

HAMPDEN TOWN COUNCIL  
HAMPDEN MUNICIPAL BUILDING  
AGENDA

TUESDAY

JANUARY 21, 2020

7:00 P.M.

- A. PLEDGE OF ALLEGIANCE
- B. CONSENT AGENDA
  - 1. SIGNATURES
  - 2. SECRETARY'S REPORTS
    - a. None
  - 3. COMMUNICATIONS
    - a. Thank you letter and donation from the Hampden Senior Citizens Club
    - b. Discover Maine ad proof
  - 4. REPORTS
    - a. Finance Committee Minutes – 12-16-2019
    - b. Infrastructure Committee Minutes - None
    - c. Services Committee Minutes - None
    - d. Planning & Development Committee Minutes – None
- C. PUBLIC COMMENTS
- D. POLICY AGENDA
  - 1. NEWS, PRESENTATIONS & AWARDS
    - a. Proclamation from the Town of Hampden recognizing January 26 through February 1, 2020 as Hampden School Choice Week – *presented by Mayor David Ryder*
    - b. Presentation to Council to hear RSU #22 needs for FY21 Budget – *Presented by Regan Nikels, Assistant Superintendent*
  - 2. PUBLIC HEARINGS

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

### 3. NOMINATIONS – APPOINTMENTS – ELECTIONS

- a. Re-appointment of Cynthia Gardella to the Dyer Library Board of Trustees - *referral from Services Committee*
- b. Re-appointment of Susan O'Brien to the Lura Hoit Pool Board of Trustees - *referral from Finance & Administration Committee*
- c. Re-appointment of Jennifer Lowe to the Lura Hoit Pool Board of Trustees - *referral from Finance & Administration Committee*
- d. Re-appointment of Benjamin Curtis to the Lura Hoit Pool Board of Trustees - *referral from Finance & Administration Committee*

### 4. UNFINISHED BUSINESS

### 5. NEW BUSINESS

- a. Council appointment of Paula A. Scott as Town Manager, effective January 22<sup>nd</sup>, 2020
- b. Council appointment of Paula A. Scott as Treasurer, effective January 22<sup>nd</sup>, 2020
- c. Council waiver of the residency requirement for the new Town Manager, Paula Scott
- d. Request authorization to direct the Treasurer to put out to bid the tax foreclosed property located at 69 Laskey Lane and further identified as Map 22 Lot 10 with a minimum bid amount of \$5,411.50 – *referral from Planning & Development Committee*
- e. Council abatement of taxes assessed to IJE Limited Partnership, located at 681 Main Rd. North and further identified as Map 20 Lot 51-45 in the amount of \$107.00 – *referral from Finance & Administration Committee*
- f. Request Council endorsement of the Hampden Recreation Department Strategic Plan, 2020-2025 – *referral from Services Committee*
- g. Request authorization to transfer the unexpended balance of the Conservation/Recreation Reserve Account (3-769-00) into the Rec Area Reserve Account (3-767-00) – *referral from Services Committee*
- h. Request for authorization for the expenditure of an amount not to exceed \$18,000 from Municipal Building Reserve Account (3-702-00) for the installation of vinyl siding, including necessary electrical work, on the exterior of the municipal building – *referral from Finance & Administration*

- i. Request authorization for the expenditure of \$2,540 from the Matching Grant Reserve Account (3-780-00) for the purpose of obtaining four portable radios and four chest packs through the Dep't of Agriculture Volunteer Fire Assistance Grant – *referral from Finance & Administration Committee*
  - j. Request authorization for the receipt of \$1,270 into the Matching Grant Reserve Account (3-780-00) upon reimbursement of a 50% match from the Dep't of Agriculture Volunteer Fire Assistance Grant – *referral from Finance & Administration*
  - k. Council referral of the Emergency Marijuana Ordinance Regarding Registered Caregiver Operations to public hearing for February 3<sup>rd</sup>
  - l. Council referral of the Fees Ordinance to public hearing for February 3<sup>rd</sup>
  - m. Council referral of the Sewer Ordinance to public hearing for February 3<sup>rd</sup>
  - n. Council referral of the Historic Preservation Ordinance to public hearing for February 3<sup>rd</sup>
  - o. Setting the date for Council Goals and Objectives
  - p. Adoption of Council Rules of Procedure – *referral from Finance & Administration Committee*
  - q. Council referral of the Council Compensation Ordinance to Public Hearing-*referral from Finance & Administration Committee*
- E. COMMITTEE REPORTS
- F. MANAGER'S REPORT
- G. COUNCILORS' COMMENTS
- H. EXECUTIVE SESSION PURSUANT TO 1 MRSA § 405(6) (A) – *personnel matters*
- I. ADJOURNMENT

**FINANCE & ADMINISTRATION COMMITTEE MEETING  
MINUTES**

Monday, December 16, 2019

6:00 p.m.

Hampden Town Office

**Attending:**

Mayor McPike  
Councilor Jarvi  
Councilor Wright  
Councilor McAvoy  
Councilor Marble

Paula Scott, Interim Town Manager/Clerk  
Jessica Albee, Recording Clerk

1. Meeting Minutes – 12/02/2019

Motioned, seconded; Vote was 4-1-2

2. Review & Sign Warrants

3. Unfinished Business

a. Town Manager Search update –

Mayor McPike mentioned that the only applicant pulled her application and now they are at square one. It was moved by Councilor Wright to place an executive session on tonight's agenda, seconded by Councilor McAvoy; Vote was 4-0-1. Because it wasn't a unanimous vote the motion failed. The Council agreed to schedule the executive session to discuss Personnel matters to the January 6<sup>th</sup> meeting.

b. Council rules discussion –

The Council rules were discussed in detail. It was agreed by Council to revise the Committee structure.

4. New Business

- a. Recommendation regarding Council Order 2019-08 Adopting Updated Transfer Station Decal policy

Motion made by Councilor McAvoy, seconded by Councilor Marble.  
Vote was 5-0-0.

- b. Recommendation for the expenditure of an amount no to exceed \$1000 from Rec Area Reserve Account (3-767-00) to secure temporary storage at the Western Avenue Recreation area – *referral from Services Committee*

Motion made by Councilor Marble, seconded by Councilor Jarvi;  
Vote was 5-0-0.

5. Public Comment -None

6. Committee Member Comments –

Councilor Wright mentioned this has been a very great conversation on Council Rules, it's been intelligent, consistent, eye opening and it has even been consensus building. It's surprising that it has taken so long to get here and now that we have done it, we can now start to move forward.

7. Manager's Comments –

The first meeting in January is opened by the Town's attorney, but Ed Bearor is unable to attend. He will be having someone fill in for him.

8. Adjourn – The meeting adjourned at 6:54 pm.

Respectfully Submitted,

Jess Rickman  
Recording Clerk

B-3-a

January 6, 2020

Hampden Town Office

106 Western Ave.

Hampden, ME 04444

To the Town Officers:

Members of the Hampden Senior Citizens Club are very appreciative of the opportunity to hold our meetings in the heated and lighted Kawanis building at the expense of the Town of Hampden and want to express our thanks.

Please accept the enclosed check for \$100 as a token of our appreciation for this privilege.

Most Sincerely,

A handwritten signature in cursive script that reads "Nancy O'Brien".

Nancy Brown

President

18 Riverside Dr.  
Eddington ME 04428

**WRITTEN APPROVAL REQUIRED VIA EMAIL OR FAX!**

**Email: sales@discovermainemagazine.com • Fax: 207-874-7721**



*"The community of choice in Central Maine"*



[www.hampdenmaine.gov](http://www.hampdenmaine.gov)

- o Proof OK as is.
- o Proof OK with indicated corrections.
- o Submit new proof with indicated corrections.

***Thanks from your team at Discover Maine Magazine!***



## TOWN OF HAMPDEN, MAINE

### PROCLAMATION

**WHEREAS**, HAMPDEN recognizes the important role that an effective education plays in preparing all students in HAMPDEN to be successful adults; and,

**WHEREAS**, quality education is critically important to the economic vitality of HAMPDEN; and,

**WHEREAS**, HAMPDEN is home to a multitude of high-quality public and nonpublic schools from which parents can choose for their children, in addition to families who educate their children in the home; and

**WHEREAS**, educational variety not only helps to diversify our economy, but also enhances the vibrancy of our community; and,

**WHEREAS**, HAMPDEN has many high-quality teaching professionals in all types of school settings who are committed to educating our children; and,

**WHEREAS**, School Choice Week is celebrated across the country by millions of students, parents, educators, schools and organizations to raise awareness of the need for effective educational options;

**NOW, THEREFORE**, I, Mayor Ryder do hereby recognize January 26 – February 1, 2020 as HAMPDEN School Choice Week, and I call this observance to the attention of all our citizens. I have hereunto set my hand and caused the official seal of the Town of Hampden, Maine to be affixed on this 21st day of January 2020.

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Mayor David Ryder, Town of Hampden



DEC 09 2019

D-3-a

Check One:  Initial Application  Reappointment Application

TOWN OF HAMPDEN APPLICATION FOR TOWN BOARDS AND COMMITTEES

NAME: Gardella Cynthia E. (Last, First, MI)

ADDRESS: 36 Aaron's Way Hampden, 04444 (Street, Town, ZIP)

MAILING ADDRESS (if different):

TELEPHONE: (207) 862-2474 (207) 581-2040 (Home, Work)

EMAIL: erdley@maine.edu

OCCUPATION: Professor of Psychology, Univ. of Maine

BOARD OR COMMITTEE PREFERENCE:

FIRST CHOICE: Edythe L. Dyer Library

SECOND CHOICE (OPTIONAL):

How would your experience, education and/or occupation be a benefit to this board or committee? My PhD in developmental psychology and job in education provide me with a strong background for understanding the needs and interests of library patrons.

Are there any issues you feel this board or committee should address, or should continue to address? As a Board member for the past 3 years, I have been heavily involved in revising library policies, a task we continue 3 YEAR to work on.

- BOARD OF ASSESSMENT REVIEW
PERSONNEL APPEALS BOARD
LURA E. HOIT MEMORIAL POOL
HARBOR COMMITTEE

- EDYTHE L. DYER LIBRARY
RECREATION COMMITTEE
BOARD OF APPEALS
HISTORIC PRESERVATION COMMISSION

5 YEAR PLANNING BOARD

FOR TOWN USE ONLY
Date Application Received: 12/9/19
COUNCIL COMMITTEE ACTION: Referred to Council DATE: 1/6/20
COUNCIL ACTION: DATE:
NEW APPT [checked] REAPPOINTMENT DATE APPOINTMENT EXPIRES:



D-3-b

Check One:  Initial Application  Reappointment Application

TOWN OF HAMPDEN
APPLICATION FOR TOWN BOARDS AND COMMITTEES

NAME: O'Brien Susan C
ADDRESS: 277 Monroe Rd. Hampden ME
MAILING ADDRESS (if different):
TELEPHONE: 207-356-4862 (cell)
EMAIL: susanobrien88@gmail.com
OCCUPATION: teacher

BOARD OR COMMITTEE PREFERENCE:
FIRST CHOICE: Pool Board
SECOND CHOICE (OPTIONAL):

How would your experience, education and/or occupation be a benefit to this board or committee?
teaching / Pool interest / sports
6 yrs experience

Are there any issues you feel this board or committee should address, or should continue to address?
Continue to support Patrons
3 YEAR

BOARD OF ASSESSMENT REVIEW
PERSONNEL APPEALS BOARD
LURA E. HOIT MEMORIAL POOL
HARBOR COMMITTEE

EDYTHE L. DYER LIBRARY
RECREATION COMMITTEE
BOARD OF APPEALS
HISTORIC PRESERVATION COMMISSION

5 YEAR
PLANNING BOARD

FOR TOWN USE ONLY
COUNCIL COMMITTEE ACTION: (Finance Committee) referred to Council
COUNCIL ACTION:
NEW APPT REAPPOINTMENT DATE APPOINTMENT EXPIRES:
Date Application Received: 1/15/20
DATE: 1/21/20



Check One:  Initial Application  Reappointment Application

D-3-c

TOWN OF HAMPDEN
APPLICATION FOR TOWN BOARDS AND COMMITTEES

NAME: LOWE JENNIFER B.
ADDRESS: 1039 CARMEL ROAD NORTH HAMPDEN ME 04444
MAILING ADDRESS (if different):
TELEPHONE: (207) 299-8604 (207) 907-1810
EMAIL: JENNIFER\_LOWE10@YAHOO.COM
OCCUPATION: REGISTERED NURSE

BOARD OR COMMITTEE PREFERENCE:

FIRST CHOICE: POOL BOARD

SECOND CHOICE (OPTIONAL): N/A

How would your experience, education and/or occupation be a benefit to this board or committee? PREVIOUS LIFEGUARD / SWIMMING INSTRUCTOR,

PROFESSIONAL IN THE MEDICAL FIELD, CHILDREN THAT UTILIZE RECREATION IN HAMPDEN, HAMPDEN RESIDENT, PRIOR POOL BOARD MEMBER FOR THE PAST 2 YEARS.

Are there any issues you feel this board or committee should address, or should continue to address? N/A

3 YEAR

BOARD OF ASSESSMENT REVIEW
PERSONNEL APPEALS BOARD
LURA E. HOIT MEMORIAL POOL
HARBOR COMMITTEE

EDYTHE L. DYER LIBRARY
RECREATION COMMITTEE
BOARD OF APPEALS
HISTORIC PRESERVATION COMMISSION

5 YEAR
PLANNING BOARD

FOR TOWN USE ONLY
COUNCIL COMMITTEE ACTION: (Finance Committee) referred to Council
COUNCIL ACTION:
NEW APPT [ ] REAPPOINTMENT [X] DATE APPOINTMENT EXPIRES:
Date Application Received: 1/18/20
DATE: 1/21/20



D-3-d

Check One:  Annual Application  Reappointment Application

TOWN OF HAMPDEN APPLICATION FOR TOWN BOARDS AND COMMITTEES

NAME: Curtis Benjamin J LAST FIRST MI ADDRESS: 1181 Kennebec rd Hampden 04444 STREET TOWN ZIP

MAILING ADDRESS (if different):

TELEPHONE: HOME 207-478-6379 WORK

EMAIL: curtisbjamn@live.com

OCCUPATION: estimator

BOARD OR COMMITTEE PREFERENCE: FIRST CHOICE: Pool

SECOND CHOICE (OPTIONAL):

How would your experience, education and/or occupation be a benefit to this board or committee? Past experience on this board

Are there any issues you feel this board or committee should address, or should continue to address? No

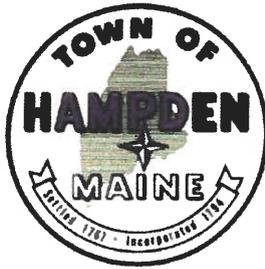
3 YEAR

BOARD OF ASSESSMENT REVIEW PERSONNEL APPEALS BOARD LURA E. HOIT MEMORIAL POOL HARBOR COMMITTEE

EDYTHE L. DYER LIBRARY RECREATION COMMITTEE BOARD OF APPEALS HISTORIC PRESERVATION COMMISSION

5 YEAR PLANNING BOARD

FOR TOWN USE ONLY Date Application Received: 1/15/20 COUNCIL COMMITTEE ACTION: DATE: COUNCIL ACTION: DATE: NEW APPT REAPPOINTMENT DATE APPOINTMENT EXPIRES:



### Memorandum

TO: Town Council  
FROM: Paula Scott, Town Manager/Treasurer  
DATE: January 16, 2020  
RE: 69 Laskey Lane

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I am asking Council to support the referral from Planning & Development Committee to allow me to place the tax foreclosed property located at 69 Laskey Lane out for public bid, but with stipulation.

This house became property of the Town of Hampden in February of 2019 after Council granted extra time for the former owner to redeem the property upon receipt of their income tax return. This never happened. The former owners moved their personal property from the building after foreclosure and the house has been vacant since the Town took ownership.

During the summer of 2019, I asked CEO Block to perform an inspection so that we could add it to our insurance policy. He expressed concerns with regard to the Shoreland Zone, and also possibly more stringent septic system requirements due to the river being tidal. I walked a bit of the property in June of 2019 to try to determine if the location might lend itself to becoming a park of some sort for the Town, or perhaps an access point to the river for canoeists or kayakers. Due to the steep bank, and rocky streambed, neither would be a viable option.

In December of 2019, I was contacted by Deborah McCullough who wished to repurchase the home for the amount of taxes owed (attached), although at this point, there is no mechanism for her to purchase the building except through a public bid process. Because I wanted to determine the viability of the house once again becoming habitable, I asked CEO Carey to assess the condition of the building. His findings are in the attached memo. Upon receiving CEO Carey's findings, I asked Public Works to board up the building so no one could gain access and get hurt in a town owned building.

Due to the complexity of the repairs needed, the non-conforming lot issue, and the inability for a purchaser to purchase, permit, and then rebuild in the same footprint, I would like to put the house out for public bid with a minimum bid amount of \$5,411.50 to cover town costs and with the stipulation that the building would need to be removed.

Town of Hampden  
RECEIVED

DEC 09 2019

Office of the  
Town Clerk

December 6, 2019

Town of Hampden

Attn: Paula Scott

106 Western Ave.

Hampden, ME 04444

RE: 69 Laskey Lane

Dear Paula,

I am writing you today because I have been made aware that the house on 69 Laskey Lane was recently taken by the Town of Hampden. The house on 69 Laskey Lane was owned by my daughter's fiancé, Jonathan Rambo. My daughter's name is Felicia Torrez and I know that she was in touch regarding the property but ultimately was unable to fulfill the obligation of paying the past due taxes. I am writing to ask that I be allowed to pay the past due taxes and get a quit claim deed to the property. I have seen, first hand, the struggles that Jonathan and Felicia are trying to overcome and even though they are on their way to becoming financially independent again, they are still a long way away. They are living in my rented apartment along with 2 grandchildren and it is becoming challenging at times for all of us in a small living space. I would like to take over the property and restore it to a liveable home so that I can live there until the time that Felicia is financially able to live there and maintain the home. I know that it will take time to restore the house to the point where it can be inhabited and by that time, I am hopeful that Felicia is at a place where she can afford to keep up the home and the taxes. I want her and the grandchildren to have a place that they can call theirs. I know that Felicia was devastated when they lost the house. I would have done something sooner, but I was unaware of the situation until my sister-in-law Kandy told me that it was lost to the town.

I hope that you will consider helping our family at this time before the property is sent to auction. I have rented my entire adult life and it would be nice to know that, by stepping in to help my daughter and Jonathan and their children preserve the property given to them by Jonathan's mother, we could have our own home.

Thank you for your time. I hope to hear from you soon.

Respectfully,



Deborah McCullough

Town of Hampden  
106 Western Avenue  
Hampden, Maine 04444



Phone: (207) 862-8427  
Fax: (207) 862-5067  
email: Code@hampdenmaine.gov

## MEMORANDUM

Date: 12/26/2019  
Re: 69 Laskey Lane  
To: Paula Scott  
From: Ryan M. Carey

I visited 69 Laskey Lane today in an effort to determine the condition of the building since its acquisition by the town. The building appears to be in an advanced state of decay and deterioration. There are numerous broken windows, missing doors, penetrations through the roof, and a foundation which is collapsing.

The main structure of the house seems to have already been gutted, as indicated by the missing interior wall coverings. Although the floor appears to be solid inside the house, the integrity of the foundation implies that the joists may not be supported enough to allow safe entry into the structure. The garage on the property is in poor condition. The concrete floor is cracked and shifted beyond the point of financially-feasible repair.

Another issue associated with this property is the fact that it is a non-conforming lot (due to the inability to achieve the 30' setback from the roadway), and in the Shoreland zone. Both put an additional burden on a buyer interested in this lot. Shoreland zoning requires that, if the structure is to be repaired, that all permitting be complete within 12 months *of the date of damage*. Given that the town has been aware of the structural damage since June, a buyer would be unlikely to complete the permitting process by the deadline. The only option a buyer would have would be to file an appeal. The board, however would likely be required to deny a variance due to the buyer purchasing the property with the deadline attached. It is for these reasons that the town's planner and I agree that the building should be sold as an unbuildable lot with the buyer responsible for removal of the structure.

CC: File (22-0-010)









Hampden  
9:59 AM

**RE Account 1896 Detail**  
**as of 03/31/2020**

01/06/2020  
Page 1

Name: TOWN OF HAMPDEN

Location: 69 LASKEY LN

Acreage: 0.75 Map/Lot: 22-0-010

Book Page: B11057P254, B14182P279, B14586P345

Land: 27,400  
Building: 18,200  
Exempt: 0  
Total: 45,600

2020-1 Period Due:

- 1) 485.88
- 2) 465.12

Ref1: REPURCHASE AGREEMENT  
Mailing: C/O RAMBO, JONATHAN M II TENANT  
Address: IN POSSESSION  
19 MARCH STREET, APT. #2  
BANGOR ME 04401

Year	Date	Reference	P C	Principal	Interest	Costs	Total
2020-1	R			930.24	20.76	0.00	951.00
2019-1	R			893.76	88.93	0.00	982.69
2018-1	L *			839.04	131.62	60.70	1,031.36
2017-1	L *			819.00	185.65	67.26	1,071.91
2016-1	L *			0.00	0.00	0.00	0.00
2015-1	L *			0.00	0.00	0.00	0.00
2014-1	R			0.00	0.00	0.00	0.00
2013-1	R			0.00	0.00	0.00	0.00
2012-1	R			0.00	0.00	0.00	0.00
2011-1	R			0.00	0.00	0.00	0.00
2010-1	R			0.00	0.00	0.00	0.00
2009-1	R			0.00	0.00	0.00	0.00
2008-1	R			0.00	0.00	0.00	0.00
2007-1	R			0.00	0.00	0.00	0.00
2006-1	L *			0.00	0.00	0.00	0.00
2005-1	R			0.00	0.00	0.00	0.00
2004-1	R			0.00	0.00	0.00	0.00
2003-1	L *			0.00	0.00	0.00	0.00
<b>Account Totals as of 03/31/2020</b>				<b>3,482.04</b>	<b>426.96</b>	<b>127.96</b>	<b>4,036.96</b>

	Per Diem
2020-1	0.1147
2019-1	0.1959
2018-1	0.1609
2017-1	0.1571
Total	0.6286

Estimated  
2021 Taxes  
\$951.00  
BDN Ad fee  
\$250.00

Note: F values a represe



BANGOR

# Charge Invoice

**Invoice** 2821808  
**Date** 12/26/2019

**Customer#** 1052519  
**Order #** 17820965  
**Shipment** 1  
**Your Ref**  
**Taken By** JAKE JONES BGR  
**Sales Rep** WILLIAM MOLLOY BGR X124  
 TOWN OF HAMPDEN  
 106 WESTERN AVE  
 HAMPDEN, ME, 04444

|||||  
 TOWN OF HAMPDEN 210  
 106 WESTERN AVE  
 HAMPDEN, ME, 04444

BILLING OFFICE 1-800-439-2354 (207) 495-3303

Line	Product	Qty	U/M	Description	Price	U/M	Total
1	12CDX	6	EA	4X8 1/2" CDX FIR PLYWOOD 15/32"	27.7217	EA	166.33 D
<p><i>Notes: Please reimburse acct once sale of 69 Laskey lane has been solidified. Ty</i></p> <p>Acct. No. <u>01-10-20-35</u>                      Date <u>1/8/20</u>                      Initials <u>JL</u>                      Description <u>69 Laskey Lane</u></p>							

<p>The invoice is due on 02/10/2020. If paid in full on or before 02/10/2020, you may deduct a discount of \$16.63 and pay \$149.70 Remit to: 2 Hammond Drive Belgrade, ME 04917 or pay online at <a href="http://webtrack.hammondlumber.com">webtrack.hammondlumber.com</a></p> <p><small>This account is to be paid in full by the 10th of the month following the date of billing, except as stated above. 1 1/2% LATE CHARGE per month after 30 days. (18% ANNUAL RATE). In case of default the purchaser agrees to pay all collection costs including reasonable attorney fees.</small></p>	Total Amount	\$166.33
	Sales Tax	\$0.00
	Invoice Total	\$166.33

- |                                   |   |  |                                   |  |                                     |   |
|-----------------------------------|---|--|-----------------------------------|--|-------------------------------------|---|
| <b>AUBURN</b><br>282 Poland Rd.   | <b>BANGOR</b><br>1087 Hammond St.             | <b>BAR HARBOR</b><br>1513 State Hwy. 102 | <b>BELFAST</b><br>30 Belmont Ave. | <b>BELGRADE</b><br>2 Hammond Dr.       | <b>BLUE HILL</b><br>112 Main St.    | <b>BOOTHBAY HARBO</b><br>276 Townsend Ave |
| <b>BRUNSWICK</b><br>20 Spring St. | <b>BUCKSPORT</b><br>4 Gross Point Rd.         | <b>CALAIS</b><br>372 South St.           | <b>CAMDEN</b><br>50 Union St.     | <b>CHERRYFIELD</b><br>82 Milbridge Rd. | <b>DAMARISCOTTA</b><br>511 Main St. | <b>ELLSWORTH</b><br>261 State St.         |
| <b>FAIRFIELD</b><br>5 Summit St.  | <b>FARMINGTON</b><br>389 Farmington Falls Rd. | <b>GREENVILLE</b><br>17 Minden St.       | <b>MACHIAS</b><br>9 Quoddy Ln.    | <b>PORTLAND</b><br>300 Riverside St.   | <b>ROCKLAND</b><br>103 Maverick St. | <b>SKOWHEGAN</b><br>34 Pennell St.        |

Hampden Hardware

6 Western Ave. P.O. 336  
Hampden, ME 04444  
Ph: (207) 862-3200

12/26/2019 10:53:38

Invoice No.: 609100

Code: HAMPT

Name: TOWN OF HAMPDEN

Address: 106 WESTERN AVE  
HAMPDEN  
ME

04444

Tax No: TAX EXEMPT

Cashier: ralph

Register Name: Register 1

Order No: 69 laske lane

3014 "NO TRESPASSING" PLASTIC SIGN  
54320 EA

4 @ 1.79 /EA \$7.16

Tax: N

Sub Total: \$7.16  
Sales Tax: \$\$0.00  
Total: \$7.16

Signed: \_\_\_\_\_

PH:862-3200 FAX:862-3201

Please reimburse  
once sale of Lask  
is complete. Ty.

Acct. No. 01-10-20-35

Date 1/8/20

Initials JRC

Description 69 Laskey Lane

D-5-e

**Town of Hampden**

# Memo

**To:** Paula Scott, Town Manager  
**From:** Sherry Murray, Tax Collector  
**Date:** January 16, 2020  
**Re:** Tax abatement

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In reviewing the delinquent tax accounts, I discovered that a mobile home assessed to IJE Limited Partnership located at 681 Main Road North, is a vacant lot. Please request that Council abate the 2018 tax balance, interest and cost in the amount of \$107.00.

Hampden  
1:32 PM

**RE Account 1802 Detail  
as of 08/23/2018**

01/16/2020  
Page 1

Name: THOMAS, TRISTAN

Land: 0

Location: 681 MAIN RD NO

Building: 0

Acreage: 0 Map/Lot: 20-0-051-45

Exempt 0

Book Page:

Total:

2020-1 Period Due:

Ref1:

Mailing

Address: 681 MAIN ROAD NORTH LOT 45  
HAMPDEN ME 04444

Year	Date	Reference	P	C	Principal	Interest	Costs	Total
2020-1	R				0.00	0.00	0.00	0.00
2019-1	R				0.00	0.00	0.00	0.00
2018-1	L *				45.08	1.22	60.70	107.00
2017-1	R				0.00	0.00	0.00	0.00
2016-1	R				0.00	0.00	0.00	0.00
2015-1	R				0.00	0.00	0.00	0.00
2014-1	R				0.00	0.00	0.00	0.00
2013-1	R				0.00	0.00	0.00	0.00
2012-1	R				0.00	0.00	0.00	0.00
2011-1	R				0.00	0.00	0.00	0.00
2010-1	R				0.00	0.00	0.00	0.00
2009-1	R				0.00	0.00	0.00	0.00
2008-1	R				0.00	0.00	0.00	0.00
2007-1	R				0.00	0.00	0.00	0.00
2006-1	R				0.00	0.00	0.00	0.00
2005-1	R				0.00	0.00	0.00	0.00
2004-1	R				0.00	0.00	0.00	0.00
2003-1	R				0.00	0.00	0.00	0.00
Account Totals as of 08/23/2018					45.08	1.22	60.70	107.00

Note: Payments will be reflected as positive values and charges to the account will be represented as negative values.

D-5-f



# Hampden Recreation Department

## Strategic Plan 2020-2025

### Mission

The Hampden Recreation Department will enrich the lives of our citizens through recreation experiences for all ages in the Town of Hampden.

### Vision

Committed to facilitating and coordinating quality recreation programs, services, special events, and providing well maintained public facilities, for positive enrichment opportunities for the Town of Hampden.

### Guiding Principles

The following principles guide department actions and are the backbone of the organization:

**Programming:** To support the community's programming needs through a wide range of programming for residents of all ages.

**Volunteerism:** Volunteers make programming possible acting as coaches and program facilitators.

**Responsibility:** Risk management and participant safety are program priorities.

**Facilities:** Invest in facilities to provide for appropriate and well maintained spaces for recreation programming and opportunities for the community of Hampden.

## Goal

**A. Maximize use of existing department facilities.**

### Strategies:

- A1.** Increase the number of programming opportunities to make use of spaces during off-peak hours.
- A2.** Promote rental opportunities for facilities.
- A3.** Collaborate with travel sports organizations, civic groups and RSU 22.
- A4.** Complete regular routine facility maintenance as part of the annual budget.
- A5.** Identify capital facility maintenance needs.
- A6.** Request taxation budget funds and/or reserve funding to complete capital facility maintenance or renovation needs.

## Goal

**B. Offer programming that is current and captures the needs and interests of the residents of Hampden.**

### Strategies:

- B1.** Understand residents and identify current needs and interests
- B2.** Collaborate with other stakeholders to brainstorm programming ideas within the community.
- B3.** Promote volunteerism. Recruit and provide education for volunteers.
- B4.** Reduce barriers for accessing programs, services, places, spaces, and information.
- B5.** Evaluate programming for efficiency and effectiveness.
- B6.** Provide opportunity/mechanism for public feedback.

## **About the Hampden Recreation Department's Strategic Plan**

The purpose of the strategic plan is to align the department around a unified direction and strategy that will capitalize on leadership and organizational strengths, be intentional in using public resources and focus on organizational sustainability.

### **2019-2024 Strategic Planning Contributing Members**

#### Recreation Department Staff:

Shelley Abbott, Director

#### Recreation Committee Members:

Jason Sharpe  
Jane Jarvi  
Stephanie Shayne  
Frank Pergolizzi  
James Dyer  
Steve Brown  
Josh Scroggins  
Nancy Fenders

#### 2020 Hampden Town Councilors:

Mayor David Ryder  
Deputy Mayor Eric Jarvi  
Ivan McPike  
Shelby Wright  
Stephen Wilde  
Terry McAvoy  
Dennis Marble

Hampden  
3:46 PM

### Current Account Status

D-5-9 6/2020  
Page 1

#### G 3-769-00 RESERVE ACCT / REC/CONSERV

-5,237.67 = Beg Bal  
-5.98 = Adjust

2,472.00 = YTD Net  
0.00 = YTD Enc

-2,771.65 = Balance

Per	Jrnl	Check	Date	Vendor-----	Description-----	RCB / Type	Debits	Credits
07	0004		07/02/19		BBA RESEVE INT/FMV CHANGE	B GJ	0.00	5.98
09	0187	2070	09/03/19	01303 HAMPDEN CHIL	TOWN CONTRIBUTION/INS	R AP	2,472.00	0.00
<b>Totals-</b>							<b>2,472.00</b>	<b>5.98</b>

#### Monthly Summary

Month	--Regular Entries--		--Balance Entries--	
	Debits	Credits	Debits	Credits
July	0.00	0.00	0.00	5.98
September	2,472.00	0.00	0.00	0.00
<b>Totals</b>	<b>2,472.00</b>	<b>0.00</b>	<b>0.00</b>	<b>5.98</b>

D-5-h



**TOWN OF HAMPDEN**  
**DEPARTMENT OF PUBLIC WORKS**

106 WESTERN AVE.  
HAMPDEN, ME 04444

TEL 862-3337

FAX 862-5067

January 16, 2020

To: Paula Scott  
From: Sean Currier  
Subject: 2020 Municipal Building Reserve Request – 3-702-00

During the FY20 budget process, staff had requested funds to install vinyl siding on the municipal building between the brick and soffit to prevent degradation of the exposed wood. The amount of \$18,000.00 was set aside in the municipal reserve budget for this purpose by Council.

Public Works posted a request for bid on the Public Notices and Bids section of the Hampden website and alerted several contractors of the bid request. Two bids were received by the due date and time specified. Maine Highlands Contracting submitted a bid in the amount of \$49,450.00 and Gates Construction submitted a bid in the amount of \$14,500.00. Both quotes include materials, labor and equipment (lift) to complete the work.

I would like to request expenditure of funds from the Municipal Building reserve account, 3-702-00 in the amount not to exceed \$18,000.00 for installation of new vinyl siding on the exterior of the building as budgeted. The balance (\$3,500.00) would be utilized for the electrical portion of the work and any unforeseen materials needed to complete the electrical work. Multiple lights, sensors and security features will need to be temporarily moved and reinstalled for the vinyl siding as well as electrical preparations made for the installation of the new back lit led signs at (3) three door locations approved by Council in the current year operating budget.

Thank you for your consideration,

A handwritten signature in black ink, appearing to be "S Currier".

Sean Currier

**Current Account Status**

**G 3-702-00 RESERVE ACCT / MUNIC BLD**

-128,762.47 = Beg Bal  
39,783.81 = Adjust

-103,520.00 = YTD Net  
0.00 = YTD Enc

-192,498.66 = Balance

Per	Jrnl	Check	Date	Vendor-----	Description-----	RCB / Type	Debits	Credits
07	0004		07/02/19		BBA RESEVE INT/FMV CHANGE	B GJ	0.00	147.09
07	0006		07/02/19		BBA CORRECT RESERVE INT.	B GJ	0.00	69.10
07	0057		07/16/19		BBA CORRECT J#1207	B GJ	40,000.00	0.00
10	0394		10/22/19		FY20 APPROPRIATIONS	R CR	0.00	103,520.00
<b>Totals-</b>							<b>40,000.00</b>	<b>103,736.19</b>

**Monthly Summary**

Month	--Regular Entries--		--Balance Entries--	
	Debits	Credits	Debits	Credits
July	0.00	0.00	40,000.00	216.19
October	0.00	103,520.00	0.00	0.00
<b>Totals</b>	<b>0.00</b>	<b>103,520.00</b>	<b>40,000.00</b>	<b>216.19</b>

D-5-i+j

## Hampden Public Safety Fire Department

**To:** Hampden Town Council  
**From:** Deputy Fire Chief- Jason Lundstrom  
**Date:** January 9, 2020  
**Re:** 2020 Volunteer Fire Assistance Grant- Department of Agriculture (Forestry)

---

### **2020 Volunteer Fire Assistance Grant- Award notification and request to use grant matching funds to purchase awarded equipment.**

The Hampden Fire Department has been notified by the Maine Department of Agriculture, Conservation, and Forestry that we have successfully secured grant funding for **(4) Portable Radios with speaker mics, and (4) Radio Chest Packs. The total cost of this project is \$2,540.00. Forest Service share is \$1,270.00. The Town of Hampdens share is \$1,270.00.** If approved by the council, \$2,540.00 would be withdrawn from the matching grant account. The Town of Hampden would then be reimbursed 50% of the project cost (\$1270.00), which would be placed back in the matching grant account. The equipment specified above will greatly increase responder safety and communications when responding to wildland firefighting emergencies. The Fire Department is looking for council approval to move forward with this project.

**Current Account Status**

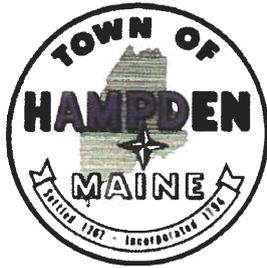
**G 3-780-00 RESERVE ACCT / MATCHING GR**

-16,861.78 = Beg Bal                      1,421.00 = YTD Net                      -15,460.03 = Balance  
 -19.25 = Adjust                              0.00 = YTD Enc

Per	Jrnl	Check	Date	Vendor-----	Description-----	RCB / Type	Debits	Credits
07	0004		07/02/19		BBA RESEVE INT/FMV CHANGE	B GJ	0.00	19.25
08	0116	2069	08/14/19	00481 TOWN OF HAMP	MMA GRANT	R AP	1,421.00	0.00
<b>Totals-</b>							<b>1,421.00</b>	<b>19.25</b>

**Monthly Summary**

Month	--Regular Entries--		--Balance Entries--	
	Debits	Credits	Debits	Credits
July	0.00	0.00	0.00	19.25
August	1,421.00	0.00	0.00	0.00
<b>Totals</b>	<b>1,421.00</b>	<b>0.00</b>	<b>0.00</b>	<b>19.25</b>



**Memorandum**

TO: Town Council  
FROM: Paula Scott, Town Manager  
DATE: January 14, 2020  
RE: Referral to public hearing

D-5-K  
D-5-1  
D-5-m

---

I am asking Council for a referral to Public Hearing the proposed amendments to the Fees Ordinance, the Sewer Ordinance and the Emergency Marijuana Ordinance Regarding Registered Caregiver Operations for the reasons outlined below:

Emergency Marijuana Ordinance Regarding Registered Caregiver Operations:

This is just a continuation of the emergency ordinance currently in place that needs to be extended for an additional 60 days while we await further clarification to the State law.

Fees Ordinance:

This is to correct the omissions of the fee for the replacement Demo/Transfer Station decal and the Recycling permit. Due to recent challenges with regard to legal opinions sought due to activities of and for assistance to a developer, (and who questioned our passing of those legal fees through), staff and I felt it prudent to add a disclaimer to the preamble. This disclaimer identifies that fees for professional services sought on behalf of someone other than the Town as a body corporate are not the responsibility of the Town.

Sewer Ordinance:

During a recent situation in which the Utility Clerk advised that she was not able to issue summer meter credits without the approval of the Superintendent or the Town Manager, it was discovered that when the Ordinance was updated in 2017, the section regarding summer meter credits was omitted in error. This proposed amendment adds the correct language that differentiates between a credit and an abatement.

**Town of Hampden****EMERGENCY ORDINANCE REGARDING MEDICAL MARIJUANA REGISTERED CAREGIVER OPERATIONS**

WHEREAS, the legislative body of the Town of Hampden (the “Municipality”) makes the following findings:

- (1) The Maine Medical Use of Marijuana Act (the “Act”) was passed by the Maine Legislature in 2009 and has been codified in the Maine Revised Statutes (“M.R.S.A.”) in Title 22, Chapter 558-C and amended in 2018; and
- (2) The Act (22 M.R.S.A. § 2430-D(3)) and the Maine Medical Use of Marijuana Program Rules promulgated pursuant thereto (10-144 CMR Ch. 122, § 6(K)), permit an unlimited number of medical marijuana registered caregivers to operate on a single parcel, which raises legitimate and substantial questions about the impact of properties where multiple registered caregivers operate in the Municipality, including questions as to compatibility with existing land uses and developments; potential adverse health and safety effects on the community; and potential impacts on the value of abutting properties; and
- (3) The Act permits a municipality to regulate registered caregivers provided they are not prohibited and there is no limitation on the number operating in the municipality (22 M.R.S.A. § 2429-D); and
- (4) As a result of the foregoing issues, the operation of multiple medical marijuana registered caregivers on a single parcel within the Municipality has potentially serious implications for the health, safety and welfare of the Municipality and its residents; and
- (5) The Municipality currently has no regulations governing medical marijuana registered caregivers, and existing ordinances are insufficient to prevent serious public harm that could result from the unregulated development of properties with multiple registered caregivers; and
- (6) The Municipality intends to draft and adopt a new section of the Town of Hampden Maine Marijuana Ordinance to regulate medical marijuana registered caregivers within the Municipality, which process will take time to ensure appropriate regulation of this use; and
- (7) In the judgment of the Hampden Town Council, the foregoing findings and conclusions constitute an emergency within the meaning of 30-A M.R.S.A. § 4356 and Section 214 of the Hampden Town Charter requiring immediate legislative action.

NOW THEREFORE, pursuant to 30-A M.R.S.A § 4356, be it ordained by the Municipality as follows:

**Section 1. Limitation.** The Municipality does hereby declare that to protect the public health, safety, and welfare, that to the extent authorized by the Act, there shall be allowed to operate on a single property, as that term is defined in the Town of Hampden Maine Marijuana Ordinance, no more than one medical marijuana registered caregiver within the Residential A, Residential B, and Town Center zoning districts, and no more than three medical marijuana registered caregivers within any other zoning districts.

No person or organization shall exceed these limits on or after the effective date of this Ordinance. During the time this Emergency Ordinance is in effect, no officer, official, employee, office, administrative board or agency of the Municipality shall approve any application for an operation exceeding these limits.

**Section 2. Pending Proceedings.** Notwithstanding 1 M.R.S.A. § 302 or any other law to the contrary, this Emergency Ordinance shall govern any proposal for multiple medical marijuana registered caregivers that exceeds the limits set forth in Section 1 for which an application for a building permit, certificate of occupancy, site plan or any other required approval has been submitted to the Municipality, prior to the enactment of this Emergency Ordinance, whether or not it is a pending proceeding.

**Section 3. Medical Use of Marijuana Act.** This Ordinance will not limit any other privileges or rights afforded by the Maine Medical Use of Marijuana Act (22 M.R.S.A. Chapter 558-C). This Ordinance shall not be construed as a vote to allow caregiver retail stores, registered dispensaries, testing facilities, or manufacturing facilities pursuant to 22 M.R.S.A. § 2429-D(3), except to the extent such uses are already allowed under the Town of Hampden Zoning Ordinance.

**Section 4. Personal Use of Marijuana.** This Ordinance will not limit the privileges or rights concerning the personal use of marijuana afforded by the Maine Adult Use Marijuana Law (28-B M.R.S.A. Chapter 3).

**Section 5. Conflicts/Savings Clause.** Any provisions of the Municipality's ordinances that are inconsistent or conflicting with the provisions of this Emergency Ordinance are hereby repealed to the extent applicable for the duration of this Emergency Ordinance. If any section or provision of this Emergency Ordinance is declared by any court of competent jurisdiction to be invalid, such a declaration shall not invalidate any other section or provision.

**Section 6. Violations.** If any property is found to be in violation of this Emergency Ordinance, each day of any continuing violation shall constitute a separate violation of this Emergency Ordinance and the Municipality shall be entitled to all rights available to it pursuant to 30-A M.R.S.A. § 4452, including, but not limited to, fines and penalties, injunctive relief, and its reasonable attorney's fees and costs in prosecuting any such violations.

**Section 7. Effective Date.** This Emergency Ordinance shall become effective immediately upon its adoption and shall remain in full force and effect for a period of 60 days thereafter, unless extended pursuant to law by the Municipality.

Adopted: September 16, 2019

Effective: September 16, 2019



Certified by: Paula Scott, Town Clerk

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

Deletions are ~~Strikethrough~~ Additions Double Underlined

**TOWN OF HAMPDEN, MAINE  
FEES ORDINANCE**

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ADOPTED: Hampden Town Council October 20, 1986  
Effective: November 19, 1986

AMENDED: Hampden Town Council December 7, 1987  
Effective: January 5, 1988

AMENDED: Hampden Town Council March 21, 1991  
Effective: April 21, 1991

AMENDED: Hampden Town Council July 6, 1993  
Effective: August 5, 1993

AMENDED: Hampden Town Council December 20, 1993  
Effective: January 19, 1994

AMENDED: Hampden Town Council May 6, 1996  
Effective: June 6, 1996

AMENDED: Hampden Town Council February 7, 1998  
Effective: March 18, 1998

AMENDED: Hampden Town Council November 17, 2003  
Effective: December 17, 2003

AMENDED: Hampden Town Council March 21, 2005  
Effective: April 20, 2005

AMENDED:	Hampden Town Council April 4, 2005 Effective: May 4, 2005	
AMENDED:	Hampden Town Council October 6, 2008 Effective: November 5, 2008	
AMENDED:	Hampden Town Council June 15, 2009 Effective: July 15, 2009	
AMENDED:	Hampden Town Council August 3, 2009 Effective: September 2, 2009	
AMENDED:	Hampden Town Council January 19, 2010 Effective: February 18, 2010	
AMENDED:	Hampden Town Council September 19, 2011 Effective: October 19, 2011	8.8.4, 8.9, 8.10, 8.11, 8.15, 8.16.1, 8.16.3, 8.16.5 (new 8.11 added and remainder of Article 8 re-numbered)
AMENDED:	Hampden Town Council April 23, 2012 Effective: May 23, 2012	New 1.13 added and remainder of Article 1 re-numbered, 3.5, 3.6, 3.7, 3.8, 7.2, 7.3, added 7.4 and 7.5
AMENDED:	Hampden Town Staff, November 27, 2012 Effective: December 27, 2012	Deleted Article 8.12 and 8.13
AMENDED:	Hampden Town Council, April 22, 2014 Effective: May 22, 2014	Articles 6.2, 6.3 and 6.4
AMENDED:	Hampden Town Council, September 2, 2014 Effective: October 2, 2014	Articles 8.1, 8.2, 8.3, 8.4, 8.5, 8.6, 8.7, 8.8, 8.9, 8.10, and 8.16
AMENDED:	Hampden Town Council, December 1, 2014 Effective: December 31, 2014	Articles 3.1, 3.3, 3.5, 3.7 and 3.8; 3.9 and corrected numbering of Article 3; and Articles 4.2, and 4.4
AMENDED:	Hampden Town Council, February 16, 2016 Effective March 17, 2016	Article 2.9
AMENDED:	Hampden Town Council, April 19, 2016 Effective May 19, 2016	Articles 1.8, 1.9, 1.15 (new), 2.3, 2.5, 2.7, 2.8, 2.13, 5.1, 5.2, 8.1, 8.3, 8.4, 8.6, 8.7, 8.10, 8.14, and 8.16
AMENDED:	Hampden Town Council, May 16, 2016 Effective June 16, 2016	Articles 2.6, 2.12.2, 2.12.4, 2.16.2, 2.16.4, 2.16.5, and 2.16.8
AMENDED:	Hampden Town Council, September 8, 2016 Effective October 8, 2016	Article 6.3.8, 6.3.9, and 6.4.4
AMENDED:	Hampden Town Council, February 21, 2017 Effective March 21, 2017	Articles 6.2.1- 6.2.7, 6.3.1 – 6.3.4, 6.3.11
AMENDED:	Hampden Town Council, May 15, 2017 Effective June 14, 2017	Preamble, Articles 1.2, 1.6, 1.10, 1.16, 1.17 2.9.1, 2.9.3, 2.9.4, 2.9.5, 2.12, 2.12.4 – 2.12.6, Footnote 1, 2.15, 2.16.2.1 – 2.16.2.5,

2.16.4, 2.16.4.1 – 2.16.4.3, 2.16.5, 2.16.9,  
2.16.9.1 – 2.16.9.2, 2.16.10.4, Footnote 2,  
2.16.10.4.1 – 2.16.10.4.4, 2.16.11.1, 2.16.12,  
2.16.12.1 – 2.16.12.3, 5.2.5

AMENDED: Hampden Town Council, August 7, 2017  
Effective September 6, 2017

Article 2.1

AMENDED: Hampden Town Council, November 6th, 2017  
Effective December 5<sup>th</sup>, 2017

Preamble, Article 1.12, 1.13,  
1.16, 2.10.1 - 2.10.3, 2.11.1,  
5.2.2-5.2.3, 8.2 – 8.12, 8.14, 8.16,  
8.16.2, 8.16.5

AMENDED: Hampden Town Council, July 2, 2018  
Effective August 1, 2018

Article 2.12.6, 2.16.8 (site plan),  
2.16.11 (deleted commercial secure  
landfill applications), 2.16.9 (added  
conditional use)

AMENDED: Hampden Town Council, Oct. 15, 2018  
Effective November 14, 2018

Article 1.2.1, 1.2.2, 1.2.3, 1.7, 2.6.2, 2.6.3,  
2.6.4, 7.6, 7.6.1, 7.6.2, 7.6.3

AMENDED: Hampden Town Council, May 20, 2019  
Effective June 19, 2019

Article 2.9.1, 2.9.3, 2.9.4

AMENDED: Hampden Town Council, Nov.4, 2019  
Effective Dec.,3, 2019

Amended Article 1.1, 1.14 Article 2.3,  
(amended language) 2.11 (amended),  
2.12.4.4 (added), Article 2.15, 2.15.1,  
2.15.1.1 through 2.15.1.6 (amended) Article  
2.16 (added), Article 2.17 (added), Article  
3.6.5 (amended), 3.8 (amended), Article 4.2  
(amended), Article 5.2.6 (added), Article  
8.11.1 through 8.11.4 (amended)

AMENDED: Hampden Town Council Feb. 3, 2020  
Effective March 3, 2020

Preamble, Article 5.2.5 Demo/Transfer  
Station Article 5.2.7 Replacement, 5.2.7  
Recycling Permit

CERTIFIED BY:



Paula Scott, Town Clerk

Affix Seal

**TOWN OF HAMPDEN, MAINE  
FEES ORDINANCE**

The Town of Hampden hereby ordains:

In addition to those Town fees and charges, the authorization of which is provided for by Town Ordinances, the following schedule of fees for Town services is approved:

**Exemptions:** All Town Government activities and projects shall be exempt from these fees except in the case where Maine Statutes dictate otherwise. Organizations located in Hampden with a not-for-profit status recognized by the Internal Revenue Service pursuant to 501(c)(3) shall be exempt from building permit fees (2.16.1), demolition fees (2.16.2(1-3)), sign permit fees (2.16.3), fees for certificates of occupancy and compliance (2.16.4) and additional inspection fees (2.16.5) *(Amended 11/6/17)*

By way of example but without limitation, when occasion warrants the Town to seek professional guidance for legal advice, engineering, auditing, or any other type of third party or professional review on behalf of an individual, group, or business, those fees shall be passed through to said individual, group, or business and those fees shall not be the responsibility of the Town of Hampden.  
*(Amended 3/3/2020)*

**ARTICLE 1  
ADMINISTRATION**

*Amended 11-17-03, 3-21-05, 6-15-09, 4-23-12, 4-19-16, 5-15-17*

*Please note: Fees for items which are state regulated are subject to change without notice*

<b>1.1.</b>	<b><i>Certificate of Sole Proprietor filing</i></b> <i>(Amended 10/15/2018)</i>	\$10.00 (State Regulated)
	<b><i>Certificate of Partnership filing</i></b> <i>(Amended 11/4/2019)</i>	\$10.00 (State Regulated)
<b>1.2.</b>	<b><i>Copy of Vital Record</i></b> <i>(Amended 5/15/17) (Amended 10/15/2018)</i>	
	1.2.1. Certified Copy <i>(Amended 10/15/2018)</i>	\$15.00 (State Regulated)
	1.2.2. Each additional copy purchased the same day <i>(Amended 10/15/2018)</i>	\$ 6.00 (State Regulated)
	1.2.3. Attested Copy <i>(Amended 10/15/2018)</i>	\$10.00 (State Regulated)
<b>1.3.</b>	<b><i>Copy of Subdivision Ordinance</i></b>	At Cost
<b>1.4.</b>	<b><i>Copy of Zoning Ordinance</i></b>	At Cost
<b>1.5.</b>	<b><i>Copy of other ordinances</i></b>	
	1.5.1. up to 20 pages	\$0.25/page
	1.5.2. and a page after that	\$0.15/page

ARTICLE 5  
PUBLIC WORKS  
Amended 11-17-03, 4-19-16

5.1. **Additional Fees**

5.1.1.	Public Works Dept. Labor After 3:00 PM	\$200.00 per person (up to 4 hours); \$50.00 per person per hour for every hour above 4.
5.1.2.	Street Opening/Utility Connection Permit	\$50.00
5.1.3.	Sewer Connection	Determined based on proposed use and flow in accordance with Sewer Connection Fee Calculation Worksheet and Sewer Connection Fee Schedule.

5.2. **Solid Waste Fees**

5.2.1.	<del>(DELETED 11/6/17)</del>	Refer to Article 2
5.2.2.	<del>(DELETED 11/6/17)</del>	Refer to Article 2
5.2.3.	<del>(DELETED 11/6/17)</del>	Refer to Article 2
5.2.4.	Resident Transfer Station Decal	\$10.00
5.2.5.	Replacement of lost Transfer Station <u>or</u> <u>Demo/Transfer Station Decal</u> <i>(Amended 5/15/17) (Amended 3/3/2020)</i>	\$5.00
5.2.6.	Resident Demo/Transfer Station Decal <i>(Amended 11/04/2019)</i>	\$100.00
<u>5.2.7.</u>	<u>Recycling Permit</u> <i>(Amended 3/3/2020)</i>	<u>\$10.00</u>

The Town of Hampden Hereby Ordains  
Proposed Amendments to the [SEWER ORDINANCE] Ordinance

Deletions are ~~Strikethrough~~ Additions Double Underlined

ADOPTED by Hampden Town Council, December 5, 2011  
Effective Date: January 4, 2012

AMENDED: Hampden Town Council April 19, 2016  
Effective: May 19, 2016

AMENDED: Hampden Town Council January 17, 2017  
Effective: February 17, 2017

AMENDED: Hampden Town Council February 3, 2020  
Effective: March 3, 2020

CERTIFIED BY: \_\_\_\_\_  
Paula Scott, Town Clerk

## ARTICLE 9 PENALTIES - RESIDENTIAL

**Section 9.1. Violation of Sewer Ordinance:** Any person found to be violating any provision of this Ordinance, except Section 7.1, shall be served by the Town with written notice stating the nature of the violation and providing a reasonable time limit for the satisfactory correction thereof. The offender shall, within the period of time stated in such notice, permanently cease all violations.

**Section 9.2. Fines:** Any person who fails to comply with the provisions of this Ordinance other than those provisions pertaining to the payment of charges for services established herein shall, upon conviction, be subject to a fine not exceeding one hundred dollars (\$100.00) for each offense. The continued violation of any provision of any section of this Ordinance, other than those pertaining to the payment of charges for services established herein, shall constitute a separate offense for each and every day such violation of any provision hereof shall continue. If the Town prevails in the prosecution of an offense hereunder, it shall be reimbursed for the attorney's fees and costs.

**Section 9.3. Alternate Penalties:** As an alternative, upon violation of this Ordinance, the proper authorities of the Town, in addition to other remedies may institute any appropriate action or proceedings including an injunction to prevent such unlawful use, construction, or maintenance of cesspools, septic tanks, sewage disposal systems, pipes or drains, to restrain, correct, or abate such violation, or to prevent the occupancy of any building, structure or land where said violations of this Ordinance are found.

**Section 9.4. Liabilities to the Town:** Any person violating any of the provisions of this Ordinance shall become liable to the Town for any and all expense, loss, or damage occasioned by the Town by reason of such violation.

## ARTICLE 10 SEWER SERVICE CHARGE

**Section 10.1. Establishment of a Sewer Service Charge:** The source of the revenue for retiring debt services and for capital expenditures, operation and maintenance of the public sewage works shall be a sewer service charge. The public sewage works service area and the nature of buildings required to have sanitary facilities shall be as defined in Section 2.4 thereof. In the case of a building not connected to the public system, such charge shall be deemed a "ready to serve" charge levied to aid in defraying expense incurred in making service available to the property. In the case of a connected building not in active use or occupancy and having no discharge during a given billing period, the portion related to capital expenditures and retirement of debt service shall be regarded as minimum charge. In the case of a connected building actively discharging to the public system for all or part of any given billing period, the charge shall be increased to include the cost of operation and maintenance of the public sewage works.

**Section 10.2. Sewer Service Charge Rate:** Sewer service charge rates shall be determined by the Town Council on a year-to-year basis and, in general, such charges will be determined on a rate structure based on water consumption. The sewer service charge will be computed and billed at regular intervals throughout each calendar year, as established by the Town Council in accordance with the Town of Hampden Fees Ordinance. There shall be no discounts or abatements given for sewer use charges unless such discounts or abatements are provided in accordance with the provisions outlined in Section 10.3.

Users shall be given annual notification of the rates and distribution of costs between capital expenditures and operation and maintenance charges. Any revenue from Sewer Service Charges in excess of cost must be retained in the sewerage account and cannot be used to defray costs in other functions of the Town.

**Section 10.3. Abatements:** Abatements for use of water for lawn sprinklers, garden hoses, filling of swimming pools, or other uses of significant volumes of water, which do not enter the public sewer, (with no summer meter) may be made on application to the Town. The adjusted billing determined shall not be less than the highest billing or adjusted billing applicable to the property during the previous three

quarters. The Town shall require verification of the significant sewer usage which is cause for the requested abatement. The Town Manager or his/her designee shall approve or deny abatements. No more than one (1) abatement can be given in one (1) calendar year except upon petition to the Town Council.

**Section 10.3.1. Summer Meter Credits:** A resident may purchase a 'summer meter' at the Hampden Water District to attach to their outside hose spigot. The readings must be called in quarterly to the Utility Billing Clerk to receive the quarterly credit, if applicable. (The summer meter info sheet is included in the index of this Ordinance.) A resident may purchase a 'summer meter' at the Hampden Water District or from the Utility if available, to attach to their outside hose spigot. The purpose of a summer meter is to enable the customer to receive a credit each quarter for sewer charges in the amount of water passing through this meter, which does not go through our Sewer System. Examples of this usage are filling of a swimming pool, washing cars and watering lawns or gardens. This credit is only applied toward sewer charges. A summer meter will never negate the responsibility of the customer to pay the minimum sewer charge each quarter.

At the time of purchase you will be given an agreement which needs to be returned to the Hampden Town office Sewer Department. This agreement will be used in determining which accounts will receive summer meter credit. If you move within the Town of Hampden you may transfer your summer meter to your new address by informing the utilities office of the location of your new home. No credits will be given until the agreement is signed and on file at the Hampden Town office Sewer Department. If we have not received a reading from you in over a year the agreement will be void. A new agreement can be signed using the current reading on the meter.

Summer meters cannot be modified in any way that will enable them to be used for purposes other than hook-up to an outside faucet. Anyone who is found to be using the summer meter for other purposes and trying to receive credit for such use shall be terminated from the summer meter program immediately. The customer shall make restitution to the Town of Hampden for any misuse of the summer meter.

Summer meters must be kept inside where there is heat during the winter. The summer meter holds water and will freeze if left outside or in unheated garages or sheds. If your summer meter freezes, it will break.

Summer meters are read from April through October. You must report your readings to the Utility Clerk by April 1, July 1 and October 1 each year. Readings may be called in or emailed up to two weeks (14 days) after the required reading date. Any summer meter that is not reported during each one of these time frames will not receive the credit for that quarter's billing and it will not be credited toward future bills. In order to receive credit for your meter, a reading MUST be reported during each of these quarters. Please call the office Sewer Department if you have any questions about the calculation of your credit.

**Section 10.4. Special Charge for Industrial Organizations:** A Special Sewer Service Charge shall be assigned to any industrial firm or organization, the strength or other characteristic of whose waste varies significantly from that of normal domestic sewage. In general, such charges will be based on equitable prorating of costs for conveying and treating such waste, taking into account, but not necessarily limited to, the effect of volume, BOD, suspended solids, settleable solids, chlorine demand, toxicity, and pH. Pretreatment by the industry may also be a requirement if necessary to make the waste compatible with flow in the sewer system. The Town Council, after appropriate study, and advice from the Town Manager, shall assign a Special Sewer Charge to the industrial firm by separate agreement with said firm. The applicable portions of the preceding sections, as well as the equitable rights of the public, shall be the basis for such an arrangement.

**10.4.1. Additional Special Charge:** In addition to the Special Sewer Service Charge, which is

D-5-n



Town of Hampden

Town Planner

Memorandum

To: Town Council  
From: Karen M. Cullen, AICP, Town Planner *KMC*  
Date: January 9, 2020  
RE: Amendments to Historic Preservation Ordinance

As you may be aware, we have had difficulty recruiting and retaining members for the Historic Preservation Commission, which per our local ordinance requires five full members plus 2 associate members. This level of membership is required by the Maine Historic Preservation Commission for participation in the National Park Service's "Certified Local Government" (CLG) program, of which Hampden is a member. This program enables us to apply for grant funds for various projects related to historic preservation, and our only competitors for these grant funds are the other CLG municipalities in Maine (currently 10 in addition to Hampden).

Since prior to my arrival in Hampden, the town has been challenged with sustaining full membership to maintain eligibility for the CLG program. After numerous outreach efforts, including to the Hampden Historical Society, we have been unsuccessful in attracting new members. As a result, and after much thought and discussion, the Commission has decided the honest thing to do is to request decertification from the state Historic Preservation Commission and the National Park Service. This step is not being taken lightly and we are saddened that at this moment in time Hampden's residents seem to have too many more important things to worry about than the history of their town. At a meeting of the HPC last evening, the Commission voted 3/0/0 to send a letter to the state requesting decertification from the program (copy attached).

To protect the existing historic district and landmarks as designated in the ordinance, the attached proposed amendments to the Historic Preservation Ordinance are being recommended, to reduce membership from 5 full + 2 associate members to three full + 1 associate. This will enable the Commission to act on "certificate of appropriateness" applications for those who propose modifications to the exterior of properties within the district (or the two landmarks). By doing this, the potential will remain for future participation in the Certified Local Government program if the membership requirement in the ordinance is increased back to 5 full members.



Town of Hampden  
Historic Preservation Commission

106 Western Ave.  
Hampden, Maine 04444  
207-862-4500  
planner@hampdenmaine.gov

Kirk Mohney, Director  
Maine Historic Preservation Commission  
55 Capitol Street  
65 State House Station  
Augusta, Maine 04333-0065

January 14, 2020

RE: Certified Local Government Program

Dear Mr. Mohney,

It is with regret that the Town of Hampden requests that we be decertified as a CLG community at this time. As you know, the town has struggled over the past five plus years to maintain an Historic Preservation Commission with the required number of members, and while we have had a couple of periods during the last few years when we had a full commission, we again find ourselves two members short. Brittany Goetting, HPC Chair, Karen Cullen, Town Planner, and I have exhausted our options for finding potential new members, and unfortunately nobody in Hampden is willing to step to the plate to volunteer for this commission at this time. With this ongoing problem, the HPC and I feel it is unrealistic and disingenuous to continue in the CLG program since we cannot meet the eligibility requirements. The Commission voted 3/0/0 on January 8, 2020 to request CLG decertification.

We are pursuing amending our local Historic Preservation Ordinance to reduce the membership from five to three full members and from two to one associate member. Our intention is to continue processing Certificate of Appropriateness applications, and to partner with the Hampden Historical Society on education projects in town.

Perhaps in the future the citizens of Hampden will decide that preserving what remains of the historical character of the town is an important goal, and they will amend the local ordinance to increase membership of the commission and once again apply for inclusion in the CLG program.

We want to take this opportunity to thank you and your staff for the assistance you have provided to Hampden over the years, and to wish you the best in your endeavors to preserve the history of Maine for future generations.

Sincerely,

*Paula A. Scott*  
Paula Scott, Town Manager

cc: Brittany Goetting, HPC Chair  
Karen Cullen, AICP, Town Planner

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TOWN OF HAMPDEN  
The Town of Hampden Hereby Ordains  
Proposed Amendments to the Historic Preservation Ordinance

Deletions are ~~Strikethrough~~ Additions are Underlined

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TOWN OF HAMPDEN, MAINE  
HISTORIC PRESERVATION ORDINANCE

Adopted: Hampden Town Council November 20, 1989 Effective: December 19, 1989

Amended by Town Council	Effective Date	Sections
5/7/1990	6/6/1990	1, 2.2, 2.5
5/21/1990	6/20/1990	3.3, 3.9.8, 9
7/2/1990	7/31/1990	5.4, 5.5, 9, 11,11.5
7/20/1992	8/19/1992	10.5, 13, 13.1
6/4/2001	7/4/2001	12.1.1
5/20/2002	6/19/2002	6.3
11/17/2003	12/17/2003	5.1,9.1
6/19/2006	7/19/2006	13, 13.4, 13.5
<u>1/21/2020</u>	<u>2/20/2020</u>	<u>3.2, 3.4</u>

CERTIFIED BY: ~~Denise Hodson~~ Paula Scott  
Name

Town Clerk  
Affix Seal

DRAFT

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**DRAFT**

**TOWN OF HAMPDEN, MAINE  
HISTORIC PRESERVATION ORDINANCE**

**SECTION 1  
INTENT AND PURPOSE**

This ordinance is adopted pursuant to the legislative authority vested in the Town of Hampden by virtue of Title 30-A, Maine Revised Statutes Annotated § Section 3001, and acts amendatory thereto, for the purposes of preserving, protecting, and enhancing buildings and places or areas within the Town which possess particular historical, cultural, or architectural significance in order to promote the educational, cultural and economic welfare of the residents and visitors to the Town. To achieve these purposes, it is intended that historic districts and related regulations be used to prevent inappropriate alterations of buildings of historic or architectural value; to preserve the essential character of neighborhoods; and to assure that new buildings or structures constructed in neighborhoods and districts of historic, prehistoric or architectural value are designed and built in a manner which is compatible with the character of the neighborhood or district. *(Amended: 5-7-90)*

**SECTION 2  
DEFINITIONS**

**2.1. Historic District.** A geographically definable area possessing a significant concentration, linkage or continuity of sites, buildings, structures or objects united by past events or aesthetically by plan or physical development and designated in accordance with the requirements of this Ordinance as appropriate for historic preservation. Such historic districts may also comprise individual elements separated geographically, but linked by association of history.

**2.2. Historic Site.** Any parcel of land of special significance in the history or prehistory of the Town and its inhabitants, or upon which a historic event has occurred, and which has been designated as such in accordance with this Ordinance. The term "historic site" shall also include any improved parcel, or part thereof, on which is situated a historic landmark, and any abutting improved parcel, or part thereof, used as and constituting part of the premises on which the historic landmark is situated as may be designed in accordance with this Ordinance. *(Amended: 5-7-90)*

**2.3. Historic Landmark.** Any improvement, building or structure of particular historic or architectural significance to the Town relating to its heritage, cultural, social, economic or political history, or which exemplifies historic personages or important events in local, state or national history as may be designated in accordance with this Ordinance.

**2.4. Contributing Structure.** A structure located within designated historic district and identified as contributing to the historical or architectural significance of said district.

**2.5. Archeological Site.** A geographic location of any remains of the prior presence of human beings including (without limitations); structure, artifacts, terrain features, graphics (such as paintings or drawings) or remains of plants, or animals associated with human being habitations. *(Amended: 5-7-90)*

SECTION 3  
HAMPDEN HISTORIC PRESERVATION COMMISSION

**3.1. Appointment.** - Members of the Hampden Historic Preservation Commission shall be appointed by the Town Council.

**3.2. Members.** - The Commission shall consist of ~~five (5)~~three (3) members who shall be residents of Hampden. Appointments shall be made on the basis of demonstrated interest, knowledge, ability, experience and desire to promote historic preservation in the Town, with the meaning of Section 1 of this Ordinance. Members of the Commission shall serve without compensation.

**3.3. Terms.** - The Commissioners who are first appointed shall be designated to serve terms as follows: One for one (1) year, two for two (2) years, and two for three (3) years, from the date of their appointment. Thereafter, said Commissioners shall be appointed for terms of three (3) years, except in those instances in which the appointment is made to fill a vacancy in an unexpired term, in which case the appointment shall be for the remainder of the unexpired term. An attempt will be made to fill vacancies within sixty (60) days.  
(Amended 5-21-90)

**3.4. Associate members.** - In addition, there shall be ~~two (2)~~one (1) associate members appointed by the Town Council for a term of three (3) years, who shall be a residents of Hampden. The Chairperson of the Commission shall designate ~~which the~~ associate member ~~shall to~~ vote in the stead of a regular member when necessary.

**3.5. Eligibility.** - Any regular or associate member shall be eligible to continue to serve in said capacity until a successor is duly appointed and qualified.

**3.6. Officers.** - The Commission shall elect annually a chairperson, vice chairperson and secretary from its own membership, a majority of the number of members or constitute a quorum for the transaction of business before said Commission, but if less than such majority is present at a meeting, a majority of those present may adjourn the meeting from time to time. The secretary shall maintain a permanent record of the activities of the Commission, including but not limited to such items as the number and types of cases reviewed and their disposition; new designations of historic sites, landmarks and districts made; attendance records; correspondence and minutes of all meetings. All records maintained or prepared by the secretary are deemed public and may be inspected at reasonable times.

**3.7. Procedure.** - The Commission for its purposes shall adopt, and may from time to time amend, rules of procedure.

**3.8. Public meetings.** - All meetings of the Commission shall be publicly announced, open to the public and have a previously available agenda. Public notice shall be provided prior to any special meetings of the Commission.

**3.9. Duties.** - The duties of the Commission, at a minimum, shall be to:

3.9.1. Make recommendations for establishing historic districts, historic sites, or historic landmarks to the appropriate local governing body, according to the procedures listed in Sections 4 and 5 of this Ordinance.

3.9.2. Review all proposed additions, reconstruction, alterations, construction, relocations or demolition of the properties designated or the jurisdiction of the Ordinance.

3.9.3. Review all proposed National Register nominations for properties within its jurisdiction.

TOWN OF HAMPDEN  
2020/2021 BUDGET MEETING SCHEDULE – **DRAFT**

D-5-0

Feb. 8, Saturday Time TBD	Council Goals & Objectives session - tentative	
April 30, Thursday	Proposed budget delivered to Councilors (due to them by May 1 <sup>st</sup> , per Charter)	
May 4, Monday: 7 pm	<b>Town Council Meeting</b> <b>Town Manager Presentation of Proposed FY21 Budget</b>	
May 6, Wednesday: 6 pm	Public Safety Police Fire	Assessor Planning Economic Development IT (includes GIS/mapping)
May 11, Monday: 6 pm	Administration Elections General Assistance	Town Council County Tax Education (RSU 22) Outside Agencies
May 13, Wednesday: 6 pm	Highway Municipal Garage Municipal Building Stormwater Management	Building & Grounds Solid Waste Marina Non-departmental utilities
May 18, Monday: 7 pm	<b>Town Council Meeting</b>	
May 20, Wednesday: 6 pm	Capital Program Reserves Revenues	<b>Sewer</b> Tax Increment Financing (TIF) Debt Service
May 25, Memorial Day	<b>Office closed</b>	
May 26, Tuesday: 6 pm	Library Recreation	The Bus Lura Hoit Pool
June 1, Monday 7 pm	<b>Town Council Meeting</b> <b>Referral to Public Hearing</b>	
June 9, Tuesday Polls open 8am to 8 pm	RSU 22 Budget Validation Referendum State of Maine Special Referendum June Primary	
June 15, Monday 7 pm	<b>Town Council Meeting</b> <b>Budget Public Hearing</b>	

<b>ARTICLE 1 – Mayor/Deputy Mayor</b>	Section 1.1 - At the commencement of the Calendar year, and pursuant to Section 204 of the Town Charter, the town’s attorney shall preside over the Town Council’s election of one of its members as Mayor for the ensuing year. The Mayor shall preside over all meetings of the Council at which he or she is present.
	Section 1.2 - After the election, the Mayor shall preside over the election of Deputy Mayor. The Deputy Mayor shall serve as the presiding officer at Council Workshop meetings, at any meeting at which the Mayor is absent, and shall assume all duties of the Mayor until the Mayor is present. In the absence of the Deputy Mayor, the Mayor shall appoint, in advance, another Councilor to chair the meeting.
	Section 1.3 - The Mayor/Deputy Mayor shall recognize any Councilor who wishes to speak, shall state all motions that are before the assembly, rule on questions of parliamentary procedure and carry out all duties incumbent upon him under the laws of the State, the Town Charter, Town Ordinances, and the Rules of Procedure.
<b>ARTICLE 2 - Council</b>	Section 2.1 - The Town Council shall only act by ordinance, order, or resolve. All ordinances, orders, and resolves shall be confined to one subject, which shall be clearly expressed in the title. All orders and resolves shall be dated, numbered, and signed by the Town Clerk and the Town Councilors will receive a copy. No action of the Council shall be binding or valid unless adopted by the majority vote of those present.
	Section 2.2 - In all motions of command, the form of expression shall be ‘ordered’ and in all motions concerning principles, facts, or purposes, the form shall be ‘resolved’.
	Section 2.3 - All Town Councilors shall participate in the Maine Municipal Association’s Elected Officials Course within 120 days of being sworn in as a Town Councilor. Documentation of that training shall be filed with the Town Clerk.
	Section 2.4 - A new councilor orientation packet shall be provided to all Councilors at the time they are sworn in and they shall sign and date receipt of the orientation packet which will also be recorded in the minutes of the next Council meeting.
<b>ARTICLE 3 – Agenda</b>	Section 3.1- Town Council meetings shall be guided by a written agenda in the following order. <ul style="list-style-type: none"> <li>(a) Pledge of Allegiance</li> <li>(b) Approval of Agenda</li> <li>(c) Consent agenda <ul style="list-style-type: none"> <li>(i) Signatures</li> <li>(ii) Council Minutes</li> <li>(iii) Communications</li> </ul> </li> <li>(d) Public Comments</li> <li>(e) Policy Agenda <ul style="list-style-type: none"> <li>(i) News, Presentations and Awards</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>(ii) Public Hearings</li> <li>(iii) Nominations, Appointments, Elections</li> <li>(f) Unfinished Business</li> <li>(g) New Business - No new business will be acted on at its first reading and will be automatically tabled except by a majority vote of Council to suspend this rule.</li> <li>(h) Manager's Report</li> <li>(i) Councilor Comments</li> <li>(j) Adjournment</li> </ul> <p>Section 3.2 - Any subject may be placed on the agenda for a council meeting by a council member, the town manager or at the request of any citizen. Any subject presented by a citizen must be received at the town office at least four business days prior to the council meeting. The name of the Councilor or other person(s) or group requesting an item on the agenda will be indicated on the agenda as part of the requested item.</p> <p>Section 3.3 - The agenda shall be prepared and posted to the town website at least two business days prior to a scheduled council meeting.</p> <p>Section 3.4 - An item may be added to the agenda prior to the Approval of Agenda by unanimous consent of all Councilors present.</p> <p>Section 3.5 - Any item on the Consent Agenda can be set aside for discussion at the request of any Councilor, prior to a motion on the remainder of the Consent Agenda.</p> <p>Section 3.6 - Any agenda item may be taken up out of order by consent of a majority of Councilors present.</p> <p>Section 3.7 - Workshops, special meetings, and ad hoc meetings as defined under Article 4, shall be guided by a written agenda in the following order.</p> <ul style="list-style-type: none"> <li>(a) Call to order</li> <li>(b) Topic(s) of the meeting</li> <li>(c) Adjournment</li> </ul>
<p><b>ARTICLE 4 - Meetings</b></p>	<p>Section 4.1 - The first and third Mondays of each month are designated as regular Council meetings (open to the public and televised) with the provision that a unanimous vote of the Councilors present would cancel or reschedule a meeting. Whenever a meeting falls on a legal holiday, such meeting will take place the following day except upon unanimous vote of the Councilors present to cancel or reschedule the meeting.</p> <p>Section 4.2 - The second Monday of each month is designated as a workshop session (open to the public and televised) and is chaired by the Deputy Mayor (or Mayor designate).</p> <ul style="list-style-type: none"> <li>(a) A workshop meeting is devoted exclusively to a matter(s) in which the interchange of information is deemed essential and may involve reports and proposals</li> </ul>

	<p>from council members, committees and staff that might be considered at later Town Council meetings.</p> <p>(b) The Town Council may give guidance to the Town Manager and to staff at workshop meetings, but no decisions may be made that require formal voting.</p> <p>(c) Workshop discussion requires no formal motion as it is intended to promote interaction and the building of ideas and consensus without debate.</p> <p>Section 4.3 – The Mayor may call the Council together for a special meeting (open to the public and televised). The agenda for a special meetings shall be posted at the Post Office, Town Office, Town Sign Board, and on the Town website, no less than 72 hours in advance of the meeting (unless an emergency meeting is needed for the purpose of dealing with an unanticipated Town emergency, in which case posting shall be to all normal posting locations and via email to local print media as soon as it is identified that a meeting will be held).</p> <p>Section 4.4 – The Mayor may convene an ad hoc committee (meetings open to the public) as required to address a specific issue. An ad hoc committee exists in an advisory capacity to Council and therefore has no decision making authority; will be approved by a majority vote of Council; will be limited to a specific charge; will exist for a specified period of time; and will have defined reporting/deliverable obligations as set forth by the Council.</p>
<p><b>ARTICLE 5 – Meeting Decorum</b></p>	<p>Section 5.1 - As a matter of courtesy, conduct for all Council members shall be as follows.</p> <p>(a) All cell phones shall be silenced during Council and Committee meetings;</p> <p>(b) Councilors and staff shall refrain from texting or emailing during all Council or Committee meetings;</p> <p>(c) cell phone use, texting and email should be done during breaks in meetings.</p> <p>Section 5.2 - In all cases where the parliamentary proceedings are not determined by these rules of procedure, “Roberts Rules of Order” shall be taken as authority to decide the course of proceedings.</p> <p>Section 5.3 - When any Councilor is about to speak, they shall respectfully address the Mayor, confine themselves to the question under debate, and avoid personalities. No member speaking shall be interrupted by another but by a call to order.</p> <p>Section 5.4 - When any Councilor speaks to staff, consultants, or to members of the public who are in attendance, they shall do so in a respectful and professional manner, shall confine themselves to the question under debate, and avoid conduct unbecoming an elected representative of the Town.</p>

	<p>Section 5.5 - No business can be conducted without a quorum (representing the number personally present and not the number voting) defined as a simple majority of the Council (4). Consideration may be given to 'table' important or controversial issues when only a simple majority is present.</p>
	<p>Section 5.6 - No vote can be taken without a motion on the floor and the vote will be of the form:</p> <ul style="list-style-type: none"> <li>(a) all in favor;</li> <li>(b) all opposed;</li> <li>(c) those present. (In accepting public office, Councilors enter into a civic covenant with the electorate to participate in all proceedings unless otherwise disqualified from doing so. If a Councilor intends to vote present because of conflict of interest, bias, or other disqualification, the declaration will be made before debate begins, the Council will be excused from the dais, may not participate in debate, and the action will be binding on that motion.)</li> </ul> <p>The Mayor will announce the outcome and voting results.</p>
	<p>Section 5.7 - These rules cannot be dispensed with or suspended if any member of the council shall object. No rule or order shall be amended or repealed without notice, in writing, being given at the preceding meeting.</p>
	<p>Section 5.8 - Council meetings shall not extend beyond 10 p.m. without a unanimous vote of the Town Council.</p>
	<p>Section 5.9 - The Councilor Comment section of the agenda is reserved for any Council member to discuss matters not previously mentioned on the agenda. No official Council action can be taken during this portion of the meeting.</p>
<p><b>ARTICLE 6 - Motions</b></p>	<p>Section 6.1 - "Rule of motion before discussion" - Until a motion is made and seconded, no discussion is in order. The Mayor should refuse a motion that is out of order or conflicts with statute, ordinance, laws or bylaws.</p>
	<p>Section 6.2 - The member who made the motion is entitled to speak first in debate. Then members are called on in the order in which they are recognized by the Mayor, although members who have not spoken yet get preference over those who have. When possible, the Mayor alternates between someone in favor and someone against the motion.</p>
	<p>Section 6.3 - The following motions do not require a second:</p> <ul style="list-style-type: none"> <li>(a) nominations;</li> <li>(b) point of information;</li> <li>(c) point of order;</li> <li>(d) question of privilege; or</li> <li>(e) leave to withdraw a motion</li> </ul>
	<p>Section 6.4 - The following motions are non-debatable:</p> <ul style="list-style-type: none"> <li>(a) adjourn;</li> </ul>

	<ul style="list-style-type: none"> <li>(b) lay on the table;</li> <li>(c) filling in the blank;</li> <li>(d) point of information;</li> <li>(e) point of order;</li> <li>(f) question of privilege; or</li> <li>(g) leave to withdraw a motion</li> </ul>
	<p>Section 6.5 - When a motion is under debate, the only motions that the Mayor shall entertain will be:</p> <ul style="list-style-type: none"> <li>(a) to adjourn;</li> <li>(b) to lay on the table;</li> <li>(c) the previous question;</li> <li>(d) to postpone debate/action on the motion to a certain date;</li> <li>(e) to refer the motion to a committee or administrative official;</li> <li>(f) to amend the motion, or</li> <li>(g) to postpone debate/action on the motion indefinitely.</li> </ul> <p>Motions shall have precedence in order in which they are introduced.</p>
	<p>Section 6.6 - When a vote is passed, it shall be in order for any member who voted in the majority, or in the negative on a tie vote, to move a reconsideration thereof at the same, or the next stated meeting, but not afterwards; and when a motion of reconsideration is decided, that vote shall not be reconsidered.</p>

TOWN OF HAMPDEN

The Town of Hampden Hereby Ordains  
Proposed Amendments to the Town Council Compensation Ordinance

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The Town of Hampden hereby ordains that the following ordinance be enacted.

Section 1. Pursuant to Sec. 203 of the Town Charter, the Hampden Town Council hereby determines that the annual salary of the chairman and councilors shall be as follows:

Chairman	<del>\$35.00</del> / <u>\$55.00</u> meeting
Other Councilors	<del>\$30.00</del> / <u>\$50.00</u> meeting

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Section 2. For the purposes of this Ordinance, a meeting shall include all regular or special meetings of the Town Council, as well as the meetings of its Committees provided, however, that if a Committee meeting takes place on the same date as and immediately prior to or following a meeting of the Town Council, the two adjacent meetings shall be considered a single meeting for the purposes of compensation. In order to be eligible for compensation for a meeting, the chairman or councilor must have been present at the meeting.

Section 3. Pursuant to Sec. 203 of the Town Charter, the foregoing increase in salary shall become effective as of the first regularly scheduled meeting in ~~January 2006, January 2021~~ \* said meeting being the commencement of the terms of councilors elected at the next regular election scheduled for November ~~8, 2005, November 10, 2020,~~

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Adopted by Town Council: 9/19/2005  
Effective: 1/01/2006  
Amended: 08/21/2017  
Amended: / /  
Effective:1/1/2021

\*Compensation clause Art. II Section 203, excerpted: **Sec. 203 Compensation** - The Town Council may determine the annual salary of the chairman and councilors by ordinance, but no ordinance increasing such salary shall become effective until the commencement of the terms of councilors elected at the next regular election. Salaries of councilors shall be paid on a quarterly

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basis for services performed in the preceding quarter. Councilors elected in a special election shall be paid on a pro rata basis for the time they shall actually serve. Initially annual salaries shall be twenty dollars (\$20.00) per meeting for each councilor and town counselor and twenty-five dollars (\$25.00) per meeting for council mayor. (Amended: June 8, 1982)

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**EXECUTIVE SESSION STATUTES**

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

<b>PERSONNEL MATTERS:</b>	<b>1 M.R.S.A. § 405(6)(A)</b>
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)