



HAMPDEN TOWN COUNCIL
HAMPDEN MUNICIPAL BUILDING
AGENDA

MONDAY

FEBRUARY 2, 2009

7:00 P.M.

• **5:45 pm – FINANCE COMMITTEE MEETING**

A. CONSENT AGENDA

1. SIGNATURES

a. Treasurer's Warrants

2. SECRETARY'S REPORTS

- a. November 17, 2008
- b. January 20, 2009
- c. January 26, 2009

3. TREASURER'S REPORT

4. COMMUNICATIONS

- a. Bangor Folk Festival – Thank You – 1/21/08
- b. Resignation from Library Board – Janet Briggs – 1/13/09
- c. City of Bangor – Thank You – 1/15/09
- d. Eastern Agency on Aging – Thank You
- e. Hammond Street Senior Center – Thank You – 1/13/09
- f. Planning Board Resignation – Tony Llerena
- g. Community Health & Counseling Services – Thank You – 1/14/09

5. REPORTS

- a. Pool Board Minutes – 12/9/08
- b. Ambulance Collection – 1/15/09
- c. Pine Tree Landfill – Host Community Benefit – Dec. 2008

B. PUBLIC COMMENTS

C. POLICY AGENDA

1. PUBLIC HEARINGS

- a. Application for Renewal of a Victualer's License received from Wang & Lo, Inc. d/b/a Fresh Ginger at 64 Main Road North

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

- b. Application for Renewal of a Liquor License received from Wang & Lo, Inc. d/b/a Fresh Ginger at 64 Main Road North

2. NOMINATIONS – APPOINTMENTS – ELECTIONS

3. UNFINISHED BUSINESS

- a. Committee Structure – Review & Final Approval
- b. Goals & Objectives – Review of 1/20/09 List

4. NEW BUSINESS

- a. Backyard Composting Program 2009
- b. Debit Card Fee Increase
- c. Sewer Commitment – 10/1/08 to 12/31/08 Bills

D. COMMITTEE REPORTS

E. MANAGER'S REPORT

F. COUNCILORS' COMMENTS

G. ADJOURNMENT

FINANCE COMMITTEE AGENDA

Monday, February 2, 2009
5:45 p.m

1. Review of Warrants
2. AFLAC – Request from Representative to Make Presentation
3. Ambulance Charges – Recommendation for Abatement
4. Financial Incentives for Business Park Lot Sales – Requested by Councilor Brann
5. Long Term, elderly resident property tax rebate proposal
6. Capital Budget
7. Public Comment

TOWN COUNCIL MINUTES

NOVEMBER 17, 2008

The regularly scheduled meeting of the Hampden Town Council was held on Monday, November 17, 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, Matthew Arnett, Thomas Brann, Andre Cushing, Shannon Cox and Edward Murphy; Andrew Colford was excused

Town Manager: Susan Lessard

Town Counsel: Thomas Russell

Department Heads/Staff: Public Works Director Chip Swan

Councilor-Elect Janet Hughes, Brian Duprey and Citizens

Mayor Briggs noted that Councilor Colford was unable to attend the meeting and had requested an excused absence. Motion by Councilor Cushing, seconded by Councilor Arnett to excuse Councilor Colford – unanimous vote in favor.

A. CONSENT AGENDA

Treasurer’s Warrants were circulated for approval and signatures of the Finance Committee. Councilor Arnett requested that Item A.1.b. be set aside. Motion by Councilor Cushing, seconded by Councilor Brann to accept the balance of the Consent Agenda – unanimous vote in favor.

A.1.b. TREASURER’S REPORT

Councilor Arnett asked Manager Lessard to briefly discuss the Treasurer’s Report. Manager Lessard noted that the report includes a Revenue Summary and Expense Summary which illustrates that we are on target with both. She also included an Account Balance sheet for all town accounts and she will be providing this information to the Council on a monthly basis. Motion by Councilor Arnett, seconded by Councilor Cushing to accept the Treasurer’s Report – unanimous vote in favor.

B. PUBLIC COMMENTS

There were none.

C. POLICY AGENDA

1. PUBLIC HEARINGS

a. GENERAL ASSISTANCE ORDINANCE – ADOPTION OF REVISED APPENDIXES A, B and C

Mayor Briggs explained that these are amended guidelines set annually by the State.

Mayor Briggs opened the hearing. Proponents – None; Opponents – None; General Questions or Comments – None. The hearing was closed.

Motion by Councilor Brann, seconded by Councilor Murphy to adopt Appendices A, B, and C – unanimous vote in favor.

b. APPLICATION FOR RENEWAL OF A VICTUALER'S LICENSE RECEIVED FROM KLITON XHEMALI, d/b/a ANGELO'S PIZZA AT 102 MAIN ROAD SOUTH

Mayor Briggs pointed out that the Department Report from Fire/Building Inspector Keith Barnhard notes a violation of the hood system, but the owner is in the process of correcting the problem. It was Keith's recommendation to issue the license with the condition that the hood system be brought up to code in the next couple of weeks.

Mayor Briggs opened the hearing. Proponents – None; Opponents – None; General Questions or Comments – None. The hearing was closed.

Councilor Murphy said he was uncomfortable granting a license until the repairs are complete and asked when the current license is due to expire. The license is due to expire in two days and Mayor Briggs asked Attorney Russell if it is possible to grant an extension of the existing license. Attorney Russell advised that the ordinance does not provide for that, and he pointed out that the ordinance requires that the facility has to be in compliance with all codes to qualify for a license. He expressed concern about granting a license with the condition that they come into compliance at some time in the future and suggested continuing the public hearing.

Motion by Councilor Arnett, seconded by Councilor Cox to continue the hearing until the next meeting. During discussion Councilor Brann expressed concern with closing down a business given the time period involved. The Council has not had a meeting for a month and if the Council had held a regular meeting at the beginning of November, there may have been time for the applicant to complete the work before the license was due to expire. He wondered if it would be possible to make a special exception in this case. Mayor Briggs pointed out that this a safety issue that should be in place at all times, not just at the time of renewal and he would prefer to see the violation corrected before the Council issues the license. Vote on the motion was 4-2 (Brann and Cushing opposed) – motion carried.

Following the Manager's Report, Councilor Brann requested that the Council reconsider this item. Motion by Councilor Arnett, seconded by

Councilor Cushing to reconsider Item C.1.b., the application for a Victualer's License – unanimous vote in favor.

Councilor Brann moved to authorize the Town Manager to issue the Victualer's License for Angelo's Pizza when the Fire/Building Inspector can certify them as being in full compliance. Attorney Russell advised that it is not proper to delegate authority to an administrative official when the Council is the licensing authority. Attorney Russell further advised that technically if they continue to operate without the license, they will be violating the ordinance, but there is such a thing as prosecutorial discretion. If he is taking active steps to come into compliance, the enforcement staff has the discretion to not seek a court order to shut him down. He said he would rather see the Council go with that approach. Councilor Brann withdrew his motion and then moved to continue the hearing until the next Council meeting. Councilor Arnett seconded the motion and vote was unanimously in favor.

2. NOMINATIONS-APPOINTMENTS-ELECTIONS

a. NOVEMBER 4, 2008 ELECTION RESULTS – TOWN CLERK

Town Clerk Denise Hodsdon reported the results for the Election and asked that the Council sign the Official Return of Votes, which was circulated for signatures of the Council.

3. UNFINISHED BUSINESS

a. HAMPDEN ACADEMY RE-USE COMMITTEE

SAD #22 is in the process of organizing a committee to consider re-use for the existing Hampden Academy campus and buildings and has asked the Town to appoint a representative to serve on that committee. Councilor Brann suggested that the Chair of the Ordinance Committee should serve as the Town's representative. As Ordinance Committee Chair, Councilor Arnett said he would be happy to serve on the re-use committee. Motion by Councilor Cushing, seconded by Councilor Brann to appoint Matt Arnett as Hampden's representative to the SAD #22 re-use committee – unanimous vote in favor. Councilor Cushing also felt it would be beneficial for Community & Economic Development Specialist Dean Bennett to be involved in the planning process.

b. SEWER PROJECT APPROVED AT REFERENDUM – REQUEST TO BID

Public Works Director Chip Swan has received an engineering estimate from Woodard & Curran in the amount of \$167,500 to survey, design and put out the bid documents for this project. Chip informed the Council that there may be some grant money available as part of the federal stimulus package for infrastructure work, but the project has to be ready to go.

Motion by Councilor Murphy, seconded by Councilor Cushing to allow the Town Manager and Public Works Director to seek bids on this project – unanimous vote in favor.

c. 510 BACK WINTERPORT ROAD – PURCHASE OFFER

Manager Lessard reported that she has met with Don Pelletier, the person who purchased the other two parcels which were part of the George Perkins property tax foreclosure on the Back Winterport Road. This property has been in foreclosure since 2004 and the outstanding principal balance is \$9,518.33. However, if the Town had taken possession at the time of foreclosure, which would have stopped the taxes from accruing, the outstanding principal balance would have been \$3,228.36. Mr. Pelletier has offered \$3,000 for the lot with issuance of a quitclaim deed. She recommended that the Council accept this price and abate the remainder.

Motion by Councilor Brann, seconded by Councilor Cushing to sell the property for \$3,000.00 to Don Pelletier – unanimous vote in favor.

Motion by Councilor Cushing, seconded by Councilor Brann to abate taxes over \$3,000.00 – unanimous vote in favor.

d. LIBRARY ROOF REPAIRS

Manager Lessard requested that this item be postponed until the next meeting. Councilor Cushing so moved; Councilor Brann seconded the motion and vote was unanimously in favor.

4. NEW BUSINESS

**a. CONSIDERATION OF COUNCIL PUBLIC SAFETY AWARD –
REFERRAL TO PUBLIC SAFETY COMMITTEE**

The Public Safety Department would like to discuss with the Public Safety Committee the possibility of publicly recognizing an 8-year old girl whose actions were key in saving her family from danger in a fire at their home back in July. Motion by Councilor Cushing, seconded by Councilor Brann to forward this to the Public Safety Committee – unanimous vote in favor.

**b. REQUEST TO ADD PRE-PAID LEGAL AS AN EMPLOYEE-PAID
BENEFIT**

Pre-Paid Legal Services, Inc. has requested Council authorization to present information to Town employees about a voluntary benefit that would provide access to legal assistance. The cost of the benefit would be deducted through payroll, but there would be no cost or other involvement on the town's part. Motion by Councilor Cushing, seconded by Councilor Brann to provide an opportunity for employees to participate in the Pre-Paid Legal program through payroll deduction – unanimous vote in favor.

c. MRC BOARD OF DIRECTORS ELECTION BALLOT

There were four candidates on the ballot and Manager Lessard recommended a vote for Sophia Wilson of Brownville who is a current member of the MRC. Motion by Councilor Arnett, seconded by Councilor Cushing to support the recommendation and cast a vote for Sophia Wilson – unanimous vote in favor.

d. SEWER COMMITMENT – 3RD QUARTER 2008

Motion by Councilor Brann, seconded by Councilor Cushing to sign the commitment – unanimous vote in favor.

e. COUNCIL RULES CHANGE REQUEST – INCLUSION OF
TREASURER'S REPORT WITH AGENDA – COUNCILOR ARNETT

Councilor Arnett said he would like to see the Treasurer's Report included as an item on the Council's Consent Agenda once a month. He suggested amending Item #4.A of the Council Rules to incorporate the Treasurer's report. He moved that the Council expand the Consent Agenda to include the Treasurer's Report as Item 4.A.3. and re-number Communications and Reports to Items A.4.4 and A.4.5 respectively. Councilor Murphy seconded the motion and vote was unanimously in favor.

D. COMMITTEE REPORTS

Councilor Cox reported that the next meeting of the Community Services Committee will be at 6:30 pm on December 2nd.

Councilor Arnett reported that the Communications Committee will be meeting on Wednesday at 7:00 pm.

E. MANAGER'S REPORT

A copy of the Manager's Report is attached.

Manager Lessard also noted that the day after Christmas is a Friday this year and asked if it is the pleasure of the Council to close town services on that day. Motion by Councilor Brann, seconded by Councilor Cox to close on the day after Christmas – unanimous vote in favor.

Motion by Councilor Brann, seconded by Councilor Cushing that the Town Council formally support the appointment of Susan Lessard as Chair of the BEP – unanimous vote in favor.

MANAGER'S REPORT

November 17, 2008

BEP Chairmanship – As noted in the consent agenda, the Governor has appointed me as the new Chair of the State Board of Environmental Protection. I have served on that board for about a year and a half. There are two meetings a month of the Board in most months, although when there is not enough for a full agenda, in some months there is only one meeting. When there are any meetings or hearings outside these normal two, I take vacation time to attend so as to not unduly impact my work here. That has only been necessary on one occasion since June of 2007. I am honored by the opportunity and hope to do a good job in this capacity. I think it also is a positive for the Town of Hampden for me to serve in this capacity.

Post Election Catch-up – The office has been busy catching up on work that was set aside during the pre-Election craziness that we experienced. I am happy to note that most everything is now back to normal, although the Clerk still has additional reports to file.

Town Office Roof – The roofing project for original municipal building is underway and should be completed within another week. Things have gone smoothly thus far.

New Councilor Packets – I distributed new Councilor packets to the three incoming Councilors who have not served before. These contained the Charter and Council Rules and some additional information on projects. The Town Clerk will provide them with the larger 'ordinance book' before their terms start.

Comprehensive Plan Meeting Cancellation – Our Economic Development Specialist has recommended that the meeting scheduled for Tuesday, November 18th be cancelled since the Committee has not received the information from EMDC that was to be reviewed and discussed. Even if the information was received today – and so far it has not been – there would not be time to review it comprehensively before Tuesday.

New Computer Server – Our IT/GIS person, Gretchen, spent most of the weekend installing the new computer server for the facility and transferring the appropriate files. The old server was nearly ~~five~~ years old and not entirely dependable. She is also working on the installation by our vendor of hardware to create a 'wireless' environment for the entire facility. That access will be entirely separate from the network on which the Town's programs, both administrative and public safety, operate.

Municipal Review Committee – I will be resigning as a board member of the Municipal Review Committee at the end of the year. Although there is no direct conflict of interest with my new duties as Chair of the BEP, it is likely that there will be a number of solid waste related issues to come before the BEP and since the MRC is part owner in PERC and they have long-term waste disposal agreements with Juniper Ridge Landfill, there

could be a perception of a conflict. The long term waste disposal needs of Hampden are important to the Town and I have asked our Community and Economic Development Specialist to attend those quarterly meetings so that we can stay apprised and participatory in regard to developments in that area beyond 2018.

Customer Appreciation Letter – Attached is a letter I received today from a taxpayer in regard to the service they received from the front office staff. I know that you all appreciate their efforts but think it is important that you recognize that others appreciate them as well.

CITIZENS OF MAINE, LLC

10 Dudley Street
Hampden, ME 04444

Phone: 207-217-4839
E-mail: cofme@adelphia.net

November 17, 2008

Dear Hampden Town Office,

I am writing to give sincere thanks and appreciation to the staff at the Hampden Town Office. I have had reason to utilize the town office's services several times this past year, and have always had a positive experience. On three particular occasions, I went to the town office to register motor vehicles and was provided exceptional service. During one of those occasions, I had to complete part of the registration process through the Bangor Bureau of Motor Vehicles. There I was met with resistance, unprofessionalism, and was turned away with no advise or direction. I returned to the Hampden Town Office very frustrated. The ladies at the town office went above and beyond the call of duty to take care of my situation and did so with a smile throughout.

Hampden may have a small "downtown", but it's a large town and many, many people go in and out of the Hampden Town Office every day. The fact that we can walk into that office and be greeted with a friendly manner and are known by name, is a true testament to the commitment these ladies have to providing extraordinary customer service.

Thank you again!

Sincerely,



Julie A. Helwig, President
Citizens of Maine, LLC



F. COUNCILOR'S COMMENTS

Councilor Cox reminded the Council that it needs to establish guidelines and policy for standardizing the process of handling outside agency requests.

Councilor Cushing reported that he attended the Penobscot County Budget meeting and there are some substantive changes coming through in the County budget due to the jail consolidation. The County was required to bring their fiscal year in line with the State's, which will result in a 6-month county budget bill in addition to a 12-month county bill. They have made contingencies in the law to permit towns to either pay it when they receive the bill or finance it for up to five years.

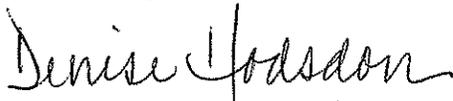
Mayor Briggs said he appreciates the letter received from our citizen regarding the Town Office staff. He said he agrees with all of her comments and expressed appreciation for her taking the time to write the letter.

Councilor Brann echoed Mayor Brigg's comments and noted that even though we are a large town, we maintain a small-town attitude and concern for each of our citizens. He said the staff works very hard and are honestly caring and very concerned about the well-being of every one of our citizens. He said he finds that amazing. Councilor Brann also pointed out that the packet included a letter of appreciation to GIS/IT Specialist Gretchen Heldmann and noted that Gretchen is doing an excellent job and we are extremely lucky to have her.

Councilor Arnett reinforced Mayor Brigg's and Councilor Brann's comments and added that we have a good team and a lot of credit for that goes not only to them, but to the Town Manager as well.

G. ADJOURNMENT

There being no further business, the meeting was adjourned at 8:58 p.m.



Denise Hodsdon
Town Clerk

TOWN COUNCIL MINUTES**JANUARY 20, 2009**

Due to the Martin Luther King, Jr. Day holiday, the regularly scheduled meeting of the Hampden Town Council was held on Tuesday, January 20, 2009. The meeting was held at the municipal building council chambers and was called to order by Mayor Arnett at 7:02 p.m.

Attendance: Councilors: Mayor Matt Arnett, Shannon Cox, Andre Cushing, Thomas Brann, William Shakespeare, Jean Lawlis and Janet Hughes

Town Manager: Susan Lessard

Town Counsel: Thomas Russell

Department Heads/Staff: None

Water District Superintendent Cam Torrey

A. CONSENT AGENDA

There were no Treasurer's Warrants for signatures of the Finance Committee. Manager Lessard requested that Item A.4.b. be set aside. Motion by Councilor Cushing, seconded by Councilor Cox to accept the balance of the Consent Agenda – unanimous vote in favor.

A.4.b. DON DARLING – WATER DISTRICT TRUSTEE APPLICANT

Manager Lessard noted that there are now two candidates for the vacancy on the Water District's Board of Trustees and while the Council does not yet have a committee structure, she hoped that some sort of committee could be formed to interview the candidates as soon as possible. She said the Water District has asked to have one or two representatives included in the interview process. Motion by Councilor Cushing, seconded by Councilor Cox to accept Item A.4.b. – unanimous vote in favor.

B. PUBLIC COMMENTS

There were none.

C. POLICY AGENDA**1. PUBLIC HEARINGS**

There were none.

2. NOMINATIONS-APPOINTMENTS-ELECTIONS

There were none.

3. UNFINISHED BUSINESS

a. SCHOOL BUILDING COMMITTEE REPORT – KATHY WALKER

A copy of the report is attached.

b. SCHOOL CONSTRUCTION – WETLAND MITIGATION NEEDED

Manager Lessard reported that because the new school project will disturb more than one acre of wetlands, they are required to get a Natural Resources Protection Act Tier 3 permit, as well as a permit from the Army Corps of Engineers and to do wetland mitigation. They are required to either pay a fee of \$2.77 per square-foot to the Army Corps or they have to offer to the Army Corps a package of proposals that would provide either permanently conserved land or improvements to other wetlands or some combination thereof in order to get their permit. The offsets required for permanently conserving or mitigating run from 3:1 to 15:1 in terms of acreage required for mitigation efforts.

While the school has a \$300,000 line-item in their new school budget for wetland mitigation, they are looking at the possibility of interim financing for some of the site work and funds will be necessary to offset the interest costs of borrowing. They are looking to find ways to minimize those expenditures. The School District asked to meet with Town Staff to discuss the availability of any town-owned land adjacent to their parcel and whether the Town would be willing to look at either permanent conservation or mitigation projects on that land.

Manager Lessard, together with the Town Planner, Code Enforcement Officer, Economic & Community Development Specialist and GIS/IT Specialist met with representatives from WBRC and the Army Corps of Engineers and the Assistant Superintendent of SAD #22.

During the course of the meeting, it was discussed that mitigation does not have to be adjacent to the school and can be anywhere within the community where land is permanently dedicated for a conservation purpose. As part of its comprehensive planning, the Town has looked at conserving some land off Route 202 for a town forest and Manager Lessard asked the Army Corps, if the Town took that action on 50 acres, would that satisfy the requirement? They indicated that it would. She offered to discuss this with the

MEMO

TO: Hampden Town Councilors
FR: Kathy Walker and Norm Prouty
DA: January 14, 2009
RE: Hampden Academy (HA) Building Committee

As promised when we attended a Town Council meeting in December, we present this written monthly report on the status of the new Hampden Academy project. It now appears as if the project completion date will be delayed by only six months, with occupancy possible in January 2012.

You may recall that the projected occupancy date was September 2011. Budget shortfalls in Augusta delayed the release of new school construction funds for a year, potentially postponing the project opening until September 2012, and increasing the overall cost.

The reason for the more optimistic news is a decision in late December by the Commissioner of the Maine Department of Education, Susan Gendron, which allows MSAD22 to seek local financing. Local financing, including the interest costs, would be reimbursed by the state when construction funds are released.

Details about the local financing are being negotiated. It is expected that additional information will be available when the Building Committee meets on January 28th. The Building Committee subcommittees on which we serve have not met.

Either one of us is available to hear comments or answer questions. We appreciate the opportunity to be involved in this project.

Council because it does a number of things. First, it saves the school a good deal of money and second, if the Town agreed to permanently conserve 50 acres and the school gave the town \$50,000 for trails, then they will still be \$250,000 ahead in their budget and the town would have money to do trail work on land it had set aside for conservation.

Manager Lessard asked whether the Council is supportive of looking at this kind of an avenue for the school to meet its mitigation objectives. The school district needs to assure the permitting authorities within the next couple of weeks that it is working with the Town on mitigation.

Councilors Brann and Hughes both thought this was a good idea and felt we should explore it further. Councilor Hughes cautioned that the Council needs to look at the impacts to the Town – the specific sites and how it would limit wetland mitigation for our own development as well. Councilor Brann added that in the comprehensive planning process, that space has been designated as a probable location for wetland mitigation for the development along Coldbrook Road. He noted that although we're willing to talk about it, it is not a carte blanche that it will happen and it will not be a free gift because we are endangering the possibility of some future economic development around Coldbrook Road. He also pointed out that there will be some level of cleanup required because there has been a significant amount of dumping on that land.

Councilor Brann moved to authorize the Town Manager to move forward to set up discussions based on the fact that the Town Council is interested in pursuing providing land in mitigation under certain conditions. Councilor Hughes seconded the motion and vote was unanimously in favor.

Councilor Cushing felt it would be a good idea for School Building Committee members to meet with the Community Services Committee. He moved to refer this to the Community Services Committee for further study and communication with representatives of SAD #22. Councilor Cox seconded the motion.

During discussion, Councilor Brann pointed out that the Council committee structure has not yet been determined and made a friendly amendment to refer it to the "appropriate committee" instead of Community Services Committee. Manager Lessard asked if the motion could include "to determine how, where and under what conditions". Councilors Cushing and Cox were agreeable to both amendments.

Vote on the motion as amended – to refer this to the appropriate committee for further study to determine how, where and under what conditions – was unanimously in favor.

c. COMMITTEE ASSIGNMENT DISCUSSION – MAYOR ARNETT

Mayor Arnett had prepared a proposed list of committees and members for each, but because the Council is holding a special meeting on January 26th to discuss committee structure, it was decided that this item would be postponed until that date. However, it was the consensus of the Council that it was important to establish a Finance Committee immediately in order to take care of fiscal matters. Motion by Councilor Cushing, seconded by Councilor Brann to appoint the Finance Committee as proposed to include Matt Arnett as Chair, Shannon Cox and Bill Shakespeare – unanimous vote in favor.

4. NEW BUSINESS

There was none.

D. COMMITTEE REPORTS

Mayor Arnett reported that he attended the PVOG meeting today and there is action moving forward on trying to get a portion of the stimulus package in the amount of \$162,000,000. He spoke with Chris Shrum relative to the stage of development of the proposed Hodgdon Yachts facility and Chris indicated he believed that Hodgdon Yachts will be filing a request with the state for some funds and is in the active process of moving forward. There was a fairly lengthy presentation on town responses to wind power developments, but it looks like it has no relevance to Hampden.

E. MANAGER'S REPORT

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

F. COUNCILOR'S COMMENTS

Councilor Shakespeare commented that the Council had previously discussed the size and weight limit for vehicles entering the transfer station and asked where that matter stands at this time. Manager Lessard said that is one of the first items that the Public Works Committee will need to discuss after committee structure and assignments have been determined. Councilor Shakespeare also asked whether the Council would consider starting the special meeting on January 26th at 6:00 pm instead of at 7:00 pm. It was the consensus of the Council that the meeting would begin at 6:00 pm.

Councilor Cushing added that there were a couple of other businesses besides those listed in the Manager's Report who contributed to the door prizes for Hampden Highlights Day. He recognized and thanked Frost's Garage and Pizza Gourmet for their participation.

MANAGER'S REPORT
Tuesday, January 20, 2009

Hampden Highlights Day – Thanks to the organizations who braved the cold and came to participate in Hampden Highlights Day on Saturday. The public turnout was low but we have valuable feedback from the organizations themselves, and suggestions to improve attendance at future events. We published the event in our newsletter, advertised it as a slate on Cable Channel 7 and on our website. Many thanks also to the organizations who donated door prizes to the event including TDS telecom, Goodwill Riders Snowmobile Club and Edwards Shop and Save.

Bangor Region Chamber of Commerce Dinner – A reminder to those who signed up for the Bangor Region Chamber dinner – that event is tomorrow evening beginning at 5:30 p.m. at the Bangor Civic Center. There is a table reserved for those attending representing Hampden.

Special Council Meeting – A reminder also of the special council meeting on Monday, January 26th at 7 p.m. for the purpose of discussing Committee formation for the 2009 year. There have been several iterations of ideas floated from the Committee on Committees as well as individual Councilors. I will distribute copies of those suggested ideas to you as part of the emailed packet you will receive on Thursday, January 22nd.

Last Paper Packet – This council meeting is the last 'delivered' paper packet that you will receive. All future packets will be emailed to you on the same schedule on which they were formerly physically delivered to you. We have been posting this information online for several months now for the general public as well. I would like to remind the Council to please check your email – there will be other notices and reminders sent to you from the Town Office and we publish your email addresses so that the general public can contact you as well.

Cable Consortium – The next meeting of the Penobscot Cable TV Consortium is on Thursday, January 29th at Eastern Maine Development Corporation in Bangor.

Municipal Review Committee – I will be attending my last meeting of the Municipal Review Committee on Wednesday, January 28th. Although I resigned effective 12/31/2008, I have been asked back to the January meeting as a guest.

Cruiser Accident – The new police cruiser was damaged on Saturday when an unlicensed driver ran into the side of it as it was driving past the end of a street. The officer operating the cruiser was not hurt and the damages are approximately \$2000

Reception – Former Economic Development Director – December 31, 2008 was the last contract day for former Economic Development Director Bion Foster after many, many years of service to the Town of Hampden not only in the economic development realm but as the Treasurer of the Library Trustees and long-time host to the annual endowment fundraiser for that organization. It is fitting to honor those long-time contributions with a reception prior to the Council meeting on February 17nd (Tuesday due to a holiday on Monday the 16th) and have a Council recognition at the beginning of the meeting. I will take care of the details for the event and would welcome assistance from any of you who would like to help. This will be open to the public as well.

G. ADJOURNMENT

There being no further business, the meeting was adjourned at 7:55 p.m.

A handwritten signature in cursive script that reads "Denise Hodsdon". The signature is written in black ink and is positioned above the printed name and title.

Denise Hodsdon
Town Clerk

TOWN COUNCIL MINUTES

JANUARY 26, 2009

A special workshop of the Hampden Town Council was held on Monday, January 26, 2009 for the purpose of reviewing Council committee structure and functions and a continued discussion of goals and objectives. Mayor Arnett called the meeting to order at 6:08 p.m.

Attendance: Councilors: Mayor Matt Arnett, Janet Hughes, Thomas Brann, Andre Cushing, Jean Lawlis, William Shakespeare and Shannon Cox

Town Manager: Susan Lessard

This was a round-table type discussion about streamlining the Council's committee structure and how each committee would function. Mayor Arnett noted that the function of Council committees is to enable the Council to make more efficient, better and more timely decisions and committee structure should facilitate that. Councilor Brann submitted a proposal for three committees, with each committee being responsible for its own ordinance development and recommendations on appointments to advisory committees for which it is responsible. His plan included an Internal/Infrastructure Committee, External/Service Committee and a Finance & Long Term Planning Committee.

Councilors Cushing and Cox, who worked extensively last year as the Committee on Committees reported that that committee's recommendation was similar to Councilor Brann's proposal except that it would add one more committee, which would be responsible for planning and development.

Following discussion about committee structure, Councilor Cushing moved and Councilor Brann seconded to establish four standing committees of the Council as follows: Finance, Planning & Development, Services and Infrastructure – vote was unanimously in favor.

It was the consensus of the Council that each committee would consist of three members and Mayor Arnett will serve as an ex-officio member on each committee with the exception of the Finance Committee, which he will chair. Each committee will be responsible for its own ordinance development and recommendations for appointment to town boards and committees for which it is responsible.

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. Draft minutes of each meeting will be prepared by the staff member supporting the committee within three business days. The Town Manager will establish a standard format for minutes.

It was also decided that non-committee members attending a committee meeting will have voting rights if they have been present for the entire discussion of an issue, provided that at least two of the three appointed members of the committee are present. Two appointed

Council Meeting – Budget Workshop
January 26, 2009

members will constitute a quorum. The Council voted to compensate all Councilors for every committee meeting they attend if they are present for the entire meeting. In addition, the Council voted to compensate designated Council members when attending outside meetings and events.

Regular meeting dates were established for each committee as follows:

- Finance Committee will meet at 5:45 p.m. before each regular Council meeting;
- Planning & Development Committee will meet at 6:00 p.m. the first Wednesday of the month and, if necessary, on the third Wednesday;
- Services Committee will meet at 6:00 p.m. the second Monday of the month; and
- Infrastructure Committee will meet at 6:00 p.m. the fourth Monday of the month

However, due the volume of unfinished business, the Infrastructure Committee will hold its first meeting at 6:00 p.m. on Tuesday, February 3, 2009. The next meeting of the Finance Committee will be at 5:45 on February 2, 2009; the Planning & Development Committee will meet at 6:00 p.m. on Wednesday February 4th; and the Services Committee will meet at 6:00 p.m. on Monday February 9th.

There being no further business the meeting was adjourned at 9:22 p.m.



Denise R. Hodsdon
Town Clerk

4-4-a



BANGOR FOLK festival

January 21, 2009

2008 Board of Directors

- Maria Baeza, *Chair*
Turning Point
- Pauleena MacDougall, *Vice Chair*
University of Maine Folklife Center
- Matthew Shannon, *Treasurer*
RBC Dain Rauscher
- Bruce Mallonee, *Secretary*
Rudman & Winchell
- Brad Ryder, *Past Chair*
Epic Sports
- Sharon Anderson
Eastern Maine Development Corporation
- John Diamond
University of Maine System
- Elizabeth Downing
University of Maine
- Rick Fournier
Camden National Bank
- Elizabeth Hansen
Bangor Daily News
- Susan Hawes
City of Bangor
- Amy Kenney
Hollywood Slots at Bangor
- D'Arcy Main-Boyington
City of Brewer
- Wade Merritt
Maine International Trade Center
- Julia Munsey
Oxford Networks
- Julia Olin
National Council for the Traditional Arts
- Lee Speronis
Husson College

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

Dear Susan;

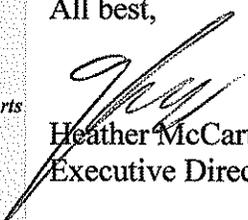
On behalf of the Board of Directors, staff, and volunteers of the 2008 American Folk Festival, I wish to extend our **most sincere** appreciate for the generous \$400.00 contribution that the Town of Hampden has made to support this year's event.

The American Folk Festival on the Bangor Waterfront is produced by the Bangor Folk Festival, a private, non-profit organization. Our production and operating expenses are funded from grants, private donations, city and state contributions, corporate sponsorship, earned income, and municipal support such as this gift. This support allows us to bring to Bangor the highest-quality celebration of traditional music, dance, and art, and to present it all free to the public.

Thank you again for your support of the 2008 American Folk Festival on the Bangor Waterfront.

We are truly grateful for the leadership role that Hampden is taking in support of this community event. We look forward to welcoming you all to this year's Festival!

All best,


Heather McCarthy
Executive Director


Mary Brann
Development Director

producers of the
AMERICAN FOLK festival
on the BANGOR WATERFRONT



01/13/2009

To The Eydth Dyer Library

It is with great regret that I must resign my position on the Board of Directors for the Eydth Dyer Library. Due to a change in my work hours I am no longer able to attend any morning meetings. I have greatly enjoyed my position on this board and will miss it in the future.

Thank you

Janet Briggs

DEPARTMENT OF HEALTH AND WELFARE
STD CLINIC

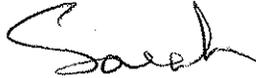
A-4-C

January 15, 2009

Dear Town of Hampden:

We would like to thank you for the generous contribution of \$150.00. The donation will certainly help us to continue our work here at the STD Clinic in Bangor.

Sincerely



Sarah N. Sha'afi

A-4-d



Dear Town of Hampden,

On behalf of the citizens and families of those benefitted from the services provided by Eastern Area Agency on Aging, thank you for your allocation to our agency. This contribution assures our continuing partnership in providing services for the elderly in your community.

We welcome referrals from your social service program and the opportunity to provide essential senior services to your residents. Please call on our agency whenever we can be of assistance.

Hele M. M. M.
Executive Director

HAMMOND STREET SENIOR CENTER

FOUNDED AND OPERATED BY COURI FOUNDATION, INC.

"Caring Makes The Difference"

A-4-e

January 13, 2009

Manager and Council Members
Town of Hampden
106 Western Avenue
Hampden, ME 04444

Dear Town Council Members and Manager,

Thank you so much for your recent gift in support of the Hammond Street Senior Center.

Your charitable investment in the only full-time senior center serving the entire Greater Bangor Region is truly a gift to the 122 Hampden residents who are members here and to the Hampden residents who will join in the year to come.

The financial investment you have made allows us the ability to offer all residents of Hampden free membership to Hammond Street Senior Center and complete access to the programs and events we offer year-round.

You are helping us provide local seniors with diverse courses and special presentations that challenge the mind and nurture creative talents. Your contribution allows us to staff the fitness center where mature bodies can be flexed, stretched and strengthened. Your donation, combined with those made by your constituents and fellow municipalities, affords seniors this beautiful space in which to spend countless hours playing card games, reading the newspaper, enjoying the piano, surfing the Internet, or sharing a hearty lunch.

Your gift to HSSC is a gift to the quality of your community, your region, and the lives of the more than 1,700 members who receive the same smiles, laughs, personal satisfaction and sense of connectedness that I hope you receive from committing your support to our services.

It will be our pleasure to recognize your generous commitment in our publications and annual member meeting. On behalf our members who are Hampden residents, and all our members and staff, thank you again for your generosity.

Sincerely,

Kathy

Kathryn M. Bernier
Executive Director

Thank you so much... we appreciate your gift.

Contributions to the Hammond Street Senior Center are fully tax-deductible as allowed by law. Your municipal contribution of \$4,690 (Check #18609; 1/8/2009) will be processed through the private, non-profit Couri Foundation. No gifts or services were exchanged for this contribution.

A-4-F

Division of Student Affairs



5748 Memorial Union
Orono, Maine 04469-5748
Tel: 207-581-1406
Fax: 207-581-4215
www.umaine.edu/studentaffairs

Town of Hampden:

I want to personally thank you for the honor and opportunity of serving on the Town's Planning Board. Unfortunately, due to increasing personal and familial responsibilities, I will be unable to renew my position as a Planning Board member. Being a member of the Board has given me invaluable experience and insight into our community's processes and procedures, for which I am deeply grateful.

Thank You,

A handwritten signature in black ink, appearing to read 'Tony Llerena'. The signature is fluid and cursive, with a large loop at the end.

Tony Llerena



**Community Health and
Counseling Services**

P.O. Box 425, Bangor, Maine 04402-0425
(207) 947-0366
(207) 990-4730 TTY for Hearing Impaired
web site: www.chcs-me.org

A4g

January 14, 2009

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

*Please extend our appreciation to
your residents. CHCS is thankful
for the generosity of your community.*

Dear Ms. Lessard:

On behalf of Community Health and Counseling Services (CHCS) and its Board of Directors, I wish to thank you and the citizens of the Town of Hampden for your appropriation in support of our Mental Health and Home Health Services in the amount of \$2,152.

We deeply appreciate the faith you have in the work of CHCS. Your appropriation reflects the concern we all share for the quality of life in our communities.

Thank you again for your valuable financial support.

Sincerely,

Dale Hamilton
Executive Director

clc

Board Meeting Minutes ~ 12/9/08

In absence of Chairman Dan Brooks, the meeting was brought to order at 7:07 pm. Cedena McAvoy oversaw the board meeting.

Those present: Cedena McAvoy, Norman Stern, Whitey Miller, Karen Brooks, Mary Ellen Conner, Garry Greene, Jim Feverston, Darcey Peakall, and Julie Macleod. Not present: Dan Brooks and Kim McNutt.

Happy Birthday, Whitey Miller!

Cedena McAvoy amended the secretary's minutes from 11/18/08 (added a comma in paragraph #6) and the modified minutes were accepted as presented.

The Director's Report for November:

- ~ The number of participants in November was up 36 people and pool rental income was up \$281.00 compared to 2007.
- ~ Daily receipts were up \$7,304.00 compared to last year. The huge difference was due to swim lesson registration being in November this year instead of October like last year.
- ~ The monthly fuel usage went down by 591 gallons. We are still operating on one boiler.

Mary Ellen went to Maine Savings Bank to begin the process as an alternative signatory on all board accounts. The next step is to go in with Jim to finalize the action.

Treasurer's report was accepted as presented.

Norm had multiple questions about the differences between the two scholarship funds that the board oversees. Jim would like to be put on the January agenda where he will explain the Endowment Fund, how it is invested and when the money will be available for use.

Norm spoke to three past board members about the idea of a capital campaign. They all agreed that long-term fundraising would be viable but to go through a professional fundraiser. Norm is going to contact the library to get the name of which they used. A motion was made to allow Norm to contact a professional fundraiser and to invite them to make a presentation to the Board of Directors for a potential feasibility study. The motion was passed 7-0.

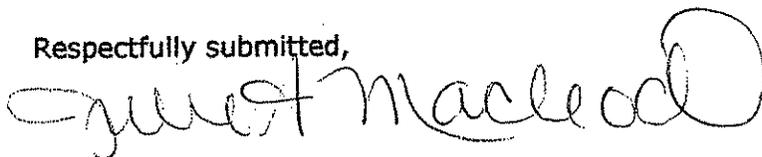
Norm would like two board members to sit on an exploratory committee to gather information about fundraising. No one volunteered.

Norm said that the board has been invited to meet with the architects that designed the pool to discuss any future projects that may come about. No one volunteered.

The five-year plan was discussed. An updated copy will be in next month's packet.

Meeting Adjourned at 8:37pm.

Respectfully submitted,



Julie A. Macleod

A-5-b

January 15,2009

AMBULANCE COLLECTION WORKSHEET

CURRENT YEAR STATUS

MONTH 2008	#RUNS	AMOUNT BILLED	AMOUNT ALLOWED	AMOUNT COLLECTED	AMOUNT OUTSTANDING	PERCENT COLLECTED
JANUARY	25	\$21,090.00	\$15,369.44	\$12,703.62	\$2,665.82	82.66
FEBRUARY	36	\$14,685.00	\$12,412.26	\$10,842.26	\$1,570.00	87.35
MARCH	30	\$12,360.00	\$9,795.87	\$8,965.87	\$830.00	91.53
APRIL	36	\$17,015.00	\$12,990.00	\$12,224.64	\$765.36	94.11
MAY	46	\$23,860.00	\$14,999.55	\$12,752.55	\$2,247.00	85.02
JUNE	36	\$23,519.00	\$16,074.99	\$11,208.46	\$4,866.53	69.73
JULY	51	\$31,591.00	\$21,651.26	\$18,339.64	\$3,311.62	84.70
AUGUST	41	\$23,728.00	\$13,762.43	\$12,389.09	\$1,373.34	90.02
SEPTEMBER	39	\$23,053.00	\$19,040.37	\$14,806.96	\$4,233.41	77.77
OCTOBER	38	\$21,814.00	\$16,708.32	\$9,187.04	\$7,521.28	54.98
NOVEMBER	45	\$28,158.00	\$21,900.05	\$10,351.61	\$11,548.44	47.27
DECEMBER					\$0.00	#DIV/0!
TOTAL	423	\$240,873.00	\$174,704.54	\$133,771.74	\$40,932.80	76.57

A-5-C

January 15, 2009

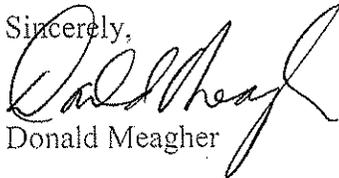
Susan Lessard
Town Manager
Municipal Building
106 Western Avenue
Hampden, ME 04444

Dear Susan:

The enclosed host fee payment of \$51,022.94 represents the period December 2008, during which 27,580 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
2008 host community benefit summary

C-1-a



TOWN OF HAMPDEN
TOWN CLERK'S OFFICE

COMMENTS ON:

Public Hearing Date: 2/2/09
(If applicable)

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

NAME: Fresh Ginger Rest. Wan Pong Lo
Business Name Individual

ADDRESS: 64 Main Rd. North PHONE: 862-6208

MAP/LOT: Map 36, Lot 19 DATE: 1/9/2009

DEPARTMENT REPORT:

Inspected on January 20th, 2009 and
found all proper safety requirements to
be in place.

DATE: 1-20-09

BY: [Signature]
Title: CEO

BY: Keith Barnhart
Title: Fire/Building Inspector

TOWN OF HAMPDEN, MAINE

APPLICATION FOR VICTUALER'S LICENSE

DATE: 12/22/08 PHONE NUMBER: 207-862-6208

NAME(S): WAN Pong Lo

ADDRESS: 135 oak Grove Drive Brewer ME 04412

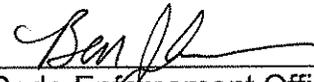
NAME OF BUSINESS: Wang & Lo Inc dba Fresh Ginger

LOCATION OF BUSINESS: 64 Main Road North Hampden ME 04444

SIGNATURE: 

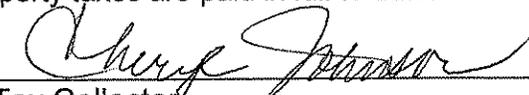
(FOR TOWN USE ONLY)

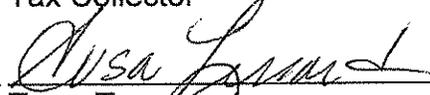
*This facility has been inspected and meets ordinance criteria.


Code Enforcement Officer


Fire Inspector/Building Inspector

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

cc 
Tax Collector

cc 
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: 12/30/08 1 \$50-



C-1-b

TOWN OF HAMPDEN
TOWN CLERK'S OFFICE

COMMENTS ON:

Public Hearing Date: 2/2/09
(if applicable)

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

NAME: Fresh Ginger Rest. Wan Pong Lo
Business Name Individual

ADDRESS: 64 Main Rd. North PHONE: 862-6208

MAP/LOT: _____ DATE: 1/9/2009

DEPARTMENT REPORT:

No concerns

DATE: _____

BY: [Signature]
Title: Joseph Rogers, Public Safety Dir.

BY: _____
Title: _____

**Department of Public Safety
Liquor Licensing & Inspection
Division**



<u>BUREAU USE ONLY</u>	
License No. Assigned:	
Class:	
Deposit Date:	
Amt. Deposited:	

Promise by any person that he or she can expedite a liquor license through influence should be completely disregarded.
To avoid possible financial loss an applicant, or prospective applicant, should consult with the Division before making any substantial investment in an establishment that now is, or may be, attended by a liquor license.

PRESENT LICENSE EXPIRES 02-28-09

INDICATE TYPE OF PRIVILEGE: MALT SPIRITUOUS VINOUS

INDICATE TYPE OF LICENSE:

- RESTAURANT (Class I,II,III,IV)
- HOTEL-OPTINONAL FOOD (Class I-A)
- CLASS A LOUNGE (Class X)
- CLUB (Class V)
- TAVERN (Class IV)

- RESTAURANT/LOUNGE (Class XI)
- HOTEL (Class I,II,III,IV)
- CLUB-ON PREMISE CATERING (Class I)
- GOLF CLUB (Class I,II,III,IV)
- OTHER: _____

REFER TO PAGE 3 FOR FEE SCHEDULE

ALL QUESTIONS MUST BE ANSWERED IN FULL

1. APPLICANT(S) (Sole Proprietor, Corporation, Limited Liability Co., etc.) <u>Wang & Lo Inc</u> DOB: _____		2. Business Name (D/B/A) <u>FRESH Ginger</u>	
DOB: _____		<u>64 Main Road North</u>	
DOB: _____		Location (Street Address) <u>Hampden ME 04444</u>	
Address <u>64 Main Road North</u>		City/Town <u>Hampden</u> State <u>ME</u> Zip Code <u>04444</u>	
City/Town <u>Hampden</u> State <u>ME</u> Zip Code <u>04444</u>		Mailing Address <u>SAME AS ABOVE</u>	
City/Town <u>(207) 862-6208</u> State <u>(207) 862-6185</u> Zip Code <u>(207) 862-6185</u>	City/Town <u>(207) 862-6208</u> State <u>(207) 862-6185</u> Zip Code <u>(207) 862-6185</u>		
Telephone Number _____ Fax Number _____	Business Telephone Number _____ Fax Number _____		
Federal I.D. # <u>20-4185150</u>	Seller Certificate # <u>1088507</u>		

3. If premises is a hotel, indicate number of rooms available for transient guests: N/A
4. State amount of gross income from period of last license: ROOMS \$ _____ FOOD \$ 361,000.00 LIQUOR \$ 4,300.00
5. Is applicant a corporation, limited liability company or limited partnership? YES NO
- If YES, complete Supplementary Questionnaire
6. Do you permit dancing or entertainment on the licensed premises? YES NO
7. If manager is to be employed, give name: WAN Pong Lo
8. If business is NEW or under new ownership, indicate starting date: N/A
- Requested inspection date: _____ Business hours: 11AM - 9PM
9. Business records are located at: 64 Main Road North Hampden ME. 04444
10. Is/are applicants(s) citizens of the United States? YES NO
11. Is/are applicant(s) residents of the State of Maine? YES NO

12. List name, date of birth, and place of birth for all applicants, managers, and bar managers. Give maiden name, if married:
Use a separate sheet of paper if necessary.

Name in Full (Print Clearly)	DOB	Place of Birth
WAN Dong Lo	05/10/73	China

Residence address on all of the above for previous 5 years (Limit answer to city & state)
12 Wild Rose Drive Brewer ME
135 Oak Grove Drive Brewer ME

13. Has/have applicant(s) or manager ever been convicted of any violation of the law, other than minor traffic violations, of any State of the United States? YES NO

Name: _____ Date of Conviction: _____
Offense: _____ Location: _____
Disposition: _____

14. Will any law enforcement official benefit financially either directly or indirectly in your license, if issued?
Yes No If Yes, give name: _____

15. Has/have applicant(s) formerly held a Maine liquor license? YES NO

16. Does/do applicant(s) own the premises? Yes No If No give name and address of owner: Kin Tcholada
Wong 2183 Timescape Ct Las Vegas NV 89123

17. Describe in detail the premises to be licensed: (Supplemental Diagram Required) Pine-in, & take-out
Restaurant, Free Standing Building

18. Does/do applicant(s) have all the necessary permits required by the State Department of Human Services?
YES NO Applied for: _____

19. What is the distance from the premises to the NEAREST school, school dormitory, church, chapel or parish house, measured from the main entrance of the premises to the main entrance of the school, school dormitory, church, chapel or parish house by the ordinary course of travel? 1 mile Which of the above is nearest? School

20. Have you received any assistance financially or otherwise (including any mortgages) from any source other than yourself in the establishment of your business? YES NO
If YES, give details: _____

The Division of Liquor Licensing & Inspection is hereby authorized to obtain and examine all books, records and tax returns pertaining to the business, for which this liquor license is requested, and also such books, records and returns during the year in which any liquor license is in effect.

NOTE: "I understand that false statements made on this form are punishable by law. Knowingly supplying false information on this form is a Class D offense under the Criminal Code, punishable by confinement of up to one year or by monetary fine of up to \$2,000 or both."

Dated at: Hampden ME on 12/31/08, 20 08
Town/City, State Date

Please sign in blue ink

Signature of Applicant or Corporate Officer(s)
WAN Dong Lo
Print Name

Signature of Applicant or Corporate Officer(s)
WAN Dong Lo
Print Name

STATE OF MAINE

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

On: February, 2009
Date

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

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

THIS APPROVAL EXPIRES IN 60 DAYS

NOTICE - SPECIAL ATTENTION

§ 653. Hearings; bureau review; appeal

1. **Hearing.** The municipal officers or, in the case of unincorporated places, the county commissioners of the county in which the unincorporated place is located, shall hold a public hearing for the consideration of applications for new on-premise licenses and applications for transfer of location of existing on-premise licenses. The municipal officers or county commissioners may hold a public hearing for the consideration of requests for renewal of licenses, except that when an applicant has held a license for the prior 5 years and a complaint has not been filed against the applicant within that time, the applicant may request a waiver of the hearing.
 - A. The bureau shall prepare and supply application forms. [1993, c.730, §27(amd).]
 - B. The municipal officers or the county commissioners, as the case may be, shall provide public notice of any hearing held under this section by causing a notice, at the applicant's prepaid expense, stating the name and place of hearing, to appear on at least 3 consecutive days before the date of hearing in a daily newspaper having general circulation in the municipality where the premises are located or one week before the date of the hearing in a weekly newspaper having general circulation in the municipality where the premises are located. [1995, c.140, §4 (amd).]
 - C. If the municipal officers or the county commissioners, as the case may be, fail to take final action on an application for a new on-premise license, for transfer of the location of an existing on-premise license or for renewal of an on-premise license within 60 days of the filing of an application, the application is deemed approved and ready for action by the bureau. For purposes of this paragraph, the date of filing of the application is the date the application is received by the municipal officers or county commissioners. This paragraph applies to all applications pending before municipal officers or county commissioners as of the effective date of this paragraph as well as all applications filed on or after the effective date of this paragraph. This paragraph applies to an existing on-premise license that has been extended pending renewal. The municipal officers or the county commissioners shall take final action on an on-premise license that has been extended pending renewal with 120 days of the filing of the application. [1999, c.589, §1 (amd).]
 2. **Findings.** In granting or denying an application, the municipal officers or the county commissioners shall indicate the reasons for their decision and provide a copy to the applicant. A license may be denied on one or more of the following grounds:
 - A. Conviction of the applicant of any Class A, Class B or Class c crime: [1987, c.45, Pt.A§4 (new).]
 - B. Noncompliance of the licensed premises or its use with any local zoning ordinance or other land use ordinance not directly related to liquor control; [1987, c.45, Pt.A§4(new).]
 - C. Conditions of record such as waste disposal violations, health or safety violation or repeated parking or traffic violations on or in the vicinity of the licensed premises and caused by persons patronizing or employed by the licensed premises or other such conditions caused by persons patronizing or employed by the licensed premises that unreasonably disturb, interfere with or affect the ability of persons or businesses residing or located in the vicinity of the licensed premises to use their property in a reasonable manner; [1993, c.730, §27 (amd).]
 - D. Repeated incidents of record of breaches of the peace, disorderly conduct, vandalism or other violations of law on or in the vicinity of the licensed premises and caused by persons patronizing or employed by the licensed premises; [1989, c.592, §3 (amd).]
 - E. A violation of any provision of this Title; and [1989, c.592, §3 (amd).]
 - F. A determination by the municipal officers or county commissioners that the purpose of the application is to circumvent the provisions of section 601. [1989, c.592, §4 (new).]
- [1993, c.730, §27 (amd).]
3. **Appeal to bureau.** Any applicant aggrieved by the decision of the municipal officers or county commissioners under this section may appeal to the bureau within 15 days of the receipt of the written decision of the municipal officers or county commissioners. The bureau shall hold a public hearing in the city, town or unincorporated place where the premises are situated. In acting on such an appeal, the bureau may consider all license requirements and findings referred to in subsection 2.
 - A. [1993, c.730, §27 (rp).]
 4. **No license to person who moved to obtain a license. (REPEALED)**
 5. **(TEXT EFFECTIVE 3/15/01) Appeal to District Court.** Any person or governmental entity aggrieved by a bureau decision under this section may appeal the decision to the District Court within 30 days of receipt of the written decision of the bureau.

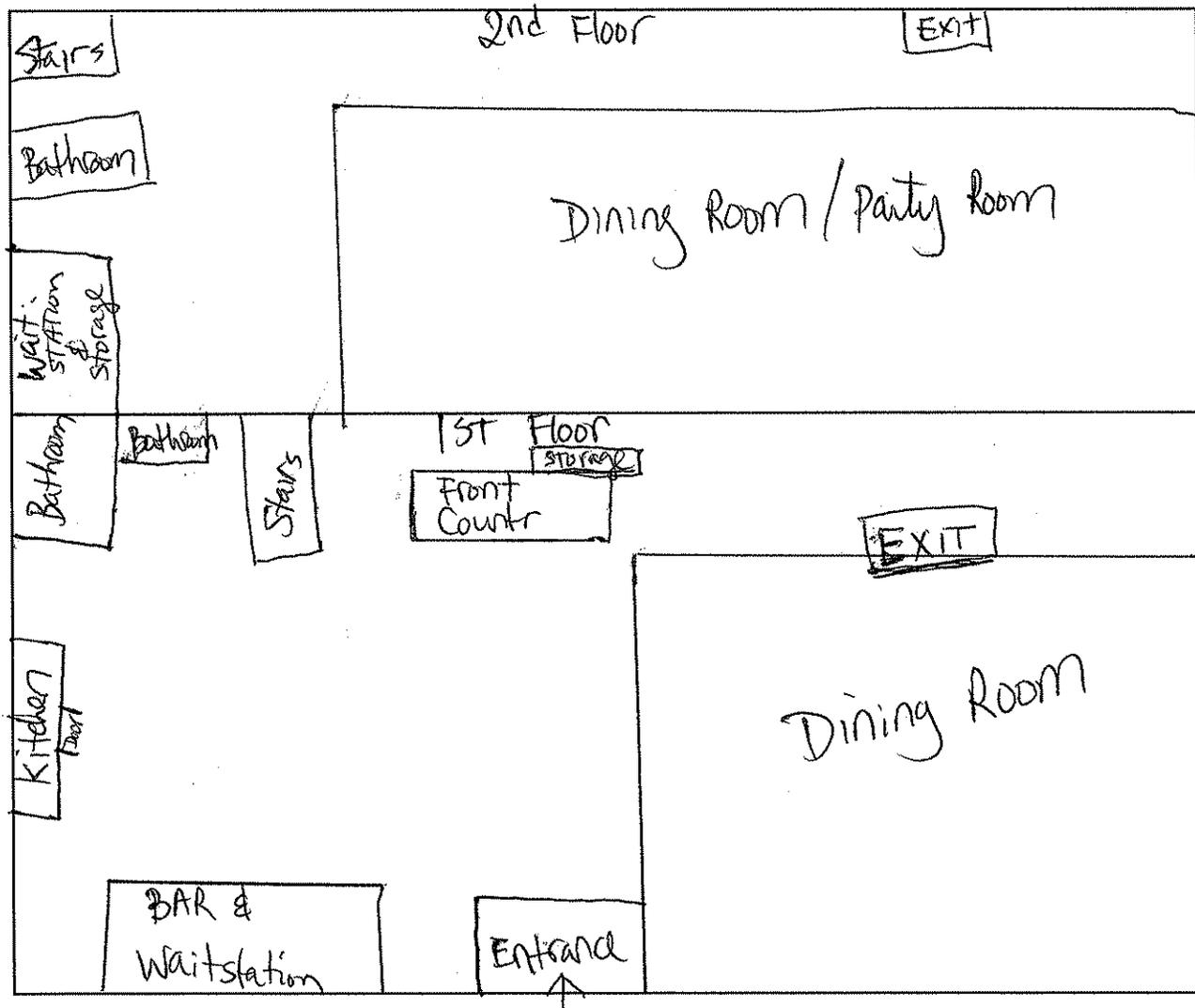
An applicant who files an appeal or who has an appeal pending shall pay the annual license fee the applicant would otherwise pay. Upon resolution of the appeal, if an applicant's license renewal is denied, the bureau shall refund the applicant the prorated amount of the unused license fee.



**SUPPLEMENTAL APPLICATION FORM
ON-PREMISE DIAGRAM**

In an effort to clearly define your license premise and the areas that consumption and storage of liquor is allowed, The Liquor Licensing & Inspection Division is requiring all applicants to submit a diagram of the premise to be licensed in addition to a completed license application.

Diagrams should be submitted on this form and should be as accurate as possible. Be sure to label the areas of your diagram including entrances, office area, kitchen, storage areas, dining rooms, lounges, function rooms, decks and all areas that you are requesting approval from the Department for liquor consumption.



C-3-a

TO: Hampden Town Council
FROM: Sue Lessard, Town Manager
DATE: January 28, 2009
RE: Committee Structure

The purpose of this memo is to transmit the accompanying sheets that define the committee structure that was mapped out at the meeting on Monday, January 26th. It is my understanding that this structure is to be reviewed after a six month period to evaluate its effectiveness.

I have listed the current 'work' for each committee. If anything has been omitted, please let me know and I will be glad to amend the lists.

COMMITTEE STRUCTURE
DRAFT 01-28-09

Purpose: To make the Committee work of the Town Council more productive, less time intensive, and more relevant to Community priorities.

1. Meetings will be held on regular dates and times as defined by the Town Council. Special meetings may be scheduled in the event of emergency needs.
2. Agendas will be posted in all normal posting sites as well as the town website for all committee meetings no less than 2 business days prior to the meeting. Agendas and committee information will be emailed to all councilors at the time of posting.
3. Committee minutes will be taken by the staff person assigned to the committee and will be made available to Committee members for review within three business days of the meeting.
4. Committee minutes shall be approved by the Committee at their next regular meeting and posted on the Town website.
5. The agenda of each committee meeting will contain an public comment item for members of the general public to raise issues of concern.
6. The agenda of each committee meeting will be established through a discussion between the Committee Chair and the staff person assigned to the Committee.
7. Interviews for Citizen Advisory Committee members will be conducted by the Council Committee of jurisdiction. The Council Committee will make a recommendation to the full council for appointment.
8. Ordinance language necessary for the work of any Council Committee shall be developed by that Committee and referred to the full Council for review and approval.
9. The Mayor shall serve as a member of all committees. He shall chair the Finance Committee.
10. Staff members assigned to Citizen Advisory Committees shall bring the concerns, plans, or questions of the advisory committee(s) to the appropriate Council subcommittee for discussion and/or recommended action.
11. All Staff and Citizen Advisory Committee members will be advised of the new Council Committee Structure and associated protocols.
12. A Council Committee requires the attendance of at least 2 Council-appointed Committee members to establish a meeting quorum.
13. Any Council member who attends Council Committee meetings of which he/she is not a member, but who is present for the entire discussion of an issue may vote on that issue in Committee.
14. Committee work shall be prioritized by its relationship with the goals and objectives established by the Town Council.
15. Committee Chairs shall provide a summary of the committee work to the full Town Council as part of Committee Reports.
16. Councilors shall be compensated at their normal rate for attendance at Council Committee meetings as well as meetings at which they are designated by the Town Council to serve as a representative of the Town Council, such as PVCOG, School Budget Hearings, etc. A list of other meetings which result from requests to the Town for a representative will be maintained by the Town Manager and provided to the Town Clerk quarterly for payment.

Planning & Development

Members: Chair, Andre Cushing
Janet Hughes
Jean Lawlis
Matthew Arnett, Mayor

Meeting Date & Time: 6 p.m.
1st & 3rd Wednesdays

Staff: Dean Bennett, Robert Osborne

Departments Included: Planning, Economic Development, GIS, CEO

Citizen Advisory Committees:

Economic Development
Historic Preservation
Conservation Commission

Current Agenda Items:

Outdoor Wood Boiler Ordinance Effective Dates
Shoreland Zoning Updates
Definition of Institutional Use relative to Residential B
Building height in Waterfront zone
Customary Rural Business Size Limits
Building Permits section of Zoning Ordinance
Post Construction Stormwater Ordinance
Memorandum of Understanding – Route 202 Access – SAD #22
Committee Mission Statement Development

Infrastructure

Members: Tom Brann, Chair
William Shakespeare
Janet Hughes
Matthew Arnett, Mayor

Meeting Date & Time: 6 p.m.
4th Monday of Each Month

Staff: Town Manager

Departments Included:

Public Works	Transfer Station	Buildings & Grounds
Public Safety	Marina	Administration
IT	Assessing	

Citizen Advisory Committees:

Board of Assessment Review
Landfill Oversight Committee
Personnel Appeals Board

Current Agenda Items:

Mayo Road Rebuild
Mayo Road Pump Station
Transfer Station Truck Weight Issue
Transfer Station Rules Review – April 2009
Route 1A Sewer Project
Truck Bids – Pumper/Tanker
Water District Trustee Appointment Interviews
Committee Mission Statement Development

Finance

Members: Chair, Matthew Arnett, Mayor
Shannon Cox
William Shakespeare

Meeting Date & Time: 5:45 p.m. prior to each Council meeting

Staff: Town Manager

Departments Included – All

Citizen Advisory Committees:
Hampden Environmental Trust

Current Agenda Items:
Long term, elderly resident tax rebate program
Capital Budget
AFLAC – request for employee-paid benefit deduction
Ambulance charges to be abated – 2007
Financial Incentives for Business Park Lot Sales
Committee Mission Statement Development

Services

Members: Chair, Shannon Cox
Jean Lawlis
Andre Cushing
Matthew Arnett, Mayor

Staff: Gretchen Heldmann

Meeting Date & Time:
6 p.m. 2nd Monday of each month

Departments Included:

Pool Library Recreation Communications

Citizen Advisory Committees:

Library Trustees
Pool Trustees
Tree Board
Dorothea Dix Park Board
Recreation Committee

Current Agenda Items:

Dorothea Dix Park
High School Wetland Mitigation Plan
April 2009 Newsletter
Trail & Greenspace Development
Committee Mission Statement Development

GOALS AND OBJECTIVES

1/20/09

The following items were identified as important issues for discussion/work in the coming year during the Council goal-setting discussion on 1/20/09. Each item is identified with the Committee that would do the background work on it. These assignments do not create an endorsement of any particular idea – but provides the framework for the topic to be thoroughly explored by the Town Council prior to any action.

:

- ◆ Long-term elderly property tax rebate program - Finance
- ◆ Additional efforts to recycle/compost (particularly leaves and grass) - Infrastructure
- ◆ Trail development – Town Services
- ◆ Shoreland protection – Planning & Development
- ◆ Communication with State, SAD & other communities – Planning & Development
- ◆ Town Resource Guide – more information available on what we are/have – Town Services
- ◆ Fiscal restraint in budget for 2009/2010 - Finance
- ◆ Completion of Comprehensive Plan & Implementation Strategy – Comprehensive Plan Committee
- ◆ Expanded Economic development consistent with community plan – Planning & Development
- ◆ Continued work on 5 & 10 year Capital budget plan – Finance, Infrastructure
- ◆ Expanded electronic access to services for residents - Infrastructure

BUDGET 2009/2010
PRELIMINARY DISCUSSION
1/20/09

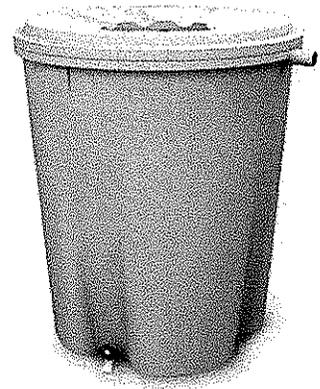
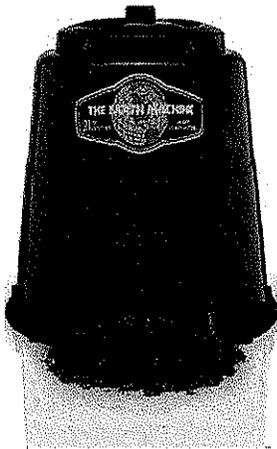
Priorities:

- Fiscal Restraint
- Retention of people & services
- Stable mil rate
- Work with SAD #22 to insure that they exercise budget control
- Multifaceted presentation – flat w/o new valuation money, with new valuation money, and with and without additional funding needs considered

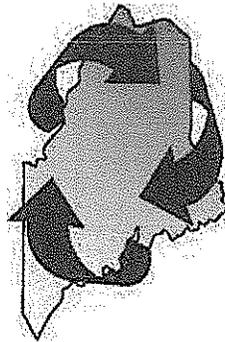
Department Heads –

- Public Safety – no new positions
- Public Works – no new positions
 - Paving expense
 - Stimulus package projects need to be ‘shovel ready’
- Recreation – No new personnel
 - Seeks to further expand kid’s korner program
- Library – Roof repair needs to be completed
 - New Circulation Desk needed
 - Library use is up
- Administration – Make part-time office person Full time to accommodate workload, staffing needs
- Pool – Air Handling system in near future +/- \$100,000
 - Fuel Savings with new boilers
 - Equipment maintenance budget is largest challenge
- Economic Development –
 - Completion of Comp Plan in 2009

C-4-a



MARRA Backyard Composting Campaign Participation Packet 2009



Sponsored by the
Maine Resource Recovery Association
PO Box 1838
Bangor, Maine 04402
tel 207-942-6772
fax 207-942-4017
www.mrra.net

Info Box A

Urges You to Do Your Part for Earth Day '09: Compost Your Yard and Food Waste!

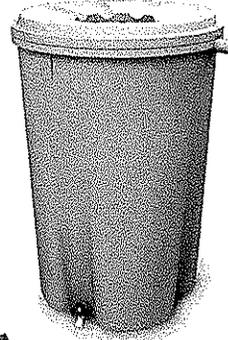


**Only
\$37.50
Retail
Value
\$100**



Earth Machine Backyard Compost Bin
Converts grass, leaves and table scraps into an abundant supply of rich garden soil.
Large 80 gallon capacity
Easy, snap together assembly
10 year warranty & Instruction Booklet
Made of recycled plastic
Assembled dimensions - 33"x35"

The Rain Barrel
55gal capacity,
Great rain water
collection for
gardening



**Price
\$55**



Only \$8

KITCHEN SCRAP PAIL
Attractive, easy to use, Hinged lid
snaps securely to pail, 2 gallon
capacity accommodates plates for
"mess free" scraping!

**Just
\$16.50**



THE WINGDIGGER
Use this handy tool
to turn your com-
post periodically.

**Pick Up Your Ordered Items at:
Info Box B**

**For more information call:
Info Box C**

Return the coupon below before May 2, 2009. All Sales Final

HERE'S HOW TO GET STARTED!

1. Clip & fill out this Order Form.
2. Mail it in with your check or money order.
3. Pick up your ordered items at:

Info Box B

Item	Quantity	Unit Price	Subtotals
Compost Bin		\$37.50	
Kitchen Pail		\$8.00	
Wingdigger		\$16.50	
Rain Barrel		\$55.00	
TOTAL DUE			

Name: _____ Phone: _____

Address: _____

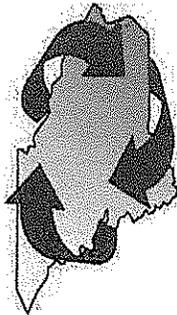
City: _____ State: _____ Zip Code: _____

Make checks payable to: MRRRA (Maine Resource Recovery Association)

Mail to: **Info Box D**



ORDER FORM



Sample Press Release



FOR IMMEDIATE RELEASE

Your Town or Organization's Name Here to hold Backyard Compost Bin & Kitchen Waste Pail Sale for Earth Day 2009

Your Town's Name Here, ME: Tired of seeing all of those kitchen leftovers from preparing meals and snacks get thrown out in the trash or eaten by critters in your makeshift composting bin in the backyard? Here's your chance to turn those scraps into a rich soil amendment.

As part of Earth Day 2009 celebrations, **Your Town or Organization's Name Here** is participating in a statewide backyard composting bin sale. Through May 2, 2009 a home compost bin and how-to guide with a combined retail value of \$100 can be purchased for only **\$37.50** (tax included). The bin is black, has a 10 year warranty, and is made of 100% recycled plastic. It's approximately 35" high and 33" wide, or large enough for a family of five. Kitchen Waste Pails, for all your kitchen food scraps, are also available for sale at **\$8.00** each.

We are also happy to offer the wingdigger compost turner for a discounted price of **\$16.50**.

New this year is a 55 gallon rain barrel that can be used to collect valuable rain water for watering the garden and keeping the compost in the Earth Machine moist.

It's estimated that 25 percent of the average household's waste consists of yard trimmings and kitchen scraps which can be easily composted. **Your Town's Name Here** residents can save money for every ton of waste they compost because it is not shipped out of town for disposal.

Contact **Person's Name & Phone Number/Email Address Here** to learn more or obtain an order form. **Your Town Name Here** already recycles many of its disposables. Let's increase our recycling while helping our gardens grow!

End

Sponsored by the
Maine Resource
Recovery
Association
(MRRRA)
Tel (207) 942-6772
Fax (207) 942-4017

- MRRRA -
Coordinator Checklist

Use this Coordinator Checklist to help
plan your 2009 Compost Bin Sale

Do ASAP: Signing Up to Participate!

Please Check When Completed!

Determine Date, Time, and Location for residents to pick up their NEW compost bins and/or pails. The items will be delivered directly to you during the week of May 17th, 2009. **Items MUST BE ordered in exact multiples of 20 (i.e., 20, 40, 60).**

IMPORTANT! Complete the Participation Form and Customized Information Sheet clearly and legibly & mail or fax to (207) 942-4017. Once this information is received, a customized master Order Form, Poster, Tracking Sheet, Press Release and Final Order Form will be created and sent to you.

Promoting Your Sale

Distribute Order Forms to residents through mailings, local businesses, municipal buildings, etc. Consider asking Boy Scouts, Girl Scouts or other local groups to distribute the forms at the recycling center.

Hang up Posters in high foot traffic areas throughout the community (such as grocery stores, town offices, recycling center, library, etc.) to promote the sale.

Display Sample Compost Bin & Kitchen Pail (see "Participation Form" to request) to help promote the sale and provide residents with a "real life" example of the bin and/or pail. Be sure to locate them in high traffic areas for better promotion.

Request a FREE CD to promote the Composting Bin, "Earth Machine™", for play on local cable stations. Call the Maine Resource Recovery Association (207) 942-6772 to order.

Send the Press Release to local daily and weekly newspapers that **cover your community's events**. Also, consider writing a "Letter to the Editor" to promote the sale.

-MRRRA -
- Coordinator Checklist cont'd -

Submitting Your Order

' **Accept only completed Order Forms** and checks payable to the MRRRA (Maine Resource Recovery Association).

' **Use the Tracking Form** to document each order as the Order Forms and checks come in. For your convenience, keep the checks in order as they appear on the Tracking Form.

' **Collect Order Forms and checks** from your residents **until May 2nd, 2009** .

' **Tally all orders and complete the Final Order Form.** Please double check that the number of check(s) and orders match the amounts stated.

' **Make a copy of the Final Order Form** for your records and mail the original along with the check(s) made payable to the MRRRA using the **Order Envelope**. The Maine Resource Recovery Association must receive your Final Order Form and check(s) by **May 6, 2009** . **Only orders in multiples of 20 will be accepted.**

Delivery of Your Order

' **Items will be delivered** to you no later than May 22nd, 2009. You will be notified of the exact date.

' **Have your Tracking Form available** when your items are delivered.

' **Conduct an immediate inventory** of your items when you receive them. You must notify MRRRA of any missing or broken pieces by June 15th, 2009. **NO EXCEPTIONS!** Replacement pieces will take 2-4 weeks to arrive.

Distributing your Bins, Pails, Wing diggers and Barrels

' **Distribute items** to your residents at the predetermined date, time and location.

' **Look forward to the 2010 Backyard Composting Campaign!**



MARRA 2009 Final Order Form Due with funds by May 6, 2009

Organization: _____ Contact Person: _____ Telephone: _____

Delivery Address: _____

Item	Quantity	Price	Amount
Earth Machine Compost Bin - quantities of 20			
Kitchen Pail - quantities of 20			
Wingdigger - quantities of 20			
Rain Barrel - quantities of 13			
Total Enclosed			

Maine Resource Recovery Association, PO Box 1838, Bangor, Maine 04402, tel 207-942-6772, fax 207-942-4017, www.mrra.net



**Maine
Savings**
FEDERAL CREDIT UNION

P.O. Box 347 • Hampden, Maine 04444 • 207-862-6500 • FAX 207-862-6502 • www.mainesavings.com

0-4-b

January 23, 2009

AMENDED

Town of Hampden
Attn: Susan Lessard
106 Western Ave
Hampden, ME 04444

RE: Merchant Credit Card Processing

Dear Susan:

When you came onboard with merchant card processing in July of 2008 it was important for us to give you the best possible pricing. This is still our goal today. As the activity in your account indicates, your program has been successful and continues to grow each month. From what your staff indicates, your customers are very happy with the convenience of using their plastic.

With six months transaction history now established, the various ATM/Debit Card networks that these transactions are switched through can now be determined. As a result of the fees these networks assess, Power Pay has determined it necessary to increase the fee they assess for this service. Therefore, beginning March 1, 2008, your debit card per-transaction cost will increase to \$1.35.

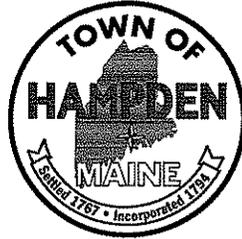
To maintain a margin like that you currently have, and to cover both hard and soft costs, we recommend that you increase your "convenience fee" from \$1.00 to \$2.00 per transaction. We regret the need for this pricing change and trust you understand. We have been assured by Power Pay that this pricing is the best available.

Maine Savings and our partner, Power Pay, are dedicated to providing you and your customers with an outstanding, valuable program. I am available anytime if you have any questions.

Sincerely,

Janis R. Rollins
Manager, Product Services
jrollins@mainesavings.com
207-862-7222

Town of Hampden
106 Western Avenue
Hampden, Maine 04444



Phone: (207) 862-
Fax: (207) 862-5
email: hampden@

C-4-C

CERTIFICATE OF COMMITMENT OF SEWER USER RATES

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

We, the undersigned municipal officers of the municipality of Hampden, Maine hereby certify and commit to you a true list of the sewer rates established by us pursuant to 30-A M.R.S.A §3406 for those properties, units, and structures required by local and state law to pay a sewer rate to the municipality, for the period beginning 10/01/08 and ending 12/31/08. This list is comprised of the pages numbered 1 to 1 inclusive which are attached to this certificate. The date(s) on which the rates included in this list are due and payable is (are) 03/02/09. You are hereby required to collect from each person named in the attached list his or her respective amount as indicated in the list, the sum total of those lists being \$109,976.39. You are hereby required to charge interest at a rate of 11 % per annum on any unpaid account balance beginning 03/03/09. You are hereby authorized to collect these rates and any accrued interest by any means legally available to you under State law. On or before 09/09 you shall complete and make an account of your collections of the whole sum herein committed to you.

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

Municipal Officers of the Town of Hampden, Maine