



Town of Hampden  
**Planning and Development Committee**  
Wednesday January 17, 2018, 6:00 pm  
Municipal Building Council Chambers  
**Minutes**

Attending:

Committee/Council

David Ryder - Chair  
Dennis Marble  
Terry McAvoy  
Mark Cormier  
Ivan McPike  
Stephen Wilde

Staff

Angus Jennings, Town Manager  
Myles Block, Code Enforcement Officer  
Karen Cullen, Town Planner

Public

Bill Boyington

Chairman Ryder called the meeting to order at 6:00 pm.

1. Minutes for the December 20, 2017 and January 3, 2018 meetings – **Motion** to approve as submitted made by Councilor McAvoy; second by Councilor Marble; carried 6/0/0.
2. Committee Applications: None
3. Updates:
  - a. MRC/Fiberight: Manager Jennings said MRC's monthly Board meeting will be held Wednesday January 24 at 10:00 am in Orono, and noted he will be attending. Discussion on the condition of the roadway, which is set to be accepted by the Town. Manager Jennings said staff is aware of the issues and is monitoring them.
  - b. Staff Report: Manager Jennings reported on the progress for the Down East Magazine advertorial which will be published in the March issue. A draft of the text and the Hampden page was handed out; councilors were asked to send any comments within a few days.
4. Old Business: (taken out of order)
  - c. Hampden Business Park Covenants. Manager Jennings said the meeting with Sargent and Noel Musson went well, and David Hughes of Epstein provided comments but was unable to attend. The next draft of the covenants will be going to the town's attorney for review. It was also noted that the memo in the packet provides the timeline for this; the final draft of the covenants will be brought to the Feb. 7 P&D meeting for referral to Town Council for public hearing which will be March 5. Manager Jennings also noted the subdivision plan will be revised to eliminate the 10' easements on property lines between lots, he's

working on getting a scope and price from CES, who prepared the plan. A request for funding will go to the Finance Committee.

- b. **Motion** by Councilor McPike to enter into executive session pursuant to 1 MRSA §405(6)(C) to discuss economic development issues about which premature disclosure might prejudice the Town's bargaining position, to include the town planner, consultant, and the code enforcement officer; second by Councilor Wilde; carried 6/0/0 by roll call vote. Entered executive session at 6:10 pm. **Motion** by Councilor Wilde to exit executive session; second by Councilor McAvoy; carried 6/0/0 by roll call vote at 6:23 pm. The committee confirmed that the terms of the Credit Enhancement Agreement will be as discussed December 20<sup>th</sup>: 13 years with 65% for year 1, 40% for years 2-10, 36% for year 11, 32% for year 12, and 28% for year 13.
  - a. Review and referral to Finance Committee of proposed Coldbrook Corners Tax Increment Financing District Development Program – **Motion** by Councilor Wilde to refer the proposed TIF Development Program for Coldbrook Corners TIF as previously discussed in executive session; second by Councilor McAvoy; carried 6/0/0. Manager Jennings noted the figures in Table 1 will be filled in prior to the Finance Committee meeting.
5. New Business:
- a. Update on proposed marketing materials for the Business Park – Manager Jennings handed out sample materials we had received today from Sutherland Weston, a local marketing firm recommended by David Hughes. He noted the rough estimate for their work was \$8-12,000. A discussion regarding the scope of the marketing work ensued. Consensus was that we should hold off on pursuing preparation of a brochure until after the next round of contract negotiations with Epstein takes place. At that stage, staff will prepare a scope and solicit bids from local vendors. It was noted that this should only be for the business park since the Town has a financial interest in the park. Other materials such as maps showing zoning, infrastructure, and level of readiness for development can be created by staff for the broader commercial and industrial areas of town.
6. Zoning Considerations/Discussion: Planner Cullen noted the meeting with the Planning Board last night was cancelled because she was sick. She added the meeting has been rescheduled for Thursday January 25. Manager Jennings noted the site plan review process is being rewritten and is proposed to include a two level system with simpler plans going to a staff review committee instead of the Planning Board. Councilor McAvoy noted his approval of a streamlined process.
7. Citizen Initiatives: None.
8. Public Comments: Bill Boyington was present and asked if the Coldbrook Corners TIF District was referred to the Finance Committee; the answer was yes.
9. Committee Member Comments: None.
10. Adjournment: **Motion** to adjourn at 6:55 pm by Councilor Marble; seconded by Councilor McAvoy, carried 5/0/0. [Councilor McPike left around 6:30 to attend the RSU 24 meeting.]