4. Lot Dimensions

Minimum Lot Area	-	20,000 sq. ft.
Minimum Road Frontage	-	100 feet
Minimum Setbacks:		
Street Yard	-	40 feet
Other Yards	-	30 feet
Maximum Ground Coverage	-	25 percent
Maximum Building Height	-	35 feet

3.3.5. Special District Regulations

1. Where a commercial or industrial use abuts any residential use or residential district, the other yard setback shall be double where it abuts the residential property.
2. Notwithstanding the above height regulations structures not intended to be occupied may be constructed up to 50 feet in height when treated as a conditional use. Water dependent uses may also exceed the maximum building height standard and may be constructed up to 90 feet in height when treated as a conditional use.

3. Notwithstanding other requirements in this section any structure which requires access to rail service shall not be required to setback from the railroad siding. *(Amended 8-17-92, 10-4-93)*
4. Fast-food restaurant use shall be located on a lot having a minimum lot size of 1.5 acres, minimum frontage of 200 feet and no part of the vehicle queue shall be located within 100 feet of a residential structure. *(Amended 12-6-04)*
5. Sale or consumption of alcoholic beverages is prohibited for outdoor dining restaurant uses in conjunction with take-out restaurants and fast-food restaurants. *(Amended 12-6-04)*
6. Outdoor dining areas proposed for outdoor dining restaurant uses shall be clearly delineated on a site plan including barriers required under M.R.S.A. *Title 28-A*. Outdoor dining restaurant uses proposing outdoor consumption of alcoholic beverages shall comply with M.R.S.A. *Title 28-A: LIQUORS §1051. Licenses generally* which requires that outside areas be controlled by barriers and by signs prohibiting consumption beyond the barriers. *(Amended 12-6-04)*

**TOWN OF HAMPDEN
Draft**

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

Deletions are ~~Strikethrough~~ Additions Double Underlined

**ARTICLE 7
DEFINITIONS**

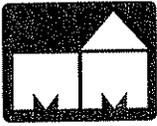
7.1. Construction Language - In this Ordinance, certain terms or words shall be interpreted as follows:

The word "person" includes a firm, association, organization, partnership, trust, company or corporation as well as an individual; the present tense includes the future tense, the singular number includes the plural, and the plural includes the singular; the word "shall" is mandatory, and the word "may" is permissive; the words "used" or "occupied" include the words "intended", "designed", or "arranged to be used or occupied", the word "building" includes the word "structure" and the word "dwelling" includes the word "residence", the word "lot" includes the words "plot" or "parcel". In case of any difference of meaning or implication between the text of this Ordinance and any map or illustration, the text shall control.

Terms not defined shall have the customary dictionary meaning.

7.2. Definitions - In this Ordinance the following terms shall have the following meanings unless a contrary meaning is required by the context or is specifically prescribed:

Water Dependent Use: Referring to uses or portions of a use that cannot exist in other locations and is dependent on the water by reason of the intrinsic nature of its operations. Examples of water-dependent uses may include ship cargo terminal loading areas ferry and passenger terminals, barge loading facilities, ship building and dry docking, marinas, aquaculture, float plane facilities, and sewer outfalls.



Maine Municipal Association

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

Memorandum

C-4-b

TO: MMA's Key Municipal Officials

FROM: Anne Swift-Kayatta, President, Maine Municipal Association

DATE: May 7, 2008

RE: Nominations to MMA's Legislative Policy Committee

What are the four or five most important changes that should be made to Maine law as it applies to local government?

Should MMA continue to advocate for comprehensive tax reform or should the Association recognize the Legislature is unwilling to reform the state's tax code and give up that fight?

Are the principles and practices of home rule and local control being eroded through the Legislature's consolidation efforts, or have the consolidation activities over the last several years found the right balance between efficiency and community-based decision making?

For the Maine Municipal Association, the decisions about these and hundreds of other public policy issues are decided by 70 elected and appointed municipal officials from across the state who are elected by their peers to serve on MMA's Legislative Policy Committee. It is time for all the municipalities in Maine to nominate their candidates to serve on this vital and diverse policy committee which is so important to the Association.

Enclosed is a **Nomination Form** for the July 2008 – June 2010 term of the Legislative Policy Committee. The purpose of the LPC is to define municipal interests and to maximize those interests through effective participation in the legislative process.

Any elected or appointed municipal official holding office in any MMA member community is eligible to serve on the Committee. There are two seats on the LPC for each State Senate District. Members serve two-year terms, representing their own community and the other municipalities in their Senate District.

LPC activities require a minimum time commitment of approximately ten hours a month during legislative sessions, which includes attendance at the monthly meeting and contacts with other communities and legislators in the district as issues arise. MMA's strength as a municipal advocate depends on the active help of a dedicated LPC.

(over)

More information about MMA's Legislative Policy Committee and the Association's entire advocacy program can be found at MMA's website (www.memun.org) under the "Legislative" link. In particular, the *LPC Handbook* describes the Association's overall policy development process and procedures in more detail.

Nomination Process

Your municipality is entitled to nominate a representative to the LPC.

- The nominee may be either elected or appointed, but must be serving currently as a municipal official.
- You may nominate any municipal official from a town or city within your Senate/LPC District; you do not have to nominate someone from your municipality.
- The names of all municipal officials properly nominated will appear on the LPC ballot, which will be distributed in mid June.

Nominee Profile

Because the municipal officers may not be familiar with a nominee from another municipality, a brief description of each nominee who completes the enclosed **Nominee Profile Sheet** will be provided with the ballots that are distributed in late June. Please make sure that the person you nominate has a chance to complete the Nominee Profile Sheet and that it is returned to MMA with the Nomination Form.

Deadline for Submitting Nomination



The Chairman of your Board of Selectman, Council or Assessors (the "nominator") *and the nominee* must sign the nomination form for it to be valid.



The form must be returned to MMA **by 5:00 p.m. on June 18, 2008**, to be counted. Ballots will be mailed out immediately after the nomination process closes, so make sure you return the nomination form before the deadline. Please return the nomination form to **Laura Veilleux** at MMA either by mail (60 Community Drive, Augusta, Maine, 04330) or by FAX (626-3358).

If you have any questions, please call MMA's State and Federal Relations staff at 1-800-452-8786 or 623-8428.

NOMINATION FORM

Maine Municipal Association's
Legislative Policy Committee
July 2008 to June 2010

Senate District 33

Carmel	Etna	Levant
Charleston	Exeter	Newburgh
Corinna	Garland	Newport
Corinth	Glenburn	Plymouth
Dexter	Hampden	Stetson
Dixmont	Kenduskeag	

The municipal officers of _____ hereby nominate:
Print name of your municipality

Nominee: _____ 
Print name of Nominee

Nominee's municipality: _____ Position: _____

Date: _____

Signature of Nominator 

Print name of Nominator

Consent

I agree to accept the nomination and to serve if elected to the MMA Legislative Policy Committee:

Date: _____

Signature of Nominee 

Please return Nomination Form by 5:00 p.m. on June 18, 2008, to:

Laura Veilleux - Maine Municipal Association
60 Community Drive, Augusta, ME 04330
FAX: 626-3358

Nominations Received After 5:00 p.m. on June 18, 2008, Will Not Be Counted

LPC NOMINEE BIOGRAPHY

To: Legislative Policy Committee Nominees

From: Maine Municipal Association

Date: May 07, 2008

To help municipal officials make an informed choice when they vote for their LPC representatives, we ask nominees to provide some background information regarding their municipal service and why they want to be LPC members. A "nominee profile" is included on the ballot for each nominee who provides us with a profile.

Name: _____ **Title:** _____

Municipality: _____ **Years in current position:** _____

Mailing Address: _____
(include zip code, please)

Prior (recent) municipal experience: _____

Have you served on the LPC before? No Yes If yes, what years? _____

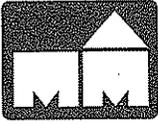
If you have served on any other MMA Committees, please note them: _____

Please indicate your primary issues of concern, and/or reasons for wanting to serve on the LPC:

Please give this completed form to your Board of Selectmen/Assessors or Council so that it can be returned with the Nomination Form, or send it directly to Laura Veilleux at MMA:

Maine Municipal Association
60 Community Drive
Augusta, ME 04330
FAX: 626-3358

Thank You!



Maine Municipal Association

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

C-4c

TO: Key Municipal Officials

FROM: Nicholas Mavodones, MMA Immediate Past President
Chair, MMA Nominating Committee

DATE: May 12, 2008

RE: Election Process Begins for MMA Executive Committee

Please distribute a copy of this notice to each member of your Board of Selectmen / Council and place on the agenda for your next local meeting.

MMA President Anne Swift-Kayatta has appointed the 2008 MMA Nominating Committee, as stipulated in the Bylaws of the Maine Municipal Association. The Nominating Committee is charged with putting forth a Proposed Slate of MMA Executive Committee and Vice President nominations for consideration and election by member municipalities. The timetable for the nomination, petition and election process is available in the latter part of this memorandum. A listing of the MMA Nominating Committee is also attached for your reference.

Service on the MMA Executive Committee (BLUE FORM)

The 2008 MMA Nominating Committee is seeking recommendations for candidates to serve on the MMA Executive Committee. We encourage individuals interested in serving our Association to respond by either recommending yourself or another municipal official who is willing and able to serve on the MMA Executive Committee. To make a recommendation, please complete the attached Statement of Interest Form for Service on the MMA Executive Committee.

The following municipal officials are eligible:

- Any "municipal officer" as defined by state law, in an active member municipality. *This means the mayor and alderman or councilors of a city, the selectmen or councilors of a town, and the assessors of a plantation.*
- Any town or city manager or chief appointed administrative official in an active member municipality.

For your reference, we have enclosed a Job Description outlining the duties and responsibilities of the MMA Executive Committee. The deadline for receipt of the Statement of Interest Form for Service on the MMA Executive Committee is **4:30 p.m. on Friday, June 6, 2008.**

MMA Vice President Position (GREEN FORM)

The 2008 MMA Nominating Committee is also seeking candidates interested in serving as the MMA Vice President. There are three major responsibilities of the MMA Vice President:

- To facilitate MMA Executive Committee meetings or member events in the absence of the current MMA President;
- To serve as the Chair of the MMA Legislative Policy Committee; and
- To be next in line to serve as the MMA President.

The following municipal officials are eligible:

- Any municipal official who has served at least 12 consecutive months on the MMA Executive Committee during the past five years. Please note that this municipal official does not need to be seated as a current MMA Executive Committee member. It is also important to note that elected officials should only apply if they intend to continue to serve in local office for the next two years.

If you are interested in being considered and interviewed for the MMA Vice President position, please complete the Statement of Interest Form and contact Theresa Chavarie at 1-800-452-8786 ext. 211 to be placed on the Nominating Committee interview schedule for the morning of **Monday, June 9, 2008**. The Statement of Interest Form is also available on the MMA website at www.memun.org.

The deadline for receipt of the Statement of Interest Form for the MMA Vice President Position is **4:30 p.m. on Friday, June 6, 2008**.

The following is an overview of the nomination, petition and election process schedule:

June 6 – 4:30 p.m.	Deadline for receipt of Statement of Interest Form for MMA Executive Committee and Vice President position
June 9 – 9:00 a.m.	MMA Nominating Committee meets to consider candidates for the MMA Executive Committee and the Vice President position
June 16	Proposed Slate of nominees for the MMA Executive Committee & Vice President position will be mailed to each member municipality, along with information on the petition process.
July 7 – 4:30 p.m.	Deadline for nominations by petition.
July 16	Official Voting Ballots will be mailed to each member municipality
August 15	Deadline for receipt of Official Voting Ballots
August 15	Official Voting Ballots counted in open process and overseen by MMA President at the MMA Office Building.

Thank you for your continued interest and support of the Maine Municipal Association. If you have any questions regarding the process or schedule, please contact Theresa Chavarie or David Barrett at the MMA office at 1-800-452-8786 or by e-mail at tchavarie@memun.org.

Enclosures: Statement of Interest Forms
Job Description for MMA Executive Committee

**Maine Municipal Association
Nominating Committee
2008**

Past Presidents

Chair Nicholas Mavodones, Councilor
City of Portland
79 Chenery Street, Portland, ME 04103
Tel: 774-7871 x108 (work)
Fax: 774-7875
Email: nickm@cascobaylines.com

Mr. John E Madigan Jr., Town Manager
Town of Mexico
PO Box 251, Mexico, ME 04257-0251
Tel: 364-7971 (town office)
Fax: 364-5685
E-mail: jmadigan@mexicomaine.net

Elected Officials

Jeffrey Robinson, Sr., Mayor
Town of Bucksport
PO Box 298, Bucksport, ME 04416
Tel: 469-7925 (home)
Fax: 469-7369
E-mail: None Available

Mr. Errol (Abe) Additon, Selectman
Town of Leeds
1105 Church Hill Rd, Leeds, ME 04263
Tel: 946-5161 (home); 524-5171 (town office)
Fax: 524-2451
E-mail: townofleeds@fairpointnet

**Affiliate Group President or
Town/City Manager or
Chief Appointed Official**

Diane Barnes, City Manager
City of Calais
PO Box 413
Calais, ME 04619-0413
Tel: 454-2521 ext. 11
Fax: 454-2757
E-mail: manager@calaismaine.org

MMA Staff

Theresa Chavarie, Manager, Member Relations & Executive Office
David Barrett, Director, MMA Personnel Services & Labor Relations
Maine Municipal Association
60 Community Drive
Augusta, ME 04330
Tel: 1-800-452-8786 FAX: 626-3358
E-Mail: dbarrett@memun.org
E-Mail: tchavarie@memun.org

**Maine Municipal Association
Executive Committee**

**STATEMENT OF INTEREST FORM
SERVICE ON THE MMA EXECUTIVE COMMITTEE**

Deadline for Receipt – 4:30 p.m. on Friday, June 6, 2008



Please answer each question completely.

Name of Candidate: _____

Municipal Position: _____ **Years in Position:** _____

Municipality: _____ **County:** _____

Preferred Mailing Address: _____

Work or Office Phone: _____ **Home Phone:** _____

Mobile/Cell Phone: _____

E-Mail Address: _____

Professional And Municipal Experience – Please include work experience, appointments to municipal/agency/organizational boards, and volunteerism (provide position title and year(s) of service):

Previous Involvement With the Maine Municipal Association – MMA Legislative Policy Committee, Governance Boards, Ad Hoc Committees, Municipal Leadership Program, etc., (provide dates of service, if available):

Other Information – Occupation, education, other activities of interest, awards, etc.

What Attributes Do You Believe You or Your Candidate Will Bring To The Maine Municipal Association?

The MMA Executive Committee Job Description provides information on the attendance policy for the MMA Executive Committee. Do you have a full understanding of the time commitment involved in serving on the MMA Executive Committee?

_____ Yes _____ No

If you are making this recommendation on behalf of someone other than yourself, please complete the following information so that we may contact you if more information is needed.

Name: _____ Daytime Tel #: _____
Position: _____ Municipality: _____
Address: _____

Please submit no later than 4:30 p.m. on Friday, June 6, 2008

*MMA Nominating Committee
c/o Executive Office
Maine Municipal Association
60 Community Drive
Augusta, Maine 04330
FAX: (207) 626-3358 or (207) 626-5947
E-mail: tchavarie@memun.org*

Maine Municipal Association Executive Committee

Job Description

The Maine Municipal Association is a non-profit organization providing an array of professional services and insurance related programs to its members. The Executive Committee is the Association's corporate board, and has overall governance and fiduciary responsibility for MMA, including its annual operating budget of approximately \$9.7 million and custody of over \$100 million in assets.

About The Executive Committee

- The Committee is created by the bylaws of the Maine Municipal Association to serve as the corporate governing body for the Maine Municipal Association;
- Elections for the MMA Executive Committee are held on an annual basis and voted upon by the full membership;
- The Committee is composed of twelve elected or appointed municipal officials including a President, Vice President, Immediate Past President and nine Executive Committee members; and
- Officers serve one-year terms and members are elected to three-year staggered terms, unless filling a vacant seat on the Committee.

Time Commitment

Service on the MMA Executive Committee requires a substantial time commitment. There is an attendance policy in the MMA bylaws that states:

“If any member or member-elect of the Executive Committee is absent from more than three meetings of the Executive Committee ... within a calendar year, the position of that member shall be deemed to be vacant, unless declared otherwise by a majority vote of the full membership of the Executive Committee, excepting that member, and the vacancy filled in accordance with this section.”

Members are expected to attend:

- The regular monthly meetings, which are usually held in Augusta on Wednesdays or Thursdays from 9:00 a.m. – 3:00 p.m.;
- A 2-day September strategic planning meeting that is most often held in the municipality of the current MMA President;
- The MMA Annual Convention held in October; and
- Any additional subcommittee and/or ad hoc committee meetings as needed. Service on subcommittees (such as the MMA Strategic & Finance Committee) may entail an additional 4-6 meetings during a calendar year.

Responsibilities

The major responsibilities of the MMA Executive Committee include:

- Establishing the mission and setting the direction for the organization;
- Planning for the future of MMA, including setting short and long-term goals;
- Representing the organization to external parties;
- Serving as an ambassador to MMA members and representing the interests of all municipalities;
- Hiring the MMA Executive Director;
- Evaluating the performance of the MMA Director;
- Providing overall governance of the organization;
- Providing financial oversight of MMA, including adoption of the budget, and retaining the auditor;
- Developing and amending MMA policies
- Establishing and maintaining a system for building consensus among the members;
- Attending the MMA Annual Convention;
- Serving as Trustees of the MMA Workers' Compensation Fund and the MMA Unemployment Compensation Fund; and
- Serving as the nucleus of the governing board for the MMA Property & Casualty Pool Program.

Qualifications

- Must be a town or city manager or chief appointed administrative official in an active member municipality; or
- A "municipal officer" as defined by state law, in an active member municipality. This means the mayor and aldermen or councilors of a city, the selectmen or councilors of a town, and the assessors of a plantation; and
- The ability to serve a three year-term; and
- Basic knowledge and/or interest in the corporate operations of the Maine Municipal Association; and
- Although not necessary, prior experience on other governing boards and/or involvement in the Maine Municipal Association.

For more information on the commitment and responsibilities of MMA Executive Committee members, please contact MMA staff member Theresa Chavarie at 1-800-452-8786 or locally at 623-8428.

**Maine Municipal Association
Executive Committee**

**STATEMENT OF INTEREST FORM
VICE PRESIDENT POSITION**

Deadline for Receipt – 4:30 p.m. on Friday, June 6, 2008



Please answer each question completely.

Name: _____

Position: _____ **Years in Position:** _____

Municipality: _____

Mailing Address: _____

Work or Office Phone: _____ **Home Phone:** _____

Mobile/Cell #: _____

E-Mail Address: _____

Involvement on the MMA Executive Committee – include the number of years you have served on the Executive Committee and any appointments to ad hoc committees and/or subcommittees.

Professional And Municipal Experience – include work experience, appointments to municipal/agency/organizational boards, and volunteerism (provide position title and year(s) of service):

Have you been involved with MMA through service on other committees?

What attributes do you believe you will bring as an officer of the Maine Municipal Association?

Do you believe that serving three additional years (*vice president, president and past president*) may be a concern for your municipality?

Please submit no later than 4:30 p.m. on Friday, June 6, 2008

*MMA Nominating Committee
c/o Executive Office
Maine Municipal Association
60 Community Drive
Augusta, Maine 04330
FAX (207) 626-3358 or (207) 626-5947
E-mail: tchavarie@memun.org*

Description of MMA Vice President Position

Any municipal official who has served at least twelve consecutive months on the MMA Executive Committee during the past five years is eligible to serve as the MMA Vice President. Please note that this municipal official does not need to be seated as a current MMA Executive Committee member. It is important to note that elected officials should only apply if they intend to continue to serve in local office over the next two years.

There are three major responsibilities of the MMA Vice President:

- To facilitate MMA Executive Committee meetings or member events in the absence of the current MMA President;
- To serve as the Chair of the MMA Legislative Policy Committee; and
- To be next in line to serve as the MMA President.