



HAMPDEN TOWN COUNCIL
HAMPDEN MUNICIPAL BUILDING
AGENDA

TUESDAY

APRIL 21, 2020

6:30 P.M.

- A. PLEDGE OF ALLEGIANCE
- B. APPROVAL OF AGENDA
- C. CONSENT AGENDA
 - 1. SIGNATURES
 - 2. COUNCIL MINUTES
 - a. 04/06/2020
 - 3. COMMUNICATIONS
 - 4. COMMITTEE MINUTES
- D. PUBLIC COMMENTS
- E. POLICY AGENDA
 - 1. NEWS, PRESENTATIONS & AWARDS
 - 2. PUBLIC HEARINGS
 - 3. NOMINATIONS – APPOINTMENTS – ELECTIONS
- F. COMMITTEE REPORTS
- G. UNFINISHED BUSINESS
 - a. Award of the scope of services for the Western Avenue parking lot project, with or without amendment, to Whitmore Contracting, Inc., under terms and conditions Council deems advisable – *referral from Council workshop*
 - b. Conveyance of a certain 11-acre parcel of town-owned land located on Canaan Road, further identified as map 8 lot 1, to Whitmore Contracting, Inc., under terms and conditions Council deems advisable – *referral from Council workshop*
- H. NEW BUSINESS
 - a. Request authorization for the expenditure of an amount not to exceed \$155,000 from Recreation reserve (3-767-00) for the purpose of paying for the scope of services awarded to Rick Whitmore for the Western Avenue parking and stormwater project.

Note: Council will take a five-minute recess at 8:00 p.m.

.....
TUESDAY

APRIL 21, 2020

6:30 P.M.
.....

AGENDA
.....

- b. Permission to establish a registered Little Free Library at the Western Avenue Recreation Area – *requested by Shelley Abbot, Rec Director*
- c. Request for direction from Town Council regarding the continuation of remote meetings – *requested by Kelley Wiltbank, Planning Board Chair*
- d. Town office hours of operation – *requested by Councilor Wilde and Councilor McAvoy*

F. MANAGER'S REPORT

G. COUNCILORS' COMMENTS

H. ADJOURNMENT

Note: Council will take a five-minute recess at 8:00 p.m.

FOR THOSE THAT WISH TO PARTICIPATE IN THE
REMOTE HAMPDEN TOWN COUNCIL MEETING
ON APRIL 21st, 2020, AT 6:30 PM YOU MAY
PHONE IN USING THE FOLLOWING NUMBER
(FOLLOWED BY THE PIN #)

1 252-881-0274 PIN: 412 693 818#

OR-

FROM A LAPTOP OR A DESKTOP, YOU MAY GO
TO THIS URL: **meet.google.com/nuu-nsvo-fmk**
AND JOIN US THAT WAY

**INSTRUCTIONS ARE POSTED WITH THE AGENDA
AND SEPARATELY ON THE TOWN CALENDAR AT
WWW.HAMPDENMAINE.GOV**

Using Google Meet to Participate in Hampden Town Council Remote Meetings

How to join:

1. Town Council members will receive an email or a Google Calendar Invite with a link to join the meeting.
2. People interested in joining will need to go to the link posted on the town events calendar at www.hampdenmaine.gov.
3. Anyone can also join for audio-only participation by calling the number provided on the town events calendar and then entering the PIN provided followed by the # symbol.

Protocols for Remote Meetings:

1. Log in or call in at least 5 minutes before scheduled start of meeting.
2. For the audio portion, use either your phone or your computer microphone, not both.
3. Mute your phone or computer mic unless speaking. Remember to un-mute if you want to speak. To mute or unmute in Google Meet, click on the little microphone icon at the bottom of the screen; note you may need to move your mouse pointer around the bottom of your screen to get the bottom bar to appear.
4. Speak up if using a computer microphone or if using the speaker function on your telephone.
5. Do not rustle papers in front of your mic unless it's muted. Please minimize background noise.
6. If you're referring to a document, identify it including page or sheet number.
7. If using the video function, have a light source in front of you if possible. Try to avoid backlighting.
8. If you want to look good, have your camera mounted at eye level or above. Look at yourself on screen to check the lighting, camera position, what's in the background, etc. In Google Meet, you can do this "video check" when you open the program before you join the meeting.
9. If you are participating by audio only, identify yourself when speaking.
10. ALL votes will be by roll call.
11. After the meeting is adjourned, click on the red phone icon on the bottom bar to leave the meeting, or (obviously) just hang up the phone if that is how you are participating.

For detailed instructions on using Google Meet, please refer to their website:

support.google.com/a/users/answer/9282720?hl=en



HAMPDEN TOWN COUNCIL
 HAMPDEN MUNICIPAL BUILDING
 MINUTES

MONDAY

APRIL 6, 2020

6:30 P.M.

Attending:

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

*Paula Scott, Town Manager/Clerk
 Sean Currier, DPW Director
 Jessica Rickman, Recording Clerk*

A. PLEDGE OF ALLEGIANCE

Because the meeting was being held remotely, it was agreed to skip the Pledge of Allegiance.

B. APPROVAL OF AGENDA

Motion: Councilor Jarvi moved to approve, seconded by Councilor Marble; Vote was unanimous 7/0/0. Resolution: 2020 - 66

C. CONSENT AGENDA

Motion: Councilor Wright moved to approve, seconded by Councilor Jarvi; Vote was unanimous 7/0/0. Resolution: 2020 - 67

1. SIGNATURES – A majority of Councilors signed the warrants

2. COUNCIL MINUTES

a. 03/022020

3. COMMUNICATIONS

a. Renewal Victualer licenses – Armstrong Tennis Center, Best Western White House Inn, Dysart's Travel Stop, Fresh Ginger Fusion, JC's Variety, R & K Variety

b. Letter to support the Protecting Community Television Act

4. COMMITTEE MINUTES

D. PUBLIC COMMENTS – No public in attendance.

Note: Council will take a five-minute recess at 8:00 p.m.

MONDAY

APRIL 6, 2020
MINUTES

6:30 P.M.

E. POLICY AGENDA

1. NEWS, PRESENTATIONS & AWARDS
2. PUBLIC HEARINGS
3. NOMINATIONS – APPOINTMENTS – ELECTIONS

- a. Appointment of Election Clerks – pursuant to MRSA 21-A § 503(2)

Motion: Councilor Marble moved to approve, seconded by Councilor Wilde;

Vote by roll call was unanimous 7/0/0. Resolution: 2020 - 68

F. COMMITTEE REPORTS – None

G. UNFINISHED BUSINESS - None

H. NEW BUSINESS

- a. Award of the tax foreclosed property bid for property located at 69 Laskey Lane to Linden Lee Jr. in the amount of \$7,500

Motion: Councilor McPike moved to approve, seconded by Councilor McAvoy;

Vote by roll call was unanimous 7/0/0. Resolution: 2020 - 69

- b. Council approval of the 2020 River Herring Harvest Plan and the retention of fishing rights in municipal waters – *annual authorization*

Motion: Councilor McPike moved to approve, seconded by Councilor McAvoy;

Vote by roll call was unanimous 7/0/0. Resolution: 2020 - 70

- c. Request for authorization for the expenditure of an amount not to exceed \$22,000 from Municipal Building reserve account (3-702-00) for the purpose of replacing the exterior a/c unit – *requested by Sean Currier, DPW Director*

Motion: Councilor Marble moved to approve, seconded by Councilor Jarvi;

Vote by roll call was unanimous 7/0/0. Resolution: 2020 - 71

- d. Council approval to extend the current salt contract with New England Salt company for \$46.24 per ton – *recommended by Sean Currier, DPW Director*

Motion: Councilor Marble moved to approve, seconded by Councilor Jarvi;

Vote by roll call was unanimous 7/0/0. Resolution: 2020 - 72

Note: Council will take a five-minute recess at 8:00 p.m.

- e. Council approval to extend the current (FY20) paving contract with Wellman Paving for the 12.5 mm for the FY21 paving program – *referral from Council workshop*

Motion: Councilor Marble moved to approve, seconded by Councilor Jarvi;

Vote by roll call was unanimous 7/0/0. Resolution: 2020 - 73

- f. Council award of the 9 mm surface pavement to Wellman Paving – *recommended by Sean Currier, DPW Director*

Motion: Councilor Marble moved to approve, seconded by Councilor Jarvi;

Vote by roll call was unanimous 7/0/0. Resolution: 2020 - 74

- g. Award of the scope of services for the Western Avenue parking lot project, with or without amendment, to Whitmore Contracting, Inc., under terms and conditions Council deems advisable – *referral from Council workshop*

Council agreed to postpone the above until the next council meeting, because they didn't have enough information to proceed.

- h. Conveyance of a certain 11-acre parcel of town-owned land located on Canaan Road, further identified as map 8 lot 1, to Whitmore Contracting, Inc., under terms and conditions Council deems advisable – *referral from Council workshop*

Council agreed to postpone the above until the next council meeting, because they didn't have enough information to proceed.

I. MANAGER'S REPORT – No report

J. COUNCILORS' COMMENTS

Councilor McAvoy – Appreciates what the community is doing, and what our citizens have done. With everything that is going on now, more than ever, please shop local and buy American.

Councilor Wilde – No comment

Councilor Jarvi – No comment

Councilor Marble – No comment

Councilor Wright – Inaudible

Councilor McPike – I'm sure that everyone has seen the signs up that they are going to be working on the Grist Mill bridge. I also noticed on my way to Bangor, that they

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MONDAY

APRIL 6, 2020
MINUTES

6:30 P.M.

are going to be working on taking the surface off the road. There are going to be delays, so stay away from that area as much as possible if you can.

Mayor Ryder – We are going through some difficult times as everyone knows. I don't think any of us have been through anything like this before. Hopefully we never will have to again. I just want to relay to everyone, as the town staff and the manager have been making decisions on what they think is best for this community and for the people that work for the town, I hope you bear with us. Maybe every decision they make you don't think is right, but at the time they make that call in hopes it is right for everyone. I hope everyone takes that into consideration, not everything is going to go as easy and as smooth as it once did, we have limited personnel, and you are going to have to bear with the process at the moment. Hopefully we can get through this in a short amount of time. Please be patient, we are trying our best, and trying to look at everyone's best interest.

K. ADJOURNMENT

With no further business, the meeting adjourned at 6:53 p.m.

Respectfully Submitted,

Jessica Rickman, Recording Clerk

Note: Council will take a five-minute recess at 8:00 p.m.

**Memorandum**

TO: Town Council
CC: Sean Currier, Shelley Abbot
FROM: Paula Scott, Town Manager
DATE: April 16, 2020
RE: Western Ave. parking project – updated memo

On March 19th, a majority of Councilors were in attendance at the workshop meeting during which discussion was held on the continuation of the Western Avenue parking lot project. A part of that discussion revolved around the possibility of single sourcing a contract for an identified scope of services with Whitmore Contracting, Inc. This workshop was prefaced by a meeting held on March 18th which was convened to discuss the possibility of an in-kind donation for some of the work needed to complete the parking lot, turning lane and a portion of the stormwater facilities. Additionally, as part of an informal proposal offered, Mr. Whitmore expressed an interest in a parcel of town-owned land on Canaan Rd., the value of which might be part of the overall 'compensation' for work performed on the parking lot. Plymouth Engineering prepared a modified set of plans based upon the discussion held on the 18th and recommendations by Director Currier, Mr. Whitmore, and our engineer. At the workshop on the 19th, Councilors requested a formal price quote to be brought before the body at a regularly scheduled meeting - at which time they might further consider this proposal and the scope of work. Part of the consideration is the possible conveyance of unused town-owned land in an effort to move forward to complete the Western Avenue parking lot and turning lane at the entrance as well as to begin mitigation of stormwater deficiencies. This entire concept is in keeping with typical capital campaigns in which in-kind work is often sought and the value of the savings is attributed to and considered a donation. Although the town has not started a formal capital campaign, staff's recommendation would be to grant the scope of services, (with or without amendment) to Mr. Whitmore, including the transfer of land at whatever final cost consideration Council deems to be in the best interest of the town.

At the April 6th meeting, although this was on the agenda, we did not have all of the information needed to bring this up for discussion and it was referred to the April 21st meeting. Following this memo, Council will see the proposal given to us by Mr. Whitmore. You will also see Plymouth Engineering's original price quote which they obtained from a contractor in order to inform DEP of the construction costs and scope of the project when applying for the SLODA (site location of development act) permit. Comparing the items and prices listed by our engineer to the prices given by Mr. Whitmore, you can see that there is a potential for substantial savings if we go this route. I estimate that the savings are at least in the range of \$407,000 to do the largest portion of this project.

During the meeting of April 6th, concerns were raised about not putting this out to bid and the suggestion that we have lost 6 weeks because we have not done so. I would like to respectfully point out that we awarded the Timber Harvest bid on March 3rd and it took Mr. Pomeroy about a week or so to do the work. We could not have possibly bid out any portion of the parking lot or stormwater features until that was complete and inspected. Once we received confirmation of the completion, he was paid on the warrant on April 1st. Between the time of his completion and the April 6th meeting, like the rest of the world, we were hit with the coronavirus and the need to make responding to the pandemic our number one priority. I would also argue, respectfully, that in reality we have lost four years. This project began in 2016, and due to a series of unfortunate events, we have not been able to move forward until this fiscal year. Thankfully, the progress we have seen is because of the wisdom and the spirit of cohesive thinking of this Council.

It is true that most expenditures in any community are put to bid. It is also true that it is not a requirement under statute and that Municipal Officials are permitted to single source if it is in the best interest of the town. It is also why price is not always a determining factor when a bid is awarded, and why the disclaimer is always within a bid document that the town can accept or reject a bid for what is in the best interest of the town. I want to clear that up for the benefit of the public who may have watched the last meeting and might be wondering if we would be doing something wrong if we were to single source. That is simply not true.

We have not had any other contractors knocking on our door offering to do work at this site for such a cost savings. It is true that he is interested in a portion of his compensation to be town owned property conveyed to him which abuts property he currently owns. He would like to eventually build two apartment buildings on this lot which will obviously be added value when that occurs. We currently have the \$50,000 that was budgeted for this project in FY20. In speaking with the Rec Director, she has some reserve funds that were a contingency for Skehan center repairs that she would like to spend for this project to take care of the remaining balance of the scope. I see it as a win-win situation and my recommendation would be to hire Mr. Whitmore to complete the scope of work as indicated, for the price indicated, including the conveyance of property previously identified.

Plymouth Engineering, Inc.

P.O. Box 46 - 30 Lower Detroit Road

Plymouth, Maine 04969

info@plymouthengineering.com

Tel: (207) 257-2071 fax: (207) 257-2130

TOWN OF HAMPDEN - POOL SITE PARKING AND MUNICIPAL COMPLEX STORM WATER PROJECT
Project #18234

PRELIMINARY OPINION OF PROJECT CONSTRUCTION - RELATED COSTS

ITEM	NUMBER	UNIT	UNIT COST	ITEM COST
<i>Pool Site</i>				
Parking Lot Removal	1,789	sy	\$ 25.00	\$ 44,722 ✓
X Parking Lot Construction	56,700	sf	\$ 5.50	\$ 311,850 ← ✓
Pool Parking Expansion	2,000	sf	\$ 5.50	\$ 11,000 ✓
X Driveway Widening	1,900	sf	\$ 5.50	\$ 10,450 ✓
X New Sidewalk	535	lf	\$ 40.00	\$ 21,400 ✓
X New Curbing	955	lf	\$ 15.00	\$ 14,325 ✓
Drainage Culverts	2	ea	\$ 1,500.00	\$ 3,000 ✓
USF	2	ea	\$ 30,000.00	\$ 60,000 ✓
Buffer Berm	1	ea	\$ 5,000.00	\$ 5,000 ✓
Buffer Ditching	500	lf	\$ 10.00	\$ 5,000 ✓
				\$ -
<i>Municipal Complex Site</i>				
Driveway Curbing	570	lf	\$ 15.00	\$ 8,550
Fire Station Maneuvering	1,000	sf	\$ 5.50	\$ 5,500
USF	2	ea	\$ 30,000.00	\$ 60,000
Focal Point Storm Water	1	ea	\$ 60,000.00	\$ 60,000
			total Construction cost	\$ 620,797
final engineering and contract admin. Estimate			10%	\$ 62,080

The cost above does not include construction materials testing or construction inspections.

add 2500 calcium chloride

Conduct trench

Conduct

**APPLICATION FOR SITE LOCATION OF DEVELOPMENT PERMIT
HAMPDEN MUNICIPAL COMPLEX**
106 Western Avenue, Hampden, Maine
Applicant: Town of Hampden

SECTION 3. FINANCIAL CAPACITY

A. Estimated Costs.

Item	Cost
Land	\$0
Engineering-Permitting	\$32,000-Paid
Application Fees	\$10,323-Paid
Construction	\$620,797
Building	\$0
Total	\$620,797

B. Financing.

1. Letter of Commitment to Fund. See attached.
2. Self-financing. Not applicable.
3. Other.
 - a. Not applicable.
 - b. Not applicable.
 - c. Not applicable.
4. Affordable Housing Information. Not applicable.

C. Certificate of Good Standing. Not applicable. The Town of Hampden is an incorporated municipality in the State of Maine.



Town of Hampden
106 Western Avenue
Hampden, Maine 04444

SCOPE OF WORK

Western Avenue Parking Lot Project

The undersigned proposes and agrees, if quote is accepted, to enter into an Agreement or Agreements with the OWNER on the form provided by the OWNER, to complete all work specified or indicated in this scope and as shown on plans by Plymouth Engineering, Inc. for the contract price and within the contract time. The signature hereon also provides an understanding to owner that the contractor has completed the following:

1. The contractor has examined the copies of the contract documents.
2. The contractor has examined the site and locality of the project where the work is to be performed and is familiar with all applicable laws, ordinances and regulations, and site conditions affecting the cost, progress or performance of work, and has made all such independent investigations as the bidder requires.
3. The contractor agrees the work will be substantially complete and ready for paving by June 30th, 2020.
4. By the act of submitting this form, the contractor represents that:
 - A. The contractor has carefully and thoroughly reviewed the drawings, specifications and other construction contract documents and have found them complete, free from ambiguities and sufficient for the purpose intended.
 - B. The contractor and all workmen and employees are skilled and experienced in the type of construction represented by the construction contract documents quoted on.
 - C. The quoted cost is based solely upon the construction contract documents and plans and not upon any other representation. All other items are to be considered incidental to the appropriate cost item. Field determination by OWNER may override contract documents.

5. The contractor agrees to complete the following scope of work as it relates to the proposed rear parking lot, pool building parking lot expansion, access drive widening, associated storm water management and temporary and permanent erosion and sedimentation control measures. Work required includes, but is not limited to, the following items necessary to complete the project as shown on the plans. All items not specifically listed are incidental to the overall project:

- Provide erosion control measures as shown on the plans and as required by DEP permitting;
- Conduct a test pit in each of the underdrain soil filter areas to establish geotextile requirements;
- Excavate and remove from site all stumps, brush, roots, and all other vegetation;
- Grub entire project site and remove from site all organic topsoil; return with gravel to site;
- Grade and fill back to subgrade, use of owner's tailings for fill;
- Provide Mirafi 600x geotextile fabric on all areas under the parking lots and access widening;
- Coordinate with owner for placement, provide excavation, sand & backfill for electrical conduit and lighting bases in the rear parking lot;
- Provide gravel build-up as shown on the plans with required materials at grades and compactions shown;
- Provide excavation and shaping of the rear parking lot underdrain soil filter;
- Provide fine grading to pavement grade & curbing level for sidewalks
- Complete construction of pool building underdrain soil filter, collection and discharge piping and connection to existing catch basin;
- Complete underdrain and catch basins at the curbing area, use of owner's tailings for backfill;
- Complete parking lot behind pool to finish grade;
- Excavate and ditch along rear playing fields;
- Provide loam around edges of parking lot and behind.

This project is broken into four primary work tasks as follows for pricing:

- New rear parking lot
- Pool building parking lot expansion
- Pool building underdrain soil filter
- Access drive widening
- Playing fields rear ditching

6. The contractor agrees to complete the work according to the following task-specific fees:

Item	Quantity	Unit	Unit Price	Total Price
Rear parking lot/subgrade for soil filter				112,700 8,200
Pool building parking lot expansion				2,475
Pool building underdrain soil filter				32,000 w/liner
Access Drive Widening				3,140
Playing Fields Rear Ditching				2,865
Total Bid				

Total base bid \$ 153,180 (figures)

one hundred fifty three thousand one hundred eighty (dollars)

and zero (cents) including the conveyance of town owned property - map 8 lot 1 - as part of the compensation

Owner reserves the right to accept or reject the project as a whole or for any tasks listed based on available budget.

Submitted on this, the 16th day of April, 2020.

By: Whitmore Contracting Inc.
(Corporation, Partnership, Joint Venture, or Individual)

By: 
Signature of authorized person

Richard Whitmore
Printed name

Title: President

Address: 17 Lunn Lane
Eddington, ME 04428

Witness: 

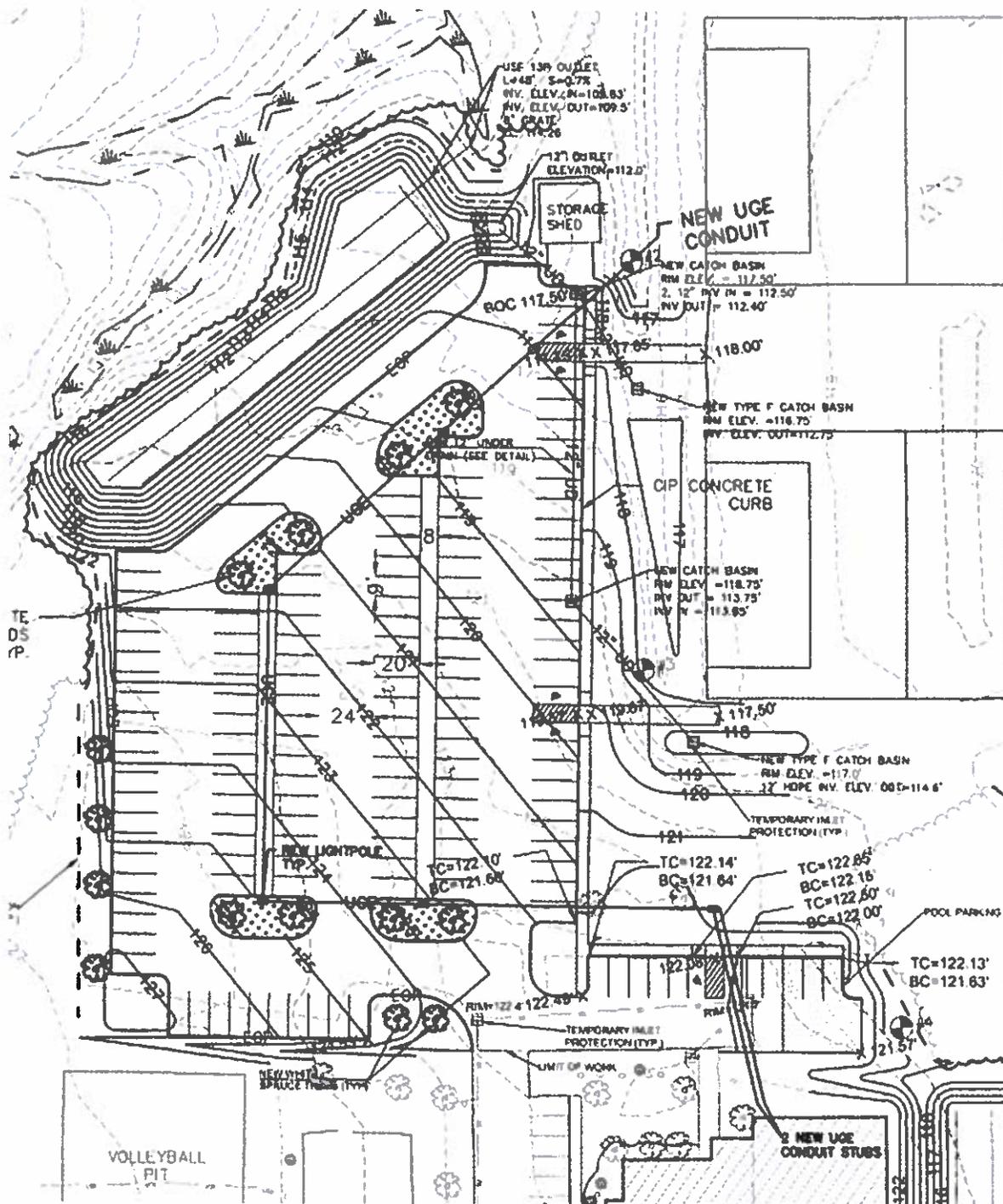
If contractor is a partnership or joint venture, all parties involved must be declared and sign.

Contractor also acknowledges the receipt of the following addenda, if applicable:

ADDENDUM No: _____ Date: _____

ADDENDUM No: _____ Date: _____

ADDENDUM No: _____ Date: _____



Hampden
Name: TOWN OF HAMPDEN

Valuation Report

03/10/2020
Page 1
08-0-001
CANAAN RD

Account: 914 Card: 1 of 1

Map/Lot:
Location:

Neighborhood 50 North Rural

Zoning/Use Rural Industrial Com
Topography /Rolling
Utilities /None
Street Paved

Reference 1 PIT
Reference 2
Tran/Land/Bldg 1 9 99
X Coordinate 0 Y Coordinate 0
Exemption(s) 43 0 0 Land Schedule 1

Land Description							
Units	Method - Description	Price/Unit	Total	Fctr	Influence	Value	
2.00	Acres-Frontage 1	9,250.00	18,500	100%		18,500	
9.00	Acres-Rear Land 3	925.00	8,325	100%		8,325	
Total Acres	11				Land Total	26,825	
Calc. Land		26,800	Calc. Bldg		0	Total	26,800

08-0-007-E
4.43 Ac

08-0-002
49 Ac

08-0-007-D
2 Ac

08-0-007-B
3.69 Ac

08-0-001
11 Ac

08-0-007-
2.46 Ac

08-0-007-
5.1 Ac

04-0-062
160.5 Ac

08-0-007-
17.48 Ac

COBBEN RD



Current Account Status

H-a

G 3-767-00 RESERVE ACCT / REC AREA RES

-339,267.04 = Beg Bal
-387.33 = Adjust

-39,856.76 = YTD Net
0.00 = YTD Enc

-379,511.13 = 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	387.33
08	0116	2068	08/14/19	01248 PLYMOUTH ENG	BALANCE OF SERVICES	R AP	56.09	0.00
01	0621		01/06/20		01/06/2020 C/R	R CR	0.00	450.00
01	0638		01/13/20		RAND PHOTOGRAPHY FALL/WIN	R CR	0.00	370.00
02	0712	2085	02/03/20	00294 MAINE TRAILE	RENTAL	R AP	125.00	0.00
02	0712	2085	02/03/20	00294 MAINE TRAILE	RENTAL	R AP	198.88	0.00
02	0712	2086	02/03/20	01248 PLYMOUTH ENG	PORTION OF FINAL ENG	R AP	1,133.27	0.00
03	0806	2094	03/02/20	01248 PLYMOUTH ENG	TIMBER HARVEST RFP	R AP	255.00	0.00
03	0806	2092	03/02/20	00040 BANGOR PUBLI	TIMEBER HARVEST AD	R AP	520.00	0.00
04	0920	2095	04/01/20	01406 GARY M POMER	WARA-TIMER HARVEST	R AP	6,000.00	0.00
04	0920	2096	04/01/20	00294 MAINE TRAILE	TRAILER RENTAL	R AP	125.00	0.00
04	0920	2097	04/01/20	01248 PLYMOUTH ENG	WARA-BID HARVESTING	R AP	760.00	0.00
04	0933		04/02/20		04/02/2020 C/R	R CR	0.00	50,000.00
04	0943		04/07/20		BRONO ADULT BASKETBALL	R CR	0.00	170.00
04	0969	2099	04/15/20	00294 MAINE TRAILE	TRAILER RENTAL-APRIL	R AP	125.00	0.00
04	0969	2100	04/15/20	01248 PLYMOUTH ENG	PARKING LOT PROJECT	R AP	1,835.00	0.00
Totals-							11,133.24	51,377.33

Monthly Summary

Month	--Regular Entries--		--Balance Entries--	
	Debits	Credits	Debits	Credits
July	0.00	0.00	0.00	387.33
August	56.09	0.00	0.00	0.00
January	0.00	820.00	0.00	0.00
February	1,457.15	0.00	0.00	0.00
March	775.00	0.00	0.00	0.00
April	8,845.00	50,170.00	0.00	0.00
Totals	11,133.24	50,990.00	0.00	387.33



memo

Town of Hampden-Recreation Department

To: Hampden Town Council
From: Shelley Abbott; Recreation Director
CC: Paula Scott; Town Manager
Hannah Wilde
Date: 4/13/2020
Re: Little Free Library WARA

On Saturday, April 11, 2020, I received an email message from Hampden residents Hannah Wilde and her nine year old daughter Bronwyn. They wanted to ask about establishing a registered Little Free Library at the Western Avenue Recreation Area for residents to access and enjoy! Hannah and her daughter plan to purchase or build an aesthetically pleasing and durable "library house" and steward the project by taking on the registration, set up, and maintenance costs of the library. They will stock the library regularly and check on it on weekly basis. They plan to focus on children's literature for this free library.

I think that this would be a great addition to the Western Avenue Recreation Area. I have had a few email exchanges with Hannah and said that I would put forth her request to the Hampden Town Council to establish this at the site. I would request that a decision is made as to whether you'd like to allow this for our community at the Western Avenue site and if approved offer some guidance to Hannah as to the type of structure you would allow, fixed/permanent or temporary/moveable. I'd also suggest that we ask her to wait on any installation until after Covid-19 precautions are lifted and any potential construction at the site is completed.

For more information on the Little Free Library visit: www.littlefreelibrary.org

A few examples of the type of structure that Hannah has suggested are below.

Thank you for your time and consideration,
Shelley Abbott
Recreation Director



memo



**Memorandum**

TO: Council
FROM: Paula Scott, Town Manager
DATE: April 18, 2020
RE: Process of meetings

The Chair of the Planning Board has asked its membership to comment on the process of remote meetings after their meeting held on April 14th via electronic methods. He is also asking Town Council for their direction in moving forward.

I think this bears discussion and I would also like direction with regard to upcoming budget meetings. Following this memo is the recommendations of MMA after the Governor placed social restrictions on the number of people who can be in any given place at a time.

----- Forwarded message -----

From: **J. Kelley Wiltbank** <kelley.wiltbank@maine.edu>
Date: Wed, Apr 15, 2020 at 3:56 PM
Subject: Re: Thoughts on virtual Planning Board meetings
To: Karen Cullen <planner@hampdenmaine.gov>
Cc: Jennifer Austin <jennaust722@gmail.com>

Thanks Jennifer. That is exactly the input we wanted. Karen I would like to hear Paula's thoughts about where the Council is on the issue of continuing PB meetings either live or by IT as it puts them on the horns of a continuing dilemma; the continued level of risk to the health and safety of our residents vs continuing to meet under the suggested guidelines so as not to further injure individuals personally or economically. Sooner or later all government entities will be faced with this decision. I know it has left the decision to the Chair but I would like to know where they stand. I would also like the input of other PB members.

Kelley

On Wed, Apr 15, 2020, 14:27 Karen Cullen <planner@hampdenmaine.gov> wrote:
Hello Jennifer,

Thank you so much for your thoughtful comments. I agree completely that we cannot assume all residents have internet or even a computer or smart phone, and that's the reason it was so difficult to get the legal notice correct - figuring out how to deal with all the various scenarios out there.

The legal ad for the May meeting has not been published yet, but we have told the applicants that we would be meeting in May. There are three items on the agenda, a sketch plan for another small multi family development, a minor subdivision plan, and the site plan application for the self service storage place on Western Ave (the property rezoned a few months ago).

Kelley, should you decide to cancel the May meeting, let me know ASAP.

Thanks,
Karen

On Wed, Apr 15, 2020, 2:15 PM Jennifer Austin <jennaust722@gmail.com> wrote:
Karen and Kelley,

Thank you both for the work you put into last night's meeting. It was a lot to organize and put together, especially with Karen being sick.

As Kelley suggested, I'm sending my comments about how I feel this remote format is working to serve the public.

From a technical standpoint, I think the meeting went reasonably well with little audio feedback. Everyone was able to be heard and applicants could present their projects.

As for how this is serving the residents of Hampden, I strongly oppose continuing to hold meetings in this way. In my opinion we are not serving the residents, but only the applicants. Residents who would like to provide input or ask questions of applicants and/or the Board can either join the video/audio conference or attend in person.

Assuming all residents can attend the video conference feels irresponsible—those with limited internet access, difficulties with technology, or having to follow along with no visuals being difficult are all considerations that need to be made.

The other option is to risk one's health to attend in person. We are in a time when social distancing applies to participating in essential services. While I think the service we provide is necessary and responsible, I cannot justify it as essential at this time.

Adding on the stress that so many people are feeling right now, notices may be missed, transportation may be difficult, or there could be any number of circumstances we have not considered that prohibit residents from being involved in an application process.

I believe notice has already been given for the May meeting and so next month's meeting will need to be held the same way we did last night's meeting. If this continues into June, I very likely will not participate. Though I will do it, I am not at all pleased about having to go into the town office to sign plans and documents.

I shared these same thoughts, though in fewer words, with Karen when we were first asked about this, but the more I think about this the worse I feel about what we're doing and cannot support it.

These are my opinions only and I'm sharing with the intention of full respect for both of you, the Town, and the "normal" process we have in place.

Jennifer

Updated Guidance The Coronavirus and Board Meetings

On March 17, 2020, the Maine Legislature enacted emergency legislation (PL 2019, c. 617) temporarily authorizing remote participation at municipal board and committee meetings by board members and the public in light of the public health risks of COVID-19. As a result, MMA Legal Services has updated our guidance on these issues.

Although both MMA Legal Services and Maine Attorney General's office have interpreted existing law to prohibit remote participation, this prohibition on remote participation has been temporarily lifted if certain conditions are met. Specifically, during the state of emergency declared by the Governor, a municipal board or committee subject to the Maine Freedom of Access Act (FOAA) may conduct a public proceeding through telephonic, video, electronic or other similar means of remote participation under the following conditions:

A. Notice of the public proceeding has been given in accordance with Maine's FOAA (1 M.R.S. § 406), and the notice includes the method by which the public may attend in accordance with paragraph C; (*Note: boards should also comply with local notice procedures if more stringent than those in the FOAA*)

B. Each board or committee member who is participating in the public proceeding is able to hear and speak to all the other members during the public proceeding and members of the public attending the public proceeding in the location identified in the notice given pursuant to paragraph A are able to hear all members participating at other locations;

C. The body determines that participation by the public is through telephonic, video, electronic or other similar means of remote participation; and

D. All votes taken during the public proceeding are taken by roll call vote.

This legislation would allow board members to participate remotely and to limit public attendance to remote means.

Some considerations for board meetings:

- Consider postponing non-essential meetings and agenda items, limiting business at board meetings to items necessary to continue municipal operations.
- Test equipment and technology well before the meeting at which remote access will occur to minimize disruption to public access and board operations. There are a number of videoconferencing and streaming applications that may be available for boards. Relocation to a meeting space with suitable technology could also be considered.
- Make an extra effort to provide a transparent process, by providing as much notice and information to the public as possible in advance of the meeting through all means available (e.g., website, postings, email updates, newspaper articles, cable television notices, etc.).

TOWN OF HAMPDEN
2020/2021 BUDGET MEETING SCHEDULE

Feb. 15, Saturday 9:00 am	Council Goals & Objectives session	
April 30, Thursday	Proposed budget delivered to Councilors (due to them by May 1 st , per Charter)	
May 4, Monday: 7 pm	Town Council Meeting Town Manager Presentation of Proposed FY21 Budget	
May 6, Wednesday: 6 pm	Public Safety Police Fire	Assessor Planning Economic Development IT (includes GIS/mapping)
May 11, Monday: 6 pm	Administration Elections General Assistance	Town Council County Tax Education (RSU 22) Outside Agencies
May 13, Wednesday: 6 pm	Highway Municipal Garage Municipal Building Stormwater Management	Building & Grounds Solid Waste Marina Non-departmental utilities
May 18, Monday: 7 pm	Town Council Meeting	
May 20, Wednesday: 6 pm	Capital Program Reserves Revenues	Sewer Tax Increment Financing (TIF) Debt Service
May 25, Memorial Day	Office closed	
May 26, Tuesday: 6 pm	Library Recreation	The Bus Lura Hoit Pool
June 1, Monday 7 pm	Town Council Meeting Referral to Public Hearing	
June 9, Tuesday Polls open 8am to 8 pm	RSU 22 Budget Validation Referendum State of Maine Special Referendum June Primary	
June 15, Monday 7 pm	Town Council Meeting Budget Public Hearing	