



HAMPDEN TOWN COUNCIL  
HAMPDEN MUNICIPAL BUILDING  
AGENDA

MONDAY

OCTOBER 21, 2019

7:00 P.M.

- A. PLEDGE OF ALLEGIANCE
  - B. CONSENT AGENDA
    - 1. SIGNATURES
    - 2. SECRETARY'S REPORTS
      - a. 10/07/2019
    - 3. COMMUNICATIONS
    - 4. REPORTS
      - a. Finance & Administration Committee Minutes – 09/16/2019
      - b. Infrastructure Committee Minutes – None
      - c. Planning & Development Committee Minutes – 09/04/2019
      - d. Services Committee Minutes – 09/09/2019
  - C. PUBLIC COMMENTS
  - D. POLICY AGENDA
    - 1. NEWS, PRESENTATIONS & AWARDS
    - 2. PUBLIC HEARINGS
      - a. Consideration of a new liquor license for Pat's Pizza, located at 662 Main Road North, owned and operated by Mark and Tina Carroll of Greenbush
- NOMINATIONS – APPOINTMENTS – ELECTIONS
- a. Appointment of Richard Tinsman to the Planning Board from an associate member to full member to serve the unexpired term of Peter Weatherbee, expiring in 2023

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

AGENDA

- b. Appointment of Ladoiya Wells to the Planning Board from an associate member to a full member to serve the unexpired term of Thomas Dorrity, expiring in 2021

3. UNFINISHED BUSINESS

- a. Town Manager search update

4. NEW BUSINESS

- a. Request for authorization for the expenditure of \$600.00 from Cemetery Reserve (3-708-00) to repurchase Plots 1241, 1242 and 1243 at Lakeview Cemetery from Delbert and Anita Davis - *referral from Finance & Administration Committee*
- b. Council referral of proposed amendments to the Zoning Ordinance to public hearing for November 4th – *referral from the Planning Board*
- c. Council referral of proposed repeal and replacement of the Shoreland Zoning Ordinance to public hearing for November 4<sup>th</sup> – *referral from the Planning Board*
- d. Council referral of proposed amendments to the Post Construction Stormwater Management Ordinance to public hearing for November 4<sup>th</sup> – *referral from Planning & Development Committee*
- e. Council referral of proposed amendments to the Non-Stormwater Discharge Ordinance to public hearing for November 4<sup>th</sup> – *referral from Planning & Development Committee*
- f. Council referral of the proposed amendments to the Fees Ordinance to public hearing for November 4<sup>th</sup> – *referral from Planning & Development Committee*
- g. Council referral of the proposed Private Event Venue Licensing Ordinance to Public Hearing for November 4<sup>th</sup> – *referral from Planning & Development Committee*

E. COMMITTEE REPORTS

F. MANAGER'S REPORT





d. Services Committee Minutes – None

C. PUBLIC COMMENTS

D. POLICY AGENDA

1. NEWS, PRESENTATIONS & AWARDS

2. PUBLIC HEARINGS

Proposed amendments to the Town of Hampden General Assistance Ordinance – *referral from Council on 9/16/2019*

Motion made by Councilor Marble to open the public hearing; Seconded by Councilor McAvoy. Unanimous 7-0-0. Resolution 2019-166

Interim Manager/Clerk Paula Scott spoke about the proposed amendments stating for the record this is a standard allowed maximum, these change every year based off the cost of living. The Town can increase these maximums, but we cannot decrease these maximums. This is just a standard vote to adopt this into our ordinance.

Motion made by Councilor McAvoy to close the public hearing; Seconded by Councilor Jarvi. Unanimous 7-0-0. Resolution 2019-167

Motion made by Councilor McAvoy to approve the proposed amendments to the towns General Assistance Ordinance as written; Seconded by Councilor Wright. Unanimous 7-0-0. Resolution 2019-168

3. NOMINATIONS – APPOINTMENTS – ELECTIONS

4. UNFINISHED BUSINESS - None

5. NEW BUSINESS

- a. Council ratification of the receipt of \$42,669.23 in FEMA reimbursement funds into the Municipal Building reserve account (3-702-00) - *referral from Finance & Administration Committee*

Motion made by Councilor Wright; Seconded by Councilor McAvoy. Unanimous 7-0-0. Resolution 2019-169

- b. Council ratification of the receipt of \$5,000 in FEMA reimbursement funds into the Public Works Equipment reserve account (3-717-00) – *referral from Finance & Administration Committee*

## MINUTES

Motion by Councilor Wright; Seconded by Councilor Marble.  
Unanimous 7-0-0. Resolution 2019-170

- c. Council ratification of the receipt of \$10,000 in FEMA reimbursement funds into the Police Cruiser reserve account (3-753-00) – *referral from Finance & Administration Committee*

Motion by Councilor Wright; Seconded by Councilor Marble.  
Unanimous 7-0-0. Resolution 2019-171

- d. Council ratification of the receipt of \$12,997.24 in MEMA reimbursement funds into the Municipal Building reserve account (3-702-00) – *referral from Finance & Administration Committee*

Motion by Councilor Wright; Seconded by Councilor Marble.  
Unanimous 7-0-0. Resolution 2019-172

- e. Request for authorization for the expenditure of \$55,666.47 from Municipal Building reserve account (3-702-00) for the purpose of administration office renovation – *referral from Finance & Administration Committee*

Motion by Councilor Wright; Seconded by Councilor Marble.  
Unanimous 7-1-0. Resolution 2019-173

- f. Council ratification for the receipt of all funds received from photocopies formerly receipted to Computer reserve account (3-711-00) to be placed into the Miscellaneous Income general ledger account (01-79) – *referral from Finance & Administration Committee*

Motion made by Councilor Wright; Seconded by Councilor Jarvi.  
Unanimous 7-0-0. Resolution 2019-174

- g. Council approval of the Certificate of Settlement reflecting the remaining balance of 2019 real estate taxes in the amount of \$42,638.03, discharging former Tax Collector Barbara Geaghan from further obligation for collection – *referral from Finance & Administration Committee*

Motion made by Councilor Wright; Seconded by Councilor Jarvi.  
Unanimous 7-0-0. Resolution 2019-175

- h. Council approval of the Certificate of Settlement reflecting the remaining balance of 2018 real estate taxes in the amount of

## MINUTES

\$23,919.59, discharging former Tax Collector Barbara Geaghan from further obligation for collection – *referral from Finance & Administration Committee*

Motion made by Councilor Wright; Seconded by Councilor Marble. Unanimous 7-0-0. Resolution 2019-176

- i. Council approval of the Certificate of Settlement reflecting the remaining balance of 2017 real estate taxes in the amount of \$5,032.63, discharging former Tax Collector Barbara Geaghan from further obligation for collection – *referral from Finance & Administration Committee*

Motion made by Councilor Wright; Seconded by Councilor Marble. Unanimous 7-0-0. Resolution 2019-177

- j. Council approval of the Certificate of Settlement reflecting the remaining balance of 2016 real estate taxes in the amount of \$4,194.75, discharging former Tax Collector Barbara Geaghan from further obligation for collection – *referral from Finance & Administration Committee*

Motion made by Councilor Wright; Seconded by Councilor Marble. Unanimous 7-0-0. Resolution 2019-178

- k. Council approval of the Certificate of Settlement reflecting the remaining balance of 2015 real estate taxes in the amount of \$2,457.00, discharging former Tax Collector Barbara Geaghan from further obligation for collection – *referral from Finance & Administration Committee*

Motion made by Councilor Wright; Seconded by Councilor Marble. Unanimous 7-0-0. Resolution 2019-179

- l. Council approval of the Certificate of Settlement reflecting the remaining balance of 2014 real estate taxes in the amount of \$1,087.24, discharging former Tax Collector Barbara Geaghan from further obligation for collection – *referral from Finance & Administration Committee*

Motion made by Councilor Wright; Seconded by Councilor Marble. Unanimous 7-0-0. Resolution 2019-180

- m. Council approval of the Certificate of Settlement reflecting the remaining balance of 2013 real estate taxes in the amount of \$806.13, discharging former Tax Collector Barbara Geaghan from further

## MINUTES

obligation for collection – *referral from Finance & Administration Committee*

Motion made by Councilor Wright; Seconded by Councilor Marble.  
Unanimous 7-0-0. Resolution 2019-181

- n. Council approval of the Certificate of Settlement reflecting the remaining balance of 2012 real estate taxes in the amount of \$806.13, discharging former Tax Collector Barbara Geaghan from further obligation for collection – *referral from Finance & Administration Committee*

Motion made by Councilor Wright; Seconded by Councilor Marble.  
Unanimous 7-0-0. Resolution 2019-182

- o. Council approval of the Certificate of Recommitment to commit to Tax Collector Sherry Murray the yet uncollected amount of 2020 real estate taxes assessed to the taxpayers of the Town of Hampden in the amount of \$10,910,461.75 – *referral from Finance & Administration Committee*

Motion made by Councilor Wright; Seconded by Councilor Marble.  
Unanimous 7-0-0. Resolution 2019-183

#### E. COMMITTEE REPORTS-

Planning and Development- Eric Jarvi went over the items discussed in the Planning and Development meetings.

##### September 4<sup>th</sup> meeting

- Began discussions of the formation of the citizens task force, to further work on the towns center report. Initial discussion on concept of Planning & Development ordinance.
- Received the final report from Drumlin Environmental on the Pinetree landfill. Wishes to determine the Environmental Trust fund scope of responsibility for developing any response or action to this report.
- Received staff report related to the need for the Emergency Marijuana ordinance, which this council has already acted on.

##### October 2<sup>nd</sup> Meeting

- Continued discussion on the formation of the citizens task force, related to the town center report.
- Determined that the town center area includes Western Avenue through the Town owned Recreational property.
- Discussed whether to come up with another name because Town Center implies a smaller area.

## MINUTES

- Staff will work on the process for setting up such a task force, there is historical precedence for that, but the Committee was unsure how to move forward on that.
- Hampden Academy students want to be involved. There is a feeling that they will be invited to participate in the process, and there were also comments on reaching out to other organizations such as the Boy Scouts, because a big part of this relates to community service.
- Asking staff to create a flyer to be sent to the Town Center mailing list as well as other organization to solicit a task force of volunteers. This discussion will continue at the November P&D meeting.
- There was a lot of talk of items to refer to Town Council for public hearing, but that is going to be addressed at their next meeting.
- Planner Karen Cullen went over the highlights from the Housing Conference that she attended.
- Long term P&D project should be addressed by zoning initiative to encourage more housing options, to maintain a diverse population in our town.
- Lastly the Committee was introduced to Ryan Carey our new Code Enforcement Officer.

Finance and Administration Committee- Councilor Wright mentioned that at the Finance and Administration meeting they spoke to Don Gerrish to start the new Town Manager search.

Services Committee- Councilor Marble said that there hasn't been a Services meeting since the last council meeting. They are scheduled to meet next Tuesday because of the holiday.

Infrastructure Committee- Councilor Ryder mentioned that the Infrastructure meeting had been cancelled last month. The next Infrastructure meeting will be held the last Monday of this month.

#### F. MANAGER'S REPORT

See attached Manager's report as Exhibit A

#### G. COUNCILORS' COMMENTS-

*Councilor McAvoy – Encouraged everyone to shop local and buy American. He wished Hampden a good night.*

*Councilor Jarvi – No Comment*

*Councilor Wright – Excited to welcome an expanding business, Bouchard Cleaning and Restoration to the Hampden Business Park. They are moving their corporate headquarters into Hampden on Carey Drive. Also, we would like to welcome Emera Maine's new parent company Enmax. Enmax hosted a meet and greet reception last week at the Hilton Garden Inn. They met the CEO and some of their employees, and Emera Maine staff.*

MINUTES

*Councilor Marble- Our new Code Enforcement Officer, Ryan Carey made a great first impression at the Planning and Development meeting last week. He also said that he hopes the winter paving doesn't prove him wrong, but he would like to say kudos on the paving. As an example, he drives the lower Coldbrook Road daily and the ride is beautiful.*

*Councilor Wilde- No Comment*

*Councilor Ryder –No Comment*

*Mayor McPike – For those of us that drive 1A down at the town lot they started cutting today. This was supposed to have taken place this summer and got delayed until next summer. There will be a lot going on when the bridge comes out, so standby and please be patient. We hope we can do the best we can do to keep traffic, buses, and everything else going. We would like to thank the public ahead of time for their patience.*

H. ADJOURNMENT- *With no further business, the meeting adjourned at 7:34 p.m.*

Respectfully Submitted

Jessica Albee  
Recording Clerk

# Exhibit A



## Memorandum

TO: Town Council  
FROM: Paula Scott, Interim Manager  
DATE: October 7, 2019  
RE: Manager's Report

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The following represents a summary of activities and items of interest to Council:

### HO Bouchard Way

As of the end of September, the drains and the gcl have all been installed. Sargent still needs to grind and pave the trenches, loam and seed the side slopes and fix the curbing in a couple of areas. They will also still need to install the rodent screens and rip rap over the ends of the drains. The good news is that the drain at the lowest spot is already flowing water.

### Capital Projects

There was a progress meeting on September 27<sup>th</sup> regarding the Route 1A project. Greg Nash was there on our behalf. Progress to date is that Main Earth has installed approximately 85% of the drainage, including underdrains, catch basins and cross culverts – from station 85 to station 108. AIT has completed one of the 5 composite tub girders for the Grist Mill Bridge. Upcoming work to begin this week is for Maine Earth to install more drainage from station 71 to station 85. Gary Pomeroy logging will begin tree cutting and clearing working from South to North. Shane Sargent mentioned that there will probably be enough time this year to complete some of the sewer and water work and would like submittals. Greg has requested a meeting to discuss operations and scheduling. New poles have been installed and are ready for Consolidated Communications to begin installing a new line. DOT will also be installing message boards – once the contract modification for that is complete.

### Paving

At this point, paving of Coldbrook, Mayo and Laskey Lane is complete. The Business Park will tentatively be paved next week. The Rte. 202 waterline project is nearing completion and has also been paved with just a bit more clean-up due.

### Continuity of Operations

As you know, our new Code Enforcement officer Ryan started last week and was in attendance at the P & D meeting. The background checks on the FF/Para and the temporary administrative assistant are almost final. We conducted interviews last Thursday for IT Director and I have a second interview scheduled with two leading candidates. We had some incredibly qualified applicants, and out of 12 applications received, interviewed seven. I will be conducting second interviews this week with an expected offer of employment following. We are beginning to receive applications for the

**Manager's Report**  
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**front office clerk position and will begin setting up interviews as soon as the application period ends this Friday.**

## Town of Hampden

### FINANCE & ADMINISTRATION COMMITTEE MEETING

Monday, September 16th, 2019

6:00 P.M.

Hampden Town Office

### Minutes

*Attending:*

*Mayor McPike  
Councilor Wright  
Councilor Ryder  
Councilor Marble  
Councilor Jarvi  
Councilor McAvoy  
Councilor Wilde*

*Christian Bailey, Public Safety Dir.  
Paula Scott, Interim Town Manager/Clerk  
Jessica Albee, Recording Clerk*

*Chair Wright called the meeting to order at 6:03 p.m.*

1. Meeting Minutes – None
2. Review & Sign Warrants
3. Old Business – *Council rules discussion*
4. New Business
  - a. Recommend Council award of the Police utility cruiser bid to Quirk Auto Group of Augusta for the 2020 Ford Interceptor-  
*requested by DPS Director Bailey*  
  
Motion made by Mayor McPike, seconded by Councilor Marble.  
Unanimous 7-0-0.
  - b. Recommend Council authorization for the expenditure of \$33,254 from Police Cruiser Reserve (3-753-00) to purchase a 2020 Ford Interceptor – *requested by DPS Director Bailey*  
  
Motion made by Councilor Marble, seconded by Councilor Wilde.  
Unanimous 7-0-0.
  - c. Recommend Council authorization for the expenditure of \$7,500 from Rec Area Reserve (3-767-00) to pay Plymouth Engineering for final engineering services for the permitted portion of the Western Avenue Stormwater & Parking Project – *referral from Services Committee*

## Town of Hampden

Finance & Administration Committee Meeting  
09-16-2019  
Minutes

Motion made by Councilor Marble, seconded by Councilor Jarvi.  
Unanimous 7-0-0.

- d. Recommend Council authorization for the expenditure of an amount up to \$1,300 from Library Reserve (3-763-00) to replace the fire escape at the Edythe Dyer Library – *referral from Services Committee*

Motion made by Councilor Marble, seconded by Councilor Jarvi.  
Unanimous 7-0-0.

- e. Request for authorization for the expenditure of an amount up to \$1,299 from DPW Equipment Reserve (3-717-00) for the replacement of the existing salt applicator for the small 2520 John Deere tractor – *requested by DPW Director Carrier*

Motion made by Councilor Ryder, seconded by Councilor Jarvi.  
Unanimous 7-0-0.

- f. Recommend Council referral to public hearing proposed amendments to the Town of Hampden General Assistance Ordinance – *as prepared by the Office for Family Independence, State of Maine DHHS*

Motion made by Councilor Marble, seconded by Councilor Jarvi.  
Unanimous 7-0-0.

5. Public Comment- No comment
6. Committee Member Comments- No comment
7. Manager's Comments- No comment
8. Adjournment- With no further business the meeting adjourned at 7:57 p.m.

Respectfully Submitted

Jessica Albee  
Recording Clerk



Town of Hampden  
**Planning and Development Committee**

Wednesday Sept 4, 2019, 6:00 pm

Municipal Building Council Chambers

**Minutes**

Attending:

Committee/Council

David Ryder, Acting Chair  
 Dennis Marble  
 Ivan McPike, Mayor  
 Terry McAvoy

Staff

Karen Cullen, Town Planner  
 Jared LeBarnes, Acting CEO

Public

None

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

1. Minutes for the August 7, 2019 meeting – **Motion** to approve as submitted made by Mayor McPike; second by Councilor McAvoy; carried 2/1/1.
2. Committee Applications: None.
3. Citizen's Initiatives: None.
4. New Business
  - a. Town Center, formation of a Citizen's Task Force – since Chairman Jarvi is absent tonight the committee decided to table this item to the next P&D meeting (October 2).
  - b. Planned Development Ordinance – Councilor McAvoy raised the issue of how Hampden can better support housing for the aging population. Discussion points:
    - New housing options include co-housing and other types of living arrangements; small living units with community meals and amenities.
    - Transitional community with a variety of housing options for people age 55 and older
    - The ideal number of units in a complex would be 40 to 50.
    - Public funding is unlikely to be available so we need to assume any project will be privately funded.
    - Potential for partnership between a medical provider and housing developer.
    - Current zoning densities may not allow high enough density to make these projects financially feasible without public funding; we need to consider different zoning.
    - Potential for overlay zoning to allow developer to use different density and other standards when developing one of these projects.
    - Water supply and sewage disposal may be expensive depending on many factors which will vary from site to site.
    - Planner Cullen will report back to the Committee at the October meeting; she will be attending a conference sponsored by MaineHousing which includes this issue.

5. Unfinished Business:

- a. Pine Tree Landfill – final report from Drumlin Environmental. Planner Cullen summarized the status; there are several wells that are showing worsening water quality conditions and the Environmental Trust has asked P&D to consider whether there is reason to refer to Town Council for any potential action. After discussion the consensus of the committee was to discuss with Chairman Jarvi and Interim Town Manager Scott what our next steps should be, perhaps a discussion with DEP, and whether the Environmental Trust has the authority to do this work. It was suggested it might make sense to have DEP attend a P&D meeting.
- b. Potential Property Maintenance Ordinance – this item was tabled to the December P&D meeting, due to staff changes in the code enforcement team.

6. Zoning Considerations/Discussions: None

7. Updates:

- a. Marijuana – Planner Cullen summarized her notes from the recent MMA's marijuana training session. She said her main concern right now is the potential for a single parcel of land to house an unlimited number of registered caregivers, without any oversight by the Town, anywhere in town. Recent changes to the state law allow the town to regulate registered caregivers, and it would be appropriate to start to figure out how best to do that to protect the residents of town. The potential for enacting an emergency ordinance to limit the number of registered caregivers that can operate on a single parcel of land was discussed. The committee directed Planner Cullen to draft an emergency ordinance to limit the number of registered caregivers that can operate on a single parcel at one in the Residential A, Residential B, and Town Center districts, and three in all other districts. Planner Cullen will work with Paula Scott to schedule this as needed for Town Council as soon as possible.

8. Public Comments: None

9. Committee Member Comments: None

10. Adjournment: Acting Chairman Ryder adjourned the meeting at 7:21 pm.

*Respectfully submitted by  
Karen Cullen, Town Planner*

Items from this meeting for October 2, 2019 P&D meeting:

- Agenda Items:
  - Town Center, formation of Citizen Task Force
  - Housing option for older residents (planned development)
- Staff Report:
  - Pine Tree landfill

**Town of Hampden  
SERVICES COMMITTEE MEETING**

B-4-d

Monday, September 9, 2019

6:00 P.M.

HAMPDEN TOWN OFFICE

**MINUTES**

**Attending:**

*Councilor Marble*

*Councilor McAvoy*

*Councilor Wright*

*Councilor Ryder*

*Councilor Jarvi*

*Mayor McPike*

*Interim Manager Paula Scott*

*Rec. Director Shelley Abbot*

*CEO Jared LeBarnes*

1. Call to Order – *Councilor Marble called the meeting to order at 6:10 p.m.*
2. Approval of Minutes – 08-12-2019 – *Councilor Wright made a motion to approve, seconded by Mayor McPike. Brought to vote, motion passes with one in opposition. 5-1*
3. Committee Applications & Citizen Initiatives – *None*
4. Unfinished Business
  - a. Kiwanis Civic Center
    - i. Building Condition - *Manager Scott informed committee members that when she asked code to look at the building, it was to be treated as a normal inspection with recommendations the same as any other person or entity would receive. CEO LeBarnes spoke to deficiencies in the foundation and discussed his report and photos. Councilors discussed various ways the foundation can possibly be remedied. Committee consensus to have Plymouth Engineering look at the foundation and internal drain system and give us a report on what needs to be done for a 5-year lifespan. (No formal vote)*
    - ii. Building Management – *legal opinion pending*
    - iii. Building Use Agreement draft – *Manager Scott spoke about the draft room use agreement modeled after RSU's. She also spoke about room use and rental agreements she was familiar with from another municipality and will provide samples. Discussed the need for users to have insurance certificates naming the Town as additional insured. This can be further developed upon receipt of legal opinion on building management by a volunteer.*

**Town of Hampden**  
**SERVICES COMMITTEE MEETING**

- b. Marina dredging – *Committee members discussed contacting other municipalities that have done dredging, as follows: Blue Hill, Searsport, and Brewer.*
- c. City of Bangor “snow dump” – *no new information*
- d. Post office lease – *Has been sent to attorney for legal opinion, no information at this time.*

5. **New Business**

- a. Recommend request for the expenditure of an amount up to \$1,300 from Library Reserve account (3-763-00) for the purpose of repairing the fire escape to meet code requirements – *requested by Debbie Lozito, Library Director – Councilor Wright made a motion, seconded by Councilor Jarvi, to recommend the expenditure of up to \$1,300 from Library reserve to repair the fire escape to meet code requirements. Unanimous, 6-0*
- b. Recommend request for the expenditure of \$7,500 from Recreation Reserve (3-767-00) for the purpose of paying Plymouth Engineering for final engineering for the permitted portion of the Western Avenue Parking & Stormwater project – *Councilor Ryder made a motion, seconded by Councilor Wright, to recommend the expenditure of \$7,500 from Rec Reserve to pay for final engineering of the permitted portion of the Western Avenue Parking & Stormwater project. – Unanimous, 6-0*

6. **Staff Updates - None**

7. **Public Comments – None**

8. **Committee Member Comments – None**

9. **Adjourn – *With no further business, the meeting adjourned at 6:45 p.m.***

*Respectfully submitted,*



*Paula A. Scott, CCM*  
*Town Clerk*

D-2-a

BUREAU OF ALCOHOL BEVERAGES AND LOTTERY OPERATIONS  
DIVISION OF LIQUOR LICENSING AND ENFORCEMENT  
8 STATE HOUSE STATION, AUGUSTA, ME 04333-0008 (Regular Mail)  
10 WATER STREET, HALLOWELL, ME 04347 (Overnight Mail)  
TEL: (207) 624-7220 FAX: (207) 287-3434  
EMAIL INQUIRIES: MAINELIQUOR@MAINE.GOV

DIVISION USE ONLY	
License No:	
Class:	By:
Deposit Date:	
Amt. Deposited:	
Cash Ck Mo:	
Good SOS & DBA:	YES <input type="checkbox"/> NO <input type="checkbox"/>

PRESENT LICENSE EXPIRES: \_\_\_\_\_

NEW application:  Yes  No

If business is NEW or under new ownership, indicate starting date: \_\_\_\_\_

Requested inspection (New Licensees/ Ownership Changes Only) Date : \_\_\_\_\_ Business hours: \_\_\_\_\_

INDICATE TYPE OF PRIVILEGE:  MALT  VINOUS  SPIRITUOUS

INDICATE TYPE OF LICENSE:

- |  |   |  |
|--|---|--|
| <input checked="" type="checkbox"/> RESTAURANT (Class I,II,III,IV) | <input type="checkbox"/> RESTAURANT/LOUNGE (Class XI)     | <input type="checkbox"/> CLASS A LOUNGE (Class X)  |
| <input type="checkbox"/> HOTEL (Class I,II,III,IV)                 | <input type="checkbox"/> HOTEL, FOOD OPTIONAL (Class I-A) | <input type="checkbox"/> BED & BREAKFAST (Class V) |
| <input type="checkbox"/> GOLF COURSE (Class I,II,III,IV)           | <input type="checkbox"/> TAVERN (Class IV)                | <input type="checkbox"/> QUALIFIED CATERING        |
| <input type="checkbox"/> OTHER: _____                              |   | <input type="checkbox"/> SELF-SPONSORED EVENTS     |
- (QUALIFIED CATERERS ONLY)

REFER TO PAGE 3 FOR FEE SCHEDULE

ALL QUESTIONS MUST BE ANSWERED IN FULL

Corporation Name: Carroll Crew, LLC		Business Name (D/B/A) Pat's Pizza	
APPLICANT(S) - (Sole Proprietor) Mark Carroll		DOB: 8.18.61	
Tina Carroll		DOB: 1.31.67	
Address 209 Lower River Rd		Physical Location: 662 Main Rd N	
City/Town State Zip Code Greenbush ME 04418		City/Town State Zip Code Hampden ME 04444	
Telephone Number (Tina's) 207 570 6375 (cell)		Business Telephone Number 207 947 6488	
Fax Number (Mark's) 207 570 6376 (cell)		Fax Number 207 942 7273	
Federal I.D. # 261408441		Seller Certificate #: or Sales Tax #: R271095	
Email Address: patspizzafamily@gmail.com		Website: Patspizzahampden.com	

1. If premise is a Hotel or Bed & Breakfast, indicate number of rooms available for transient guests: \_\_\_\_\_

2. State amount of gross income from period of last license:  
ROOMS \$ \_\_\_\_\_ FOOD \$ \_\_\_\_\_ LIQUOR \$ \_\_\_\_\_

3. Is applicant a corporation, limited liability company or limited partnership? YES  NO   
If Yes, please complete the Corporate Information required for Business Entities who are licensees.

4. Do you permit dancing or entertainment on the licensed premises? YES  NO

5. Do you own or have any interest in any another Maine Liquor License?  Yes  No (Use an additional sheet(s) if necessary.) If yes, please list License Number, Name, and physical location of any other Maine Liquor Licenses.

License # \_\_\_\_\_ Name of Business \_\_\_\_\_

Physical Location \_\_\_\_\_ City / Town \_\_\_\_\_

6. If manager is to be employed, give name: \_\_\_\_\_

7. Business records are located at: Pats Pizza Hampden Lower River Rd, Greenbush

8. Is/are applicants(s) citizens of the United States? YES  NO

9. Is/are applicant(s) residents of the State of Maine? YES  NO

10. List name, date of birth, and place of birth for all applicants, managers, and bar managers.

Full Name (Please Print)	DOB	Place of Birth
Tina Marie (Martel) Carroll	1-31-1967	New Britain, CT
Mark Wayne Carroll	8-18-1961	Bangor, ME
Austin Lee Carroll	8-18-1994	Bangor, ME

11. Residence address on all of the above for previous 5 years (Limit answer to city & state) *See Attachment*

Name: Tina Marie (Martel) Carroll	City: Greenbush	State: ME
Name: Mark Wayne Carroll	City: Greenbush	State: ME
Name: Austin Lee Carroll	City: Greenbush	State: ME

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

Name: \_\_\_\_\_ Date of Conviction: \_\_\_\_\_

Offense: \_\_\_\_\_ Location: \_\_\_\_\_

Disposition: \_\_\_\_\_ (use additional sheet(s) if necessary)

13. Will any law enforcement official benefit directly in your license, if issued?

Yes  No  If Yes, give name: \_\_\_\_\_

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

15. Does/do applicant(s) own the premises? Yes  No  If No give name and address of owner: \_\_\_\_\_

16. Describe in detail the premises to be licensed: (On Premise Diagram Required) Family Style restaurant pizza, subs etc. Dine in and take out. No Bar, Table Service only

17. Does/do applicant(s) have all the necessary permits required by the State Department of Human Services?

YES  NO  Applied for: For existing building, yes For New Building, Not Yet

18. What is the distance from the premises to the NEAREST school, school dormitory, church, chapel or parish house, measured from the main entrance of the premises to the main entrance of the school, school dormitory, church, chapel or parish house by the ordinary course of travel? Beal College, Vine St School Church of the Open Door

Which of the above is nearest? Beal College 1.1 miles

# 10 Page 3

Michael L Lamson Jr  
245 Day Rd  
Brewer ME 04412

DOB  
7-13-1982

Place of birth  
Natchitoches LA

19. Have you received any assistance financially or otherwise (including any mortgages) from any source other than yourself in the establishment of your business? YES  NO

If YES, give details: Keybank national Association U.S. Small Business Admin

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

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

Dated at: Hampden on 10/21, 20 19  
Town/City, State Date

**PLEASE SIGN IN BLUE INK**

Tina Carroll  
 Signature of Applicant or Corporate Officer(s)  
Tina Carroll  
 Print Name

Mark Carroll  
 Signature of Applicant or Corporate Officer(s)  
Mark Carroll  
 Print Name

**FEE SCHEDULE**

<b>FILING FEE: (must be included on all applications)</b> .....	<b>\$ 10.00</b>
<b>Class I</b> Spirituous, Vinous and Malt .....	<b>\$ 900.00</b>
<b>CLASS I:</b> Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Clubs; Hotels; Indoor Ice Skating Clubs; Indoor Tennis Clubs; Vessels; Qualified Caterers; OTB	
<b>Class I-A</b> Spirituous, Vinous and Malt, Optional Food (Hotels Only) .....	<b>\$1,100.00</b>
<b>CLASS I-A:</b> Hotels only that do not serve three meals a day.	
<b>Class II</b> Spirituous Only .....	<b>\$ 550.00</b>
<b>CLASS II:</b> Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Clubs; Hotels; Indoor Ice Skating Clubs; Indoor Tennis Clubs; and Vessels.	
<b>Class III</b> Vinous Only .....	<b>\$ 220.00</b>
<b>CLASS III:</b> Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Clubs; Hotels; Indoor Ice Skating Clubs; Indoor Tennis Clubs; Restaurants; Vessels; Pool Halls; and Bed and Breakfasts.	
<b>Class IV</b> Malt Liquor Only .....	<b>\$ 220.00</b>
<b>CLASS IV:</b> Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Clubs; Hotels; Indoor Ice Skating Clubs; Indoor Tennis Clubs; Restaurants; Taverns; Pool Halls; and Bed and Breakfasts.	
<b>Class III &amp; IV</b> Malt & Vinous Only .....	<b>\$ 440.00</b>
<b>CLASS III &amp; IV:</b> Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Clubs; Hotels; Indoor Ice Skating Clubs; Indoor Tennis Clubs; Restaurants; Vessels; Pool Halls; and Bed and Breakfasts.	
<b>Class V</b> Spirituous, Vinous and Malt (Clubs without Catering, Bed & Breakfasts) .....	<b>\$ 495.00</b>
<b>CLASS V:</b> Clubs without catering privileges.	
<b>Class X</b> Spirituous, Vinous and Malt – Class A Lounge .....	<b>\$2,200.00</b>
<b>CLASS X:</b> Class A Lounge	
<b>Class XI</b> Spirituous, Vinous and Malt – Restaurant Lounge .....	<b>\$1,500.00</b>
<b>CLASS XI:</b> Restaurant/Lounge; and OTB.	
<b>SELF-SPONSORED EVENTS: Qualified Caterers Only</b> .....	<b>\$ 700.00</b>

**UNORGANIZED TERRITORIES \$10.00 filing fee shall be paid directly to County Treasurer. All applicants in unorganized territories shall submit along with their application evidence of payment to the County Treasurer. All applications for NEW or RENEWAL liquor licenses must contact their Municipal Officials or the County Commissioners in unincorporated places for approval and signatures for liquor licenses prior to submitting them to the bureau.**

All fees must accompany application, make check payable to the **Treasurer, State of Maine.**

This application must be completed and signed by the Town or City and mailed to:  
Bureau of Alcoholic Beverages and Lottery Operations  
Division of Liquor Licensing and Enforcement  
8 State House Station, Augusta, ME 04333-0008 (Regular address)  
10 Water Street, Hallowell, ME 04347 (Overnight address)  
Payments by check subject to penalty provided by Title 28A, MRS, Section 3-B.

**TO STATE OF MAINE MUNICIPAL OFFICERS & COUNTY COMMISSIONERS:**

Hereby certify that we have complied with Section 653 of Title 28-A Maine Revised Statutes and hereby approve said application.

Dated at: Hampden, Maine Penobscot  
City/Town (County)  
On: October 21, 2019  
Date

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**THIS APPROVAL EXPIRES IN 60 DAYS**

**NOTICE -- SPECIAL ATTENTION**

**§653. Hearings; bureau review; appeal**

1. **Hearings.** The municipal officers or, in the case of unincorporated places, the county commissioners of the county in which the unincorporated place is located, may hold a public hearing for the consideration of applications for new on-premises licenses and applications for transfer of location of existing on-premises licenses. The municipal officers or county commissioners may hold a public hearing for the consideration of requests for renewal of licenses, except that when an applicant has held a license for the prior 5 years and a complaint has not been filed against the applicant within that time, the applicant may request a waiver of the hearing.

A. The bureau shall prepare and supply application forms. [1993, c. 730, §27 (AMD).]

B. The municipal officers or the county commissioners, as the case may be, shall provide public notice of any hearing held under this section by causing a notice, at the applicant's prepaid expense, stating the name and place of hearing, to appear on at least 3 consecutive days before the date of hearing in a daily newspaper having general circulation in the municipality where the premises are located or one week before the date of the hearing in a weekly newspaper having general circulation in the municipality where the premises are located. [1995, c. 140, §4 (AMD).]

C. If the municipal officers or the county commissioners, as the case may be, fail to take final action on an application for a new on-premises license or transfer of the location of an existing on-premises license within 60 days of the filing of an application, the application is deemed approved and ready for action by the bureau. For purposes of this paragraph, the date of filing of the application is the date the application is received by the municipal officers or county commissioners. This paragraph applies to all applications pending before municipal officers or county commissioners as of the effective date of this paragraph as well as all applications filed on or after the effective date of this paragraph. This paragraph applies to an existing on-premises license that has been extended pending renewal. The municipal officers or the county commissioners shall take final action on an on-premises license that has been extended pending renewal within 120 days of the filing of the application. [2003, c. 213, §1 (AMD).]

D. If an application is approved by the municipal officers or the county commissioners but the bureau finds, after inspection of the premises and the records of the applicant, that the applicant does not qualify for the class of license applied for, the bureau shall notify the applicant of that fact in writing. The bureau shall give the applicant 30 days to file an amended application for the appropriate class of license, accompanied by any additional license fee, with the municipal officers or county commissioners, as the case may be. If the applicant fails to file an amended application within 30 days, the original application must be denied by the bureau. The bureau shall notify the applicant in writing of its decision to deny the application including the reasons for the denial and the rights of appeal of the applicant. [1995, c. 140, §5 (NEW).][ 2003, c. 213, §1 (AMD) .]

**2. Findings.** In granting or denying an application, the municipal officers or the county commissioners shall indicate the reasons for their decision and provide a copy to the applicant. A license may be denied on one or more of the following grounds:

A. Conviction of the applicant of any Class A, Class B or Class C crime; [1987, c. 45, Pt. A, §4 (NEW) .]

B. Noncompliance of the licensed premises or its use with any local zoning ordinance or other land use ordinance not directly related to liquor control; [1987, c. 45, Pt. A, §4 (NEW) .]

C. Conditions of record such as waste disposal violations, health or safety violations or repeated parking or traffic violations on or in the vicinity of the licensed premises and caused by persons patronizing or employed by the licensed premises or other such conditions caused by persons patronizing or employed by the licensed premises that unreasonably disturb, interfere with or affect the ability of persons or businesses residing or located in the vicinity of the licensed premises to use their property in a reasonable manner; [1993, c. 730, §27 (AMD) .]

D. Repeated incidents of record of breaches of the peace, disorderly conduct, vandalism or other violations of law on or in the vicinity of the licensed premises and caused by persons patronizing or employed by the licensed premises; [1989, c. 592, §3 (AMD) .]

E. A violation of any provision of this Title; [2009, c. 81, §1 (AMD) .]

F. A determination by the municipal officers or county commissioners that the purpose of the application is to circumvent the provisions of section 601; and [2009, c. 81, §2 (AMD) .]

G. After September 1, 2010, server training, in a program certified by the bureau and required by local ordinance, has not been completed by individuals who serve alcoholic beverages. [2009, c. 81, §3 (NEW) .]

[ 2009, c. 81, §§1-3 (AMD) .]

**3. Appeal to bureau.** Any applicant aggrieved by the decision of the municipal officers or county commissioners under this section may appeal to the bureau within 15 days of the receipt of the written decision of the municipal officers or county commissioners. The bureau shall hold a public hearing in the city, town or unincorporated place where the premises are situated. In acting on such an appeal, the bureau may consider all licensure requirements and findings referred to in subsection 2.

A. [1993, c. 730, §27 (RP) .]

B. If the decision appealed from is an application denial, the bureau may issue the license only if it finds by clear and convincing evidence that the decision was without justifiable cause. [1993, c. 730, §27 (AMD) .]

[1995, c. 140, §6 (AMD) .]

**4. No license to person who moved to obtain a license.** [ 1987, c. 342, §32 (RP) .]

**5. Appeal to District Court.** Any person or governmental entity aggrieved by a bureau decision under this section may appeal the decision to the District Court within 30 days of receipt of the written decision of the bureau.

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

[ 1995, c. 140, §7 (AMD); 1999, c. 547, Pt. B, §78 (AMD); 1999, c. 547, Pt. B, §80 (AFF) .]

Bureau of Alcoholic Beverages and Lottery Operations  
Division of Liquor Licensing & Enforcement  
8 State House Station, Augusta, ME 04333-0008  
10 Water Street, Hallowell, ME 04347 (overnight)  
Tel: (207) 624-7220 Fax: (207) 287-3434  
Email Inquiries: [MaineLiquor@maine.gov](mailto:MaineLiquor@maine.gov)



**ON PREMISE DIAGRAM**  
(Facility Drawing/ Floor Plan)

In an effort to clearly define your license premise and the area that consumption and storage of liquor is allowed. The Division requires all applicants to submit a diagram of the premise to be licensed in addition to a completed license application.

Diagrams should be submitted on this form and should be as accurate as possible. Be sure to label the areas with the following: • Entrances • Office area • Kitchen • Storage Areas • Dining Rooms • Lounges • Function Rooms • Restrooms • Decks • All Inside and Outside areas that you are requesting approval.

See Attachment



Division of Alcoholic Beverages and Lottery  
Operations  
Division of Liquor Licensing and Enforcement

**Corporate Information Required for  
Business Entities Who Are Licensees**

Questions 1 to 4 must match information on file with the Maine Secretary of State's office. If you have questions regarding this information, please call the Secretary of State's office at (207) 624-7752.

Please clearly complete this form in its entirety.

- Exact legal name: Carroll Crew, LLC
- Doing Business As, if any: Pat's Pizza in Hampden
- Legal Entity's FEIN #: 261408441
- Date of filing with Secretary of State: 11/2007 State in which you are formed: Maine
- If not a Maine business entity, date on which you were authorized to transact business in the State of Maine: \_\_\_\_\_
- List the name and addresses for previous 5 years, birth dates, titles of officers, directors and list the percentage ownership: (attach additional sheets as needed)

NAME	ADDRESS (5 YEARS)	Date of Birth	TITLE	Ownership %
Tina Marie Carroll	209 Lower River Rd Greenbush, ME	1-31-67	Managing Member	50
Mark Wayne Carroll	209 Lower River Rd Greenbush, ME	8-18- <del>1960</del> <sup>61</sup>	Member	50

(Stock ownership in non-publicly traded companies must add up to 100%.)

- If Co-Op # of members: \_\_\_\_\_ (list primary officers in the above boxes)

8. Has any principal person involved in the entity ever been convicted of any violation of the law, other than minor traffic violations, in the United States?  Yes  No

9. If Yes to Question 8, please complete the following: (attached additional sheets as needed)

Name: \_\_\_\_\_

Date of Conviction: \_\_\_\_\_

Offense: \_\_\_\_\_

Location of Conviction: \_\_\_\_\_

Disposition: \_\_\_\_\_

Signature:

PLEASE SIGN IN BLUE INK

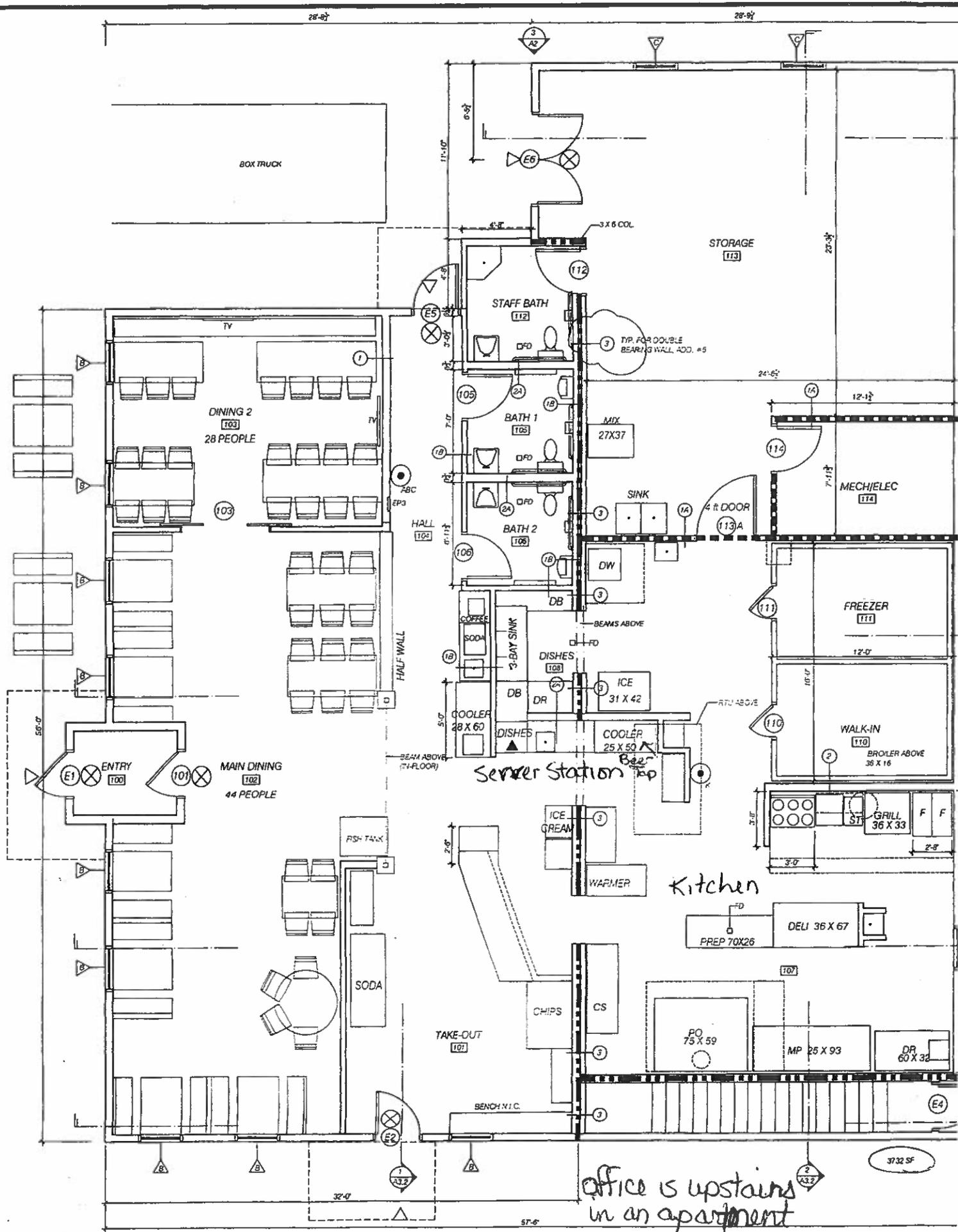
Tina M Carroll  
Signature of Owner or Corporate Officer

\_\_\_\_\_  
Date

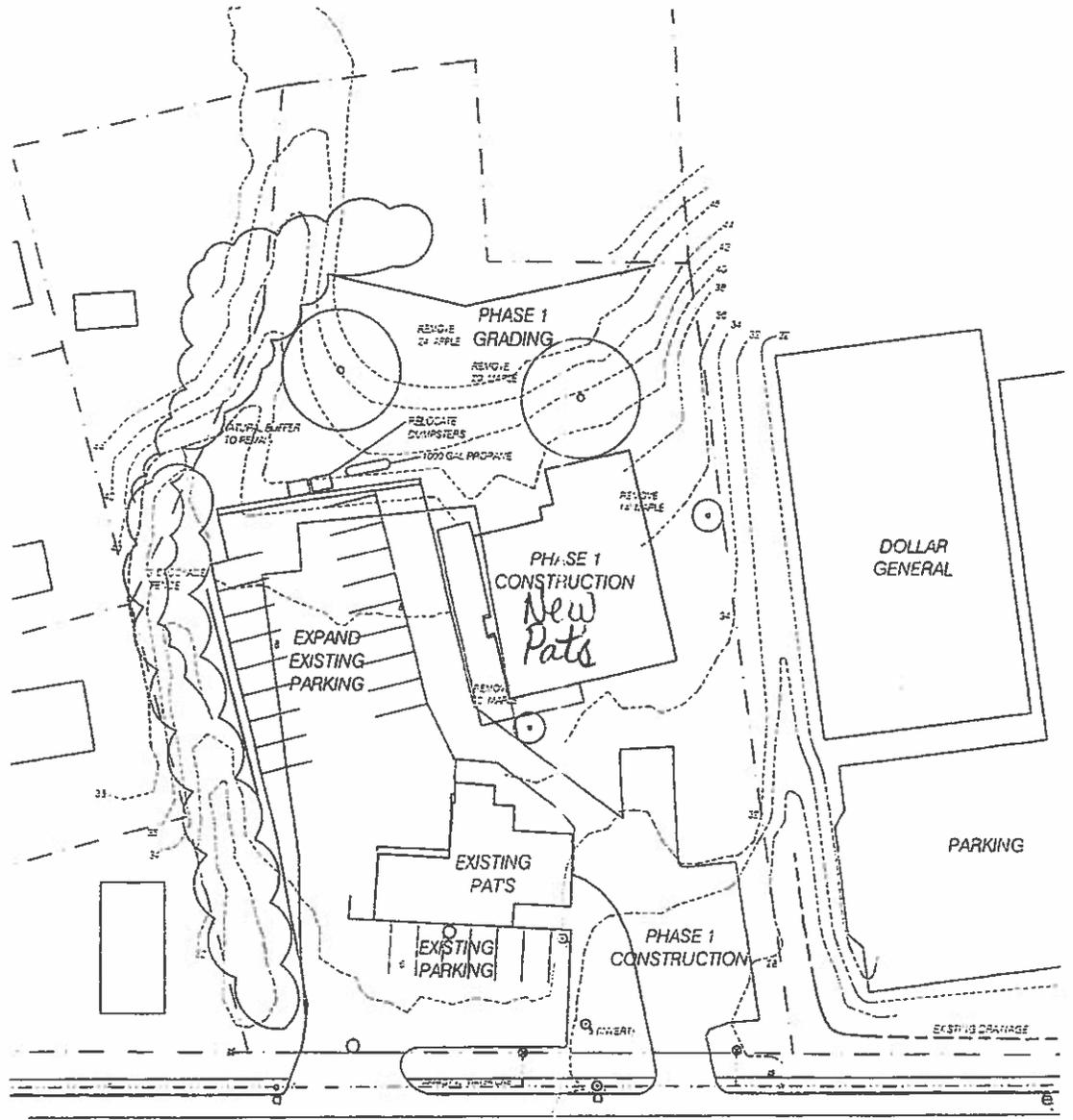
Tina M Carroll  
Print Name of Owner or Corporate Officer

Submit Completed Forms to:

Bureau of Alcoholic Beverages  
Division of Liquor Licensing and Enforcement  
8 State House Station, Augusta, Me 04333-0008 (Regular address)  
10 Water Street, Hallowell, ME 04347 (Overnight address)  
Telephone Inquiries: (207) 624-7220 Fax: (207) 287-3434  
Email Inquiries: [MaineLiquor@Maine.gov](mailto:MaineLiquor@Maine.gov)



FIRST FLOOR PLAN



MAIN ROAD

PHASE ONE SKETCH

SCALE 1" = 20'-0"



**Memorandum**

TO: Town Council  
FROM: Paula Scott, Interim Manager  
DATE: October 17, 2019  
RE: Appointments to Planning Board

---

The appointments of Richard Tinsman and Ladoiya Wells to the Planning Board as Associate members were heard by the P & D committee prior to their confirmation by Council. At the time of their original appointments, Council was informed that we were anticipating vacancies on the Planning Board which have now become formalized by two sitting members. We did not feel it necessary to bring their original applications back to P & D as this is just a change of their role within the board on which they already serve.

**Memorandum**

TO: Finance & Admin Committee, Town Council  
FROM: Paula Scott, Interim Manager  
DATE: October 18, 2019  
RE: Reserve request

---

The Town has been contacted by Delbert and Anita Davis who purchased three cemetery plots many years ago. They are now residents of Florida and are requesting the Town buy back these three plots. In researching this practice, both the Sexton and the Finance Department confirmed that this is something that does not happen very often but that the Town has in fact repurchased cemetery plots in the past. The price that the Davis's paid twenty years ago was \$200 per plot, \$600 sum total. The Town currently sells plots for \$325 for residents and \$450 for non-residents. Since we have enough funds within the cemetery reserve and because we will be able to make a higher margin on the resale of these plots at current pricing, I recommend the Council authorize the repurchase in the amount of \$600.

**DELBERT AND ANITA DAVIS  
1530 SEA GULL DRIVE  
TITUSVILLE, FLORIDA 32796-3776  
TELEPHONE: (321) 446-1479**

October 4, 2019

OCT 07 2019

Town of Hampden, Maine  
Western Avenue  
Hampden, Maine 04444

To Whom It May Concern:

Approximately twenty years ago, we purchased three cemetery plots from Lake View Cemetery (Plots 1241, 1242 and 1243) for our burials. Since that time, we have moved to Titusville, Florida (2004) and have made arrangements for cremation, and, therefore, have no further need for the above mentioned plots.

We would like you to purchase the plots back from us and reimburse us with a check for the appropriate amount, thereby cancelling our purchase.

If you have any questions, please give me a call (number above).

Thank you for your cooperation in this matter.

Very truly yours,

*Anita Davis*

Delbert and Anita Davis

County of Brevard  
State of Florida

On October 4, 2019, Anita Davis, personally known to me, signed this document.

*M. D. Driggers*  
My Commission Expires  
August 9, 2022.



**Current Account Status**

**G 3-708-00 RESERVE ACCT / CEMETERY**

-15,010.08 = Beg Bal  
-17.14 = Adjust

-1,787.50 = YTD Net  
0.00 = YTD Enc

-16,814.72 = 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	17.14
07	0092		07/29/19		DROTTER/LV/2047-2049	R CR	0.00	487.50
09	0232		09/09/19		09/09/2019 C/R	R CR	0.00	325.00
09	0264		09/16/19		ROMPREY	R CR	0.00	325.00
09	0277		09/23/19		BURKE,BRUCE	R CR	0.00	162.50
09	0285		09/24/19		09/24/2019 C/R	R CR	0.00	162.50
09	0310		09/30/19		09/30/2019 C/R	R CR	0.00	325.00
<b>Totals-</b>							<b>0.00</b>	<b>1,804.64</b>

**Monthly Summary**

Month	--Regular Entries--		--Balance Entries--	
	Debits	Credits	Debits	Credits
July	0.00	487.50	0.00	17.14
September	0.00	1,300.00	0.00	0.00
<b>Totals</b>	<b>0.00</b>	<b>1,787.50</b>	<b>0.00</b>	<b>17.14</b>



Town of Hampden

Town Planner

## Memorandum

To: Town Council  
Paula Scott, Interim Town Manager  
From: Karen M. Cullen, AICP, Town Planner *KMC*  
Date: October 17, 2019  
RE: Referrals to Public Hearing of Various Ordinance Amendments

There are six referrals to Public Hearing by Town Council on this meeting's agenda:

1. Proposed amendments to the Zoning Ordinance, referred from the Planning Board after their public hearing. The Planning Board voted 7/0/0 on October 9, 2019 to refer to Town Council for public hearing with the recommendation that these proposed amendments be adopted as written. Adoption by Town Council requires a simple majority vote of those members present and voting. The proposed amendments can be viewed by following [this link](#).
2. Proposed repeal and replacement of the Shoreland Zoning Ordinance, referred from the Planning Board after their public hearing. The Planning Board voted 7/0/0 on September 11, 2019 to refer to Town Council for public hearing with the recommendation that the Shoreland Zoning Ordinance be repealed and replaced with the proposed new ordinance as written. Adoption by Town Council requires a simple majority vote. The proposed amendments can be viewed by following [this link](#).
3. Proposed amendments to the Post Construction Stormwater Management Ordinance, referred from the Planning & Development Committee. The Committee voted 4/0/0 on October 2, 2019 to refer the proposed amendments as submitted to Town Council for public hearing. The proposed amendments can be viewed in the October 2, 2019 P&D Packet by following [this link](#).
4. Proposed amendments to the Non-Stormwater Discharge Ordinance, referred from the Planning & Development Committee. The Committee voted 4/0/0 on October 2, 2019 to refer the proposed amendments as submitted to Town Council for public hearing. The proposed amendments can be viewed in the October 2, 2019 P&D Packet by following [this link](#).

5. Proposed amendments to the Fees Ordinance, referred from the Planning & Development Committee. The Committee voted 4/0/0 on October 2, 2019 to refer the proposed amendments as submitted, with one additional amendment, to Town Council for public hearing. The proposed amendments, as amended by P&D, [are attached](#).
6. Proposed Private Event Venue Licensing Ordinance, referred from the Planning & Development Committee. The Committee voted 4/0/0 on October 2, 2019 to refer the proposed amendments as submitted, with one additional amendment, to Town Council for public hearing. The proposed ordinance, as amended by P&D, [are attached](#).

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

Deletions are ~~Strikethrough~~ Additions are Underlined

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**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
- AMENDED: Hampden Town Council, \_\_\_\_\_, 2019 Article 2.16 (added), Article 2.17 (added)  
Effective \_\_\_\_\_, 2019

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)*

**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><del>Business or</del> Certificate of Sole Proprietor filing</b> <i>(Amended 10/15/2018)</i>	\$10.00 (State Regulated)
	<b><del>Certificate of Partnership filing</del></b>	<b><del>\$10.00 (State Regulated)</del></b>
<b>1.2.</b>	<b>Copy of Vital Record</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>Copy of Subdivision Ordinance</b>	At Cost
<b>1.4.</b>	<b>Copy of Zoning Ordinance</b>	At Cost
<b>1.5.</b>	<b>Copy of other ordinances</b>	
1.5.1.	up to 20 pages	\$0.25/page
1.5.2.	and a page after that	\$0.15/page
<b>1.6.</b>	<b>Photocopies</b>	
1.6.1.	8 <sup>1</sup> / <sub>2</sub> inch x 11 inch or smaller (B&W)	\$0.25/page
1.6.2.	8 <sup>1</sup> / <sub>2</sub> inch x 14 inch (B&W)	\$0.50/page
1.6.3.	11 inch x 17 inch (B&W)	\$0.75/page
1.6.4.	8 <sup>1</sup> / <sub>2</sub> inch x 11 inch or smaller (color) <i>(Amended 5/15/17)</i>	\$1.00/page
1.6.5.	8 <sup>1</sup> / <sub>2</sub> inch x 14 inch (color) <i>(Amended 5/15/17)</i>	\$1.25/page
<b>1.7.</b>	<b>Marriage License</b> <i>(Amended 10/15/2018)</i>	\$40.00 (State Regulated)

<b>1.8. Notary Fee</b>	Free for Hampden residents \$3.00 for non-residents
<b>1.9. Record Search</b>	\$15.00/hour (for hours over 1)
<b>1.10. Recording of Pole Permits</b> <i>(Amended 5/15/17)</i>	\$4.00
<b>1.11. Tax Maps</b>	
1.11.1. (11 inch x 17 inch)	\$50.00/complete set
1.11.2. (24 inch x 36 inch) <i>(Amended 05/15/17)</i>	\$8.00 map
<b>1.12. Compact Disk copies of ordinances, documents or recorded meetings (audio only)</b> <i>(Amended 11/6/17)</i>	\$5.00
<b>1.13. DVD copies of video recorded meetings</b> <i>(Added 4/23/12)</i> <i>(Amended 11/6/17)</i>	\$5.00
<b>1.14. Liquor License</b> <i>(Amended 6/15/09)</i>	
<del>New or renewal _____ \$(State Regulated by type, paid directly to the State)(Public hearing not required) _____ \$ 50.00</del>	
<del>Cost for public notices and mailings – (new license only)(Public hearing is required) _____</del>	
<del>\$150.00 At cost</del>	
<b>1.15. Incoming Faxes</b>	\$1.00/page
<b>1.16. Hunting on Town Land Authorization and Map Book</b> <i>(Amended 5/15/17) (Amended 11/6/17)</i>	\$12.00 (resident) \$17.00 (non-resident)
<b>1.17. Dog Licensing:</b>	
1.17.1. Spayed/Neutered dog <i>(Amended 5/15/17) (Amended 10/15/18)</i>	\$ 6.00 (State Regulated)
1.17.2. Male/Female dog <i>(Amended 5/15/17) (Amended 10/15/18)</i>	\$ 11.00 (State Regulated)
1.17.3. Late Fee <i>(Amended 5/15/17) (Amended 10/15/18)</i>	\$25.00 (State Regulated)



<b>2.6.</b>	<b><i>Harbor Ordinance</i></b>	
2.6.1.	Private mooring	\$100.00 annual fee.
2.6.2.	Unattended tie-ups <i>(Added 10/15/2018)</i>	\$25.00 - \$100.00/day
2.6.3.	Moorings violation <i>(Added 10/15/2018)</i>	\$25.00 - \$100.00/violation
2.6.4.	Willful destruction of channel marker/buoy <i>(Added 10/15/18)</i>	\$100.00 - \$200.00/violation
<b>2.7.</b>	<b><i>Historic Preservation Ordinance</i></b>	
2.7.1.	Certificate of Appropriateness Application Fee	\$75.00
2.7.2.	Historic Site or Landmark Designation Application Fee	\$150.00
2.7.3.	Cost of public notices and mailings	At cost
<b>2.8.</b>	<b><i>Mobile Home Park Ordinance</i></b>	
2.8.1.	Annual Mobile Home Park License <i>(This includes application review, initial inspection of premises and a follow-up inspection).</i>	\$200.00
2.8.2.	Additional Inspection Fee <i>(If the town needs to perform additional inspections as a result of applicant deficiencies, each inspection will be charged prior to the inspection).</i>	\$200.00
<b>2.9.</b>	<b><i>Sewer Ordinance</i></b> <i>(Amended 8/3/09, 2/16/16)</i>	
2.9.1.	Sewer Service Charge Rate <i>(Amended 8/3/09) (Amended 5/15/17)</i> <i>(Amended 05/20/2019)</i>	\$12.00 per 100 cubic feet of water (c.f.w.) consumed as indicated by consumer's water meter.
2.9.1.1.	Sewer Charge Flat Rate Town Water No Meter <i>(Amended 5/15/17) (Deleted 10/15/2018)</i>	\$0.00
2.9.1.2.	Sewer Charge Flat Rate Well Water No Meter <i>(Amended 5/15/17)</i>	\$182.66
2.9.2.	Sewer Service Capital Charge <i>(Deleted 10/15/2018)</i>	\$0.00
2.9.2.1.	<i>(Deleted 10/15/2018)</i>	\$0.00
2.9.2.2.	<i>(Deleted 10/15/2018)</i>	\$0.00
2.9.2.3.	<i>(Deleted 10/15/2018)</i>	\$0.00
2.9.2.4.	<i>(Deleted 10/15/2018)</i>	\$0.00
2.9.3.	Sewer Service Minimum Charge Rate <i>(Amended 5/15/17)</i>	\$31.39
2.9.4.	Sewer Service "Ready to Serve" Charge <i>(Amended 5/15/17)</i>	\$31.39
2.9.5.	Special Sewer Service Charge (Sewer Ord. Sec. 10.4) <i>(Amended 5/15/17)</i>	As determined by Town Council.
2.9.6.	Sewer Service Charge Rate Outside Town Limits	As determined by Town Council.
<b>2.10.</b>	<b><i>Solid Waste Flow Control Ordinance</i></b>	
2.10.1.	License Application Fee (initial one-time fee, Per Company, up to 4 Vehicles) <i>(Amended 5/15/17)</i> <i>(Amended 11/6/17)</i>	\$200.00
2.10.2.	License Application Fee (initial one-time fee, Per Company, more than 4 Vehicles) <i>(Amended 11/6/17)</i>	\$250.00
2.10.3.	Annual License Fee Per Vehicle <i>(Amended 5/15/17) (Amended 11/6/17)</i>	\$ 50.00

**2.11. Special Amusement Ordinance** (Amended 11/6/17)

2.11.1. Permit Application Fee (Public Hearing Required)	<del>\$125.00</del> <b>\$150.00</b>
2.11.2. Cost for public notices and mailings	At cost

**2.12. Subdivision Ordinance**

2.12.1. Subdivision Sketch Plan	No Charge
2.12.2. Minor Subdivision (Amended 5/15/17)	\$100.00 plus \$20.00/lot
2.12.3. Minor Subdivision Review/Inspection Draw	Not required
2.12.4. Major Subdivision Preliminary Plan	
2.12.4.1 on existing road (Amended 5/15/17)	\$150.00 plus \$50.00/lot
2.12.4.2 with new road	\$500.00 plus \$50.00/lot
2.12.4.3 Draw Account Deposit (for technical review) <sup>1, 2, 3</sup> (Amended 5/15/17)	\$2,000.00
2.12.5 Major Subdivision Final Plan (Amended 5/15/17)	
2.12.5.1 Following Preliminary Plan	\$150.00 plus \$20.00 per lot
2.12.5.2 If no Preliminary Plan	\$500.00 plus \$50.00 per lot
2.12.5.3 Draw Account Deposit (for technical review) <sup>1, 2, 3</sup>	None if Preliminary Plan completed and no significant modifications to infrastructure made; otherwise \$2,000.00.
2.12.6. Draw Account Deposit for Construction Inspections <sup>2, 3</sup> (Required prior to the start of construction for any subdivision with infrastructure that is proposed to be accepted by the Town of Hampden.) (Amended 7/2/18)	\$5,000.00
2.12.7 Cost for public notices and mailings (Amended 5/15/17)	At cost

**2.13. Victualers Ordinance** (Amended 6/15/09, 4/19/16)

2.13.1. Victualers License Application	
2.13.1.1. Public hearing not required	\$100.00
2.13.1.2. Public hearing is required	\$150.00
2.13.1.3. Cost for public notices and mailings	At cost

*The above fees include all inspections required by Town of Hampden Victualers Ordinance. If an inspection is performed and the Code Enforcement Officer or Fire Inspector, or their alternate, believe a reinspection is needed because of a fault of the applicant or agent then a fee per 2.16.5 will be charged and due prior to the issuance of the Victualers License.*

**2.14. Waste Disposal Facility Licensing Ordinance**

2.14.1. Application Fee	\$50,000.00
<i>This is a draw account to be used by the Council to hire consultants as necessary to review the proposal. If at any time balance drops to \$10,000.00 the applicant shall deposit an additional \$10,000.00. Any unexpended balance shall be returned after a final decision on the application is rendered.</i>	

**2.15. Zoning Ordinance**

2.15.1. Building Permit Applications for all Construction	\$25.00 plus \$0.10 per sq. ft. of total building area including but not limited to finished areas, basements, attics, decks, pools, porches, sheds, garages, etc.
2.15.1.1 Residential/Commercial - new construction	\$25.00 plus \$0.40 per sq. ft. of total building area
2.15.1.2 Other Residential permits	\$25.00 plus \$0.25 per sq. ft. including but not limited to garages, additions, etc
2.15.1.3 Decks – not attached & over 200 sq.ft.	\$25.00 plus \$0.15 per sq.ft.
2.15.1.4 Sheds – over 200 sq. ft.	\$25.00 plus \$0.10 per sq.ft.
2.15.1.5 Residential Interior Alterations	\$25.00 plus \$0.15 per sq.ft.
2.15.1.6 Commercial Interior Alterations	\$25.00 plus \$0.25 per sq.ft.
<i>(Plumbing Permit Application)</i>	<i>State Regulated</i>
2.15.2. Demolition/Earth Moving Permit Application	
2.15.2.1 Demolition (residential-with sewer connection) <i>(Amended 5/15/17)</i>	\$100.00
2.15.2.2 Demolition (residential-no sewer connection) <i>(Amended 5/15/17)</i>	\$50.00
2.15.2.3 Demolition (commercial) <i>(Amended 5/15/17)</i>	\$150.00
2.15.2.4 Earth Moving (Code Enforcement Issued) <i>(Amended 5/15/17)</i>	\$100.00
2.15.2.5 Earth Moving (Planning Board Issued) <i>(Amended 5/15/17)</i>	\$200.00
2.15.3. Sign Permit Application	\$25.00 per sign
2.15.4. Certificate of Compliance or Occupancy	
2.15.4.1 Certificate of Compliance Application <i>(Amended 5/15/17)</i>	\$100.00
2.15.4.2 Certificate of Occupancy Application <i>(Amended 5/15/17)</i>	\$100.00
2.15.4.3 Dual applications (filed together) <i>(Amended 5/15/17)</i>	\$150.00
2.15.5. Additional Inspections <i>(If the town needs to perform additional inspections as a result of applicant deficiencies). (Amended 5/15/17)</i>	\$35.00 per hour per inspector
2.15.6. Zoning Board of Appeals Variance Application	
2.15.6.1 General Variance	\$250.00
2.15.6.2 Dimensional Variance	\$250.00
2.15.6.3 Disability Variance	Free
2.15.6.4 Administrative Appeal Application	\$250.00

2.15.6.5	Cost for public notices and mailings	At cost
2.15.7. Zoning Ordinance Map Amendment Request <i>(Amended 5/15/17)</i>		
2.15.7.1	Amendment Application <i>(Amended 5/15/17)</i>	\$650.00
2.15.7.2	Cost for public notices and mailings	At cost
2.15.8. Site Plan Review Applications <i>(Amended 7/2/18)</i>		
2.15.8.1	Minor Revision	\$75.00
2.15.8.2	Minor Site Plan	\$150.00
2.15.8.3	Major Site Plan	
2.15.8.3.1	Less than 1 acre of land disturbance	\$300.00
2.15.8.3.2	1 to < 3 acres of land disturbance	\$600.00
2.15.8.3.3	3 to < 5 acres of land disturbance	\$850.00
2.15.8.3.4	5 to < 8 acres of land disturbance	\$1,200.00
2.15.8.3.5	8 acres or more of land disturbance	\$1,500.00
2.15.8.4 Draw Account Deposit (for technical review) <sup>1, 2, 3</sup> <i>(Amended 5/15/17)</i>		
2.15.8.4.1	General Engineering <i>(Amended 5/15/17)</i>	\$800.00
2.15.8.4.2	Stormwater Analysis <i>(Where proposed use disturbs more than 20,000 sq. ft. of land).</i> <i>(Amended 5/15/17, 7/2/18)</i>	\$600.00
2.15.8.4.3	Traffic Analysis <i>(Where proposed use will generate at least 350 average daily trip ends).</i> <i>(Amended 5/15/17)</i>	\$1,000.00
2.15.8.4.4	Construction Inspections <sup>2, 3</sup> <i>(Where proposal includes any infrastructure proposed to be accepted by the Town of Hampden.)</i> <i>(Amended 7/2/18)</i>	\$5,000
2.15.8.5	Cost for public notices and mailings <i>(Amended 5/15/17)</i>	At cost
2.15.9 Conditional Use Applications <i>(Amended 7/2/18)</i>		
2.15.9.1	Conditional Use without site plan	\$75
2.15.9.2	Conditional Use with site plan <i>(This is in addition to the site plan review application fee)</i>	\$50
2.15.9.3	Cost for public notices and mailings	At Cost

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<sup>1</sup> In addition to the Planning Board application fees the applicant must make a deposit for a Peer Technical Review draw account when the nature of the review exceeds the technical capability of Town personnel. Applications which require subsequent re-review of additional information, or amended submittals shall be responsible to provide additional funds to cover the full peer review costs. *(Amended 5/15/17)*

<sup>2</sup> Upon exhausting in excess of 75% of the funds in the original deposit, the applicant shall provide additional funding in increments of 50% of the original deposit. *(Amended 5/15/17)*

<sup>3</sup> Any remaining funds held in the draw account upon endorsement of the plan (for technical review accounts) or issuance of a certificate of compliance (for construction inspections), after all invoices are paid, shall be returned to the applicant. *(Amended 5/15/17, 7/2/18)*

**2.16 Post-Construction Stormwater Management Ordinance** (added 11/4/2019)

<u>2.16.1 Administrative Fee (initial approval)</u>	<u>\$50</u>
<u>2.16.2 Draw Account Deposit (for technical review)<sup>1, 2, 3</sup></u>	<u>\$1,000</u>
<u>2.16.3 Annual Certification Review Fee (paid each year with the annual report)</u>	<u>\$150</u>

**2.17 Private Event Venue Licensing Ordinance** (added 11/4/2019)

<u>2.17.1 Private Event Venue License – Initial Application</u>	<u>\$200</u>
<u>2.17.2 Private Event Venue License – Renewal Application</u>	<u>\$100</u>
<u>2.17.3 Cost for public notices and mailings</u>	<u>At Cost</u>

ARTICLE 3  
FIRE DEPARTMENT  
Amended 11-17-03, 4-4-05; 4-23-12; 12-1-14

- 3.1. **DELETED** (Amended 12-1-14)
- 3.2. **Report Copies** \$10.00
- 3.3. **DELETED** (Amended 12-1-14)
- 3.4. **Fee for pumping:** 1 time emergency Free
- 3.5. **DELETED** (Amended 12-1-14)
- 3.6. **Advanced Life Support 1 Rates** (Amended 4-23-12)
- 3.6.1. ALS 1 Base Rate \$685.00
  - 3.6.2. ALS 2 Base Rate \$885.00
  - 3.6.3. ALS Non-Emergency Rate \$475.00
  - 3.6.4. ALS Mileage \$ 17.00
  - 3.6.5. ALS Backup Fee ~~\$100.00~~200.00
- 3.7. **Basic Life Support Rates** (Amended 4-23-12; 12-1-14)
- 3.7.1. BLS Base Rate \$550.00
  - 3.7.2. BLS Non-Emergency Rate \$450.00
  - 3.7.3. DELETED (Amended 12-1-14)
  - 3.7.4. BLS Mileage \$ 17.00
- 3.8. **Ambulance Stand-by fee for special events** (Amended 4-23-12; 12-1-14)  
\$143.06 per EMS staff member per 0 to 4 hour event. Each additional 0 to 4 hour event shall be billed at an additional \$143.06 per EMS staff member.
- 3.9. **DELETED** (Amended 12-1-14)

ARTICLE 4  
POLICE DEPARTMENT  
Amended 11-17-03; 12-1-14

- 4.1. **Report Copies** (accident or criminal) \$10.00 for the first page  
plus .25 per page  
thereafter
- 4.2. **Special Detail** (Dances, games, guard duty, etc.) (Amended 12-1-14) ~~\$143.06 per officer for the first  
two hours. Each additional hour  
shall be billed at the current  
average overtime rate plus  
administrative fee.~~  
\$As determined by the  
Collective Bargaining Unit
- 4.3. **Concealed Weapons (Hand Gun) Permit**
- 4.3.1. First Permit - State Maximum \$35.00
- 4.3.2. Renewal \$20.00
- 4.4. **DELETED** (Amended 12-1-14)

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.	<i>(DELETED 11/6/17)</i>	Refer to Article 2
5.2.2.	<i>(DELETED 11/6/17)</i>	Refer to Article 2
5.2.3.	<i>(DELETED 11/6/17)</i>	Refer to Article 2
5.2.4.	Resident Transfer Station Decal	\$10.00
5.2.5.	Replacement of lost Transfer Station Decal <i>(Amended 5/15/17)</i>	\$5.00

ARTICLE 6  
**RECREATION**  
*Amended 11-17-03, 4-22-14*

**6.1. Recreation Fee Waiver Policy:** Any person interested in any Hampden Recreation program that feels they do not have the financial means to afford the full fee shall receive a waiver at the sole discretion of the Recreation Director. Full or partial fee waivers may be given as determined by financial need and the recreation program for which the waiver is requested.

**6.2. Program Fees:**

6.2.1. Kids Kamp (full week) ( <i>Amended 2-21-17</i> )	\$140.00-\$160.00
6.2.2. Kids Korner AM Program (day) ( <i>Amended 2-21-17</i> )	\$ 8.00-\$11.00
6.2.3. Kids Korner PM Program (day) ( <i>Amended 2-21-17</i> )	\$12.00-\$15.00
6.2.4. Kids Korner Half Day Program (12-6 PM) (day)	\$25.00-\$30.00
6.2.5. Kids Korner Full Day Program (7 AM-6 PM) (day)	\$40.00-\$45.00
6.2.6. Team Sport-Resident (depend on session length)	\$35.00-\$40.00
6.2.7. Team Sport-Non Resident (depend on session length)	\$40.00-\$45.00
6.2.8. Program Registration Late Fee (per person, per program)	\$10.00

**6.3. Skehan Recreation Center Fees:**

*(all requests are subject to availability and require advance written reservation contract and payment)*

6.3.1. Gymnasium Rental-1/2 Gym ( <i>Amended 2-21-17</i> )	\$25.00-\$40.00/hour
6.3.2. Gymnasium Rental-Full Gym ( <i>Amended 2-21-17</i> )	\$50.00-\$75.00/hour
6.3.3. Allen Fitness Room Rental ( <i>Amended 2-21-17</i> )	\$25.00-\$40.00/hour
6.3.4. Interior Classroom Rental ( <i>Amended 2-21-17</i> )	\$25.00-\$40.00/hour
6.3.5. Gymnasium Rental Full Day	negotiated at contract
6.3.6. Allen Fitness Room Rental Full Day	negotiated at contract
6.3.7. Interior Classroom Rental Full Day	negotiated at contract
6.3.8. Affiliated Program Rental 1/2 Gym	negotiated at contract
6.3.9. Affiliated Program Rental Full Gym	negotiated at contract
6.3.10. Gymnasium Rental-Multi Day/Multi Week	negotiated at contract
6.3.11. Private Party Rental ( <i>Amended 2-21-17</i> )	\$100.00-\$150.00

2 hours full gym includes classroom for any food consumed

**6.4. RESERVED Outdoor Play Field/Space Rental Fees:** Ball Field or Soccer Field

*(all requests are subject to availability and require advance written reservation contract and payment)*

6.4.1. Single Field/Single Game-Resident	\$25.00
6.4.2. Single Field/Full Day-Resident	\$50.00
6.4.3. Single Field-Multi Day/Multi Week-Resident	negotiated at contract
6.4.4. Affiliated Program Rental	negotiated at contract
6.4.5. Single Field/Single Game-Non Resident	\$50.00
6.4.6. Single Field/Full Day- Non Resident	\$100.00
6.4.7. Single Field-Multi Day/Multi Week-Non Res.	negotiated at contract
6.4.8. Single Field-Light Use	\$15.00 per event

ARTICLE 7  
LIBRARY

Amended 11-17-03, 1-19-10; 4-23-12

<b>7.1. Library Fees</b>	
7.1.1. Resident Annual Fee	Free
7.1.2. Non-Resident Annual Fee	\$35.00/year
7.1.3. Overdue Fees	
7.1.3.1. Books and Periodicals	\$0.10/day
7.1.3.2. Audio or Video	\$0.10/day
7.1.3.3. Maximum Overdue Fee	\$3.00/item
<b>7.2 Self-service Photocopies</b> (Amended 4/23/12)	\$0.25/page
<b>7.3 Self-service Printer Pages</b> (Amended 4/23/12)	\$0.25/page
<b>7.4 Self-service Sending of Faxes</b> (Added 4/23/12)	
7.4.1. Within United States	\$1.00/page
7.4.2. International	\$2.00/page
<b>7.5 Receiving of Faxes</b> (Added 4/23/12)	Not Allowed
<b>7.6 Meeting Room Use</b> (Added 10/15/2018)	
7.6.1 Non-profit organizations during business hours	No Charge
7.6.2 For-profit organizations during business hours	\$50.00/up to three hours
7.6.3 Any use outside of business hours	\$50.00/hour

ARTICLE 8  
POOL

*Amended 11-17-03, 4-4-05, 10-6-08, 9-19-11, 11-27-12, 9-2-14, 4-19-16*

- 8.1. Susan G. Abraham Memorial Endowed Scholarship** provides the opportunity to learn to swim (see 8.9 & 8.10) to those who could not otherwise afford it. The scholarship is based on individual assessment of financial need and recipient must be resident of RSU #22 District.  
*(Amended 9/19/2011; 9/2/2014)*
- 8.2. Annual Resident Membership Fees:** *(Amended 9/2/2014)\_(Amended 11/6/17)*
- |                     |          |
|---------------------|----------|
| 8.2.1. Family       | \$276.00 |
| 8.2.2. Single Adult | \$168.00 |
| 8.2.3. Youth/Teen   | \$130.00 |
| 8.2.4. Senior       | \$157.00 |
- 8.3. Six Month Resident Membership Fees:** *(Amended 9/2/2014; 4/19/16) (Amended 11/6/17)*
- |                     |          |
|---------------------|----------|
| 8.3.1. Family       | \$173.00 |
| 8.3.2. Single Adult | \$106.00 |
| 8.3.3. Youth/Teen   | \$ 83.00 |
| 8.3.4. Senior       | \$101.00 |
- 8.4. Three Month Resident Membership Fees:** *(Amended 9/2/2014; 4/19/16) (Amended 11/6/17)*
- |                     |          |
|---------------------|----------|
| 8.4.1. Family       | \$106.00 |
| 8.4.2. Single Adult | \$ 67.00 |
| 8.4.3. Youth/Teen   | \$ 57.00 |
| 8.4.4. Senior       | \$ 62.00 |
- 8.5. Annual Non-Resident Membership Fees:** *(Amended 9/2/2014) (Amended 11/6/17)*
- |                     |          |
|---------------------|----------|
| 8.5.1. Family       | \$309.00 |
| 8.5.2. Single Adult | \$198.00 |
| 8.5.3. Youth/Teen   | \$160.00 |
| 8.5.4. Senior       | \$188.00 |
- 8.6. Six Month Non-Resident Membership Fees:** *(Amended 9/2/2014; 4/19/16) (Amended 11/6/17)*
- |                     |          |
|---------------------|----------|
| 8.6.1. Family       | \$193.00 |
| 8.6.2. Single Adult | \$125.00 |
| 8.6.3. Youth/Teen   | \$103.00 |
| 8.6.4. Senior       | \$119.00 |
- 8.7. Three Month Non- Resident Membership Fees:** *(Amended 9/2/2014; 4/19/16) (Amended 11/6/17)*
- |                     |          |
|---------------------|----------|
| 8.7.1. Family       | \$119.00 |
| 8.7.2. Single Adult | \$ 80.00 |
| 8.7.3. Youth/Teen   | \$ 68.00 |
| 8.7.4. Senior       | \$ 74.00 |
- 8.8. Daily Swim Fee for non-members** *(Amended 9/19/2011; 9/2/2014) (Amended 11/6/17)*
- |                                       |          |
|---------------------------------------|----------|
| 8.8.1. Single Swim - Resident         | \$ 5.00  |
| 8.8.2. Single Swim – Non-Resident     | \$ 6.00  |
| 8.8.3. Resident 12 Use Punch Card     | \$ 48.00 |
| 8.8.4. Non-Resident 12 Use Punch Card | \$ 60.00 |

- 8.9. Resident Swim Lessons** (Amended 9/19/2011; 9/2/2014) (Amended 11/6/17)
- |        |             |                  |
|--------|-------------|------------------|
| 8.9.1. | Members     | \$5.00 per class |
| 8.9.2. | Non-Members | \$6.50 per class |
- 8.10. Non-Resident Swim Lessons** (Amended 9/19/2011; 9/2/2014; 4/19/16) (Amended 11/6/17)
- |         |             |                  |
|---------|-------------|------------------|
| 8.10.1. | Members     | \$7.00 per class |
| 8.10.2. | Non-Members | \$9.00 per class |
- 8.11. Private Swim Lessons** (Amended 9/19/2011) (Amended 11/6/17)
- |                    |                                    |   |
|--------------------|------------------------------------|---|
| <del>8.11.1</del>  | <del>Resident Member</del>         | <del>\$16.00 per childperson, per class</del> |
|                    | <del>1 Child</del>                 | <del>\$16.00 per class</del>                  |
|                    | <del>2 Children</del>              | <del>\$21.00 per class</del>                  |
| <del>8.11.2.</del> | <del>Resident Non-member</del>     | <del>\$21.00 per childperson, per class</del> |
|                    | <del>1 Child</del>                 | <del>\$21.00 per class</del>                  |
|                    | <del>2 Children</del>              | <del>\$26.00 per class</del>                  |
| <del>8.11.3</del>  | <del>Non-resident Member</del>     | <del>\$21.00 per childperson, per class</del> |
|                    | <del>1 Child</del>                 | <del>\$21.00 per class</del>                  |
|                    | <del>2 Children</del>              | <del>\$26.00 per class</del>                  |
| <del>8.11.4</del>  | <del>Non-resident Non-member</del> | <del>\$26.00 per childperson, per class</del> |
|                    | <del>1 Child</del>                 | <del>\$26.00 per class</del>                  |
|                    | <del>2 Children</del>              | <del>\$32.00 per class</del>                  |
- 8.12. Deleted** November 27, 2012
- 8.13. Deleted** November 27, 2012
- 8.14. Adult Aqua Fitness:** (Amended 4/19/16) (Amended 11/6/17)
- |         |               |              |
|---------|---------------|--------------|
| 8.14.1. | Residents     | \$5.00/class |
| 8.14.2. | Non-Residents | \$6.00/class |
- 8.15. Gentle Aerobics** (deleted 9/19/2011)
- 8.16. Pool Party Package** (Limited Availability): (Amended 9/19/2011; 9/2/2014; 4/19/16) (Amended 11/6/17)
- |         |   |               |
|---------|---|---------------|
| 8.16.1. | Resident Pool/Lounge Rental (up to 50 total guests)     | \$100.00/hour |
| 8.16.2. | <del>(DELETED 11/6/17)</del>                            |               |
| 8.16.3. | Non-Resident Pool/Lounge Rental (up to 50 total guests) | \$125.00/hour |
| 8.16.4. | <del>(DELETED 11/6/17)</del>                            |               |
| 8.16.5. | <del>(DELETED 11/6/17)</del>                            |               |
- Note: Pool Party Package payments due in full at time of rental. Payments may be made online or in person, and may be paid by cash, check or credit card.*
- 8.17. Swim Diaper** \$1.00

ARTICLE 9  
ANNUAL REVIEW BY TOWN COUNCIL

- 9.1** An itemized listing of fees for each town department will be submitted to the Town Council by the Town Manager on or before October of each year for the Council's review, revision, and approval.





**Appendix B: Town of Hampden  
Sewer Connection Fee Schedule**

Amusement Park		Determined by Public Works Director
Apartment Building	185	gpd/unit
Auto Body Shop	0.05	gpd/ft <sup>2</sup>
Auto Sales Garage	0.05	gpd/ft <sup>2</sup>
Bakery	0.15	gpd/ft <sup>2</sup>
Bank	0.1	gpd/ft <sup>2</sup>
Barber Shop	0.35	gpd/ft <sup>2</sup>
Beauty Salon	0.75	gpd/ft <sup>2</sup>
Boarding House	50	gpd/bed
Bowling Alley	75	gpd/lane
Car Wash		Determined by Public Works Director
Church (sanctuary)	185	gpd
Day Care	10	gpd/child
Dry Cleaners	0.15	gpd/ft <sup>2</sup>
Duplex, any Combination	270	gpd/unit
Fast Food Restaurant (no table service)	20	gpd/seat
Funeral Home	0.05	gpd/ft <sup>2</sup>
Government Building	0.1	gpd/ft <sup>2</sup>
Health Club	0.15	gpd/ft <sup>2</sup>
Hospitals	150	gpd/bed
Hotels/Motels	100	gpd/unit
Industrial (process flow)		Determined by Public Works Director
Laundry	2.0	gpd/20lb machine
Lodge	0.25	gpd/ft <sup>2</sup>
Medical/Dental	0.15	gpd/ft <sup>2</sup>
Mobile Homes	270	gpd
Nursing	100	gpd/bed
Offices	0.06	gpd/ft <sup>2</sup>
Restaurant	35	gpd/seat
Retail	0.05	gpd/ft <sup>2</sup>
Retirement	120	gpd/unit
Schools	10	gpd/student
Senior Housing Facility	65	gpd/island
Single Family Homes	270	gpd
Supermarket	0.05	gpd/ft <sup>2</sup>
Taverns, Bars, Lounges	0.09	gpd/ft <sup>2</sup>
Theater	3	gpd/seat
Train/Bus Stations	0.075	gpd/ft <sup>2</sup>
Utilities	0.01	gpd/ft <sup>2</sup>
Veterinarians	0.65	gpd/ft <sup>2</sup>
Warehouse	0.05	gpd/ft <sup>2</sup>

Effective Date: \_\_\_\_\_

TOWN OF HAMPDEN

The Town of Hampden Hereby Ordains  
Proposed Private Event Venue Licensing Ordinance (new ordinance)

Deletions are ~~Strikethrough~~ Additions are Underlined

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TOWN OF HAMPDEN, MAINE  
PRIVATE EVENT VENUE LICENSING ORDINANCE

TABLE OF CONTENTS

- Section 1 – Purpose
- Section 2 – Applicability
- Section 3 – License Required
- Section 4 – Relationship to Other Ordinances
- Section 5 – Application
- Section 6 – Penalty
- Section 7 – Suspension or Revocation of License
- Section 8 – Severability

ADOPTED: Hampden Town Council – [date]  
Effective – [date]

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

Affix Seal

Section 1. Purpose. The purpose of this ordinance is to license Private Event Venues as defined in the Zoning Ordinance to ensure compliance with local approvals and to provide an opportunity for the public to provide comments on the operation of such venues.

Section 2. Applicability. All Private Event Venues in the Town of Hampden are required to comply with the provisions of this Ordinance.

Section 3. License Required. In order to operate within the Town, the owner of a Private Event Venue must obtain a license from the Town Council on an annual basis.

Section 4. Relationship to Other Ordinances and Regulations.

- A. Zoning Ordinance. All Private Event Venues must be approved in accordance with the provisions of the Zoning Ordinance prior to applying for a license under this Ordinance.
- B. Victualers Ordinance. A Private Event Venue which provides food or drink to attendees which is prepared at the venue or by the owner/operator of the venue is required to obtain a Victualers License on an annual basis. A Private Event Venue that only provides food or drink via a duly licensed caterer is not required to obtain a Victualers license.
- C. Liquor License. A Private Event Venue which provides alcoholic beverages to attendees must possess a valid Liquor license from the state of Maine, which requires approval of the Town Council. A Private Event Venue that only provides alcoholic beverages via a duly licensed caterer is not required to obtain a Liquor license.
- D. Concourse Gathering Ordinance and Special Amusement Ordinance. Events, except as provided below, held at approved and licensed Private Event Venues are exempt from the Concourse Gathering Ordinance and from the Special Amusement Ordinance, however no event may exceed the maximum number of attendees or other limits as approved by the Planning Board. Outdoor concerts or events open to the general public for which an admission charge (monetary or otherwise) is imposed are limited to daylight hours unless a permit has been obtained under the Concourse Gathering Ordinance or the Special Amusement Ordinance, as applicable.

Section 5. New Year's Eve Events.

- A. If the owner of a Private Event Venue desires to hold events on New Year's Eve, The Town Council has the authority to permit a later closing time for that event provided the following criteria are met:
  - 1. A written request must be submitted to the Town Council at least 3 months in advance of the event (September 30<sup>th</sup>) which states the time upon which all attendees will vacate the property;
  - 2. There are no residences within 500 feet of the building in which the event is to take place;

3. There must not be any outdoor activity associated with the event; and
  4. Notification must be mailed to all property owners which directly abut the Private Event Venue parcel as well as to anyone who has requested notification under §4.26.2 of the Zoning Ordinance.
- B. The Town Council has the authority to approve the request as submitted, approve it with a different closing time, approve it with other conditions, or deny it.

Section 6. Application and Process.

- A. Application for a Private Event Venue license or license renewal shall be made on a form available from the Town Clerk. Each application must be accompanied by payment of an application fee pursuant to the Fees Ordinance. Incomplete applications will not be processed.
- B. Applications will be heard by the Town Council at a public hearing held at a regularly scheduled meeting. A notice of the hearing will be published in a local newspaper at least seven days prior to the meeting. Such notice will be mailed to all property owners of parcels within 300 feet of the subject property, plus any other property owners who request such notification.
- C. All Private Event Venues must be inspected prior to the issuance of a license or license renewal by the Code Enforcement Officer and the Fire Inspector to determine if they are in compliance with all local and state regulations and ordinances.
- D. The Treasurer and Tax Collector must certify that all sewer user fees and applicable taxes are current as of the date of the application.
- E. Reports on the operation of the venue may be submitted by other Town staff, including but not limited to the Director of Public Safety, the Director of DPW, and the Town Planner, and are to be considered by the Town Council in their deliberations on the application.
- F. Town Council shall make a decision on the application within 30 days of the close of the public hearing. The application may be denied if the Town Council finds cause based on the results of the required inspections, failure to pay sewer fees or personal property taxes, the reports of any Town staff, or testimony from abutters and others within the neighborhood where the venue is located. Town Council may issue a license or license renewal with conditions that must be complied with during the license period (e.g. reduced hours of operation from that approved by the Planning Board in the case of repeated violations or neighborhood complaints).
- G. A new license, when granted, is valid for one year and must be renewed annually in the month in which it was first issued.
- H. The current license must be displayed at the Private Event Venue in a location where it can readily be viewed by any attendee.

- I. In cases where multiple local licenses are required, they can be applied for concurrently and Town Council may grant them with a single public hearing.

Section 7. Penalty. Violations of this ordinance shall be prosecuted pursuant to 30-A M.R.S. § 4552. Any violation of this ordinance constitutes a nuisance. Any person found guilty of operating a Private Event Venue without a valid license to do so shall be subject to a fine of \$2,500.00 per day for each day of operation without the required license. If the Town prevails in an enforcement action pursuant to 30-A M.R.S. § 4552, it shall be awarded reasonable attorneys' fees and costs associated with bringing the enforcement action. The Town Council may also seek preliminary and permanent injunctive relief.

Section 8. Suspension or Revocation of License. The Town Council, upon notice and hearing, for cause, may at any time suspend or revoke a Private Event Venue license issued pursuant to this ordinance. Cause shall mean the violation of any license provision or any provision of this ordinance, or any condition constituting a threat to the public health, safety, or welfare, including but not necessarily limited to neighborhood disruption, disorderly attendees, or excessively loud or unnecessary noise that initiates complaints to or requires a response from police, fire, or other town regulatory bodies or employees.

Section 9. Severability. If any section, subsection, sentence, clause or phrase of this Ordinance is for any reason held to be unconstitutional or invalid, such decision shall not affect the validity of the remaining portions of the Ordinance.