



HAMPDEN TOWN COUNCIL
HAMPDEN MUNICIPAL BUILDING
AGENDA

TUESDAY

APRIL 17th, 2018

7:00 P.M.

6:00 p.m. – Finance & Administration Committee

- A. PLEDGE OF ALLEGIANCE
- B. CONSENT AGENDA
 - 1. SIGNATURES
 - 2. SECRETARY'S REPORTS
 - a. April 2nd, 2018
 - 3. COMMUNICATIONS
 - a. Notice from MRC regarding hand-outs by PERC to offer short term solid waste delivery
 - b. Flyer for the annual Stream Clean-up to be held May 5th, from 9:00 to 12:00
 - 4. REPORTS
 - a. Finance Committee Minutes – March 19th, 2018
 - b. Infrastructure Committee Minutes – None
 - c. Planning & Development Committee Minutes – None
 - d. Services Committee Minutes – None
- C. PUBLIC COMMENTS
- D. POLICY AGENDA
 - 1. NEWS, PRESENTATIONS & AWARDS
 - 2. PUBLIC HEARINGS

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

3. NOMINATIONS – APPOINTMENTS – ELECTIONS

- a. Appointment of Election Clerks – Pursuant to 21-A, §503(2)
- b. Update on candidates and candidates' forum

4. OLD BUSINESS

5. NEW BUSINESS

- a. Licensing of Solid Waste Commercial Haulers pursuant to the Solid Waste Flow Control Ordinance – *referral from Finance & Administration Committee*
- b. Award of the 2018 mowing bid – *referral from Finance & Administration Committee*
- c. Award of the 2018 cruiser bid – *referral from Finance & Administration Committee*
- d. Request for authorization to sell tax foreclosed property located at 114 Old County Road– *referral from Finance & Administration Committee*
- e. Request for authorization for the use of up to \$4,000 in Planning & Commissions reserve funds for unbudgeted legal costs related to Town Attorney's review of proposed Zoning Ordinance Amendments - *referral from Finance & Administration Committee*
- f. Approval of a letter of support for the Hampden Historical Society for a capital campaign grant application – *referral from Finance & Administration Committee*

E. COMMITTEE REPORTS

F. MANAGER'S REPORT

G. CLERK'S COMMENTS

H. COUNCILORS' COMMENTS

I. Executive Session – Personnel Matters – Pursuant to 1 MRSA § 405 (6)(A) –
requested by Councilor McAvoy

J. ADJOURNMENT



HAMPDEN TOWN COUNCIL
HAMPDEN MUNICIPAL BUILDING
MINUTES

MONDAY

APRIL 2ND, 2018

7:00 P.M.

6:00 p.m. – Finance & Administration Committee

Attending:

*Mayor McPike
Councilor McAvoy
Councilor Cormier
Councilor Wilde
Councilor Marble
Councilor Ryder*

*Town Manager, Angus Jennings
Town Clerk, Paula Scott
Sgt. Steward
Attorney John Hamer
James Wadman, Auditor
Kelly Bowden, Auditor
Cholada Wong
Faye Anderson*

Mayor McPike called the meeting to order at 7:00 p.m.

- A. PLEDGE OF ALLEGIANCE** - *Mayor McPike led the Pledge of Allegiance*
- B. CONSENT AGENDA** – *Councilor Marble made a motion, seconded by Councilor McAvoy, to accept the consent agenda. Unanimous vote in favor, 6-0.*

1. SIGNATURES

2. SECRETARY'S REPORTS

- a. **March 19th, 2018**

3. COMMUNICATIONS

- a. **Notice of election process for MMA Executive Committee and Vice President**
- b. **Notice of MDOT contract award for light paving and bridge milling projects 022110.00 & 024626.00**
- c. **Save the Date notice for the Good Shepherd Food Bank Groundbreaking on May 23, 2018 at 10:00 a.m.**
- d. **Renewal Victualer's licenses approved – JC's Variety, ATC Tennis Ctr**
- e. **Notice and agenda for the RSU 22 Budget Committee meeting to be held on April 3, 2018**

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

- f. **March 29, 2018 MRC Notice of interim municipal solid waste delivery to Crossroads and Juniper Ridge Landfill effective April 1st, 2018**

4. REPORTS

- a. **Finance Committee Minutes – March 5th, 2018**
b. **Infrastructure Committee Minutes – February 26th, 2018**
c. **Planning & Development Committee Minutes – February 21st, 2018**
d. **Services Committee Minutes – None**

C. PUBLIC COMMENTS - *None*

D. POLICY AGENDA

1. NEWS, PRESENTATIONS & AWARDS

2. PUBLIC HEARINGS

- a. **Consideration of an application for a new Victualer's license for Fresh Ginger Fusion, Inc., owned and operated by Cholada Wong of Hampden -** *At 7:07 p.m., Councilor McAvoy made a motion, seconded by Councilor Marble, to open the public hearing. Unanimous vote in favor, 6-0. There were no comments from the public. The Clerk explained that the former owner had gone out of business, and although the name is similar, this is a new owner/establishment and the ordinance requires a public hearing. There were no concerns by Councilors. At 7:09 p.m., Councilor Marble made a motion, seconded by Councilor McAvoy, to close the public hearing. Unanimous vote in favor, 6-0. Councilor Marble made a motion, seconded by Councilor Wilde, to approve the Victualer's license for Fresh Ginger Fusion. Unanimous vote in favor, 6-0.*
- b. **Consideration of an application for a new Liquor License for Fresh Ginger Fusion, Inc., owned and operated by Cholada Wong of Hampden –** *At 7:10 p.m., Councilor McAvoy made a motion, seconded by Councilor Wilde, to open the public hearing. Unanimous vote in favor, 6-0. There were no comments from the public. Councilor McAvoy questioned if the Town was issuing a state license. The Clerk explained that the Municipal Officers have the authority to grant or not grant a liquor license in any location based upon criteria set by Council, subject to appeal by the applicant. Once the approval is granted, the applicant sends the application to the State for the actual license. Councilor Marble made a motion, seconded by Councilor Wilde, to*

approve the liquor license. Unanimous vote in favor, 6-0. Councilor McAvoy noted that the public hearing had not been closed prior to the vote, confirmed by the clerk. At 7:11 p.m., Councilor Marble made a motion, seconded by Councilor Wilde, to close the public hearing. Unanimous vote in favor, 6-0. Councilor Marble made a motion, seconded by Councilor McAvoy, to approve the liquor license. Unanimous vote in favor, 6-0.

3. NOMINATIONS – APPOINTMENTS – ELECTIONS

4. OLD BUSINESS

5. NEW BUSINESS

- a. **Presentation of Hampden FY2017 Audit – James W. Wadman, CPA** – Mayor McPike recognized Mr. Wadman who approached the podium. He reported that the audit for year ending June 30, 2017 is complete with an unmodified (clear) opinion. The Town ended with a total fund balance of \$4,223,649. Of that, \$2,002,205 is unassigned fund balance. That is broken down between \$1,498,682 General Fund and \$503,523 in Host Community Benefit account. Budget V Actual operating results show a favorable variance of \$483,600, added to the fund balance this year. There were recommendations for improving internal controls with reconciling cash accounts, and sub accounting work in the reserves. This fits with earlier discussion for the need for a finance person, or treasurer. Councilor McAvoy asked what percentage we are at in relation to the fund balance. Mr. Wadman stated we are at 10% of expenses; recommended at 10% – 12%. It was noted that this is the first time in fourteen years that the sewer fund posted a net income which came in at \$6,426.
- b. **Request for authorization to waive the performance guarantee required to accept West Carey Drive as a public way – referral from Finance & Administration Committee** – Manager Jennings explained that the requirement for a sub dividing developer building a road is to post security for 14 months to have a contingency in the event it is flawed. It is a performance guarantee so that it is constructed to plan. The Town is the developer, but there is not waiver for Town owned projects. Councilor McAvoy made a motion, seconded by Councilor Marble, to waive the performance guarantee needed to accept West Carey Drive as a public way. Unanimous vote in favor, 6-1.
- c. **Council approval of the Edythe L. Dyer Library Card Policy – referral from Finance & Administration Committee** – Councilor

McAvoy explained that this was discussed in committee and it is simply a ratification of the policy of the Board of Trustees. Councilor McAvoy made a motion, seconded by Councilor Marble, to approve the library card policy. Unanimous vote in favor, 6-0.

- d. **Request for authorization to re-allocate up to \$10,000 approved but unspent funds from the Planning & Community Development Reserve Account (3-725-00) for the purpose of retaining the contract planner through the remainder of FY18 – referral from Finance & Administration Committee – Councilor McAvoy made a motion, seconded by Councilor Marble to authorize the re-allocation of up to \$10,000 from the Planning & Community Development Reserve to retain the contract planner for the remainder of FY18. Councilor McAvoy, Councilor Cormier, Councilor Marble, Councilor Ryder and Mayor McPike voted in favor. Councilor Wilde voted in opposition. Motion carries, 5-1.**
- e. **Recommend Council authorization of up to \$18,625 from Host Community Benefit account (1-351-00) for purchase of 2nd flashing pedestrian beacon, and acceptance of bid price for installation of two crosswalks and two flashing pedestrian beacons on Main Road North at Cottage Street and at the Kiwanis Civic Center driveway – referral from Finance & Administration Committee – Councilor McAvoy made a motion, seconded by Councilor Marble, to authorize up to \$18,625 from Host Community Benefit account for the purchase of a second flashing beacon and to accept the bid price for installation of crosswalks and beacons located at Main Road North & Cottage and MRN & the Kiwanis driveway. Unanimous vote in favor, 6-0.**

E. COMMITTEE REPORTS

Planning & Development Committee – Councilor Ryder reported that at the meeting on the 21st, they received update on the steel work on Fiberight. They discussed the Business Expo and spent a lot of time working on clearing up contradictions in zoning language. The Planning Board will have input on May 9th. There will be a working session on April 3rd and encouraged citizen involvement. The P & D meeting scheduled for this week has been cancelled.

Services Committee – Councilor Marble reported that there will not be a Committee meeting next Monday night.

Infrastructure Committee – Councilor Cormier reported that at the last meeting, they discussed the crosswalks that were acted on tonight. They discussed the traffic in that area and were assured that these crosswalks and beacons would not mess up traffic flow. Committee heard a petition and request for a new street light on Highland Ridge. Members opted to try a higher watt LED light first. Committee members were given options for the funding of the sewer projects and what is to be paid from sewer rate payers and what is to be from the general fund. Members were updated on the Capital

plan work. Discussed our CSO report filed on September 28th and the DEP site visit on March 20th which went well. Information from the CCTV work has been added to GIS. Finance & Administration Committee – Councilor McAvoy reported that all items discussed at the last F & A meeting were dispensed with tonight.

- F. MANAGER'S REPORT** – *Manager Jennings reported that the office will be doing extensive outreach prior to the June 12th election, not just for the vacant Council seat, but also for the sewer referendum. He met with the vendor which helps with newsletter layout last week and a meeting is scheduled with GIS and the Clerk to help get the newsletter out on time. There will be inserts in the next sewer bill and we are currently discussing a postcard mailer. He reported that the Children's Day committee will be meeting tomorrow to begin planning this year's event. He reported that the Town office has begun the process to accept credit cards. Tax Collector Barbara Geaghan and Town Clerk Paula Scott have worked together to bring the information to staff. We expect to be signing paperwork next week, and hope to have it in place by May 1st. He also reported that the nomination period to take out papers for Councilor expires April 9th and that there are already four possible candidates who have taken out papers.*
- G. CLERK'S COMMENTS** – *The Clerk echoed the Manager's comments regarding credit card processing and the new level of customer service this will create.*
- H. COUNCILORS' COMMENTS**
Councilor Ryder – No comment
Councilor Marble – No comment
Councilor Wilde – No comment
Councilor Cormier – No comment
Councilor McAvoy – Stated that he feels that Spring has finally sprung. He urged everyone to shop local and buy American and wished everyone a good night.
Mayor McPike – Reminded the public that the first meeting of the RSU's budget will be tomorrow night. He offered congratulations to the Hampden Academy boys and girls basketball teams for winning in their divisions.
- I. ADJOURNMENT** – *With no other business to conduct, the meeting adjourned at 7:45 p.m.*

Respectfully Submitted,



Paula A. Scott, CCM
Town Clerk



73-3-a

Angus Jennings <townmanager@hampdenmaine.gov>

Response to Offer by PERC labeled "This is not a solicitation".

1 message

Greg Lounder, MRC Executive Director <municipal.review.committee1@gmail.com>

Thu, Apr 5, 2018 at 4:06 PM

Reply-To: glounder@mrcmaine.org

To: townmanager@hampdenmaine.gov



The MRC has become aware that PERC is distributing hand-outs at their scale house entitled "This is not a solicitation". The hand-out claims to offer MRC communities the ability to delivery solid waste to the PERC facility on a short-term, temporary and no contract basis, and contains the statement "This is not a solicitation or inducement to have communities disregard the requirements of the MRC landfill agreement."

Do not be misled by the hand-out. Joining Members and haulers should continue to deliver MSW to the Crossroads Landfill, the Juniper Ridge Landfill, nearby transfer stations or other destinations as directed by the MRC - which do not include the PERC Facility at this time. **Joining Members and haulers that deliver MSW to PERC as suggested by the PERC hand-out, thereby disregarding instructions from and contractual obligations to the MRC, will be exposing their municipalities to significant legal liability.** Possible consequences range from monetary penalties to potential loss of their long-term agreements for MSW disposal and the attendant benefits.

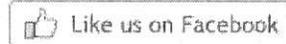
The MRC recognizes that service transitions can be difficult and confusing. We are doing all we can to have the Hampden Facility ready to accept MSW as quickly as possible. Until that time, we ask you again to honor your contractual commitments by ensuring that MSW is delivered in accordance with MRC instructions. Thank you for your patience.

If you have any questions, please contact contact Greg Lounder at (207) 664-1700 or glounder@mrcmaine.org.

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Municipal Review Committee, 395 State Street, Ellsworth, ME 04605

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B-3-B



Town of Hampden Stream Cleanup

Saturday May 5, 2018

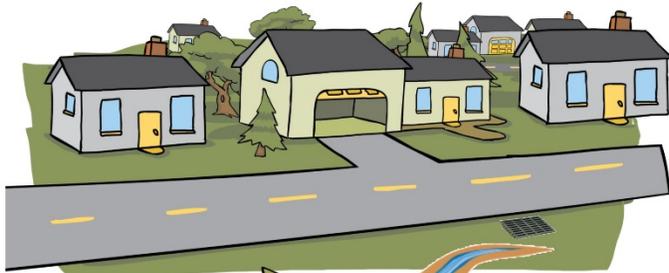
Rain Date Saturday May 12, 2018



Help keep Hampden's waterways clean! Join us for a morning to clean trash from our roadways and stream banks.

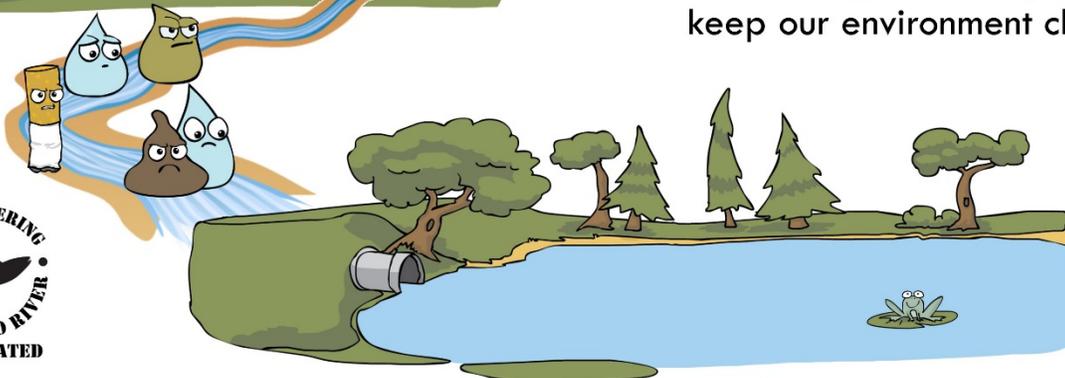
Where: Community Room, Public Safety Building,
106 Western Ave

When: 9:00 am until around 11:00 — cleanup
11:00 until around noon — BBQ lunch



Everything you need is provided:
gloves, bags, safety vests, etc.

We provide BBQ lunch at the end of the event. This year you can win prizes for your efforts... so come join us for a fun morning while helping to keep our environment clean!



To sign up, contact Karen Cullen at 862-4500
or planner@hampdenmaine.gov.

FINANCE & ADMINISTRATION COMMITTEE MEETING

Monday, March 19th, 2018

MINUTES

Hampden Town Office

Attending:

*Councilor, Terry McAvoy Chair
Mayor Ivan McPike
Councilor Mark Cormier
Councilor David Ryder
Councilor Dennis Marble
Councilor Stephen Wilde*

*Town Manager Angus Jennings
Town Clerk Paula Scott
DPW Director Sean Currier
Public Safety Director Joe Rogers
Fire Lt. Dan Pugsley
Kyle Corbeil, PE, Woodard & Curran
Nate McLaughlin, PE, resident*

Chairman McAvoy called the meeting to order at 6:00 p.m.

1. Meeting Minutes

- a. March 5th, 2018** – *Motion by Councilor Marble seconded by Mayor McPike to approve the minutes. Approved 6-0.*

2. Review & Sign Warrants – *Warrants were reviewed and signed.*

3. Old Business**4. New Business**

There was a motion by Mayor McPike seconded by Chairman McAvoy to add to the agenda discussion of the resignation of Town Councilor Greg Sirois, which was received earlier today, and the method of filling the vacant Council seat. The motion passed 6-0.

- aa. Discussion of the resignation of Town Councilor Greg Sirois, and the method of filling the vacant Council seat** – *Manager Jennings reported that Greg Sirois had submitted his resignation earlier this afternoon, effective immediately, and read into the record Mr. Sirois' emailed resignation. Manager Jennings said that the Town Charter sets out the procedure to fill the vacant seat and invited the Town Clerk to provide details. Town Clerk Paula Scott summarized the relevant Charter provisions and circulated a memo. She said that the Council had authorized a reduced time period for nominations, pursuant to statutory authority, in 2011 when a vacancy occurred. The draft timeline that she circulated provided for an 18-day nomination period, with nomination papers available on March 22*

and due back on April 9. There was discussion among the Councilors of allowing for a reduced nomination timeline or leaving the seat vacant until the next election in November. Councilors Marble and Ryder spoke in favor of a June election to provide a full 7-member Council. Councilor Wilde asked if someone elected in June would need to run again in November and the Town Clerk answered yes, the June seat would be through the remainder of Mr. Sirois' term, ending December 31, 2018. Chairman McAvoy expressed support for a June election. Mayor McPike asked when someone elected in June would be sworn in and the Town Clerk said immediately. Mayor McPike said the newly elected Councilor's first Council meeting would include voting on the FY19 budget [at the June 18 Council meeting], and the Town Clerk said yes. Chairman McAvoy said that the consensus seems to be a June election, and no one objected. Mayor McPike made a motion to authorize a June election with a reduced nomination period pursuant to statutory authority as spelled out in the Town Clerk's memo. Chairman McAvoy seconded the motion and it was approved 4-2 with Councilors Wilde and Cormier opposed.

- a. **Committee discussion and recommendation on timing and financing options for sewer capital projects** – Manager Jennings summarized the options available regarding which sewer projects to include on the June referendum ballot, and said the goal was to secure financing through the SRF program administered by the Maine Municipal Bond Bank, noting that this will require creation of a Fiscal Sustainability Plan (FSP). Councilor Marble asked if the FSP would be completed in-house or contracted out and Manager Jennings said it would be contracted out under the engineering contract with Woodard & Curran. Chairman McAvoy said he thought the Grist Mill bridge project costs would be included in the General Fund budget not the sewer budget, and Councilor Marble said that's part of what needs to be formally decided. Councilor Wilde supported this idea, noting that the whole Town benefits from the sewer system and the business development it allows. Mayor McPike also supported a cost share with property tax revenue supporting the bridge project. Councilor Marble agreed, noting that this cost results from a DOT project and not the sewer itself. Councilor Ryder referred to the "Alt. 1" scenario in the materials Manager Jennings had prepared, noting that if the bridge was paid from General Fund that the Sewer debt service would be about \$100,000 which would roughly equal the debt that was retired this year, and he further noted that sewage treatment costs lower than the budgeted amount should allow some funds to be set aside toward sewer reserve. Manager Jennings agreed. Councilor Marble said he didn't want to lose sight of the Main Road North project south of Western Ave. Mayor McPike

expressed support for extending financing to 30 years. Manager Jennings said that the ordinance as written would allow for that but that a 20 year term was typical for SRF funding, and consulting engineer Kyle Corbeil agreed. Chairman McAvoy asked about the pre-2000s when sewer debt service was split between the Sewer and General Fund 2/3 and 1/3. Manager Jennings said that was his understanding of how things had been done at that time, though he was not aware of any policy to that effect, and he noted that as a General Obligation bond that any borrowing would pledge the full faith and credit of the Town regardless whether the pledged revenue source was sewer fees or property taxes.

Councilor Ryder made a motion to recommend the Alt. 1 scenario (including three sewer projects but excluding the M.R.N project south of Western Ave.), and Councilor Cormier seconded. Councilor Ryder said that at some point we need to build up a sewer reserve so projects can be taken on without borrowing.

Councilor Wilde said he doesn't see the proposed cost split as equitable, noting that the whole town benefits from the sewer and that the sewer rates have increased dramatically. Councilor Ryder said that with the proposed cost split the debt service could be absorbed without increasing sewer rates. He said that the property taxpayers he's spoken with do not object to paying the bridge costs. Councilor Wilde said the Sewer Fund still needs to pay back the interfund transfers from the General Fund and Councilor Ryder said that doing so would still be part of the sewer budget. Chairman McAvoy agreed, noting that the FY19 sewer budget could still provide for \$100,000 pay-down of the interfund deficit.

A vote was taken and the motion passed 5-1 with Councilor Wilde opposed.

- b. Recommend Council authorization for the expenditure in an amount up to \$3,765 from Playgrounds Reserve account (3-768-00) for tennis court light poles – referral from Services Committee – Motion by Councilor Marble seconded by Councilor Wilde to recommend Council authorization for the expenditure of up to \$3,765 from Playgrounds Reserve account for tennis court light poles. The motion passed 6-0.**
- c. Recommend Council authorization for the expenditure of \$9,238 from Fire Camera Reserve account (3-747-00) for a thermal imaging camera – requested by Chief Joseph Rogers – Motion by Mayor McPike seconded by Councilor Wilde to recommend Council authorization for the expenditure of \$9,238 from Fire Camera**

Reserve account (3-768-00) for a thermal imaging camera. Councilor Wilde asked didn't we recently purchase one? Public Safety Director Rogers said no the current camera is almost 20 years old and was scheduled for replacement this year. The motion passed 6-0.

- d. Committee recommendation to move the Infrastructure Committee meeting to April 30th** – *Motion by Councilor Marble seconded by Chairman McAvoy to support rescheduling the April infrastructure meeting to April 30th. The motion passed 6-0.*
- e. Manager's report on Council Goals and Priorities** – *Manager Jennings said work on this is ongoing and he would send around an update once complete.*

5. Public Comment – *None.*

6. Committee Member Comments – *Councilor Ryder asked if we can break down estimated debt service payments for the June ballot question so voters will know what would be borne by sewer rate payers and property taxpayers. Manager Jennings said yes, this will be part of the public information outreach. Councilor Ryder said voters will need to know how it will be paid, and Chairman McAvoy asked if this information could actually be in the voting booth. Town Clerk Scott said that the state now allows the Treasurer's Statement to be posted in the voting booths. Manager Jennings said he would work with Bond Counsel to prepare a Treasurer's Statement with this information, and that an update will be provided at next week's Infrastructure Committee meeting.*

7. Adjournment

There being no further business, the meeting was adjourned at 6:53 PM.

Respectfully submitted –
Angus Jennings, Town Manager

LAST NAME	FIRST	PARTY
Audet	Brenda	D
Bartlett	Phyllis	D
Beck	Donna	D
Caldwell	Avery	R
Carter	Katherine (Kay)	D
Carter	Lisa	R
Carter	Scott	R
Cole	Clare	D
Crosby	Kathy	D
Deane	Beric	D
Dubey	Georgeann	R
Dunton	Trudy	U
Dyer	Jayne	R
Ewing	Tammy	R
Feverston	Jim	D
Gadoury	Lisa	D
Gresser	Vivian	R
Haggan	Kimberly	R
Hall	Susan	U
Hickson	Betty	D
Hopkins	Carolyn	D
Kelley	Lisa	R
King	Kathryn	D
Lippincott	Dorothy	D
Lippincott	William	D
Lozito	Debora	D
Morrell	Nathan	D
Peters	June	R
Philbrick	Bernard	R
Philbrick	Cynthia	R
Plowman	Debra	R
Poulin	Doug	D
Ryla	Karen	U
Starbird	Susan	R



TO: Candidates for Councilor At Large – June 12th, Special Municipal Election

FROM: Paula Scott, Town Clerk

DATE: April 10, 2018

RE: Acknowledgment of Satisfactory Nomination Papers

All Nomination Papers for the Municipal Election to fill the unexpired Councilor at Large seat have been received and all have satisfied the requirements prescribed by the Charter of the Town of Hampden. Candidates are as follows:

At Large

**Andrew Colford
Eric Jarvi
Shelby Wright
Renee Clark**

The Town Charter states, "When two or more candidates have been nominated for any office, the names of said candidates shall appear on the ballot in the order determined by lot. The municipal clerk shall determine, by lot, the order that said candidates' names shall appear on the ballot, provided the proceedings shall be public and the candidates shall be given an opportunity to be present."

I will be drawing the names for the Councilor At Large candidates to determine how the names will appear on the ballot on Thursday, April 12th, 2018 at 5:00 p.m. at the town office. If you have any questions, please give me a call.

D-5-a



Check One: _____ \$200.00 (Initial Fee Up to 4 vehicles)
_____ \$250.00 (Initial Fee Over 4 vehicles)
_____ \$ 50.00 (Annual Fee per vehicle)

APPLICATION FOR SOLID WASTE COMMERCIAL HAULING LICENSE
DUE ANNUALLY BY APRIL 1ST

In accordance with the authority granted under MRSA 38 § 1304-B and MRSA 30-A § 3001 et seq., and the authority granted under the Town of Hampden Solid Waste Flow Control Ordinance, the applicant,

(Name & Business)

is hereby granted the license to collect and transport Acceptable Solid Waste within the limits of the Town of Hampden to be disposed of at the Solid Waste Facility designated by the Town Manager.

LICENSE DATA: Check one: _____ Initial License _____ Renewal License

NAME: _____
LAST FIRST MI

NAME OF BUSINESS: _____

ADDRESS: _____
STREET TOWN ZIP

MAILING ADDRESS (if different): _____

TELEPHONE: _____
HOME WORK

EMAIL: _____ ANY PRIOR VIOLATIONS? _____ Y _____ N

VEHICLE INFORMATION: (For all vehicles to be used for commercial hauling) -see reverse for more info

Year Make Model VIN # Plate # Volume (CY)

Year Make Model VIN # Plate # Volume (CY)

Year Make Model VIN # Plate # Volume (CY)

Year Make Model VIN # Plate # Volume (CY)

FOR TOWN USE ONLY: Date Application Received: _____ Date Fee Paid: _____
ISSUE DATE: _____ EXPIRATION DATE: _____
AUTHORIZED BY: _____ ISSUED BY: _____

SAMPLE
LICENSE

LICENSE CERTIFICATE

No.

Licensed as.....

Granted to.....

Residing at.....

Issued.....

Expires.....

Fee.....

No..... Municipality of.....
OFFICE OF MUNICIPAL CLERK

Date.....

To all whom these presents may concern:

Know Ye, that.....residing
at..... in consideration of
.....Dollars,
receipt of which is hereby acknowledged, having complied with all the requirements of Law has been
duly Licensed.....
in the Municipality of.....

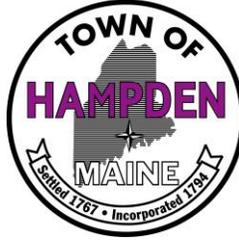
The License is subject to the strict observance of all Laws and Regulations in such case made and provided, and is to
continue in the force until the.....day of.....2.....unless sooner revoked

..... Municipal Clerk.

T356 Marks Printing House
Belfast, ME 1-800-734-4443



Town of Hampden
106 Western Avenue
Hampden, Maine 04444



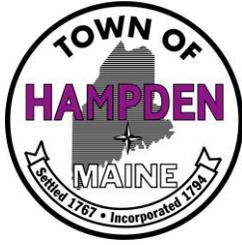
Phone: (207) 862-3034
Fax: (207) 862-5067
Email:
townmanager@hampdenmaine.gov

TO: Finance Committee and Town Council
FROM: Angus Jennings, Town Manager
DATE: April 12, 2018
RE: RFP for mowing

Please find enclosed the RFP for mowing for summer 2018, which was prepared and advertised at the direction of the Infrastructure Committee.

Bids will be received and reviewed by staff on April 17, and a recommendation will be made at that evening's Finance Committee meeting.

As you know, bidding out mowing would depart from past practice of hiring part-time staff to support mowing during the summer. The DPW Director will be prepared to present his estimates of costs to continue to do the work in-house, in support of the Council's consideration. The Rec Director has also placed comments on record to ensure these are taken into account in the Council's deliberations.



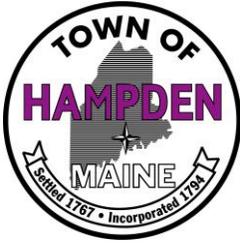
Town of Hampden
106 Western Avenue
Hampden, Maine 04444

Town of Hampden

-Invitation to bid on Town Mowing Services-

**Offers shall be clearly labeled:
"Mowing Services 2018"**

**Bid Opening: Tuesday, April 17, 2018 at 10:00 A.M.
106 Western Ave. Hampden, Maine 04444**



Town of Hampden
106 Western Avenue
Hampden, Maine 04444

General Information for Bidders

Note: The following terms, conditions and instructions apply to all Town of Hampden solicitations whether they are bids, proposals, requests for information, requests for qualifications, etc. The term “bidder” is used generally to describe the bidder, proposer, vendor, contractor, consultant or any other term applying for someone responding to a request from the Town. Any response by a vendor to requests from the Town means that the vendor intends to adhere to the following:

1. Acceptance
The Town will select the offer deemed most advantageous, appropriate and beneficial to the Town.
2. Addenda
In the event that an addendum to a solicitation is issued, all solicitation terms and conditions shall remain in effect unless they are specifically changed by the addendum. Offers shall include acknowledgement of all addenda or be subject to rejection. The Town will post all Addenda on the Town of Hampden website <http://www.hampdenmaine.gov> under “Public Notices and Bids” and shall email the addendum to all bidders whom have received a bid package, or who notify the Town Manager in writing that they wish to be considered a prospective bidder.
3. Independent Contractor
Successful bidder will serve in the capacity of independent contractor and shall not be deemed an employee or representative of the Town. Successful bidder understands and agrees that he/she is an Independent Contractor for whom no Federal or State Income Tax will be deducted by the Town, and for whom no insurance or other benefits available to Town employees will accrue. Successful Bidder further understands that annual information returns as required by the Internal Revenue Code and/or Maine law will be furnished to the Successful Bidder for his/her tax records.
4. Assignment/Subcontracting
The bidder shall not assign or subcontract any agreement, sublet or subcontract any portion of the work without the written consent of the Town. The bidder shall bind all subcontractors approved by the Town to all the terms and conditions of the contract.
5. Award/Results
As soon as practicable after evaluation, the Town shall make available the award decision and a tabulation of all bids/proposals received.
6. Compliance with Laws
The bidder is assumed to be familiar with and agrees to observe and comply with all Federal, State and local laws, statutes, ordinances and regulations. The bidder shall fully indemnify, save harmless and protect the Town, their successors, assigns, agents, customers, affiliates, agents and

employee's against any loss, claim liability damage, and expense arising from the bidder's actual or alleged noncompliance with such laws and regulations.

7. Deliveries

All deliveries shall be to the designated Town property stated in the solicitation and must be Freight on Board (FOB) Hampden, Maine with all delivery, handling, surcharges and other changes included in the offered price. Failure to do so may cause rejection of bid. The Town will not pay additional surcharges.

8. Equal Employment Opportunity

Bidders agree not to discriminate against any employee or applicant for employment because of age, race, color, religion, sex, sexual orientation or national origin. Bidders shall comply with applicable laws, executive orders, and regulations concerning nondiscrimination in employment, including the Equal Opportunity Clause of Section 202, Executive Order 11246, as amended, which is hereby incorporated by reference.

9. Freedom of Access Act (FOAA)

Under Maine's Freedom of Access Act, all records in possession of the Town and related to the transaction of its business are public, unless designated by law as confidential, privileged, or otherwise exempt. Accordingly, any documents you submit may be available to the public.

10. Incurring Cost

All costs incurred in the preparation and submission of an offer will be borne by the bidder.

11. Informalities

The Town reserves the right to waive informalities, irregularities or minor defects in an offer response or variation from the exact requirements of the solicitation provided that the defects or variations do not affect the price, quality, quantity or delivery of the service.

12. Inspections/Examination of Documents

The bidder is responsible for thoroughly inspecting the site of the proposed work, carefully examining the solicitation and for becoming completely familiar with any circumstances under which the work will be performed or equipment, material etc. to be provided. Each bidder shall make his/her own examinations and estimates and shall not hold the Town, its agents or employees responsible for any information received from them.

13. Late Bids

It is the responsibility of the bidder to see that their offers have sufficient time to be received by the Town of Hampden before the submittal deadline. Any offer, portion of an offer, or unrequested revision received at the Town Office after the time and date specified, will not be considered.

14. Permits

In connection with any work to be performed, the bidders shall procure all necessary permits and licenses applicable (State, Federal, Local or otherwise) to the performance of work contained in the solicitation.

15. Materials

All material submitted becomes the property of the Town of Hampden and shall become public information.

16. Questions
All questions must be directed in writing to the specified person from the Town of Hampden in the solicitation.
17. Rejection
The Town of Hampden reserves the right to reject any and all offers or to accept a higher cost offer if it is deemed to be in the best interest of the Town of Hampden. The Town also reserves the right to negotiate with the lowest cost responsive Bidder. Rejection of any proposal shall be construed as meaning simply that the Town does not deem the offer to be acceptable or that another offer is deemed to be more advantageous to the Town for the particular services offered.
18. Taxes
The Town of Hampden is exempt from paying sales or use tax by the State of Maine Statute and has been issued a permanent Exemption Certification by the State of Maine.
- Permanent Exemption Certificate Number: **E45923**
Federal Identification Number: **01600019000**
19. Termination
a. Termination for Convenience: The Town may terminate any contract, in whole or in part, whenever the Town determines that such termination is in the best interest of the Town, without showing cause, upon giving written notice to the bidder.

b. Termination for Default: When the bidder has not performed or has unsatisfactorily performed the work, the Town may terminate the contract for default. Upon termination for default, payment may be withheld at the discretion of the Town. Failure on the part of the bidder to fulfill contractual obligations shall be considered just cause for termination.
20. Withdrawal
No bidder may withdraw his/her offer for a period of sixty (60) days from date of opening. All offers will be subject to acceptance by the Town during that time.

TOWN OF HAMPDEN

MOWING SERVICES 2018

Town of Hampden
-Invitation to bid on Mowing Services 2018-

Offers shall be clearly labeled:
“Bid Proposal: Mowing Services 2018”

106 Western Ave. Hampden, Maine 04444
Bid Opening: Tuesday, April 17, 2018
10:00 A.M.

The Town of Hampden is seeking qualified bidders for Mowing and Trimming Services with associated field and park maintenance. The following specifications detail the extent of the proposed work. In order to be considered, potential bidders must complete and **submit the enclosed bid sheet, proof of insurance, references, equipment list and any pertinent information that may help the Town make a decision** and return these items in a sealed envelope to the following address by **10:00 A.M. on Tuesday, April 17, 2018.**

“Bid Proposal: Mowing Services 2018”

Attention: Public Works Director

106 Western Avenue

Hampden, Me. 04444

The Town Council will consider all bids but reserves the right to reject any or all bids at their discretion.

1. INTRODUCTION

The Town of Hampden is requesting proposals for seasonal mowing and string-trimming of Town owned facilities, parks and recreation fields, along with annual Spring debris clean up at the following locations: VFW Complex, Dorothea Dix Park, Lura Hoit Pool/Field Complex, Skehan Center Complex, Ballfield Road Complex, Lakeview Cemetery field, Hampden Business Park and Papermill Park. The scope also includes Fall aeration of (3) three facilities; VFW playing fields, Ballfield Road playing field and Lura Hoit Pool fields with the possibility of an additional Spring aeration (include cost in bid). Rolling of the same three facilities shall be conducted in the Spring. Papermill Park shall be mowed (high at approx. 4"-5") (3) three times per year. Services requested will start in April and conclude at the end of October.

Administration of these contracted services will be through the Director of Public Works and coordination of services will be both with Public Works and the Director of Recreation.

It is the intent of the Town to procure, from an established and experienced contractor, the services for mowing and string-trimming of parks and recreation fields. The goal of the Town is to find the most cost effective method of maintaining Town facilities while keeping a high level of service to the citizens of Hampden. It is anticipated that the spring clean-up would commence prior to May, while mowing will commence the beginning of May through October.

2. INSTRUCTIONS AND INFORMATION FOR BIDDERS

This request for quote represents the requirements of the Town to procure parks and recreation field services for the mowing, string-trimming and annual spring debris clean up on the above listed Town owned facilities. The following describes a general description of information required in the proposals and the format to be followed. Bidders must furnish all information requested and follow the instructions as noted herein. Additional information may be submitted if contractor believes it would be helpful in the selection process by Town Council.

All facility mowing times shall be scheduled with the Hampden Recreation Director. Fields are typically unoccupied Monday through Friday, 7am to 3pm.

3. SCOPE OF WORK

The spring cleanup shall take place before the first mowing, typically during the third week in April. Debris is defined as leaves, grass clippings, twigs, branches, trash, any gravel, rock, pavement, sod, loam, etc. Rake all necessary areas, repair any field damage, re-seed and mulch as necessary over patched areas, to provide a smooth, continuous playing surface. Any areas of repair must be staked and flagged to prevent public interference with growth. All debris must be removed from the site and properly disposed of by the contractor.

Aeration using professional aeration (core) equipment equal to John Deere CA2060 core aerator, 0.75" spoon diameter that penetrates to a depth of 4.5", must be conducted at minimum, in the Fall at the end of October. Aeration must be two complete passes, both directions, and again two complete passes at a 90 degree angle to the original passes. Spring aeration shall be conducted at the direction of the Hampden Recreation Director. Snow load and spring field conditions will also dictate the appropriateness of the aeration in the Spring. All fields receiving aeration shall also be rolled (in the beginning of the season) with a minimum 5' wide, 800 pound roller. Fields receiving aeration and rolling are VFW, Ballfield and Lura Hoit playing fields.

Unless otherwise noted below, the sports field/ ballfield grass height must be maintained at 3" for optimal root growth and development (minimum 2 ½"), with maximum height not more than 3 ½ ". Mow in opposite directions each rotation. String-trim entire complex as necessary including, but not limited to all stones, posts, trees, fences, decorations etc. Take precautions to not damage any tree bark or fence posts during trimming operations. Non-sports field surfaces shall be maintained

between 3" and a maximum height of 4". All clippings must be raked or vacuumed and removed from the site and properly disposed of by the contractor.

VFW Complex The playing fields shall be mowed two times weekly from April 23th to June 30th, on Tuesday and Friday and once a week July through early October, on Friday. Additional mowings may be necessary to not exceed maximum height requirements. String-trim entire complex as necessary to maintain previously stated grass height. Other complex grass (non-sports fields) to be cut sufficiently to maintain lengths stated above. String-trim entire complex as necessary to maintain same height diligence.

Dorothea Dix Park - Dorothea Dix Park grass to be cut, to maintain lengths stated above, early May through end of October. String-trim the entire complex as necessary to maintain same height diligence.

Lura Hoyt Pool / Field Complex The playing fields shall be mowed two times weekly from May to mid-June and one time per week from late June to August or every other week if field is not in use (to be determined by the Hampden Recreation Director), keep longer (height determined by Recreation Director) during mid to late summer if not in use to reduce summer drought burnout. Mowing should continue one time per week in September and as needed in October to maintain height diligence. Additional mowings may be necessary to not exceed maximum height requirements. Other complex grass to be cut to maintain lengths stated above. String-trim entire complex as necessary to maintain same height diligence.

Skehan Center Complex - (Old Hampden Academy-full complex) Lower playing field shall be mowed one time a week throughout the season early May through the end of October. Other complex grass, to be cut to maintain lengths stated above, early May through end of October. String-trim the entire complex as necessary to maintain same height diligence.

Ballfield Road Complex (includes parking lot and open space across the street) The playing fields shall be mowed two times weekly from April 23th to June 30th, on Tuesday and Friday and once a week July through late August, on Monday. Mowing should occur once a week, on Fridays if possible, during September and October. String-trim entire complex as necessary to maintain previously stated grass height. Other complex grass to be cut to maintain height diligence stated above. String-trim entire complex as necessary to maintain same height diligence.

Please Note: Ballfield Road temporary outfield fence in place late April-late June. Care must be taken to not cut the fence with mower or trimmer. Both sides of the fence must be maintained as close as safely possible. Any damage to fence will be the responsibility of the contractor.

Lakeview Cemetery Field - Lakeview Cemetery Field grass to be cut to maintain lengths stated above early May through end of October. String-trim the entire complex as necessary to maintain same height diligence.

Hampden Business Park - Hampden Business Park grass to be cut to maintain lengths stated above early May through end of October. String-trim the entire complex as necessary to maintain same height diligence. Mow both sides of road (15' from pavement) and the entry area on right at the mouth of the road.

Papermill Park - Papermill Park shall be mowed a minimum of (3) three times per year at a height of 4"-5". A small portion of the first field (a milkweed patch protected for butterfly habitat) shall be left to grow until the conclusion of growing season. At that time, the entire field shall be mowed to same height. Public Works will stake and ribbon the area to be left untouched for the growing season.

4. PREPARATION

Proposals should be prepared in a straightforward, concise delineation of capabilities proposed to satisfy the requirements of this request. Completeness and clarity of content are requested. All brochures, presentations and items submitted in support of proposal will become part of the bid submission. Contractor shall provide price quote to maintain each facility individually and a total lump sum figure on the bid sheet.

5. CONTRACTOR QUALIFICATIONS

No contract will be awarded except to a responsible bidder capable of performing the work set forth in the proposal. Contractor's employees must be trained and qualified to work on mowing and ground maintenance equipment. Bidders must have three (3) references, preferably from other municipalities, and five (5) years minimum in the lawn and ground maintenance business.

6. INSURANCE

Contractor must provide proof of liability insurance, with a minimum of \$400,000.00 coverage naming the Town of Hampden as additionally insured, for personal injury, death and property damage claims which may arise from the performance of the mowing contract as well as evidence of insurance to satisfy the requirements of the Workman's Compensation Act.

7. EQUIPMENT LIST

An equipment list must be provided with the year make and model of all equipment being used. Please attached a separate sheet with the equipment being used listed. If an equipment list is not provided, the proposal will not be considered.

8. BID PROPOSAL ACCEPTANCE

The bid proposal acceptance will be reviewed by the Public Works Director, Town Manager and Recreation Director for completeness, to ensure scope of work and specifications are met.

9. AWARD OF CONTRACT

A recommendation by the Public Works Director to the Town Council shall be made at the regularly scheduled Finance meeting on April 17, 2018, at 6pm, which then may be put forth to the full Council at 7pm on April 17, 2018. The Council has the right to reject any or all bid proposals. A mandatory meeting with the Town Manager and contractor awarded the bid will be held at the Recreation Department prior to any mowing or cleaning activities.

10. BID SHEET

The attached bid sheet must be filled out and submitted with proof of insurance, references and equipment list. Any supporting items the contractor may want to submit for consideration shall also be enclosed.

11. CONTRACTOR SIGNATURE SHEET

The attached contractor signature sheet shall be completed in its entirety for consideration.

12. LOCATION MAP

See attached location map for areas of contractor responsibility in addition to narrative above.

BID SHEET

LOCATION	COST
<u>MOWING SERVICES</u>	
VFW COMPLEX	\$ _____
DOROTHEA DIX PARK	\$ _____
LURA HOIT POOL/FIELD COMPLEX	\$ _____
SKEHAN COMPLEX	\$ _____
BALLFIELD ROAD COMPLEX	\$ _____
LAKEVIEW CEMETERY (FIELD ONLY)	\$ _____
HAMPDEN BUSINESS PARK	\$ _____
PAPERMILL ROAD	\$ _____
<u>AERATION AND ROLLING SERVICES</u>	
LURA HOIT POOL FIELD	\$ _____
BALLFIELD ROAD SOFTBALL FIELD	\$ _____
VFW DRIVE LITTLE LEAGUE FIELDS (2)	\$ _____
<u>Total Bid Price 2018</u>	\$ _____

CONTRACTOR SIGNATURE SHEET

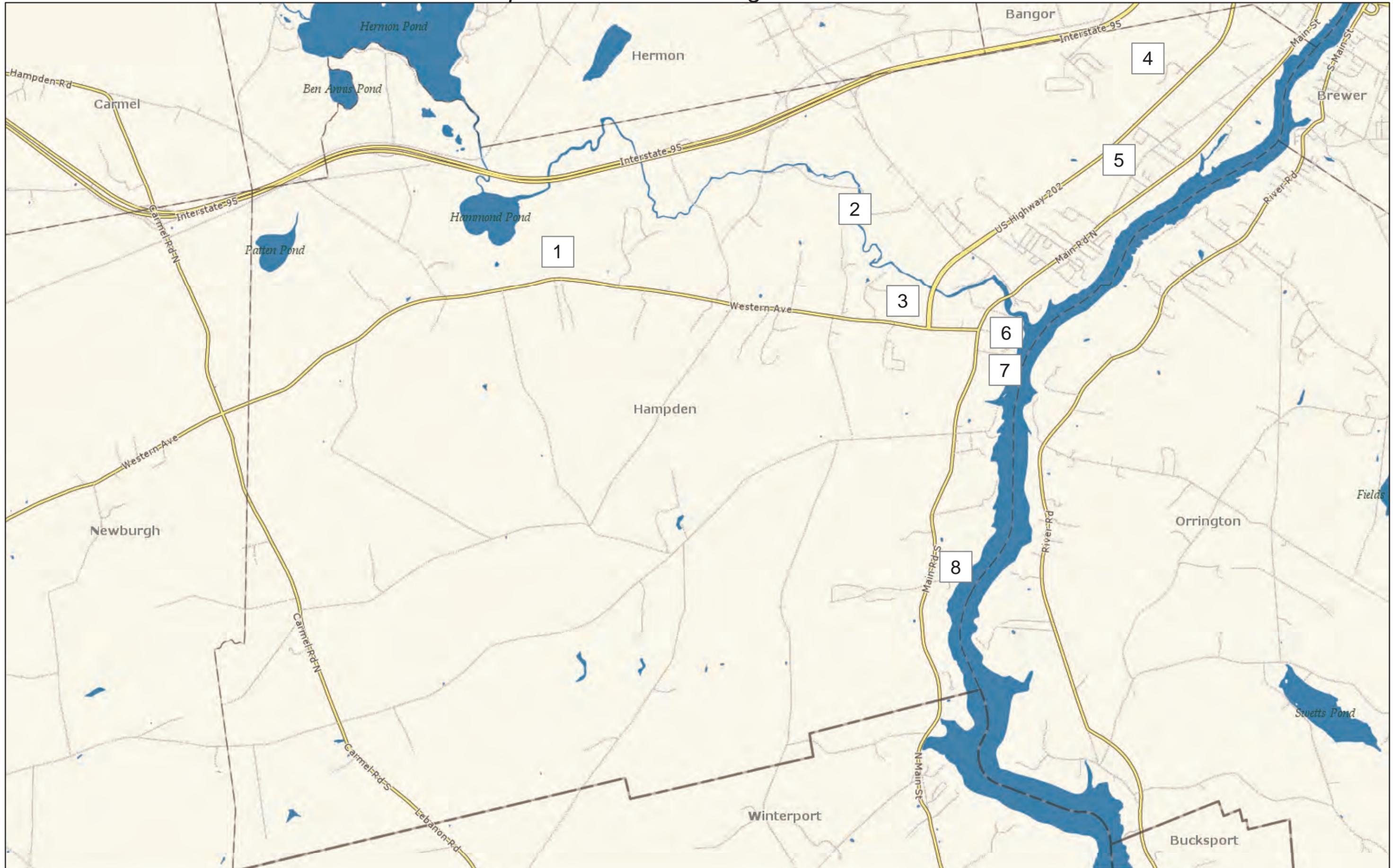
Company Name

Company Address

Company Representative

Signed

Hampden Summer Mowing Locations 2018

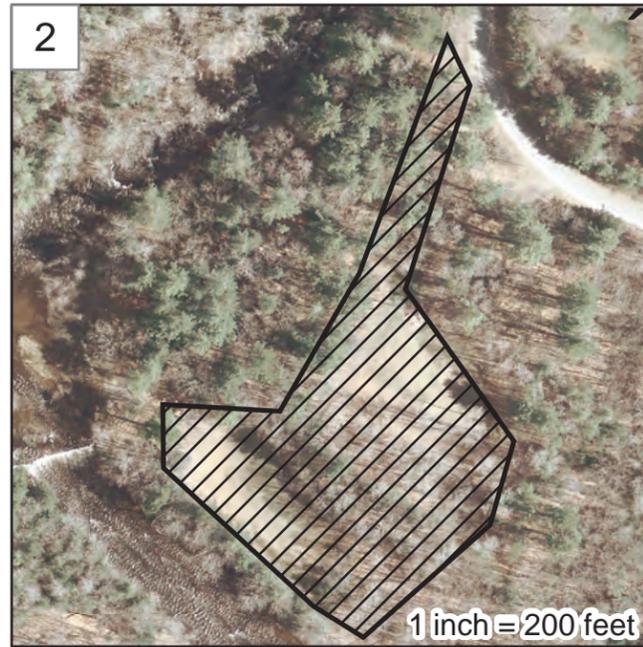


Hampden Summer Mowing Locations 2018

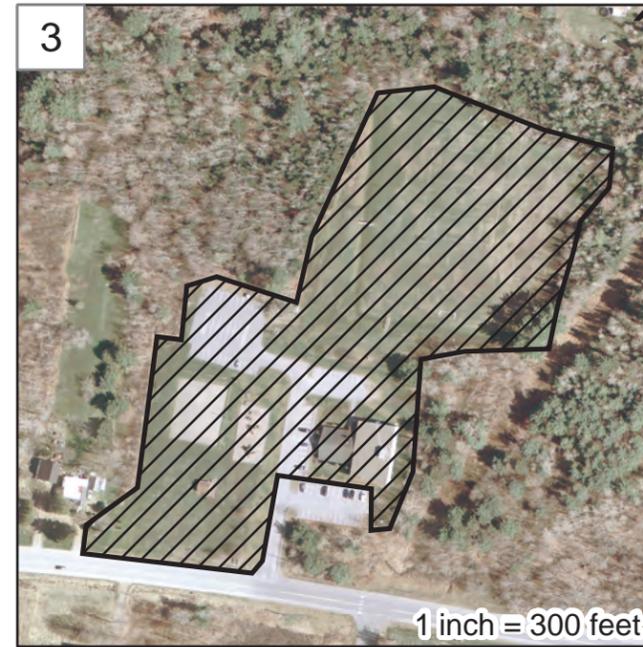
Note: Aerial Photos taken May 2015



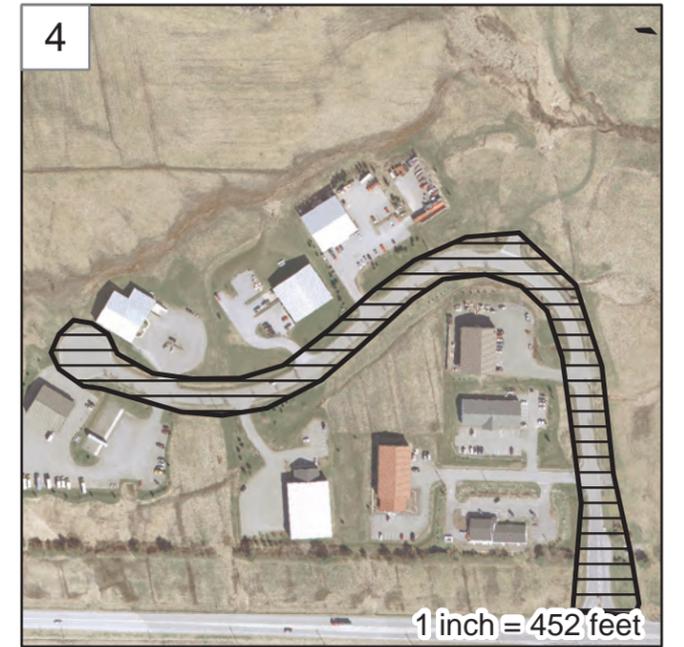
Lakeview Cemetery Fields
828 Western Ave



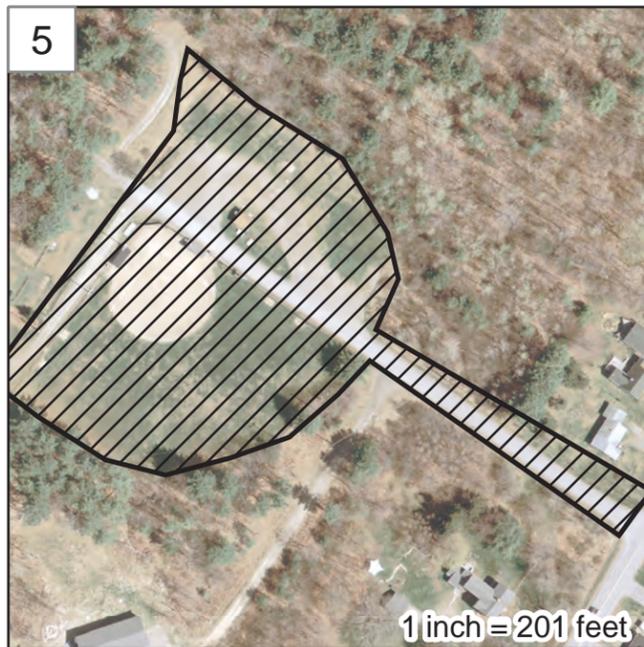
Papermill Park
~ .5 Miles off Coldbrook Rd on the left



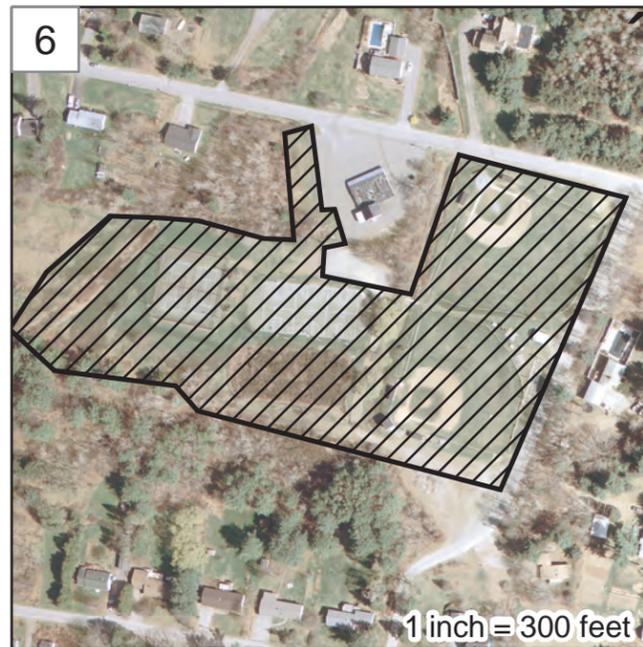
Lura Hoyt Pool Field
146 Western Ave



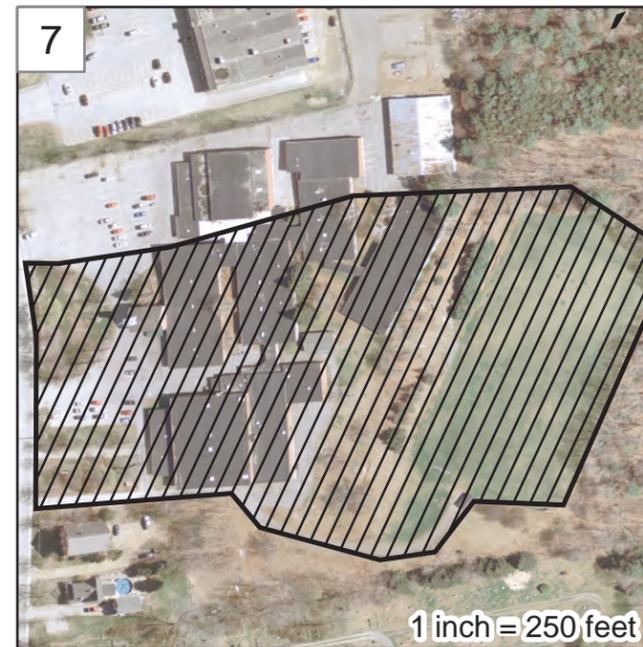
Business Park
Route 202



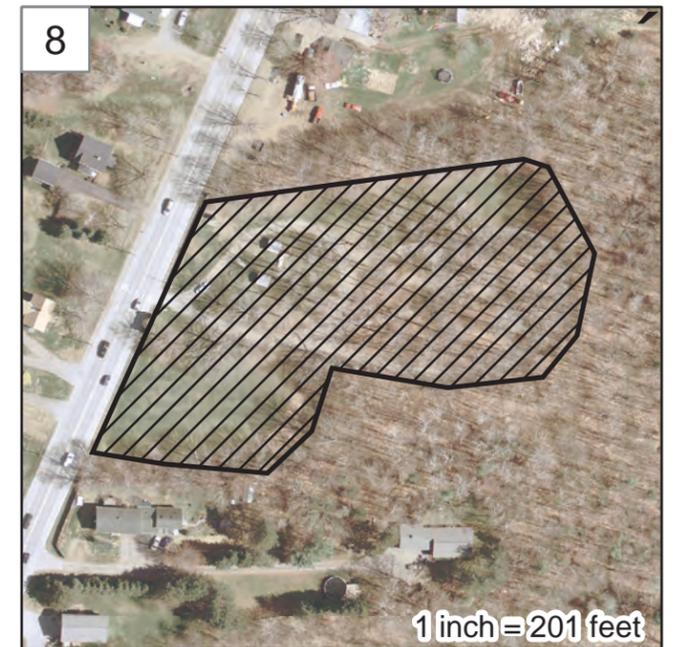
Ballfield Rd
Between 94 and 102 Old County Rd



VFW Fields
53 Canoe Club Rd



Skehan Center & Lower Football Field
1 Main Rd N



Dorothea Dix Park
Across from 222 Main Rd S



Recreation Department-Skehan Recreation Center

To: Hampden Town Council
Town Manager Angus Jennings

From: Recreation Director Shelley Abbott

CC: PW Director Sean Currier

Date: 4/10/2018

Re: Mowing Services 2018-Recreation and Park Facilities

*Town of Hampden
RECEIVED*

APR 11 2018

*Office of the
Town Manager*

Comments:

I would like to request careful consideration of any contract position for Mowing Services by the Council. The RFP created contains a large amount of detail for requested services in order to guarantee the level of service needed and minimize the amount of staff time required for oversight to insure that the services are correctly performed.

A large amount of time, resources, and research has been spent in the last two mowing seasons to rectify ongoing field issues and optimize playability and turf sustainability for the facilities the town owns. A well thought out, budgeted, and executed turf maintenance and management plan is essential for the Town of Hampden and the recreation community we serve. This task is currently ongoing based on direction from the Council's Services Committee.

The Public Works Department works tirelessly to provide support and services for Recreation Department. The crew's attention to detail and pride in stewardship is always evident. They are very responsive to department needs and accommodating with any special project or variation in facility scheduling.

I strongly urge your consideration to retain Mowing Services for 2018 for the Recreation Fields and Parks as part of the responsibilities of the town's Public Works Department.

Thank you for your time and consideration.

Shelley Abbott
Recreation Director



Recreation Department-Skehan Recreation Center

Town of Hampden
RECEIVED

APR 11 2018

Office of the
Town Manager

To: Hampden Town Council
Town Manager Angus Jennings

From: Recreation Director Shelley Abbott

CC: PW Director Sean Currier

Date: 4/10/2018

Re: Plowing Services 2017-2018-Skehan Recreation Center/HHA LLC.

Comments:

The following is a review of the vendor contract for contracted plowing services for the 2017-2018 season at the Skehan Recreation Center and HHA LLC.

- Initial issues with shoveling entrances/exits and areas to be plowed (back of Skehan and walkway from crosswalk) were resolved by mid-season.
- Issues with timeliness of services were rectified by mid-season, however entrances and exits to the facility were not serviced ongoing throughout storm clean up creating hardened build up at entrances and exits as a result of storm response by MEDOT on Main Road. This issue was ongoing throughout the season.
- Large volume of snow in several storms with little opportunity for melt created large piles in both front parking areas. Snow was relocated from front to back dirt parking lot one time this season. This was an issue that further limited parking in both lots. Relocation and/or removal need to be further defined in any future contracts as to the required pile height/depth for removal and the removal schedule so as to not impede business or contractors time.
- High bank height at the entrances and exits created safety concerns for the facility users as they tried to pull onto Main Street. This issue was seen all season. Knocking down of banks and/or removal of snow at the entrances and exits need to be further defined in any future contracts as part of the scope of work of storm clean up.
- Ongoing issues with plowing snow against tank fills for oil for the Skehan portion of the building over the entire season. This resulted in a stoppage of service for 1 week period in March. Public Works rectified the situation so oil delivery service would be resumed. This area will need to be defined for specific clean out in any future contracts as part of the scope of work of storm clean up.
- Communication lines are cloudy which created some issues for staff and building owners and demand on staff time. Complaints on service conditions, facility damages and user group limitations were dealt with this season and response times were lengthened and often muddled due to the arrangement of contracting for services.
- The following items were noted for contracted service damage and will need to be rectified if not already done so:



-
1. Electrical box destroyed and service disrupted to center island lighting (December 2017)
 2. Window broken in Wing 3 (Journey Church)-rectified with building owners due to access issue (January 2018)
 3. Pavement/curbing damages (seasonal)
- Other items for consideration:
 1. Marking of property pre-season to prevent damages
 2. Overnight parking by tenant's vehicles
 3. Tree sales/holiday lighting-piling snow in center circle

These observations are offered to inform the Council's considerations with regard to potential trade-offs related to contracted services, relative to level of service, staff time, and accountability.

Thank you for your time and consideration.

Shelley Abbott
Recreation Director

D-5-C



HAMPDEN PUBLIC SAFETY

Police - Fire - EMS
106 Western Avenue
Hampden, Maine 04444
Phone 207-862-4000
Fax: 207-862-4588



Memo

To: PSD Rogers
From: Sgt Webber
RE: 2018 Cruiser Recommendation
Date: 4/9/18

Based on a review of the received bids for the 2018 new cruiser purchase, I recommend that we award the bid to Quirk Auto Group for a 2018 Ford Interceptor SUV for a purchase price of \$29,280.

This recommendation comes after a thorough review of the bids and in consultation with FF Joe Dunton. This vehicle is the lowest priced bid that we received that meets all the specifications we requested in the RFP.

**TOWN OF HAMPDEN
PUBLIC SAFETY DEPARTMENT**

**POLICE VEHICLE
BID SHEET**

**March 29, 2018
12:00 p.m.**

BIDDER	VEHICLE	BID AMOUNT
O'Connor GMC Buick	2018 Chevy Tahoe	\$ 37,025.00
Central Maine Motors	2018 Dodge Durango – V8	\$ 29,450.00
	2018 Dodge Durango – V6	\$ 26,887.00
Quirk Auto Group	2018 Chevy Tahoe	\$ 36,957.00
	W/dealer install grill/brush guard	\$ 590.00 (Add)
Quirk Auto Group	2018 Ford Interceptor	\$ 29,280.00
	W/dealer install grill/brush guard	\$ 590.00 (Add)
	W/Trailer hitch	\$ 390.00 (Add)
	W/Eco boost	\$ 3,290.00 (Add)

Town of Hampden
106 Western Avenue
Hampden, Maine 04444



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

TO: Finance Committee and Town Council
FROM: Angus Jennings, Town Manager
DATE: April 10, 2018
RE: Request for reserve funds, legal costs

This is a request for Council authorization of up to \$4,000 from Planning & Commissions reserve funds to support Town Attorney review of proposed zoning amendments. The reserve fund's available balance (including one invoice paid on this week's warrant but not yet posted) is just over \$45,000.

The approved legal budgets for FY18 are as follows:

Expense line	Approved Budget	Costs (YTD, 4/10)	Remaining Balance
01-01-35-01 Legal – Admin	\$17,000	\$9,941.83	\$7,058.17
01-25-35-01 Legal – Assessing/Planning	\$3,500	\$3,500	\$0

Additional costs have been incurred but not yet invoiced, so the actual amount remaining will be less. (Amounts above do not include costs to the Town Attorney related to the Manager search, which are paid from reserve funds, or Bond Counsel costs associated with sewer borrowing, which are paid from the Sewer Fund).

The primary reason why the approved FY18 legal budgets have proven inadequate is the litigation related to the Service Charge Ordinance, which comprises nearly \$5,000 of legal costs year to date.

In order to authorize the Town Attorney to review the extensive zoning amendments that will proceed to public hearing this spring, at an estimated cost of \$3-4,000, I request authorization of reserve funds.

Current Account Status

G 3-725-00 RESERVE ACCT / PLAN & COMM

-5,265.39 = Beg Bal
0.00 = Adjust

-40,719.77 = YTD Net
0.00 = YTD Enc

-45,985.16 = Balance

Per	Jrnl	Check	Date	Vendor-----	Description-----	RCB / Type	Debits	Credits
10	0296		10/12/17		10/12/2017 C/R	R CR	0.00	15,000.00
10	0307		10/17/17		PLANNING/COMM	R GJ	0.00	30,000.00
01	0528	1912	01/03/18	01185 THE MUSSON G	BUS PARK COVENANTS REVIEW	R AP	2,434.00	0.00
02	0658	1920	02/21/18	00633 PETTY CASH	PETTY CASH	R AP	34.23	0.00
03	0739	1925	03/15/18	01185 THE MUSSON G	BUS PARK COV REVIEW	R AP	1,530.00	0.00
03	0759	1926	03/21/18	00040 BANGOR DAILY	BUS.PARK COV.LEGAL AD	R AP	189.00	0.00
04	0801	1928	04/05/18	00415 REGISTER OF	RECORD BUS.PARK PLANS	R AP	93.00	0.00
Totals-							4,280.23	45,000.00

Monthly Summary

Month	--Regular Entries--		--Balance Entries--	
	Debits	Credits	Debits	Credits
October	0.00	45,000.00	0.00	0.00
January	2,434.00	0.00	0.00	0.00
February	34.23	0.00	0.00	0.00
March	1,719.00	0.00	0.00	0.00
April	93.00	0.00	0.00	0.00
Totals	4,280.23	45,000.00	0.00	0.00

Town of Hampden
106 Western Avenue
Hampden, Maine 04444



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

April 17, 2018

To whom it may concern:

The members of the Town Council for the Town of Hampden Maine would like to recommend to you the work of the Hampden Historical Society (HHS) and encourage you support their capital campaign "*Our History Lives Here.*"

The HHS has been an exemplary town citizen since its inception in 1970. The Martin Kinsley House Museum and Katherine Trickey Archive are open Tuesdays, April through October for free tours of the museum, barn and Hannibal Hamlin law office or for research in the archive. The Museum and Archive house and preserve much of Hampden's history from the earliest day of its settlement. Members of HHS have used its rich resources to provide courses for our adult education program and to provide historical programs for our children in RSU22.

Every second year the HHS provides a Heritage Day event for the citizens of Hampden at no charge. During the event, school children and adults are treated to demonstrations of crafts from previous eras including spinning and weaving, candlemaking, blacksmithing, making of cedar shakes and many others. There are games for the children, taffy pulls and farm animals for petting. The event is always well attended and much enjoyed.

The HHS has also supported other local organizations and events in the town. They have participated in our annual Children's Day parade and the Community Volunteer Day event sponsored by the town. Each July the HHS takes on the Hampden Neighborhood Food Cupboard as a special project and encourages its members to donate food and/or money to the Cupboard.

It is our pleasure to provide this recommendation and it is our hope that you will consider support for this worthy project.

Sincerely,

Mayor McPike
Deputy Mayor McAvoy
Councilor Wilde
Councilor Cormier
Councilor Marble
Councilor Ryder

Cc: file

EXECUTIVE SESSION STATUTES

The eight subjects permitted to be discussed in Executive Session are as follows:

- PERSONNEL MATTERS: 1 M.R.S.A. § 405(6)(A)
- SCHOOL STUDENT SUSPENSIONS/EXPULSIONS: 1 M.R.S.A. § 405(6)(B)
- REAL ESTATE; ECONOMIC DEVELOPMENT: 1 M.R.S.A. § 405(6)(C)
- LABOR CONTRACTS/NEGOTIATIONS: 1 M.R.S.A. § 405(6)(D)
- ATTORNEY-CLIENT CONSULTATIONS: 1 M.R.S.A. § 405(6)(E)
- CONFIDENTIAL RECORDS: 1 M.R.S.A. § 405(6)(F)
- EMPLOYMENT EXAMINATIONS: 1 M.R.S.A. § 405(6)(G)
- CODE ENFORCEMENT CONSULTATIONS: 1 M.R.S.A. § 405(6)(H)