

HAMPDEN TOWN COUNCIL
HAMPDEN MUNICIPAL BUILDING
AGENDA

MONDAY

OCTOBER 16th, 2017

7:00 P.M.

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

- A. PLEDGE OF ALLEGIANCE
- B. CONSENT AGENDA
 - 1. SIGNATURES
 - 2. SECRETARY'S REPORTS
 - a. October 2nd, 2017 Council Meeting Minutes
 - 3. COMMUNICATIONS
 - a. Notice of the proposed 2018 State Valuation for Penobscot County
 - b. Assessor's Certification of Assessment: July 1, 2017 to June 30, 2018
 - c. Maine Department of Economic and Community Development (DECD) Approval of Hampden Business Park Omnibus Municipal Tax Increment Financing (TIF) District and Development Program
 - d. Memo from PERC regarding 4th Quarter 2017 tipping fees
 - 4. REPORTS
 - a. Finance Committee Minutes – 09/18/2017
 - b. Infrastructure Committee Minutes – None
 - c. Planning & Development Committee Minutes – None
 - d. Services Committee Minutes – 09/11/2017
- C. PUBLIC COMMENTS
- D. POLICY AGENDA
 - 1. NEWS, PRESENTATIONS & AWARDS
 - 2. PUBLIC HEARINGS –
 - a. Consideration of proposed amendments to the Edythe L. Dyer Library Ordinance

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

- b. Consideration of a proposed Ordinance to authorize the Lease-Purchase of a Public Works backhoe and any associated equipment, in the amount of \$65,200.00 to be payable over five years

3. NOMINATIONS – APPOINTMENTS – ELECTIONS

4. OLD BUSINESS

- a. Contract award for the Snowplowing, Salting & Removal services at the Skehan Center – *referral from Finance & Administration Committee*

5. NEW BUSINESS

- a. Council referral to public hearing on November 6th, proposed amendments to the Town of Hampden Fees Ordinance – *referral from Finance & Administration Committee*
- b. Request for authorization for the expenditure of up to \$80,000.00 from the Solid Waste Reserve Account (3-777-00) for the purpose of replacing the DPW Salt Shed – *referral from Finance & Administration Committee*
- c. Council authorization for waiver, pursuant to Sec. 4(a) of the Bid Procedures for Public Purchasing, to allow replacement of DPW Salt Shed components using a quotation system instead of an Invitation for Bids, to reduce the amount of time needed for purchasing and allow potential replacement this calendar year – *referral from Finance & Administration Committee*
- d. Council acceptance of \$18,580.00 from the Lura Hoit Pool Board of Trustees to be deposited to the Pool Facility Reserve Account 3-771-00 for the purpose of paying invoices for facility improvements – *referral from Finance & Administration Committee*
- e. Request for authorization for the expenditure of \$18,280.00 from the Pool Facility Reserve Account 3-771-00 for the purpose of paying \$5,200.00 to Lee Builders for the removal of a broken fiberglass shower stall and installation of a new tile shower stall; \$8,675.00 to Eaton Paving for removal of sidewalks and installation of curbing, sidewalk and parking stalls; and \$4,405.00 to Blue Collar Yard for Pool maintenance and repair services performed – *referral from Finance & Administration Committee*
- f. Request for authorization for the expenditure of up to \$20,000.00 from the Personnel Reserve Account (3-733-00) for the purpose of

supplementing Town staff capacity to manage upcoming finance work, including potential to outsource payroll – *referral from Finance & Administration Committee*

- g. Request for authorization for the transfer of \$30,000.00 from the Matching Grants Reserve Account (3-780-00) to the Planning & Community Development Reserve Account (3-725-00) for the purpose of providing eligible funding to support upcoming planning and economic development consultant costs – *referral from Finance & Administration Committee*
- h. Request for authorization for the expenditure of up to \$15,000.00 from the Planning & Community Development Reserve Account (3-725-00) for the purpose of retaining consultant support for revisions to the Hampden Business and Commerce Park Restrictive Covenants and related revisions of the Zoning Ordinance – *referral from Finance & Administration Committee*
- i. Council approval of the renewal Liquor License for White House Motel
- j. Council approval of the Games of Chance license for the Whitcomb-Baker VFW Post 4633

E. COMMITTEE REPORTS

F. MANAGER'S REPORT

G. COUNCILORS' COMMENTS

H. ADJOURNMENT



HAMPDEN TOWN COUNCIL
HAMPDEN MUNICIPAL BUILDING
MINUTES

MONDAY

OCTOBER 2ND, 2017

7:00 P.M.

6:30 p.m. – Finance & Administration Committee

*Councilor Sirois, Chair
Councilor Wilde
Councilor Marble
Councilor Cormier
Councilor McAvoy*

*Angus Jennings, Town Manager
Paula Scott, Town Clerk*

Councilor Sirois, acting chair, called the meeting to order at 7:00 p.m.

- A. **PLEDGE OF ALLEGIANCE** – *Councilor Sirois asked for a moment of silence and then led the Pledge of Allegiance*
- B. **CONSENT AGENDA** – *Councilor Marble asked to pull the notice of the Homeless Veteran Stand-down for further comment. Councilor McAvoy made a motion, seconded by Councilor Marble, to accept the consent agenda minus the pulled item. Unanimous vote in favor.*

1. SIGNATURES

2. SECRETARY'S REPORTS

- a. September 18th, 2017 Council Meeting Minutes

3. COMMUNICATIONS

- a. **Notice of the VA Maine Healthcare System's 20th Annual Homeless Veteran Stand-down on October 21st, 2017**
- b. **Notice of a proposed increase in distribution rates requested by Emera Maine to the Maine PUC**
- c. **Correspondence from The Shepherd's Godparent Home and notice of the annual Christmas Open House on December 9th, 2017**
- d. **Informational bulletin from the Maine State Police regarding properly securing loads when traveling public ways**

4. REPORTS

- a. **Finance Committee Minutes –09/05/2017**
- b. **Infrastructure Committee Minutes – 08/28/2017**

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

- c. **Planning & Development Committee Minutes – 09/06/2017**
- d. **Services Committee Minutes – 08/14/2017**

C. PUBLIC COMMENTS - None

D. POLICY AGENDA

1. **NEWS, PRESENTATIONS & AWARDS** – *Councilor Marble stated that there is a chance to intervene for any Veteran whose housing is questionable; or peri-homeless. The VA, once a year, puts on a free service event with anything from haircuts, to clothing, to legal referrals. There is free transportation, stopping at the Bangor Area Homeless Shelter. Sometimes family members don't know how to help a struggling Veteran and this will point them in the right direction. Councilor Marble stated that he felt this was worth mentioning.*

2. PUBLIC HEARINGS –

- a. **Consideration of the proposed amendments to the Edythe L. Dyer Library Ordinance** – *Councilor Wilde made a motion, seconded by Councilor McAvoy, to open the public hearing at 7:04. Unanimous. Manager Jennings informed the Council that the red-lined version of the ordinance was inadvertently omitted from the packet and suggested continuing the public hearing until the 16th. At 7:05, Councilor Wilde made a motion, seconded by Councilor Marble to continue the public hearing until October 16th. Unanimous vote in favor.*

3. NOMINATIONS – APPOINTMENTS – ELECTIONS

- a. **Appointment of Brent Wells to the Board of Appeals - referral from Planning & Development Committee** – *Councilor Marble reported that Mr. Wells was interviewed by Services Committee and recommend his appointment. Councilor Wilde made a motion, seconded by Councilor McAvoy, to appoint Brent Wells to the Board of Appeals. Unanimous vote in favor.*

4. OLD BUSINESS – None

5. NEW BUSINESS

- a. **Council referral to public hearing on October 16th, the proposed ordinance authorizing the trade-in of the John Deere backhoe and the purchase and financing of a new John Deere backhoe – referral from Finance & Administration** – *Manager Jennings explained that this ordinance is in keeping with the charter's requirement that borrowing other than for tax anticipation notes, be in*

the form of an ordinance. This hearing would be conducted on the 16th and at that time the merits of the ordinance and the staff recommendations would be discussed. Councilor Marble made a motion, seconded by Councilor McAvoy, to refer the proposed ordinance authorizing the trade-in of the John Deere backhoe and the purchase and financing of a new John Deere backhoe. Unanimous vote in favor.

E. COMMITTEE REPORTS

Services Committee: Councilor Marble reported that they have not met since the last Council meeting but will be meeting on October 10th. It was moved to Tuesday due to the Columbus Day holiday.

Planning & Development Committee: No report.

Infrastructure Committee: No report.

Finance & Administration: Councilor Sirois recapped items discussed in the preceding meeting which were the town's participation in the Census update of addresses, the review of Service Charge billing, referred the Ordinance on borrowing for the backhoe to Council, and the required IS 402 ICS training in Newburgh on the 11th. He also reported that after much discussion, the Candidates' Forum will be held.

F. MANAGER'S REPORT – *Manager Jennings reminded everyone that the tax due date is October 4th, and also that the Planning & Development meeting scheduled for the 4th has been cancelled.*

G. COUNCILORS' COMMENTS

Councilor McAvoy – Encouraged everyone to enjoy this autumn weather and reminded everyone to shop local and buy American.

Councilor Cormier – No comment

Councilor Marble – No comment

Councilor Sirois – No comment

H. ADJOURNMENT – *Councilor Sirois made a motion, seconded by Councilor McAvoy, to adjourn at 7:15 p.m. Unanimous vote in favor.*

Respectfully Submitted,



Paula A. Scott, CCM
Town Clerk



PAUL R. LEPAGE
GOVERNOR

STATE OF MAINE
MAINE REVENUE SERVICES
PROPERTY TAX DIVISION
PO BOX 9106
AUGUSTA, MAINE
04332-9106

ADMINISTRATIVE & FINANCIAL SERVICES

ALEC PORTEOUS
ACTING COMMISSIONER

MAINE REVENUE SERVICES

JEROME D. GERARD
EXECUTIVE DIRECTOR

September 2017

RECEIVED

OCT 02 2017

Municipal Assessors and Chairman of Board of Selectmen:

RE: Proposed 2018 State Valuation

TOWN OF HAMPDEN ASSESSING DEPT.

Pursuant to 36 M.R.S. § 208, the Bureau of Revenue Services is required to send you an annual notice of proposed state valuation for municipalities located in your county. Enclosed are the 2018 proposed valuations. These valuations represent the full equalized value of all **taxable property** in each municipality as of **April 1, 2016** while incorporating sales data primarily from 2015 and 2016.

The valuations finally certified to the Secretary of State pursuant to 36 M.R.S. § 305 will be used for all computations required by law to be based on the state valuation.

STATE BOARD OF PROPERTY TAX REVIEW

In accordance with 36 M.R.S. § 272, any municipality aggrieved by a state valuation may appeal to the State Board of Property Tax Review. Appeal procedures, along with the duties and powers of the State Board of Property Tax Review are summarized below.

An aggrieved municipality may file a written notice of appeal with the State Board of Property Tax Review **within 45 days of receipt of notification** of the Bureau of Revenue Services' state valuation. An appeal to the State Board of Property Tax Review must be in writing, signed by a majority of the municipal officers and accompanied by an affidavit stating the grounds for appeal. **The affidavit must include the municipal officers' sworn statement of the specific grounds for their appeal and bear the notarized signatures of the municipal officers.**

With respect to the affidavit, the State Board of Property Tax Review's Rule 1, § 4(B)(2) states: "The appealing municipality must file with its notice of appeal an affidavit of the municipal officers stating the grounds for the appeal. The affidavit must be meaningful and specific. A mere statement that the state valuation is too high is not sufficient. If a municipality intends to compare its state valuation to neighboring towns or cities, the municipality should list those municipalities in the affidavit. In appeals from assessment quality and ratio decisions of the Bureau of Taxation, the municipality must set forth in specific terms the basis for the challenge to the determination." The Bureau of Taxation referenced in this quote is now the Bureau of Revenue Services. A copy of the appeal and affidavit must be provided to the Bureau of Revenue Services. The Bureau of Revenue Services has the burden of proving that its state valuation for the related municipality is correct.

The State Board of Property Tax Review will issue its decision no later than January 15 following the date of the appeal.

The State Board of Property Tax Review will give at least five days' notice prior to an appeal hearing to the municipality and to the Bureau of Revenue Services.

The State Board of Property Tax Review, after hearing an appeal, has the power to:

1. Raise, lower, or sustain the state valuation determined by the Bureau of Revenue Services. The decision of the State Board of Property Tax Review is final and the determined valuation will be certified to the Bureau of Revenue Services.
2. Raise, lower, or sustain the Bureau of Revenue Services' determination of the municipality's achieved assessing standards and then, if such standards are inadequate, order the municipality to take the corrective steps the State Board of Property Tax Review deems necessary.

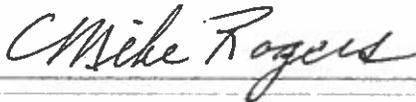
Any party aggrieved by the decision of the State Board of Property Tax Review may appeal pursuant to Rule 80B of the Maine Rules of Civil Procedure.

In the event a municipality's appeal to the Superior or Supreme Judicial Court results in a lowering of the municipality's state valuation, the Treasurer of State will reimburse the municipality for the money lost due to the use by the state of the incorrect state valuation.

The mailing address of the State Board of Property Tax Review is: **State Board of Property Tax Review, 49 State House Station Augusta, ME 04333.**

Any questions concerning the proposed 2018 state valuation may be directed to the Property Tax Division at 624-5600.

Very truly yours,



Mike Rogers
Supervisor, Municipal Services
Property Tax Division

MR:np
Enclosure

PENOBSCOT COUNTY

**MAINE REVENUE SERVICES
PROPERTY TAX DIVISION**

PROPOSED 2018 STATE VALUATION

MUNICIPALITY

STATE VALUATION

ALTON	RECEIVED OCT 02 2017 <u>TOWN OF HAMPDEN ASSESSING DEPT.</u>	\$42,550,000
BANGOR		\$2,575,100,000
BRADFORD		\$62,500,000
BRADLEY		\$110,750,000
BREWER		\$721,000,000
BURLINGTON		\$35,800,000
CARMEL		\$176,950,000
CARROLL PLANTATION		\$24,000,000
CHARLESTON		\$67,900,000
CHESTER		\$93,200,000
CLIFTON		\$74,650,000
CORINNA		\$114,050,000
CORINTH		\$143,800,000
DEXTER		\$219,250,000
DIXMONT		\$89,350,000
DREW PLANTATION		\$4,900,000
EAST MILLINOCKET		\$65,250,000
EDDINGTON		\$173,400,000
EDINBURG		\$8,900,000
ENFIELD		\$149,150,000
ETNA	\$71,650,000	
EXETER	\$62,550,000	
GARLAND	\$50,050,000	
GLENBURN	\$288,900,000	
GREENBUSH	\$64,800,000	
HAMPDEN	\$654,500,000	
HERMON	\$509,250,000	
HOLDEN	\$289,850,000	
HOWLAND	\$58,000,000	
HUDSON	\$100,750,000	
KENDUSKEAG	\$79,100,000	
LAGRANGE	\$29,700,000	
LAKEVILLE	\$67,450,000	
LEE	\$61,000,000	

PENOBSCOT COUNTY

**MAINE REVENUE SERVICES
PROPERTY TAX DIVISION**

PROPOSED 2018 STATE VALUATION

LEVANT	\$164,850,000
LINCOLN	\$300,350,000
LOWELL	\$48,450,000
MATTAWAMKEAG	\$42,950,000
MAXFIELD	\$8,400,000
MEDWAY	\$59,050,000
MILFORD	\$186,350,000
MILLINOCKET	\$162,850,000
MOUNT CHASE	\$36,050,000
NEWBURGH	\$107,850,000
NEWPORT	\$273,800,000
OLD TOWN	\$447,900,000
ORONO	\$456,800,000
ORRINGTON	\$361,850,000
PASSADUMKEAG	\$20,200,000
PATTEN	\$40,350,000
PLYMOUTH	\$80,600,000
SEBOEIS PLANTATION	\$11,300,000
SPRINGFIELD	\$17,550,000
STACYVILLE	\$19,250,000
STETSON	\$92,950,000
VEAZIE	\$233,000,000
WEBSTER PLANTATION	\$7,650,000
WINN	\$21,150,000
WOODVILLE	\$29,750,000
PENOBSCOT NATION	\$9,400,000
TOTAL	\$10,580,650,000

ASSESSORS' CERTIFICATION OF ASSESSMENT

WE HEREBY CERTIFY, that the pages herein, numbered from 1 to 581 inclusive, contain a list and valuation of Estates, Real and Personal, liable to be taxed in the Municipality of Hampden for State, County, District, and Municipal Taxes for the fiscal year July 1, 2017 to June 30, 2018 as they existed on the first day of April, 2017.

IN WITNESS THEREOF, we have hereunto set our hands at Hampden, this 21st day of August, 2017.

Kelly J. Karter, CMA #547

Municipal Assessor(s) Town of Hampden RECEIVED OCT 11 2017 Office of the Town Manager

MUNICIPAL TAX ASSESSMENT WARRANT

State of Maine Municipality Hampden County Penobscot To Barbara A. Geaghan, Tax Collector

In the name of the State of Maine, you are hereby required to collect of each person named in the list herewith committed to you the amount set down on said list as payable by that person.

Assessments:

Table with 2 columns: Assessment Item and Amount. Items include County Tax, Municipal Appropriation, TIF Financing Plan Amount, Local Education Appropriation, Overlay Not to Exceed 5% of 'Net To Be Raised', and Total Assessments.

Deductions:

Table with 2 columns: Deduction Item and Amount. Items include State Municipal Revenue Sharing, Homestead Exemption Reimbursement, BETE Reimbursement, Other Revenue, Total Deductions, and Net Assessment for Commitment.

(line 6 minus line 11)

You are to pay to Angus Jennings, the Municipal Treasurer, or to any successor in office, the taxes herewith committed, paying on the last day of each month all money collected by you, and you are to complete and make an account of your collections of the whole sum on or before June 30, 2018.
mm/dd/yy

In case of the neglect of any person to pay the sum required by said list until after 10/04/17 & 04/04/18,
mm/dd/yy
you will add interest to so much thereof as remains unpaid at the rate of 7.00% percent per annum, commencing 10/5/17 & 04/05/18 to the time of payment, and collect the same with the tax remaining unpaid.
mm/dd/yy

Given under our hands, as provided by a legal vote of the Municipality and Warrants received pursuant to the Laws of the State of Maine, this 21st of August 2017.
mm/dd/yy

Assessor(s) of: Hampden
Kelly J. Karter
Kelly J. Karter, CMA #547

CERTIFICATE OF COMMITMENT

To Angus Jennings, the Collector of the Municipality of Hampden, aforesaid.

Herewith are committed to you true lists of the assessments of the Estates of the persons wherein named; you are to levy and collect the same, of each one their respective amount, therein set down, of the sum total of \$ 11,607,798.24 (being the amount of the lists contained herein), according to the tenor of the foregoing warrant.

Given under our hands this 21st August, 2017.
mm/dd/yy

Assessor(s) of: Hampden
Kelly J. Karter
Kelly J. Karter, CMA #547

File the original certificate with the tax collector. File a copy in the valuation book

2017 ENHANCED BETE MUNICIPAL TAX RATE CALCULATION FORM

Municipality: Hampden

Data entry fields

BE SURE TO COMPLETE THIS FORM BEFORE FILLING IN THE TAX ASSESSMENT WARRANT

- 1. Local taxable real estate valuation 1
27468200
- 2. Local taxable personal property valuation 2
- 3. Total taxable valuation (Line 1 plus line 2) 3
(should agree with MVR Page 1, line 11)
- 4. Total of all homestead exempt valuation 4(a)
(should agree with MVR Page 1, line 14f)
- Total of all Homestead Exempt Valuation multiplied by 50% 4(b)
- 5. Total of all BETE exempt valuation 5(a)
(+Enhanced BETE Calc sheet IJ12)
- Enhanced total of all reimbursable BETE exempt valuation 5(b)
(+Enhanced BETE Calc sheet IJ50:J60, Line 4.a)
- 6. Total valuation base (Line 3 plus line 4(b) plus line 5) 6

ASSESSMENTS

- 7. County tax 7
- 8. Municipal appropriation 8
- 9. TIF financing plan amount 9
- 10. Local education appropriation (Local share/contribution) 10
(Adjusted to municipal fiscal year)
- 11. Total appropriations (Add lines 7 through 10) 11

ALLOWABLE DEDUCTIONS

- 12. State municipal revenue sharing 12
- 13. Other revenues: All other revenues that have been formally 13
appropriated to be used to reduce the commitment such as excise tax revenue, tree growth reimbursement, trust fund or bank interest income, appropriated surplus revenue, etc. (Do Not Include any Homestead or BETE Reimbursement)
- 14. Total deductions (Line 12 plus line 13) 14
- 15. Net to be raised by local property tax rate (Line 11 minus line 14) 15

- 16. x 1.05 = Maximum Allowable Tax
(Amount from line 15)
- 17. + = Minimum Tax Rate
(Amount from line 15) (Amount from line 6)
- 18. + = Maximum Tax Rate
(Amount from line 16) (Amount from line 6)
- 19. x = Tax for Commitment ✓
(Amount from line 3) (Selected Rate) (Enter on MVR Page 1, line 13)
- 20. x 0.05 = Maximum Overlay
(Amount from line 15)
- 21. x = Homestead Reimbursement
(Amount from line 4b.) (Selected Rate) (Enter on line 8, Assessment Warrant)
- 22. x = BETE Reimbursement
(Amount from line 5b.) (Selected Rate) (Enter on line 9, Assessment Warrant)
- 23. - = Overlay
(Line 19 plus lines 21 and 22) (Amount from line 15) (Enter on line 5, Assessment Warrant)

(If Line 23 exceeds Line 20 select a lower tax rate.)

Results from this completed form should be used to prepare the Municipal Tax Assessment Warrant, Certificate of Assessment to Municipal Treasurer and Municipal Valuation Return.



PAUL R. LEPAGE
GOVERNOR

STATE OF MAINE
DEPARTMENT OF ECONOMIC
AND COMMUNITY DEVELOPMENT



GEORGE C. GERVAIS
COMMISSIONER

September 25, 2017

Angus Jennings
Town Manager
TOWN OF HAMPDEN
106 Western Avenue
Hampden, Maine 04444

Town of Hampden
RECEIVED

OCT 10 2017

Office of the
Town Manager

RE: Hampden Business Park Omnibus *Municipal Tax Increment Financing (TIF) District and Development Program (Program)*

A P P R O V E D

Dear Angus,

The Maine Department of Economic and Community Development (DECD) reviewed and **EFFECTIVE TODAY APPROVED** the above referenced Municipal TIF District and Program. Based on the application, DECD notes/approves:

- | | |
|---|--|
| <ul style="list-style-type: none"> a. District term of 30 years starting July 1, 2017 and ending June 30, 2047; b. District taxable Original Assessed Value of \$6,957,600 as of March 31, 2016 (April 1, 2015)—acreage 130.34; c. Real property Increased Assessed Value (IAV) capture of up to 100%; d. District revenues deposited/held in <u>DEDICATED</u> accounts and applied <u>ONLY</u> toward approved activities/projects, <ul style="list-style-type: none"> i) Project Cost account[s] to reimburse Sargent Corporation for costs authorized by 30-A M.R.S.A. § 5225(1)(A) and DECD rules as amended from time to time <u>AND/OR</u> fund public activities/projects, ii) Sinking Fund Account to retire associated public debt, if any; e. Sargent Corporation reimbursement limited to 50% of incremental taxes from <u>NEW</u> actual value of site improvements and building investment on each lot within the Developer Tract, beginning in a tax year of which a “triggering event (see Program, page 11-12 | <ul style="list-style-type: none"> for definition)” has occurred, and continuing for ten years or until Developer’s twenty-year period for tax reimbursements has expired; f. Company/Developer payments within sole Town Council discretion are limited to incremental taxes from <u>NEW</u> actual value of each lot within the Town Tract and may include up to 100% reimbursement during District term; g. <u>AFTER EXECUTION, TOWN MUST FORWARD COPY</u> of any associated credit enhancement agreement and its amendment(s) or assignment(s) to DECD—enclosing completed matching Application Cover Sheet with detailed private project description and (if Company and not Developer) Employment Goals Form; h. Any non-captured incremental property values resulting in General Fund revenue/deposits <u>MUST</u> be included/reported with Town equalized assessed value; i. Any future amendment <u>MUST</u> comply with 30-A M.R.S.A. §§ 5221-5235 and DECD rules; j. When District expires, or is terminated, <u>HAMPDEN MUST NOTIFY DECD IN WRITING.</u> |
|---|--|



PAUL R. LEPAGE
GOVERNOR



GEORGE C. GERVAIS
COMMISSIONER

As further described in the Program, Town revenue allocation may facilitate funding for an estimated \$11,400,000 in public costs and associated debt, if any, as further described in the Development Program. This funding **MUST** comply with already established Town appropriation process—with activities/projects due completion **BEFORE/BY June 30, 2047**. Approved public activities/projects costs are as follows:

WITHIN DISTRICT

- k. Capital costs of land acquisition or construction, improvements, public ways, infrastructure, buildings, structures, fixtures and equipment for public or commercial development district use, demolition/alteration of existing buildings and structures, site preparation and finishing work, associated fees/expenses \$360,000; Ψ \times
- l. Financing costs \$120,000;
- m. Professional service costs \$120,000;
- n. Administration including prorated municipal salaries \$600,000;
- o. Organization costs including impact studies \$120,000;

OUTSIDE DISTRICT

- p. Infrastructure improvements \$3,120,000; Ψ \diamond
- q. Public safety such as installation of turning lanes/signalization and fire protection equipment \$960,000; \diamond \ddagger

WITHIN MUNICIPALITY

- r. Economic development programs/events \$1,800,000; # *
- s. Economic development program support \$960,000; # *
- t. Environmental improvement projects costs \$240,000; Φ #
- u. Permanent revolving loan funds, investment funds and grants programs per § 5225(1)(C)(3) for costs authorized by 30-A M.R.S.A. § 5225 and DECD rules as amended from time to time \$1,200,000; #
- v. Costs of services and equipment to provide skills development and training \$960,000; Ψ #
- w. Costs relating to planning, design, construction, maintenance, grooming and improvements to new or existing recreational trails \$360,000; Φ # *
- x. New or expanded transit service costs \$240,000;
- y. Grant matching related to 30-A M.R.S.A. §§ 5221-5235 economic development activities \$240,000. #

DECD notes while the Program may list multiple statutory citations with public project costs, in the application not all citations apply to all activities/projects described within each cost description. Hampden is obligated to verify proper authorization for each project cost to be undertaken. DECD also advises Town to plan for debt retirement to coincide with District term end of June 30, 2047.

MAINE IS OPEN FOR BUSINESS. Please contact Development Program Officer Tina Mullins with questions about this certification. With this approval, the Department extends best wishes for the success of your District.

Sincerely,

George C. Gervais
Commissioner



PAUL R. LEPAGE
GOVERNOR



GEORGE C. GERVAIS
COMMISSIONER

cc: Senator Andre E. Cushing III (SD-10)—128th Legislature
Representative David G. Haggan (HD-101)—128th Legislature
Justin Poirier, MRS Director Property Tax Division
Jaimie Logan, Governor's Account Executive
Noreen Norton, Rudman Winchell

◊ To the extent a project is outside the District, Hampden must prorate/allocate costs not directly related to or made necessary by establishment/operation of this District to other funding sources.

* Projects are common to development program of Dennis Paper & Foodservice.

Projects are common to development program of Coldbrook Road & Emera Maine Hampden.

EXCLUDING FOLLOWING COSTS/FUNDING:

⊖ Public park(s)

‡ Law enforcement (police)

⊖ Private residential distribution line(s)

× § 5225(1)(A)(1)(a)(i), (8) and (C)(7)(b) Transit-Oriented Development projects



Penobscot Energy Recovery Company

29 Industrial Way
Orrington, Maine 04474
(207) 825-4566

ESOCO ORRINGTON, LLC
Plant Operator

RECEIVED
OCT 11 2017

MEMORANDUM

BY:

TO: PERC Charter Municipalities

FR: Gary Stacey, Plant Controller 

Date: October 10, 2017

Subject: 4th Quarter 2017 Tipping Fee for Charter Municipalities

The tipping fee for the 4th quarter of 2017 (Oct., Nov., Dec.) will be **\$79.50 per ton**. This figure is based on our best estimate of expected waste deliveries and pass-through costs for the 4th quarter of 2017, **plus an adjustment (reconciliation) for actual performance in the 3rd quarter of 2017.**

Calculations for the 4th quarter tipping fee include a negative (decrease expense) adjustment carried over from the 3rd quarter of \$9,239. The major components in the adjustment from the prior quarter were due to:

- 1) Total MSW deliveries being below the estimated amount by 3,033 tons (83,353 estimated vs. 80,320 actual)
- 2) Charter MSW deliveries being below estimated deliveries by 1,881 tons (50,000 estimated vs. 48,119 actual)
- 3) Charter share of disposal costs was below estimates by \$22,943

Budgeted vs. Actual tip fees rates for 2017 are:

- 1st Quarter was budgeted at \$78.70, actual of \$79.20
- 2nd Quarter was budgeted at \$81.01, actual of \$81.20
- 3rd Quarter was budgeted at \$81.15, actual of \$79.50
- 4th Quarter was budgeted at \$81.76, actual of

PERC will be forwarding detailed information relating to the 4th quarter tipping fee calculations to the Municipal Review Committee for their review.

If you have any questions about the quarterly tipping fee, your town's billing, or your contract, please call Gary Stacey at 1-800-698-0859 ext.117.

FINANCE & ADMINISTRATION COMMITTEE MEETING

Monday, September 18th, 2017

MINUTES

Hampden Town Office

Attending:

*Councilor Greg Sirois, Chair
Mayor David Ryder
Councilor Stephen Wilde
Councilor Terry McAvoy*

*Councilor Mark Cormier
Councilor Dennis Marble
Councilor Ivan McPike
Town Manager Angus Jennings
Town Attorney Ed Bearor*

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

1. Meeting Minutes

- a. **September 5th, 2017** – *Motion by Councilor Marble seconded by Councilor McAvoy to approve the minutes as written. Passed 7-0.*

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

3. Old Business

- a. **Acceptance of Conservation Easement Holder designation for Constitution Avenue** – *Continued from September 5th, 2017 – Manager Jennings summarized the changes since the prior draft Conservation Easement, noting that public access would be provided to the trail and any future trails on the property. Mayor Ryder noted that, in his discussion with the developer's representative, he was made aware of the insurance implications if public access were to be provided across the whole property and, in light of this information, he supports the Town holding the easement. There was a motion by Councilor Marble seconded by Councilor Wilde to recommend Council acceptance of the request to hold the Conservation Easement for Constitution Ave., upon receipt of a \$250.00 contribution from the developer to offset the Town's responsibilities. Motion passed 7-0.*

4. New Business

- a. **Executive Session – Pursuant to 1 M.R.S.A. § 405(6) A – Personnel Matters** – *There was a motion and a second, and unanimous approval by roll call vote, to enter into Executive Session with the Town Manager and the Town Attorney to discuss personnel*

matters pursuant to 1 M.R.S.A. § 405(6) A. The Committee adjourned from Executive Session and returned to open session at 6:30 PM.

- b. Request authorization for the expenditure of an amount not to exceed \$2,213 from Municipal Building Reserve (3-702-00) for the purpose of paying Penobscot Temperature Controls to install a replacement propane monitor heater in the town office storage garage – recommended by Sean Currier, DPW Director – Motion by Councilor Marble seconded by Councilor Wilde to recommend Council authorization for the expenditure of an amount not to exceed \$2,213 from Municipal Building Reserve for the purpose of paying Penobscot Temperature Controls to install a replacement propane monitor heater in the town office storage garage. Motion passed 7-0.**
- c. Request authorization for the expenditure of \$751.52, plus accrued but unposted interest, up to the remaining balance of the Planning Board Reserve account (3-723-00) for the purpose of interim contract planning services – Motion by Councilor Marble seconded by Councilor Wilde to recommend Council authorization for the expenditure of \$751.52, plus accrued but unposted interest, up to the remaining balance of the Planning Board Reserve account for the purpose of interim contract planning services. Motion passed 7-0.**
- d. Request authorization for the expenditure of \$120.02, plus accrued but unposted interest, up to the remaining balance of the Planning & Development Reserve account (3-721-00) for the purpose of interim contract planning services – Motion by Councilor Marble seconded by Councilor Wilde to recommend Council authorization for the expenditure of \$120.02, plus accrued but unposted interest, up to the remaining balance of the Planning Board Reserve account for the purpose of interim contract planning services. Motion passed 7-0.**
- e. Request authorization for the expenditure of \$13,140.97 out of the Environmental Trust, Income for the purpose of reimbursement of eligible storm water management expenses – referral from the Environmental Trust Committee – Motion by Councilor Wilde seconded by Councilor Marble to recommend Council authorization for the expenditure of \$13,140.97 out of the Environmental Trust, Income for the purpose of reimbursement of eligible stormwater management expenses. Motion passed 7-0.**

- f. Contract award for the Snowplowing, Salting & Removal services at the Skehan Center –** *Manager Jennings summarized the bid results received to plow the Skehan Center for the upcoming winter. He recommended acceptance of the low bid of \$14,000 from Wellman Paving for Option A, noting that this was the amount budgeted for this expense. He said that Option B included plowing of the rear unpaved parking lot, but that this is not expected to be needed and, if it is, could be done by DPW since it would not be as time sensitive as the remainder of the property so could be done after the initial time crunch with each storm. There was a motion by Councilor Marble seconded by Councilor McPike to accept the bid from Wellman Paving for up to \$16,500 for Option B, but understanding that the anticipated cost would be \$14,000 for Option A, with clearing of the unpaved lot by Wellman only if needed. The motion failed 3-4 with Mayor Ryder and Councilors McAvoy, Wilde and Cormier opposed.*

Councilor McPike noted that clearing the unpaved lot could be more costly if it's not done consistently due to buildup of snow and ice through the winter. There was discussion among the Committee regarding whether the cost for DPW to plow the site had been calculated. Manager Jennings said this had been looked at during the FY18 budget process when the decision was made to budget to contract this service out, but that he didn't have those numbers tonight. He said that part of the issue is cost, but it is also an operational issue since the crew clearing the snow at Skehan Center is diverted from plowing public facilities and roads, which results in a decreased level of service for Hampden residents.

There was a motion by Councilor McPike seconded by Councilor Marble to accept the bid from Wellman Paving for \$14,000 for Option A. The motion failed 3-4 with Mayor Ryder and Councilors McAvoy, Wilde and Cormier opposed.

There was brief discussion about how to proceed, and Manager Jennings said this may be placed on next Monday's Infrastructure Committee agenda if there is time this week to assemble additional backup information for that meeting packet.

- g. Invitation for the Town of Hampden to participate in the 2020 Census Local Update of Census Addresses (LUCA) Operation –** *Due to time constraints this item was tabled.*
- h. Review of the status of the service charge appeal by Acadia Hospital and discussion regarding FY2018 service charge billing –** *Due to time constraints this item was tabled.*

- i. **Review of October and November Council and Committee meetings** – *The Committee agreed that it would hold the October 2 Finance and Council meetings with Councilor Sirois serving as Acting Chair of Council in Mayor Ryder's absence. The Committee agreed that it would hold the October 4 Planning & Development Committee meeting with Councilor McAvoy serving as Acting Chair of Council in Chairman McPike's absence. Due to time constraints the Committee tabled the question regarding the November 6 Finance and Council meetings.*

5. Public Comment – *None.*

6. Committee Member Comments – *None.*

7. Adjournment

There being no further business, the meeting was adjourned at 7:02 PM.

Respectfully submitted –
Angus Jennings, Town Manager

SERVICES COMMITTEE MEETING

Monday, September 11, 2017

MINUTES

Attending:

<i>Councilor Dennis Marble, Chair</i>	<i>Rec Director Shelley Abbott</i>
<i>Mayor David Ryder</i>	<i>GIS/IT Kyle Severance</i>
<i>Councilor Stephen Wilde</i>	<i>Debbie Lozito, Library Director</i>
<i>Councilor Ivan McPike</i>	<i>Jim Wilson, P.E., Woodard & Curran</i>
<i>Councilor Terry McAvoy</i>	<i>Jim Beyer, Recreation Committee</i>
<i>Councilor Mark Cormier</i>	<i>Resident Lisa Carter</i>
<i>Councilor Greg Sirois</i>	<i>Resident Allison Berube</i>
<i>Town Manager Angus Jennings</i>	<i>Other residents</i>

Chairman Marble called the meeting to order at 6 p.m.

1. MINUTES

- a. **August 14, 2017** – *Motion by Councilor Sirois seconded by Councilor McAvoy to approve the meeting minutes. Approved 5-0.*

2. COMMITTEE APPLICATIONS

- a. **Susan Witt, Library Board of Trustees** – *There was a motion by Councilor Sirois seconded by Councilor McAvoy to recommend Council appointment of Susan Witt to serve on the Library Board of Trustees. Motion passed 6-0.*

3. OLD BUSINESS

- a. **Update on broadband grant** – *Kyle Severance, GIS/IT Specialist – Mr. Severance presented a map showing varying access to broadband coverage, and provided an update on work under the grant that was received last fall. He said that the public survey had received a roughly 10% response rate. Councilor McAvoy said that some people may expect towns to throw a lot of money at improving broadband coverage. Mr. Severance said that the end product of the grant will set out options regarding what financing strategies may be available to improve coverage. Resident Allison Berube asked what is the plan to fill gaps in coverage. Mr. Severance said that one vendor, TDS, is currently proposing upgrades that will improve coverage for its customers, and that this would affect the data presented on the map. The Committee thanked Mr. Severance for his updates.*

- b. Meeting with Woodard & Curran regarding August 22 and (upcoming) September 28 public workshops regarding design for parking and potential expanded recreational facilities on Lura Hoyt Pool Site – Jim Wilson, P.E. – Engineering consultant** *Mr. Wilson began by recapping his work scope and the project approach. He said that part of his marching orders were to not do anything to the site now that would limit the Town's options down the road. He said that one of the biggest questions to emerge has been whether there is room on the site for a potential future community center, or whether the focus was just on parking and outdoor recreation. He clarified that option 1 does not seem to be the option that wants to be done because it doesn't address future potential. It would be better to illustrate by showing a master plan of a future buildout and fade out everything that doesn't need to be taken on right now, but leave on the parking improvements that may be wanted right now. The most important thing for him to hear for the next step is whether to focus on a plan that includes potential indoor recreation or to focus solely on outdoor recreation. This will allow him to provide the town with a more detailed plan.*

Councilor Sirois said that he favored creating an opportunity for future growth, and that a community center is a future need. He said that he favors a combination of the second and third concept layouts.

It was discussed whether action is to be taken tonight ahead of the next public meeting as from the agenda description this was to be an informational item. Mr. Wilson stated that he is open to the direction the Committee would like to take whether it be decisions made tonight to refine concept plans or to wait until after the next public meeting.

Mr. Wilson noted that there has been limited public feedback received. He said that the plans produced so far are concepts, and that if the Town decides to proceed the next step would be schematic plans for permitting. Councilor Sirois said it will be important to have information about costs, stating that he thinks there is a lot of misinformation out there.

Councilor Cormier said he thinks we are getting ahead of ourselves because we do not have DEP permitting complete yet and we're spending taxpayers' dollars in advance of knowing if anything can even be done to the site.

Mayor Ryder said that, in order to increase parking, a stormwater plan will be needed for DEP permitting, even if nothing else is done. He said we may never have a community center, but if the Town does pursue this 20 years down the road the stormwater plan should take that into account so there wouldn't be additional cost at that time to retrofit stormwater infrastructure.

Chairman Marble said that the first issue is public safety vis a vis parking, and the second issue is “over planning” by trying to think ahead into the future regarding what might be proposed in the future.

Councilor McPike said that the Committee is trying to be proactive, not reactive, and that he’s fully in favor of knowing what we can and cannot do.

Councilor McAvoy said he has no objection to pre-planning towards future use, but he does object to a 47-65,000 sq. ft. building. He said that once it’s shown on a plan it can be misinterpreted in the future and that, if the goal is to plan for stormwater effects, the area shown as a potential building should instead be shown as potential parking.

Mr. Wilson was asked whether it would affect the stormwater design if the area in question were calculated as parking rather than a building. He responded that it is a different design, but from a “could you or couldn’t you do it” perspective, impervious surface is impervious surface.

Mayor Ryder stated that his goal is to get a plan done so future Councils, whether it be 10 years down the road, don’t have to go through this same process again which would cost more money.

Councilor McAvoy said that if the Town may or may not do it ever, why do it now?

Resident Lisa Carter asked what did the Council vote on? Chairman Marble said that the Council voted to get engineering to allow DEP permitting.

Mr. Wilson said that, from what he’s heard, his understanding is that the Committee’s preference is to consider the possibility of a future building in its work to design stormwater systems. On this basis, he would focus on layout 3. He also offered to have a third public meeting if needed.

Manager Jennings expressed the need to get more public input as well as give the public a better idea of the costs in order to formulate an opinion. Cost estimates will be presented at the second public workshop on September 28.

Councilor Sirois said he would prefer to see layout 3 showing 2 fields in the location that currently shows 1 field. Mayor Ryder said that he liked the segregated location of parking on layout 2 for better traffic / public safety. Mr. Wilson noted that there is physical space right now for three fields but that only two fields are used concurrently due to inadequate parking. He is going to come up with two options that look like option 3 with variations on

fields. One option on how things can be done now to address parking and stormwater, and one to further increase parking, as well as pricing for both options.

Chairman Marble invited public comment. Ms. Berube said she didn't hear about the first public meeting in August. She referred to roughly 35 acres being on the site and that the challenge is to maximize the space. She asked about land across from her house on Main Road North that she has heard would be proposed as soccer fields. She said she is upset because the water in the pool is too cold and that the pool is not being adequately supported by the Town. She said we need to support what facilities we have now before we add more. She would like to see a big picture plan that does not mess up the 30 acres for future development when we do not know what those future needs will be in 10 years.

Ms. Carter said it is hard to get people out to a public meeting. She said there was a huge debate about the original 80 or 90 thousand dollars that was going to be spent to see if there was going to be a DEP permit to see what could be done to that site. At the meeting in August she had expected a presentation on what could be done but instead was presented with many plans and no costs. The 80k study became plans and the public didn't know it was going that way.

Chairman Marble stated that all votes of the council are at public meetings. There are many various opinions of members of the public which are all valid and the Council is tasked with figuring out the best interest of the taxpayers for an outcome that makes sense to the most, over time, not all at once, and not as a surprise. This has been an open process of dialogue.

Manager Jennings clarified that cost of the study in question i is less than 15 thousand and not 80 thousand. Eighty thousand was put into reserve in the FY17 budget including 30 thousand earmarked toward planning and permitting to address parking – of which less than 20 thousand has been spent to date. He stated that MDEP advised the town that it would be in its best interest to think ahead because the site development permitting process is costly and should consider future uses of the site.

A person from the public spoke to his involvements with MDEP permitting and how costs can double if five years down the road you decide to do something else which the site that wasn't in the original plan. He attended the meeting today because heard about a 30 million dollar building being built.

Councilor Sirois expressed the importance of having Mr. Wilson come back with cost figures. He stated that we do not need a community center

right now, but we don't know what is going to happen in the future. None of these discussions have happened with the public in the dark.

Chairman Marble stated that a mailing was sent to every residence in Hampden inviting them to the meeting on the 28th as an act of due diligence. He does not know the motivation behind robocalls that have been occurring but believes it is important to continue these discussions towards the collective best interest. The next public discussion will take place on September 28th.

Ms. Carter stated that a survey had been sent to residents from the previous Town Manager to see if the public wanted the site developed and the answer had come back 'no'.

Discussion took place on specific plan layout elements to guide Mr. Wilson on revising plans to be presented at the 28th meeting.

Discussion took place on traffic flow concerns.

Councilor McAvoy stated he had voted to put in a parking lot but that this has grown. He said the Skehan Center is costing us up to \$100,000 above the revenues it generates and is not simply a \$1 lease.

Ms. Carter asked about walking trails on the plans. Mr. Wilson responded that the walking trails were one option that was shown on all the plans with two different types and will display the cost at the meeting on the 28th. Discussion took place on the post office lease on town land as it may or may not apply to increasing parking. Mr. Wilson explained the history and impervious threshold of the site.

Councilor McAvoy asked what would happen if no option was chosen by the public.

Mayor Ryder responded that the MDEP permit would be in place in the event of future decisions.

Discussion took place on how MDEP permitting is determined, as well as the duration and renewal of the permit.

Ms. Berube said that by adding any parking spots, it was creating new stormwater management costs.

Mr. Wilson said that cost estimates would be broken down so people could see what cost corresponded to what work on site.

Ms. Carter asked for clarification on whether or not the site is currently out of compliance with MDEP impervious cover.

Manager Jennings responded that he believes the site is currently in compliance as it applies to the 3 acre threshold in site location and redevelopment law. However, he said that no additional impervious surface could be added without a DEP Site Location of Development permit.

- c. Discussion of Recreation Affiliated Agreements – status of program and Committee direction regarding how to proceed – Shelley Abbott, Recreation Director – Chairman Marble recapped the Committee’s prior direction on this topic, and said he understands that work is ongoing to create a town-wide facilities maintenance plan which would provide the underpinning for potential proposed allocation of responsibilities for maintenance (or the costs thereof). Manager Jennings summarized the work that was underway, but said it will take some time to finalize. He said that the former Hampden Academy Athletic Director had provided preference to Affiliated Programs for use of RSU-22 facilities, but that this had not been put in writing and that Director Abbott has verified with the new Athletic Director that requests for use of facilities will not be subject to such hierarchy. Councilor Sirois asked to verify that a program not formally “affiliated” would not be penalized relative to other groups seeking to use RSU-22 facilities and Manager Jennings verified this was correct. No Committee action was taken since the work to create a town-wide facilities maintenance plan is still underway.**
- d. Discussion of Town role in Hampden Children’s Day (prior to Hampden Children’s Day Committee 2017 wrap-up meeting to take place Tuesday, Sept. 12 at 6 PM at Skehan Center) – Manager Jennings said that the Committee had taken a position at its August meeting to limit Town staff involvement with Children’s Day to the Parade and parade-related work. Since Director Abbott had not been present for the August meeting this item was on the agenda again in order to verify the Committee’s direction and allow for any clarification, if needed, with Director Abbott. Councilor McAvoy said he would like to see Town staff do less. Councilor Sirois said he’d like Town staff focused only on the parade, and planning the parade, and Councilor Cormier agreed. The Committee expressed, by unanimous consent, that they’d like Town staff to limit its obligations to the parade and parade-related planning.**

4. NEW BUSINESS

- a. Proposed amendments to Library Ordinance – Debbie Lozito, Library Director – Manager Jennings said that the proposed amendments were**

intended to bring the ordinance in alignments with current and past practice. There was a motion by Councilor Sirois seconded by Mayor Ryder to refer the proposed amendments to the Town Council. Motion passed 7-0.

- b. Meeting agenda and packet for Library Board of Trustees Annual Meeting on September 13, 2017** – *Debbie Lozito, Library Director – There was no discussion on this informational item.*

- 5. PUBLIC AND STAFF COMMENTS** – *Resident Renee Clark made reference to comments that were made tonight regarding voting for the public's interest. She said she votes for her own interests, not the public.*

- 6. COMMITTEE MEMBER COMMENTS** – *Councilor McAvoy asked Mr. Wilson what communities in the region have a 45-60,000 sq. ft. facility. Mr. Wilson said that Waterville is one he can think of.*

There being no further business, the meeting was adjourned at 7:52 PM.

*Respectfully submitted –
Angus Jennings, Town Manager*

TOWN OF HAMPDEN

The Town of Hampden Hereby Ordains
Proposed Amendments to the Edythe L. Dyer Community Library Ordinance

Deletions are ~~Strikethrough~~ Additions Double Underlined

TOWN OF HAMPDEN

EDYTHE L. DYER COMMUNITY LIBRARY ORDINANCE

Adopted

May 16, 1983

TOWN OF HAMPDEN, MAINE
EDYTHE L. DYER COMMUNITY LIBRARY ORDINANCE

CERTIFIED BY:

Paula Scott, Town Clerk

Town Clerk
Affix Seal

ADOPTED: Hampden Town Council, May 16, 1983
Effective Date, June 15, 1983

AMENDED: October 20, 1986 Section: 2.2.a
Effective Date, November 20, 1986

AMENDED: _____, 2017 Section: 2.1a, 2.1b, 2.1c
Effective Date, _____, 2017 Section: 2.2a, 2.2b

	ENACTMENT	1
SECTION I	ESTABLISHMENT	1
SECTION II	ORGANIZATION AND ADMINISTRATION	1
SECTION III	VALIDITY; REPEALER AND EFFECTIVE DATE	3

EDYTHE L. DYER COMMUNITY LIBRARY ORDINANCE

Enactment: Pursuant to the provisions of the charter of the Town of Hampden, Article II, Section 212, and Article III, Section 302, THE TOWN OF HAMPDEN HEREBY ORDAINS that there is established a public library, to be known as the Edythe L. Dyer Community Library, to be organized, administered and governed in accordance with the following provisions:

SECTION I - ESTABLISHMENT

The Edythe L. Dyer Community Library is established as a department of the town, and shall be administered consistent with its role as such.

SECTION II - ORGANIZATION AND ADMINISTRATION

Section 2.1 – ~~Town Librarian~~ Library Director

- a. Position - There is hereby authorized and established the position of ~~Town Librarian~~ Library Director. This position shall be included in the Personnel Classification and Compensation Plan for the Town of Hampden.
- b. Appointment – The ~~Town Librarian~~ Library Director shall be appointed by the Town Manager in consultation with the Board of Trustees, subject to confirmation by the Town Council and consistent with the personnel rules of the Town and the Town Charter.
- c. Duties – The ~~Town Librarian~~ Library Director shall have the responsibility for the daily operation and management of the Library as a department of the Town and consistent with the personnel rules of the Town and the Town Charter. The ~~Town Librarian~~ Library Director shall make a periodic report to the Town Manager at such frequency as ~~he directs~~ directed as to the business of the Library for the period since the last report. The ~~town library~~ Library shall be operated and managed subject to the directives of the Town Manager and consistent with the policies and rules and regulations promulgated by the Board of Trustees.

The ~~Town Librarian~~ Library Director shall be a member, ex-officio of the Board of Trustees.

Section 2.2 - Board of Trustees

- a. Appointment Term - The Board of Trustees of the library shall consist of ~~15~~ 9 persons, ~~at least eleven of whom shall be residents of the Town of Hampden,~~ appointed by the Town Council. The trustees shall serve staggered three (3) year terms, ~~except that the members of the first board shall be appointed to the following terms: four members shall serve one year terms; three members shall serve two year terms; and four members shall serve three years terms.~~ No member of the Town Council may serve on the Board of Trustees.
- b. Duties; Function - The Board of Trustees shall have the responsibility for establishing Library policies, authorizing the expenditures of Library funds and, consistent with the position of the Library as a town department, shall otherwise assume responsibility for operation and administration of the Library. The Board of Trustees shall have the

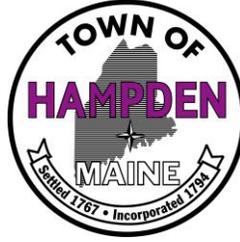
power to adopt such reasonable rules and regulations for the management and administration of the Library as it deems appropriate, including the power to establish fines and penalties for violation of said rules and regulations. The Board shall meet regularly. The Board shall adopt its own bylaws and at an annual meeting shall elect a ~~Chairman~~, Vice-Chairman, ~~Secretary~~ and Treasurer. The Board may also create an Executive Committee, consisting of three members of the Board of Trustees, one of which shall be ~~Chairman~~, to which certain of the responsibilities of the Board may be delegated. Such rules or regulations for management and administration of the Library as the Board adopts shall be promptly reported to the Town Manager. The Town Manager and Town Mayor are members ex-officio of the Board of Trustees, and in the event the Board chooses to create an Executive Committee, the Town Manager shall be an ex-officio member of said committee. The Board of Trustees shall also make recommendations to the Town Manager as to nominations for membership to the Board. The Board of Trustees shall have the authority to name various persons to the Board of Trustees as honorary members of the Board as it deems appropriate, but only by a majority vote of the membership of the entire Board. Honorary Trustees may participate in meetings of the full Board of Trustees but may not vote and shall have no authority as to the administration of the Library, which is hereby granted to the Board of Trustees. ~~At least once a year, or at the request of the Town Manager, the Board of Trustees shall file report with the Town Council containing an itemized statement of the previous year's expenditures and the expenses anticipated for the coming year, together with such other information as the Town Council or the Town Manager may require.~~ The Board of Trustees may also accept gifts and donations to the Library either in trust or outright, and may act as trustee of any donations or gifts in trust. In the event the Board accepts any gifts or donations in trust it shall at all times be consistent with the terms of the trust or gift. The responsibility of the Board for gifts or donations in trust may not be delegated to a lesser committee of the Board.

SECTION III - VALIDITY, REPEALER AND EFFECTIVE DATE

Section 3.1 - Validity; Conflict of Laws; Effective Date

- a. Validity - Should any section or provisions of this ordinance be declared by a court of competent jurisdiction to be invalid, such determination of invalidity shall not invalidate or affect any other section or provision of this ordinance, and to that end the provisions of this ordinance are declared to be severable.
- b. Repealer - All ordinances, resolutions, orders and votes of the Town of Hampden, by whatever governing body enacted, and which relate to the creation of a public library in the Town of Hampden, are hereby repealed to the extent they are inconsistent with this ordinance.
- c. Effective Date - The effective date of this ordinance shall be thirty (30) days after adoption by the Town Council.

Town of Hampden
106 Western Avenue
Hampden, Maine 04444



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

TO: Finance Committee and Town Council
FROM: Angus Jennings, Town Manager
DATE: October 12, 2017
RE: Proposed ordinance to authorize trade-in and lease-purchase for DPW Backhoe

You'll find in both packets for the October 16 meetings a proposed ordinance to authorize the trade-in of the backhoe (which was financed through a five year lease-purchase in 2012) and the lease-purchase, financed over five years, of a new backhoe.

This is proposed because the Town Charter at Sec. 212(5) requires an ordinance in order to "authorize the borrowing of money other than tax anticipation notes." Because the lease-purchase would commit the Town to spending in future fiscal years, I view this as analogous to borrowing that, per Charter, requires authorization by ordinance.

The Council referred the proposed ordinance to public hearing, to be held on October 16, to consider authorizing the execution of financing documents that would commit the Town to five annual payments of \$14,258 with the first payment due in September 2018. The decision regarding whether to authorize this financing will be made following the hearing.

At its September 25 meeting the Infrastructure Committee voted 4-2 (upon reconsideration, following an initial 3-3 vote) to refer the proposed 5-year lease purchase (terms enclosed) to the Finance Committee.

This question was actively debated, and there were questions about why the proposed trade-in and lease-purchase would be better than simply purchasing the current machine for \$1. The attached financial analysis is intended to summarize the rationale provided by staff at the September 25 meeting.

For four primary reasons, the trade-in and new lease-purchase is strongly recommended:

1. It will take advantage of the \$48,800 guaranteed buy-back which was provided in the 2012 lease-purchase financing, with this amount credited toward a new backhoe;
2. It will guarantee a \$53,000 buy-back after five years;
3. The vendor will cover maintenance costs during the 5-year term, including providing a loaner vehicle if the vehicle is out of service due to needed repairs, thereby both reducing Town maintenance costs and guaranteeing the reliable availability of this critical piece of equipment; and
4. The DPW Equipment Reserve has not been adequately funded over a period of many years (see related memo in June Infrastructure packet), meaning that we'd be starting from scratch if we propose reserve funding in future years' budgeting for a future backhoe purchase. This also means that there is no financial "safety net" in the event there is a major equipment failure that affects DPW's ability to perform tasks that are fundamental to its mission and required responsibilities.

The purchase of the current backhoe, along with future budgeting necessary for future replacement is estimated to cost an additional \$110,000, plus maintenance, over 6 years.

Scenario 1: Purchase Current Backhoe and Budget for Future Replacement

	<u>Cost</u>	<u>Offsetting Rev.</u> <u>(Trade-in)</u>	<u>Maintenance</u> <u>costs</u>	<u>Other Considerations</u>
Year 1	\$ 1	\$ -	Town	} Increased maintenance costs as vehicle ages and faces continued salt exposure.
Year 2	\$ 25,671	\$ -	Town	
Year 3	\$ 25,671	\$ -	Town	
Year 4	\$ 25,671	\$ -	Town	
Year 5	\$ 25,671	\$ -	Town	
Year 6	\$ 25,671	\$ 10,000	Town	
Year 7	\$ 28,902	\$ -	Town	

Net cost over 7 years: \$ 147,256 plus maintenance costs
Net cost over 6 years (excl. FY18): \$ 147,255 plus maintenance costs

Assumptions:

- Replacement after 5 years
- Purchase price est. to increase by 2.4% annually (same rate of increase from 2012 price of \$101,000 to 2017 price of \$114,000).
- Est. Year 6 purchase price of \$128,353 based on 2.4% annual inflation.
- Assumed trade-in value of \$10,000 for 2012 backhoe in Year 6 (2022).
- Assumed DPW Equip. Reserve budgeting for outright backhoe purchase in Year 6.

Scenario 2: Trade Current Backhoe and Enter 5-year Lease-Purchase Agreement

	<u>Cost</u>	<u>Offsetting Rev.</u> <u>(Trade-in)</u>	<u>Maintenance</u> <u>costs</u>	<u>Other Considerations</u>
Year 1	\$ -	\$ 48,800	Vendor	} Reliability. Newer vehicle. If vehicle out of service due to needed repairs, loaner provided by dealer at no cost.
Year 2	\$ 14,258	\$ -	Vendor	
Year 3	\$ 14,258	\$ -	Vendor	
Year 4	\$ 14,258	\$ -	Vendor	
Year 5	\$ 14,258	\$ -	Vendor	
Year 6	\$ 14,258	\$ -	Vendor	
Year 7	\$ 18,302	\$ 53,000	Vendor	

Net cost over 7 years: \$ (12,208)
Net cost over 6 years (excl. FY18): \$ 36,592 *Note: Excluding FY18 because FY18 trade value offsets costs incurred from FY13 to FY18.*

Assumptions:

- New lease-purchase (incl. guaranteed buy-back of \$53,000) after 5 years
- Year 7 lease-purchase cost based on est. 2.4% annual increase.
- Assumed budgeting for annual lease-purchase costs, and assumed no DPW Equip. Reserve budgeting for eventual outright purchase of backhoe.

	<u>Change in Cost, Actual</u> <u>2012 to 2017</u>		<u>Change in Cost, Est.</u> <u>2017 to 2022</u> <u>2022 to 2027</u>	
	<i>per year: 2.4%</i>			
Year 1	\$ 101,000		\$ 114,000	\$ 128,353
Year 2	\$ 103,424		\$ 116,736	\$ 131,433
Year 3	\$ 105,906		\$ 119,538	\$ 134,587
Year 4	\$ 108,448		\$ 122,407	\$ 137,818
Year 5	\$ 111,051		\$ 125,344	\$ 141,125
Year 6	\$ 113,716		\$ 128,353	\$ 144,512

Town of Hampden
106 Western Avenue
Hampden, Maine 04444



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

TO: Infrastructure Committee
FROM: Angus Jennings, Town Manager
DATE: September 21, 2017
RE: Replacement options for John Deere backhoe

In 2012 the Town entered a 5-year lease-purchase agreement for a John Deere 310SK Backhoe Loader. The fifth (of 5) payments (\$13,449) was a budgeted FY18 operating expense and will be sent this month.

At that time, under the terms of the initial financing the Town has two options: purchase the backhoe for \$1; or exchange the backhoe for a new backhoe with a guaranteed buy-back of \$48,800 toward a purchase price of \$114,000, for a net cost of \$65,200. We have received a five year financing proposal of \$14,258/year with the first payment due September 2018, including a guaranteed buy-back of the vehicle for \$53,000 at the end of 5 years. The financing offer would include repair costs for non-wear items during the 5 year term.

The Capital Program reviewed during the FY17 budget process (prior to receiving a specific financing proposal) carried \$14,564 for the next five years (beginning in FY19) in anticipation of backhoe replacement, so the proposal is in line with (and slightly favorable to) estimates.

It is recommended that we proceed with an exchange of the current backhoe for a new machine, to be financed over 5 years. This would leverage the value of the current machine, ensure a reliable machine for the term of the financing, with repair costs included, and would include a guaranteed buy-back after 5 years. This lease also includes a loaner machine if the maintenance item cannot be fixed within 48 hours.

The proposed financing is enclosed for review.

Hampden Capital Program, FY18-FY21+ Updated 6/23/17

Dept	Project	Life/yrs	Replacem ent Year	Cost	FY17	FY18	FY19	FY20	FY21+	Source(s)
Municipal Building										
	Roof replacement			\$ 55,000		\$ 5,000	\$ 10,000	\$ 10,000	\$ 30,000	2008 CIP
	Public Safety flooring		FY18	\$ 20,000	\$ 10,000	\$ 10,000				
	LED lighting upgrades		FY18	\$ 14,152		\$ 3,300	\$ 10,852			Vendor proposal (2017)
	Replace wall heater in garage		FY18	\$ 2,000		\$ 400				Current balance \$1,640
	Fire garage door exhaust linkage		FY18	\$ 2,000		\$ 2,000				
	ADA door openers (Town Office)		FY18	\$ 3,000		\$ 3,000				Vendor proposal (2017)
	ADA door openers (Public Safety)		FY19	\$ 3,000			\$ 3,000			Vendor proposal (2017)
	Repaving parking area									2008 Hampden CIP
	Air Handling System			\$ 50,962						Vendor proposal (2016)
Public Safety										
	Fire Engine		FY23	\$ 400,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 150,000	
	Air Bottles		FY20	\$ 55,000			\$ 5,000	\$ 50,000		
	Ambulance		FY26	\$ 200,000	\$ 30,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 110,000	
	Thermal Imaging Camera		FY18	\$ 10,000		\$ 10,000				
	Handguns		FY19-20	\$ 6,000			\$ 6,000			
	Cardiac Monitor (2)		FY28	\$ 80,000			\$ 10,000	\$ 10,000	\$ 60,000	
	Police Cruiser		FY18	\$ 34,000		\$ 17,000	\$ 17,000	\$ 17,000		
	Pickup Truck		FY18-20	\$ 40,000		\$ 10,000	\$ 15,000	\$ 15,000		
	Radios		FY22-25	\$ 30,000			\$ 5,000	\$ 5,000	\$ 20,000	
Recreation										
	Additional field space (multipurpose)				\$ 50,000	\$ -				
	Permanent bathroom and concession space									
	Addition of outside field storage									
	Facility signage									
	New facility/recreation center									
	More parking for Lura Hoit complex				\$ 30,000	\$ 10,000				
	VFW Tennis Courts (replacement)			\$95-110,000		\$ 2,500				Vendor estimate (2015)
	VFW Basketball Courts (replacement)			\$130-150,000		\$ 2,500				Vendor estimate (2015)
	Ballfield Road softball field, LED lighting			\$ 15,000						Vendor estimate (2017)
Rec (Skehan Center)										
	Parking (60-70 additional spaces)									
	Permanent secure lobby office space			\$ 15,000						Vendor proposal
	Building heating upgrades (energy efficiency)									
	Water (locker room) heating upgrades			\$ 10,600						Vendor proposal
	Facility signage									
	Windows and doors									
	Paint									
	Roof replacement									
Public Works Vehicles										
	John Deere 544K front end loader		FY17		\$ 20,979	\$ 20,979	\$ 20,979	\$ 20,979	\$ 20,979	5-year lease (in FY18 expense budget)
	310SK Backhoe Loader #8	5	FY13		\$ 13,448	\$ 13,448	\$ 14,564	\$ 14,564	\$ 43,692	last year of lease (in FY18 expense budget)
	Plow truck #44		FY17	\$ 185,000	\$ 36,493	\$ 36,493	\$ 36,493	\$ 36,493	\$ 36,493	5 year financing (in FY18 expense budget)
	Plow truck (replace #13)		FY18	\$ 148,000		\$ 32,560	\$ 32,560	\$ 32,560	\$ 65,120	(Est.) 5-year financing. Approved in DPW operating budget
	Plow truck (replace #20)		FY18	\$ 144,000		\$ 31,680	\$ 31,680	\$ 31,680	\$ 63,360	(Est.) 5-year financing (approved in DPW Vehicles Reserve)
	Pickup Truck, cemetery (4-door 4x4) (replace #52)		FY18	\$ 24,000		\$ 5,280	\$ 5,280	\$ 5,280	\$ 10,560	(Est.) 5-year financing (approved in B&G Reserve)
	John Deere Mower 540X (replace #7)		FY18							\$5,140 in 30-10-20-01

TOWN OF HAMPDEN

ORDINANCE TO AUTHORIZE THE LEASE-PURCHASE OF PUBLIC WORKS BACKHOE AND ANY ASSOCIATED EQUIPMENT.

The Town of Hampden hereby ordains as follows:

Section 1. That pursuant to Section 212(5) of the Town Charter and any other applicable authority under Maine law, the Town of Hampden is hereby authorized to finance the lease-purchase of a 2017 John Deere 310SL Backhoe Loader for a principal amount not to exceed in the aggregate the sum of sixty-five thousand and two-hundred dollars (\$65,200.00), said amount to be payable over a period not to exceed five (5) years, with annual lease payments not to exceed \$14,258.00 per year.

Section 2. That the Town Treasurer is hereby authorized to execute such documents and do all things necessary or convenient in order to issue any Bond, Note or other evidence of indebtedness, in such form as may be required to execute a lease-purchase agreement contemplated in Section 1.

Section 3. That the Town Clerk has distributed a copy of this Ordinance to each Town Council member and to the Town Manager, has filed a reasonable number of copies of this Ordinance in the office of the Town Clerk and has posted a copy of this Ordinance together with a Notice of Public Hearing at the following public places: Municipal Building, Post Office and Hannaford Market.

Section 4. That a Public Hearing was held at a meeting of the Town Council convened on or about 7:00 p.m. in the Hampden Municipal Building in Hampden, Maine on October 16, 2017, for the purpose of taking testimony and comments from the public with respect to this Ordinance and the proposed lease-purchase agreement. In addition to the Notice given under Section 3, Notice of the Public Hearing was also given by the Town Clerk by publishing a summary of this Ordinance, and a place where copies of the complete Ordinance were filed and times available for inspection, in the Bangor Daily News on October 9, 2017, together with a notice setting forth the time and place for the public hearing, and for the consideration of the proposed Ordinance by the Town Council following the public hearing.

Section 5. That pursuant to the requirements of the Internal Revenue Code of 1986, as amended, the Town designates the Bond, Note or other evidence of indebtedness to be “qualified tax exempt obligations” of the Town; and that the Town shall not issue in 2017 an aggregate total amount of qualified tax exempt obligations in excess of \$10,000,000. Further, the Town does not reasonably expect to issue qualified tax exempt obligations in an amount in excess of \$5,000,000 during 2017.

Section 6. That the Town shall take any and all actions required under the Internal Revenue Code of 1986, as amended, to maintain the tax exempt status of the interest on the

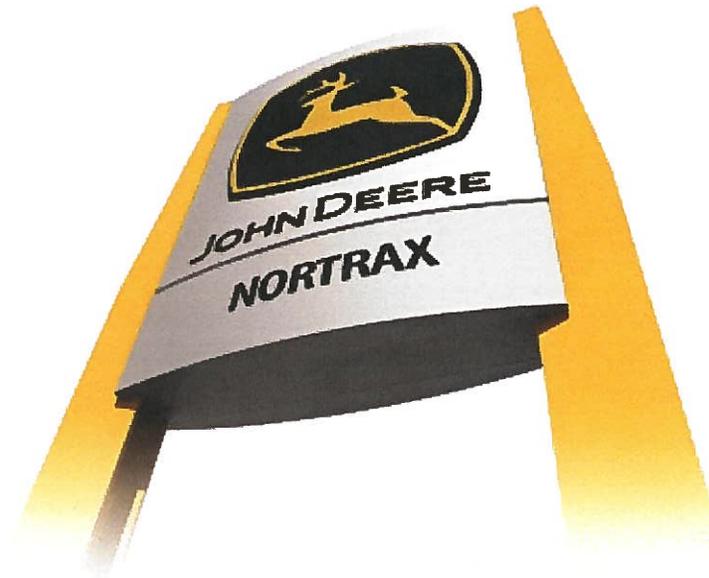
Bond, Note or other evidence of indebtedness, and to maintain the status of the Bond, Note or other evidence of indebtedness as “qualified tax exempt obligations” of the Town, and that the Bond, Note or other evidence of indebtedness may be subject to such further terms and conditions as may be agreed to by a majority at least of the Councilors and the Treasurer of the Town to carry into effect the full intent of this Ordinance.

Section 7. That the Treasurer is hereby authorized to retain bond counsel, if the Treasurer deems it to be necessary or appropriate, to advise the Town with respect to the issuance and sale of the Bond, Note or other evidence of indebtedness, and to prepare documents and render opinions as may be necessary or convenient for that purpose.

Section 8. That the Treasurer is hereby authorized to execute all documents and certificates, and to take all action, including affixing the seal of the Town, as may be necessary or convenient to carry out the full intent of this Ordinance, and to accomplish the purchase of the vehicles and any associated equipment and the issuance of the Bond, Note or other evidence of indebtedness, including approval and signing of the Bond, Note or other evidence of indebtedness and any contracts or other agreements obligating the Town.

Quote Id: 16100027

Prepared For:
HAMPDEN PUBLIC WORKS DIRECTOR



Prepared By: **MIKE MCHUGH**

Nortrax, Inc.
34 Page Rd W
Hermon, ME 044017219

Tel: 207-947-6786
Mobile Phone: 207-478-8471
Fax: 207-947-1529
Email: mike.mchugh@nortrax.com

Date: 21 September 2017

Offer Expires: 27 October 2017

Confidential

Quote Id: 16100027

21 September 2017

HAMPDEN PUBLIC WORKS DIRECTOR
106 Western Ave
Hampden, ME 04444

5 year total repair cost

Nortrax will guarantee that after 5 years and under 4000 hrs of usage that we will provide \$53,000 for the quoted 2017- 310SL.

No travel time and milage charges during the 5 years

No repair cost during the 5 years

Machine must be properly maintained and no damage or excessive wear or rust to honor the buy back number

5 year lease

\$114,000 less \$48,800 trade / \$65,200 . annual lease payment \$14,257.82

MIKE MCHUGH
207-947-6786
Nortrax, Inc.

Quote Summary

Prepared For:
HAMPDEN PUBLIC WORKS DIRECTOR
106 Western Ave
Hampden, ME 04444

Prepared By:
MIKE MCHUGH
Nortrax, Inc.
34 Page Rd W
Hermon, ME 044017219
Phone: 207-947-6786
Mobile: 207-478-8471
mike.mchugh@nortrax.com

Quote Id: 16100027
Created On: 21 September 2017
Last Modified On: 22 September 2017
Expiration Date: 27 October 2017

Equipment Summary	Selling Price	Qty	Extended
2017 JOHN DEERE 310SL BACKHOE LOADER - 1T0310SLHHF309713	\$ 114,000.00 X	1 =	\$ 114,000.00

Equipment Total **\$ 114,000.00**

Trade In Summary	Qty	Each	Extended
JOHN DEERE 310SK LOADER BACKHOE	1	\$ 48,800.00	\$ 48,800.00
PayOff			\$ 0.00
Total Trade Allowance			\$ 48,800.00

Trade In Total **\$ 48,800.00**

Quote Summary	
Equipment Total	\$ 114,000.00
Trade In	\$ (48,800.00)
SubTotal	\$ 65,200.00
Total	\$ 65,200.00
Balance Due	\$ 65,200.00

Salesperson : X _____

Accepted By : X _____

Selling Equipment

Quote Id: 16100027

Customer: HAMPDEN PUBLIC WORKS DIRECTOR

2017 JOHN DEERE 310SL BACKHOE LOADER - 1T0310SLHHF309713

Hours: 7
 Stock Number: 109412

Code	Description	Qty
0A70T	CAB,FT4,EXT,19.5L-24,PILOT,AUX HYD1.3 CY BKT,24" BKT	1

Standard Options - Per Unit

0A70T1065	ENGINE FT4	1
0A70T1710	JD LINK ULT 850 5YR.	1
0A70T2035	CAB STANDARD	1
0A70T2401	DECAL ENG W/ENG PACKET	1
0A70T3065	AXLE MFWD W/LIMITED SLIP	1
0A70T4464	TIRE GAL 19.5L24 12.5/80-18	1
0A70T5285	CONTROL PILOT	1
0A70T5400	COUPLER LESS	1
0A70T5658	BUCKET 24" SEVERE DUTY 7.5CF	1
0A70T6020	DIPPER EXTENDABLE	1
0A70T6230	HYD,AUX W/2WAY FLOW, THUMB	1
0A70T7025	LDR SINGLE LEVER NO AUX	1
0A70T7645	LDR BKT 1.3CY LG LIP BKT 92"	1
0A70T8485	COUNTERWEIGHT 1250LB.	1
0A70T8675	BATTERY DUAL	1
0A70T9045	CHROME EXHAUST	1
0A70T9080	HEATER ENGINE COOLANT 110V	1
0A70T9110	RIDE CONTROL	1
0A70T9140	BUCKET CYLINDER HEAVY DUTY	1
0A70T9505	GUARD FULL MFWD	1
0A70T9515	FLUID SAMPLING	1
0A70T9917	RADIO BASIC PACKAGE	1
0A70T9965	SEAT CLOTH AIR SUSPENSION	1

Dealer Attachments

wain roy wrist with clean up and dig bucket	1
12" wain roy digging bucket	1
front fenders	1
strobe	1
outside mirrors	1
fire extinguisher	1
hyd thumb with diverter valve	1
full machine coverage for 5 years	1

Selling Equipment

Quote Id: 16100027**Customer:** HAMPDEN PUBLIC WORKS DIRECTOR

replacement machine provided as required	1
spare tire and rim, front and rear	1

**BID FORM
2012 DIESEL BACKHOE/LOADER**

3105L
2017

ITEM BID: John Deere, 3105L, 2012

BID AMOUNT

1. BACKHOE/LOADER - Manufacturer, Model & Year

\$ 101,000

114,000

2. Plus Guaranteed Maximum total cost of repairs for 5 years or 5000 hours

\$ 0

0

3. SUBTOTAL, Line 1 plus line 2

\$ 101,000

114,000

* 4. Guaranteed buyback amount at end of 5 years or 6000 hours.

\$ 45,600

53,000

5. Total Cost Bid "Life Cycle" Bid Amount: (Line 3 minus line 4)

\$ 55,400

61,000

6. Trade-In (2007 J.D. 310J)

\$ 38,000

48,800

7. Net Bid Amount with Trade-In (Line 1 minus line 6)

\$ 63,000

65,200

Vendor: Nontrax

Address: 34 Page Road, Hermon ME 04401

Signed: [Signature]

Telephone Number: 478-8471 Date: 7/19/2012

Earliest Delivery 45 Days after Receipt of Order.

Vendor Sales Terms: Net 30 / Lease OPTIONS

* Optional Buy Back Term.
5 year / 4000 hours. \$48,800

Town of Hampden
106 Western Avenue
Hampden, Maine 04444



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

TO: Finance Committee and Town Council
FROM: Angus Jennings, Town Manager
DATE: October 14, 2017
RE: Recommended contract award for Skehan Center snow services

Based on the results of the RFP process, it is recommended that the Council authorize award of the Skehan Center plowing and snow removal contract to Wellman Paving, Inc. for Option A, at a cost of \$14,000.

This amount is included in the approved Recreation/Skehan Center operating budget:

Hampden Approved FY18 Budget									
Expense									
2016 2016 2017 2017 2017 FY18 Change									
Budget Actual Budget YTD YTD % 6/1 Town Council FY17 to FY18 Notes									
Dept/Div: 20-07 RECREATION/CULTURE / SKEHAN CENTER 91.8% June 19, 2017									
15-25 LEASE RELATED EXPENSES			0.00			\$	19,501	\$19,501	Taxes (\$2400), insurance (\$1100), lease (\$1), snow removal (\$14,000), misc (paving patch work, etc) (\$2000).

As was discussed during the FY18 budget process, leading up to the approved budgeting for this contracted service, the benefit of contracting snow plowing will result in a demonstrated cost savings (relative to the value of DPW labor and equipment doing the work in-house). (See Director Currier's Sept. 22 memo, enclosed).

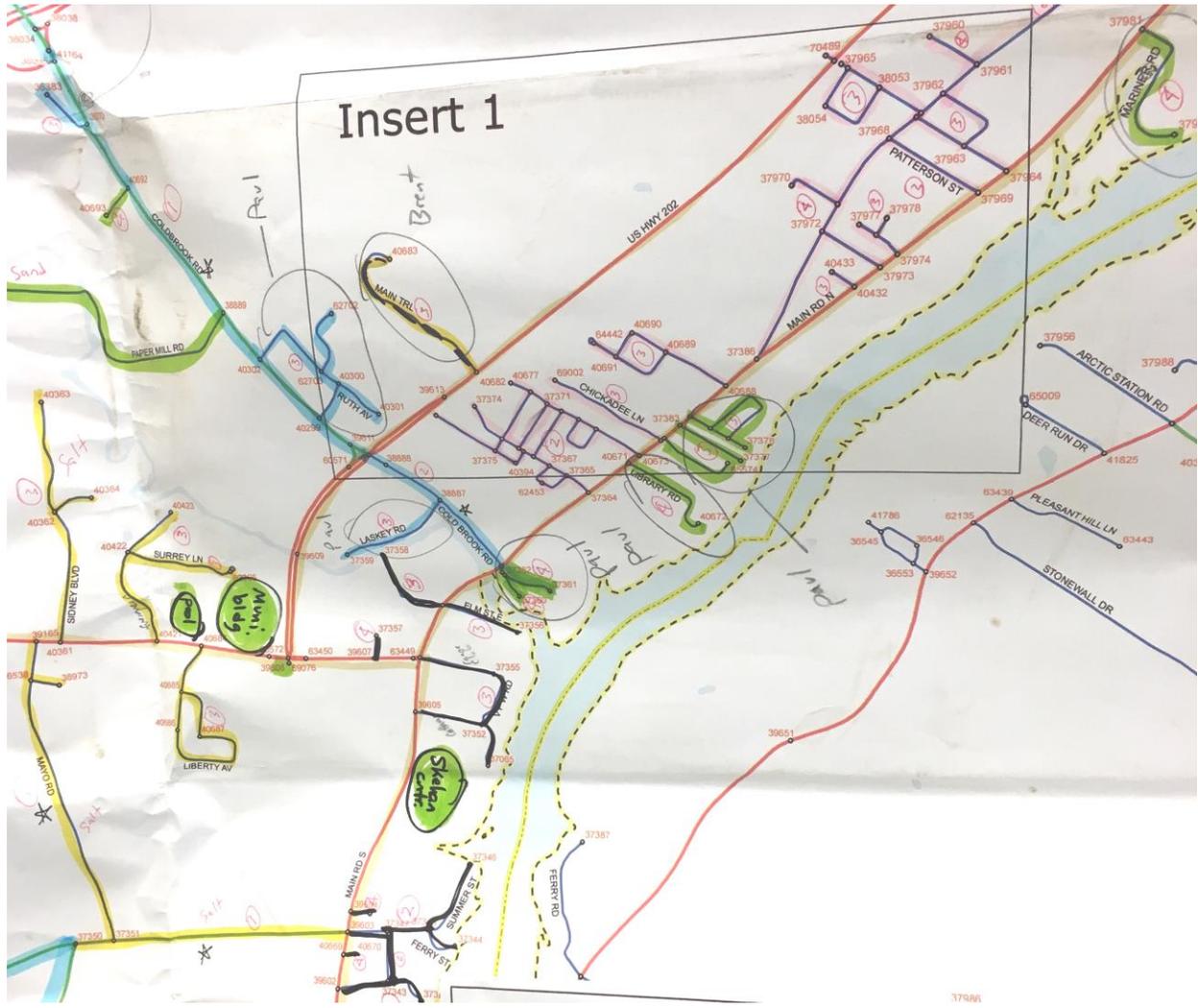
It is my opinion that the greater public benefit to result from contracting plowing will be improved level of service for property tax payers in certain residential neighborhoods.

Please view the attached excerpt of the DPW Plow Routes Map. The relevant route is one of those shown in green, with the typical morning plowing scope for public facilities including, in sequential order, the Pool; Municipal Building; Skehan Center; and Library. After that, the route is able to support snow removal in the Westbrook Terrace neighborhood. Obviously, this support arrives later in the sequence due to the time spent at the Skehan Center.

Last winter, there were a number of complaints from Westbrook Terrace saying plowing wasn't as timely as it had been a few years ago.

The Skehan Center is privately owned. Snow removal at the Skehan Center is the Town's responsibility due to the terms of its lease. In addition to the staff objective to improve the Westbrook Terrace level of service, we are philosophically concerned about prioritizing public resources toward a private facility before those resources can be deployed to meet the Town's responsibilities on public roads. This effectively deprives the Director of operational decision making ability during snow events in a way that has demonstrably affected the level of service in certain residential neighborhoods.

Excerpt of DPW Plow Routes Map, October 2017





TOWN OF HAMPDEN
DEPARTMENT OF PUBLIC WORKS

106 WESTERN AVE.
HAMPDEN, ME 04444

TEL 862-3337

FAX 862-3910

September 22, 2017

To: Angus Jennings
From: Sean Currier
Subject: 2017/18 Skehan Complex Plowing – Recommendation of Award

The Public Works department solicited bids for the 2017/18 plowing season for the Skehan Center Complex. Five (5) contractors bid on the requested work with bids for plowing services ranging from \$14,000.00 to \$22,000.00 (base bid "Option A"). Bids for an alternate scope of work ("Option B"), including all of the original scope plus the rear gravel parking lot, ranged from \$16,500 to \$48,962.00.

Wellman Paving Inc., located in Winterport, Maine was the low bid on both items. Wellman provided the Town's 2017 paving contract and were easy to deal with and responded timely to any repairs or rework that was requested. I have also checked with the Winterport Town Manager regarding the quality of work of Wellman for plowing services and he had high regards for their competence.

Funding for this work will come from approved amounts in the FY18 operating budget 20-07-15-25 that was authorized by the Council this past budget season.

Public Works conducted a cost analysis for plowing at the facility for the 2016/2017 season. Personnel, equipment and materials were entered in to the same spreadsheet as the annual plowing cost analysis and a final cost to plow the facility was determined. The cost for Public Works labor and equipment to maintain the facility last winter was \$16,155. The cost of materials was estimated at \$1,966. The total approximate cost to plow the facility in the 2016/2017 season was \$18,121. While this is a savings, we believe that cost alone is not the only factor to consider. Subcontracting this work will allow the Public Works crew to better maintain public infrastructure and plow public roads in a more timely manner.

I would like to recommend awarding the 2017/18 plowing contract for the Skehan Center Complex to Wellman Paving up to the amount of \$16,500.00 with understanding that the currently approved work is for Option A only in the amount of \$14,000.00 until such time as requested by the complex owner to provide services for Option A and B.

Thank you,

Sean Currier

Attachment: 2017 Plowing bid and results
Cc: Shelley Abbott

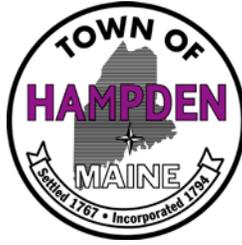
TOWN OF HAMPDEN

**SNOW PLOWING, SALTING & REMOVAL SERVICES
SKEHAN CENTER
BID SHEET**

**September 11, 2017
2:00 PM**

BIDDER	OPTION A	OPTION B
Austin, Roger DBA Austin's Lawncare & Snowplowing	Did not bid	\$48,962
Wellman Paving, Inc.	\$14,000	\$16,500
Eastwood Contractors, Inc.	\$18,800	\$ 2,500
Matt's Property Maintenance & Construction, LLC	\$ 20,000	\$24,500
Harriman & Sons	\$22,000	\$ 5,400

Town of Hampden
106 Western Avenue
Hampden, Maine 04444



Phone: (207) 862-3337
Fax: (207) 862-5067
email: Publicworks@hampdenmaine.gov

**Winter 2017/2018
RFQ Snow Plowing, Salting and Snow Removal Services**

Town of Hampden
106 Western Avenue
Hampden, ME 04444
207-862-3034

Dear Vendor:

The Town of Hampden Public Works Department and Recreation Department are requesting written quotes for the provision of Snow Plowing, Salting, and Snow Removal Services for the 2017/2018 winter season. Please return the attached quote form to the Hampden Town Office ATTN: Sean Currier, no later than 2:00 PM, September 11, 2017. Quotes should be submitted by mail or in person to:

Town of Hampden
Attn: Sean Currier
106 Western Avenue
Hampden, Maine 04444

Service Request Address:

Historic Hampden Academy Complex, 1 Main Road North, Hampden, ME 04444
Term of Contract: 2017/2018 Season, October 1, 2017-May 1, 2018

Services Required

All snow and ice removal services will be conducted in a safe manner with care given to the safety of the general public. This includes having all equipment outfitted with proper lighting devices so as to be visible while operating.

Option A:

-Historic Hampden Academy Complex-

Plowing and salting of the facility access roads, driveways, and parking areas by 6 AM and routinely throughout the entirety of the storm. Final cleanup at the conclusion of the storm will include knocking down piles at entrances and exits to minimize visual obstructions to the Maine DOT right of way. This includes a small portion of gravel parking lot (see map Option A). Snow shall not be piled near or against the building. Stacking (stockpiling) snow with a front end loader may be necessary in the main parking area along the fence.

-Skehan Recreation Center-Town of Hampden Leased Area-

Shoveling (or other pre-approved method) and salting of walkways (2 total-see map #1, #2) and Skehan Center emergency exits (6 total-see "0" on attached map).

Option B:

Option B includes all items in Option A, plus plowing and sanding the entire gravel parking (see map Option B) at the rear of the complex. The gravel parking lot is the only area where sand may be used.

This bid shall include removal of snow from the facility by truck, and disposed of off-site, as necessary during the season depending on season snow fall. A typical winter may necessitate snow removal 3-5 times from the complex.

Bidder's Information

- State of Maine Statute provides that no snow shall be plowed across a public right of way.
- All insurance, Worker's Compensation, Comprehensive General Liability, and/or Automobile shall be maintained at the expense of the Contractor during the term of the awarded contract.
- Contractors will be notified in writing of any property damage that occurs as a result of snow and ice management services. Notification will be within 72 hours of Director of Public Works becoming aware of such property damage. Contractor will be solely and wholly financially liable for any damaged property as a result of negligence by the contractor. The contractor shall repair, to the satisfaction of the Public Works Director, and property owner, any damaged property in a timely manner after the terms of the contract. All damages reported to the contractor shall be repaired prior to May 1, 2018
- The Town of Hampden reserves the right to reject any and all quotes received as a result of the RFQ.
- If a quote is accepted, it will be the most advantageous regarding price, quality of service, the contractor's qualifications and capabilities to provide the specified services.
- The Town of Hampden reserves the right to inspect the contractor's work during the term of the contract and request additional plowing / salting services.
- The Town of Hampden Reserves the right to cancel services at any time for failure to perform contracted services as agreed.

BID FORM

2017/2018 Seasonal Service Option A \$ _____

2017/2018 Seasonal Service Option B \$ _____

Submitted by: _____

Company Name: _____

Address: _____

Phone: _____ Fax: _____

E-Mail: _____

Date: _____

Signature: _____

Title: _____

Please provide any references or additional material you feel would help the Town to understand the contractor's capabilities and make a sound decision.



1A

by Camy

#1

#2

Option A

Option B

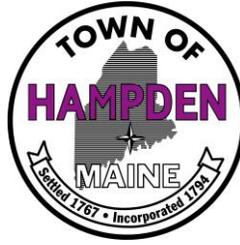
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© 2016 Google

Google Ea

Imagery Date: 5/11/2015 Lat: 41.7401100 Lon: -69.9201100 elev: 156.8 ft own: slt: 1215

Town of Hampden
106 Western Avenue
Hampden, Maine 04444



Phone: (207) 862-3337
Fax: (207) 862-5067
email: Publicworks@hampdenmaine.gov

Winter 2017/2018
RFQ Snow Plowing, Salting and Snow Removal Services

Town of Hampden
106 Western Avenue
Hampden, ME 04444
207-862-3034

ADDENDUM 1 CLARIFICATION:

Option A:

-Historic Hampden Academy Complex-

Plowing and salting of the facility access roads, driveways, and parking areas by 6 AM and routinely throughout the entirety of the storm. Final cleanup at the conclusion of the storm will include knocking down piles at entrances and exits to minimize visual obstructions to the Maine DOT right of way. This includes a small portion of gravel parking lot (see map Option A). Snow shall not be piled near or against the building. Stacking (stockpiling) snow with a front end loader may be necessary in the main parking area along the fence.

-Skehan Recreation Center-Town of Hampden Leased Area-

Shoveling (or other pre-approved method) and salting of walkways (2 total-see map #1, #2) and Skehan Center emergency exits (6 total-see "0" on attached map).

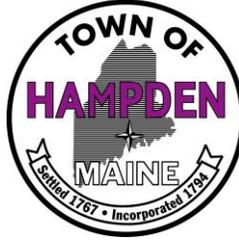
Option B:

Option B includes all items in Option A, plus plowing and sanding the entire gravel parking (see map Option B) at the rear of the complex. The gravel parking lot is the only area where sand may be used.

NOTE:

This bid (**for option A and option B**) shall include removal of snow from the facility by truck, and disposed of off-site (**at the Town owned snow dump on Kennebec Road, 1.9 miles from Skehan Center**), only as necessary determined by the Hampden Public Works Director, during the season depending on season snow fall. A typical winter may necessitate snow removal 3-5 times from the complex.

Town of Hampden
106 Western Avenue
Hampden, Maine 04444



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

TO: Finance Committee and Town Council
FROM: Angus Jennings, Town Manager
DATE: October 11, 2017
RE: Annual Review of Fees Ordinance

The enclosed materials are introduced for Committee and Town Council review pursuant to Article 9.1 of the Town of Hampden Fees Ordinance, which requires that “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.”

In preparation, staff members with administrative oversight of one or more sections of the Fees Ordinance reviewed the document. The attached redlined version of the current Fees Ordinance reflects potential changes that were recommended by staff, including some changes I am recommending based on my review.

The Pool Fees section is proposed for the most significant amendments. This is a direct result of the increase in minimum wages that took effect on January 1, and the additional minimum wage increase that will take effect on January 1, 2018. The Pool Director’s backup, showing proposed increases by percentage and cost, is attached.

We are also proposing to delete Sections 5.2.1. through 5.2.3 under “Solid Waste Fees.” These fees appear to duplicate (and are inconsistent with) the fees in Sec. 2.10 Solid Waste Flow Control Ordinance. Review with office staff confirms that these fees have not been applied in memory, so removing them will eliminate potential confusion as we move forward to license haulers pursuant to the revised Solid Waste Flow Control Ordinance.

One policy item that warrants attention is the proposal to waive certain building permit and inspection fees for locally-based non-profit organizations (see page 4, prior to Article 1). I am told that such waivers were approved by the Town Manager in the past, prior to my tenure, and my goal is to verify that this reflects the Council’s intent and, if so, to clarify this in the ordinance. The proposed practice is what I have seen applied in other communities I have worked in, and I think makes sense.

Upon review, I recommend that the Council refer the proposed amendments, as may be revised, to public hearing.

TOWN OF HAMPDEN

The Town of Hampden Hereby Ordains
Proposed Amendments to the [INSERT NAME OF ORDINANCE] Ordinance

Deletions are ~~Strikethrough~~ Additions Double Underlined

TOWN OF HAMPDEN, MAINE
FEEES 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, _____, 2017
Effective _____, 2017

Article _____

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:

Note: 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).

ARTICLE 1
ADMINISTRATION

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

1.1. Business or Corporation filing	State Regulated
1.2. Copy of (Marriage/Birth/Death) Certificate (Amended 5/15/17)	State Regulated
1.3. Copy of Subdivision Ordinance	At Cost
1.4. Copy of Zoning Ordinance	At Cost
1.5. Copy of other ordinances	
1.5.1. up to 20 pages	\$0.25/page
1.5.2. and a page after that	\$0.15/page
1.6. Photocopies	
1.6.1. 8 ¹ / ₂ inch x 11 inch or smaller (B&W)	\$0.25/page
1.6.2. 8 ¹ / ₂ 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 ¹ / ₂ inch x 11 inch or smaller (color) (Amended 5/15/17)	\$1.00/page
1.6.5. 8 ¹ / ₂ inch x 14 inch (color) (Amended 5/15/17)	\$1.25/page
1.7. Marriage License	State Regulated
1.8. Notary Fee	Free for Hampden residents \$3.00 for non-residents
1.9. Record Search	\$15.00/hour (for hours over 1)
1.10. Recording of Pole Permits (Amended 5/15/17)	\$4.00
1.11. Tax Maps	
1.11.1. (11 inch x 17 inch)	\$50.00/complete set
1.11.2. (24 inch x 36 inch) (Amended 05/15/17)	\$8.00 map
1.12. Compact Disk copies of ordinances, <u>or</u> documents <u>or</u>	\$5.00

recorded meetings (audio only)

- | | |
|---|--|
| 1.13. DVD copies of <u>video</u> recorded meetings <i>(Added 4/23/12)</i> | <u>\$3.00 \$5.00</u> |
| 1.14. Liquor License <i>(Amended 6/15/09)</i>
(Public hearing not required)
(Public hearing is required) | \$ 50.00
\$125.00 |
| 1.15. Incoming Faxes | \$1.00/page |
| 1.16. Hunting on Town Land Authorization and Map Book
<i>(Amended 5/15/17)</i> | <u>\$15.00 \$12.00 (resident)</u>
<u>\$17.00 (non-resident)</u> |
| 1.17. Dog Licensing: | |
| 1.17.1. Spayed/Neutered dog <i>(Amended 5/15/17)</i> | State Regulated |
| 1.17.2. Male/Female dog <i>(Amended 5/15/17)</i> | State Regulated |
| 1.17.3. Late Fee <i>(Amended 5/15/17)</i> | State Regulated |

ARTICLE 2
FEEES FOR ACTIVITIES REGULATED BY TOWN ORDINANCE
Amended 11-17-03, 3-21-05, 6-15-09, 8-3-09, 4-19-16, 05/15/17

2.1. Animal Control Ordinance	
2.1.1. Animal Impoundment Fee (<i>Amended 8/7/17</i>)	\$35.00 First offense \$45.00 Second offense \$55.00 Third offense
2.2. Cable Television Ordinance	
2.2.1. Initial Franchise Application Filing Fee	\$500.00
2.2.2. Renewal Franchise Application Filing Fee	\$500.00
2.2.3. Modification of a Franchise Agreement	\$500.00
2.2.4. Combined Filing Fee for participating towns	\$7,000.00
2.3. Cemetery Ordinance	
2.3.1. Lot Fees including perpetual care.	
2.3.1.1. Resident	\$325.00
2.3.1.2. Resident - Infant or Cremation	\$325.00
2.3.1.3. Non-Resident	\$450.00
2.3.1.4. Non-Resident Infant or Cremation	\$450.00
2.3.2. Interment fees	
2.3.2.1. Grave Openings Weekdays Adult	\$400.00
2.3.2.2. Grave Openings Weekdays Infant or Cremation	\$125.00
2.3.2.3. Grave Openings Weekends or Holidays Adult	\$600.00
2.3.2.4. Grave Openings Weekends or Holidays Infant or Cremation	\$200.00
2.3.3. Town Crypt Fees	
2.3.3.1. Resident	Free
2.3.3.2. Non-Resident	\$50.00
2.3.4. Disinterment	\$1,000.00
2.3.5. Vault Cremation	\$400.00
2.3.6. Public Works Dept. Labor After 3:00 PM	\$35.00/hour
2.4. Concourse Gathering Ordinance	
2.4.1. Concourse Gathering Permit Fee	\$100.00
2.5. Floodplain Management Ordinance	
2.5.1. Application Fee	\$100.00
2.5.2. Experts Fee	\$500.00 horizontal review \$1,000.00 vertical review and horizontal review. This is a draw account established for a professional to establish flood elevation data where possible. Any unspent funds are to be returned to the applicant
2.5.3. Cost for public notices and mailings <i>(Any "at cost" fee must be paid to the Town before the issuance of approved permits or variances, or action on a board order is undertaken).</i>	At cost

2.6.	<i>Harbor Ordinance</i>	
2.6.1.	Private mooring	\$100.00 annual fee.
2.7.	<i>Historic Preservation Ordinance</i>	
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
2.8.	<i>Mobile Home Park Ordinance</i>	
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
2.9.	<i>Sewer Ordinance</i> <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>	\$11.60 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)</i>	\$111.29
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	
2.9.2.1.	Base Rate for 1 to 2,999 c.f.w. consumed	\$0.00
2.9.2.2.	3,000 to 5,999 c.f.w. consumed (double base)	\$0.00
2.9.2.3.	6,000 to 8,999 c.f.w. consumed (triple base)	\$0.00
2.9.2.4.	Other c.f.w. amount	\$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.
2.10.	<i>Solid Waste Flow Control Ordinance</i>	
2.10.1.	License Application Fee (<u>initial</u> one-time fee, Per <u>Vehicle Company, up to 4 Vehicles</u>) <i>(Amended 5/15/17)</i>	\$100.00 <u>\$200.00</u>
2.10.2	<u>License Application Fee (initial one-time fee, Per Vehicle Company, more than 4 Vehicles)</u>	\$100.00 <u>\$250.00</u>
<u>2.10.3.</u>	<u>Annual License Fee Per Vehicle</u> <i>(Amended 5/15/17)</i>	\$100.00 <u>\$ 50.00</u>
2.11.	<i>Special Amusement Ordinance</i>	
2.11.1.	Permit Application Fee	\$50.00

2.12. Subdivision Ordinance

2.12.1. Subdivision Sketch Plan	No Charge
2.12.2. Minor Subdivision <i>(Amended 5/15/17)</i>	\$100.00 plus \$20.00/lot
2.12.3. Minor Subdivision Review/Inspection Draw	not required.
2.12.4. Major Subdivision Preliminary Plan	
on existing road <i>(Amended 5/15/17)</i>	\$150.00 plus \$50.00/lot
with new road	\$500.00 plus \$50.00/lot
Draw Account Deposit (for technical review) ¹ <i>(Amended 5/15/17)</i>	\$2,000.00
2.12.5. Major Subdivision Final Plan <i>(Amended 5/15/17)</i>	
Following Preliminary Plan	\$150.00 plus \$20.00 per lot
If no Preliminary Plan	\$500.00 plus \$50.00 per lot
Draw Account Deposit (for technical review) ¹	None if Preliminary Plan completed and no significant modifications to infrastructure made; otherwise \$2,000.00.
2.12.6 Cost for public notices and mailings <i>(Amended 5/15/17)</i>	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>	

¹ *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. Upon exhausting in excess of 75% of the funds in the original deposit, the applicant shall provide additional funding increments of 50% of the original deposit. Any remaining funds held in the draw account upon completion of the review process shall be returned to the applicant. (Amended 5/15/17)*

2.16. Zoning Ordinance

2.16.1. 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.
<i>(Plumbing Permit Application)</i>	<i>State Regulated</i>
2.16.2. Demolition/Earth Moving Permit Application	
2.16.2.1 Demolition (residential-with sewer connection) <i>(Amended 5/15/17)</i>	\$100.00
2.16.2.2 Demolition (residential-no sewer connection) <i>(Amended 5/15/17)</i>	\$ 50.00
2.16.2.3 Demolition (commercial) <i>(Amended 5/15/17)</i>	\$150.00
2.16.2.4 Earth Moving (Code Enforcement Issued) <i>(Amended 5/15/17)</i>	\$100.00
2.16.2.5 Earth Moving (Planning Board Issued) <i>(Amended 5/15/17)</i>	\$200.00
2.16.3. Sign Permit Application	\$25.00 per sign
2.16.4. Certificate of Compliance or Occupancy	
2.16.4.1 Certificate of Compliance Application <i>(Amended 5/15/17)</i>	\$100.00
2.16.4.2 Certificate of Occupancy Application <i>(Amended 5/15/17)</i>	\$100.00
2.16.4.3 Dual applications (filed together) <i>(Amended 5/15/17)</i>	\$150.00
2.16.5. 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
2.16.8. Zoning Board of Appeals Variance Application	
2.16.8.1. General Variance	\$250.00
2.16.8.2. Dimensional Variance	\$250.00
2.16.8.3. Disability Variance	Free
2.16.8.4. Administrative Appeal Application	\$250.00
2.16.8.5. Cost for public notices and mailings	At cost
2.16.9. Zoning Ordinance Map Amendment Request <i>(Amended 5/15/17)</i>	
2.16.9.1. Amendment Application <i>(Amended 5/15/17)</i>	\$650.00
2.16.9.2. Cost for public notices and mailings	At cost
2.16.10. Site Plan Review Applications	
2.16.10.1. Minor Development <i>This includes reuse proposal or new structures with less than 3,000 sq. ft., and total site improvements of less than 5,000 sq. ft</i>	\$75.00

2.16.10.2.	Major Development <i>This includes new structures in excess of 20,000 sq. ft or developments with more than 50,000 sq. ft. of site improvements</i>	\$500.00
2.16.10.3.	All Others	\$150.00
2.16.10.4	Draw Account Deposit (for technical review) ² <i>(Amended 5/15/17)</i>	
2.16.10.4.1	General Engineering <i>(Amended 5/15/17)</i>	\$800.00
2.16.10.4.2	Stormwater Analysis <i>(Where proposed use disturbs more than one acre of land). (Amended 5/15/17)</i>	\$600.00
2.16.10.4.3	Traffic Analysis <i>(Where proposed use will generate at least 350 average daily trip ends). (Amended 5/15/17)</i>	\$1,000.00
2.16.10.5	Cost for public notices and mailings <i>(Amended 5/15/17)</i>	At cost
2.16.11.	Commercial Secure Landfill Applications <i>(Application to expand or construct a Commercial Secure Landfill in addition to the above fees).</i>	\$0.005/cubic yard of capacity
2.16.11.1	Cost for public notices and mailings <i>(Amended 5/15/17)</i>	At cost
 2.16.12 DELETED <i>(Amended 5/15/17)</i>		
2.16.12.1 DELETED <i>(Amended 5/15/17)</i>		
2.16.12.2 DELETED <i>(Amended 5/15/17)</i>		
2.16.12.3 DELETED <i>(Amended 5/15/17)</i>		

² *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. 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. Any remaining funds held in the draw account upon completion of the review process shall be returned to the applicant. (Amended 5/15/17)*

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
- 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** \$143.06 per EMS staff member
(Amended 4-23-12; 12-1-14) 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. | <i>Report Copies</i> (accident or criminal) | \$10.00 for the first page
plus .25 per page
thereafter |
| 4.2. | <i>Special Detail</i> (Dances, games, guard duty, etc.) <i>(Amended 12-1-14)</i> | \$143.06 per officer for the first
two hours. Each additional hour
shall be billed at the current
average overtime rate plus
administrative fee. |
| 4.3. | <i>Concealed Weapons (Hand Gun) Permit</i> | |
| | 4.3.1. First Permit - State Maximum | \$35.00 |
| | 4.3.2. Renewal | \$20.00 |
| 4.4. | <i>DELETED</i> <i>(Amended 12-1-14)</i> | |

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.	DELETED Business Companies Hauling Trash	\$200.00/annually
5.2.2.	DELETED Business Hauling directly to Pine Tree Landfill or to the transfer station	\$25.00/annually
5.2.3.	DELETED Non-resident Business working on Hampden Project (temp permit)	\$25.00/annually
5.2.4.	Resident Transfer Station Sticker <u>Decal</u>	\$10.00
5.2.5.	Replacement of lost Transfer Station Sticker <u>Decal</u>	\$5.00

(Amended 5/15/17)

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

7.1.	<i>Library Fees</i>	
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
7.2	<i>Self-service Photocopies</i> <i>(Amended 4/23/12)</i>	\$0.25/page
7.3	<i>Self-service Printer Pages</i> <i>(Amended 4/23/12)</i>	\$0.25/page
7.4	<i>Self-service Sending of Faxes</i> <i>(Added 4/23/12)</i>	
7.4.1.	Within United States	\$1.00/page
7.4.2.	International	\$2.00/page
7.5	<i>Receiving of Faxes</i> <i>(Added 4/23/12)</i>	Not Allowed

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)*

8.2.1. Family	\$268.00 <u>\$276.00</u>
8.2.2. Single Adult	\$163.00 <u>\$168.00</u>
8.2.3. Youth/Teen	\$126.00 <u>\$130.00</u>
8.2.4. Senior	\$152.00 <u>\$157.00</u>

8.3. Six Month Resident Membership Fees: *(Amended 9/2/2014; 4/19/16)*

8.3.1. Family	\$168.00 <u>\$173.00</u>
8.3.2. Single Adult	\$103.00 <u>\$106.00</u>
8.3.3. Youth/Teen	\$ 81.00 <u>\$ 83.00</u>
8.3.4. Senior	\$ 98.00 <u>\$101.00</u>

8.4. Three Month Resident Membership Fees: *(Amended 9/2/2014; 4/19/16)*

8.4.1. Family	\$103.00 <u>\$106.00</u>
8.4.2. Single Adult	\$ 65.00 <u>\$ 67.00</u>
8.4.3. Youth/Teen	\$ 55.00 <u>\$ 57.00</u>
8.4.4. Senior	\$ 60.00 <u>\$ 62.00</u>

8.5. Annual Non-Resident Membership Fees: *(Amended 9/2/2014)*

8.5.1. Family	\$294.00 <u>\$309.00</u>
8.5.2. Single Adult	\$189.00 <u>\$198.00</u>
8.5.3. Youth/Teen	\$152.00 <u>\$160.00</u>
8.5.4. Senior	\$179.00 <u>\$188.00</u>

8.6. Six Month Non-Resident Membership Fees: *(Amended 9/2/2014; 4/19/16)*

8.6.1. Family	\$184.00 <u>\$193.00</u>
8.6.2. Single Adult	\$119.00 <u>\$125.00</u>
8.6.3. Youth/Teen	\$ 98.00 <u>\$103.00</u>
8.6.4. Senior	\$113.00 <u>\$119.00</u>

8.7. Three Month Non-Resident Membership Fees: *(Amended 9/2/2014; 4/19/16)*

8.7.1. Family	\$113.00 <u>\$119.00</u>
8.7.2. Single Adult	\$ 76.00 <u>\$ 80.00</u>
8.7.3. Youth/Teen	\$ 65.00 <u>\$ 68.00</u>
8.7.4. Senior	\$ 70.00 <u>\$ 74.00</u>

8.8. Daily Swim Fee for non-members *(Amended 9/19/2011; 9/2/2014)*

8.8.1. Single Swim - Resident	\$ 4.00 <u>\$ 5.00</u>
8.8.2. Single Swim – Non-Resident	\$ 5.00 <u>\$ 6.00</u>
8.8.3. Resident 12 Use Punch Card	\$ 36.00 <u>\$ 48.00</u>
8.8.4. Non-Resident 12 Use Punch Card	\$ 48.00 <u>\$ 60.00</u>

- 8.9. Resident Swim Lessons** (Amended 9/19/2011; 9/2/2014)
- 8.9.1. Members \$4.50 ~~\$5.00~~ per class
- 8.9.2. Non-Members \$6.00 ~~\$6.50~~ per class
- 8.10. Non-Resident Swim Lessons** (Amended 9/19/2011; 9/2/2014; 4/19/16)
- 8.10.1. Members \$6.50 ~~\$7.00~~ per class
- 8.10.2. Non-Members \$8.00 ~~\$9.00~~ per class
- 8.11. Private Swim Lessons** (Amended 9/19/2011)
- 8.11.1 Resident Member
- 1 Child \$15.00 ~~\$16.00~~ per class
- 2 Children \$20.00 ~~\$21.00~~ per class
- 8.11.2. Resident Non-member
- 1 Child \$20.00 ~~\$21.00~~ per class
- 2 Children \$25.00 ~~\$26.00~~ per class
- 8.11.3 Non-resident Member
- 1 Child \$20.00 ~~\$21.00~~ per class
- 2 Children \$25.00 ~~\$26.00~~ per class
- 8.11.4 Non-resident Non-member
- 1 Child \$25.00 ~~\$26.00~~ per class
- 2 Children \$30.00 ~~\$32.00~~ per class
- 8.12. Deleted** November 27, 2012
- 8.13. Deleted** November 27, 2012
- 8.14. Adult Aqua Fitness:** (Amended 4/19/16)
- 8.14.1. Residents \$4.00 ~~\$5.00~~/class
- 8.14.2. Non-Residents \$5.00 ~~\$6.00~~/class
- 8.15. Gentle Aerobics** (deleted 9/19/2011)
- 8.16. Pool ~~Party Package Facility Rental Fees~~** (Limited Availability): (Amended 9/19/2011; 9/2/2014; 4/19/16)
- 8.16.1. Resident Pool/~~Lounge~~ Rental (up to ~~30~~ 50 total guests) \$77.00 ~~\$100.00~~/hour
- 8.16.2. ~~DELETED~~ Resident Lounge Rental ~~\$20.00/hour~~
- 8.16.3. Non-Resident Pool/~~Lounge~~ Rental (up to ~~30~~ 50 total guests) \$94.00 ~~\$125.00~~/hour
- 8.16.4. ~~DELETED~~ Non-Resident Lounge Rental ~~\$25.00/hour~~
- 8.16.5. ~~DELETED~~ Every 10 Additional Guests (As Required by Rules) ~~\$15.00/hour~~
- Note:** Pool Party Package payments due in full at time or 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 A: Town of Hampden
Sewer Connection Fee Calculation Worksheet

Date: _____

Sewer Connection Location: _____

Address: _____

Contractor Name & Address

Name: _____

Address: _____

Phone: _____

Paid:

Check Number:

Eng Receipt:

Date:

Owner Name & Address

Name: _____

Address: _____

Phone: _____

Property Use: If applicable

Food Service Provided Y N

Grease Interceptor Y N

Oil/Sand Separator Y N

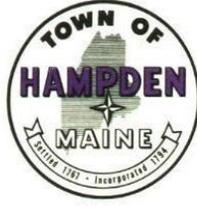
Area 1:	gpd/unit	\$/gpd	Fee	Category
Square feet		1.06	\$	
Units		1.06	\$	
Seats		1.06	\$	
Beds		1.06	\$	
Other		1.06	\$	
Area 2:	gpd/unit	\$/gpd	Fee	
Square Feet		1.06	\$	
Units		1.06	\$	
Seats		1.06	\$	
Beds		1.06	\$	
Other		1.06	\$	
Area 3:	gpd/unit	\$/gpd	Fee	
Square Feet		1.06	\$	
Units		1.06	\$	
Seats		1.06	\$	
Beds		1.06	\$	
Other		1.06	\$	

Total Connection Fee: \$ _____
 (minimum Fee for Sewer Connection \$50.00)



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 ²
Auto Sales Garage	0.05	gpd/ft ²
Bakery	0.15	gpd/ft ²
Bank	0.1	gpd/ft ²
Barber Shop	0.35	gpd/ft ²
Beauty Salon	0.75	gpd/ft ²
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 ²
Duplex, any Combination	270	gpd/unit
Fast Food Restaurant (no table service)	20	gpd/seat
Funeral Home	0.05	gpd/ft ²
Government Building	0.1	gpd/ft ²
Health Club	0.15	gpd/ft ²
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 ²
Medical/Dental	0.15	gpd/ft ²
Mobile Homes	270	gpd
Nursing	100	gpd/bed
Offices	0.06	gpd/ft ²
Restaurant	35	gpd/seat
Retail	0.05	gpd/ft ²
Retirement	120	gpd/unit
Schools	10	gpd/student
Senior Housing Facility	65	gpd/island
Single Family Homes	270	gpd
Supermarket	0.05	gpd/ft ²
Taverns, Bars, Lounges	0.09	gpd/ft ²
Theater	3	gpd/seat
Train/Bus Stations	0.075	gpd/ft ²
Utilities	0.01	gpd/ft ²
Veterinarians	0.65	gpd/ft ²
Warehouse	0.05	gpd/ft ²



TOWN OF HAMPDEN

DEPARTMENT OF PUBLIC WORKS

106 WESTERN AVE.
HAMPDEN, ME 04444

TEL 862-3337

FAX 862-3910

October 12, 2017

To: Angus Jennings
From: Sean Currier
Subject: Solid Waste/Garage – Reserve Request

The Public Works department currently has a salt storage shed at the facility located at 355 Canaan Road. This building holds approximately 90 tons of salt and is in severe disrepair. MMA has completed an assessment of the building and has recommended replacement and to dismantle the existing building for safety reasons due to the condition of the concrete foundation walls.

Public Works is proposing to replace the building with a concrete foundation and wood framed structure. The proposed building will be approximately 32' by 40' and hold roughly 350 tons of salt. This would reduce the frequency of deliveries and time necessary to push salt into the stockpile.

Typical building costs for similar structures would be in the \$90-100/sf range subcontracting all construction including general contractor fees and overhead. We are proposing to act as the general contractor and expect to be able to construct the building at or under the budgeted amount of \$80,000.00. The estimated budget is as follows:

Engineering Services (stamped design plans):	\$4,500
Foundation:	\$24,000
Materials:	\$35,000
Labor:	\$15,000
Electrical Service:	\$1,500
Paving shall be provided out of the current operating budget account 10-01-10-70.	

The department is requesting approval to use SW/Garage Reserve funds (3-777-00) up to the budgeted amount of \$80,000.00 for the project. The goal of acting as the general contractor will be to build the structure under budget. Due to the time of year and condensed construction season in front of us, we are requesting a waiver from the rfp/bid process specified in the Bid Procedure for Public Purchasing, 3.b. Supplies of Services Estimated to Cost More than \$10,000 but Less than \$50,000.00. This would allow us to work under the quotation system and solicit at least 3 quotes for any such services requested.

Thank you for your consideration.

Sean Currier

Town of Hampden
106 Western Avenue
Hampden, Maine 04444



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

TO: Finance Committee and Town Council
FROM: Angus Jennings, Town Manager
DATE: October 14, 2017
RE: Recommended Council acceptance of Pool Reserve contribution, and authorization of Pool Reserve expenses

Three contractors provided service to the Pool in recent months, with contractors and costs provided on the meeting agenda.

The Pool Board voted to authorize expenditure of funds from Pool endowment in an amount that will cover these costs (with an additional \$300, which resulted from an actual expense that came in under expected cost at the time of the Pool Board's vote).

The Town Auditor has advised that the cleanest method for payment of the expenses will be through the Pool Reserve.

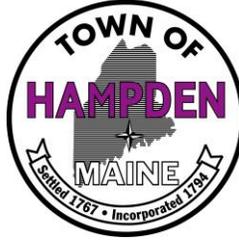
Therefore it is recommended that the Council:

- a) vote to accept the Pool Board's contribution of funds; and then
- b) authorize the expenditure of funds to pay the vendors.

If these requests are not supported the vendors will still be paid; the service contracts would not have been executed if the funding source (Pool Board funds) was in doubt. In fact, to avoid delayed vendor payments some costs have been paid out of Pool operating costs, with the intent that these costs would be repaid from Pool Reserve (or directly from the Pool Board contribution). However, processing the invoices through the Reserve Account will result in clearer financial reporting.

Note: Backup documentation included in the Oct. 16 Finance Committee packet is not repeated here.

Town of Hampden
106 Western Avenue
Hampden, Maine 04444



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

TO: Finance Committee and Town Council
FROM: Angus Jennings, Town Manager
DATE: October 14, 2017
RE: Proposed actions to improve Town operations and efficiency

At previous meetings of the Finance Committee, I have presented concerns to the Councilors that the workload in certain areas of town operations threatens staff ability to complete baseline functions. My overall approach to management (detailed in correspondence to each of the Council's Committees in July 2016), when resources are inadequate to do everything, is to prioritize baseline (i.e. mandated) functions over value added (i.e. optional... even if important) functions.

Chairman Sirois has asked for my recommendations regarding where supplemental personnel capacity (whether staff or contract support) would assist to continue to advance the Council's value-added priorities while maintaining baseline functions.

In recent weeks, job descriptions for the following town personnel have been revised: Finance, Accounting and Human Resources Officer; Tax Collector / General Assistance Administrator / Deputy Clerk / Deputy Treasurer; Town Clerk; Public Works Administrative Assistant; and both Front Office Clerks.

Among other things, these changes brought the Payroll function back into the Administration Department; added the Deputy Treasurer designation (and responsibilities) to the Tax Collector's job; and continued to expand the Front Office Clerks' responsibilities as these positions continue to gain skills through trainings, experience and work toward certifications.

At the same time, we have been working closely with the Auditor to address a backlog of certain Treasurer functions. This work is underway, and substantial progress has been made, but will likely continue through the fall until the backlog can be fully resolved. During that time, additional training will take place so that, once the backlog is cleared, staff can begin performing these duties on an ongoing basis.

These changes are expected to result in significant improvements by better allocating work among staff.

There are additional actions that I am hereby requesting and recommending, which will require Council approval. The attached explains the proposed actions.

Summary of Town Manager Recommended Actions for October 16, 2017

D-5-f. Request for authorization for the expenditure of up to \$20,000.00 from the Personnel Reserve Account (3-733-00) for the purpose of supplementing Town staff capacity to manage upcoming finance work, including potential to outsource payroll

Payroll. I recommend outsourcing the payroll functions. This will free up an estimated 6-8 hours a week from the Finance/Accounting/HR Officer, and more time resulting from quarterly and year-end reporting. This will allow the staff position to provide additional support to me in both completing my baseline responsibilities as Treasurer, and advancing work on projects such as the Capital Program that – right now – is not getting enough staff time week to week in order to be where we'd like to be heading into the FY19 budget season.

On October 3 I sent letters to four prospective payroll vendors including detailed information regarding our organization, employment, and deductions as they vary across the organization and from week to week. On October 12 Tammy Ewing and I met with all four prospective vendors and received detailed information regarding their services, and how working with each would affect our staff time expended toward payroll.

The correspondences to prospective vendors were specifically not an invitation for bids since the funding to support outsourcing payroll would require authorization of reserve funds. However, I did receive a range of potential cost estimates, and upon funding authorization would proceed to solicit formal vendor quotations.

Based on gross personnel costs, staff time expended toward payroll currently costs between \$17,500 and \$21,500 per year. Outsourcing payroll is expected to reduce the value of staff time spent to about \$4,500. While this would not be a cost savings, per se, it would allow between \$13,000 and \$17,000 in staff time to be directed toward other work which will make the organization more productive.

I expect that the cost to outsource payroll would be in the range of \$8-10,000 for the remainder of FY18, and I anticipate a proposed FY19 (full year) budget number in the \$12-16,000 range.

If funding is authorized, it would take an estimated 4-6 weeks to make the transition, once a vendor is selected and contract executed. My goal would be to get a vendor on board and integrated by the second week of December, which will also result in support for time-intensive calendar year-end reporting.

Intern Support. In late September, my office corresponded with the Internship Coordinator at the Maine Business School and with the Assistant Director of Career Services at Husson University. There are opportunities to establish one or more mutually beneficial internships. I would only formally pursue these opportunities upon authorization of the requested reserve funding, which is requested to cover potential expenses from both payroll and internship(s).

D-5-g. Request for authorization for the transfer of \$30,000.00 from the Matching Grants Reserve Account (3-780-00) to the Planning & Community Development Reserve Account (3-725-00) for the purpose of providing eligible funding to support upcoming planning and economic development consultant costs

The FY18 budget allocated \$40,000 to the Matching Grants reserve fund, which is substantially more than has been typical for that fund. At the time that the budget was proposed (and adopted), the Town had filed multiple grant applications and was considering additional potential grant opportunities, some of which require substantial local matches. (The typical balance in this account has been in the \$10-20,000 range over the years, and has often been used to leverage smaller grants in the areas of police, fire, EMS and workplace safety).

Since then, we learned that the Northern Borders Commission grant was not awarded to Hampden, and decisions were made to not pursue certain additional grants that had been under preliminary consideration earlier in the year.

Given the significant unanticipated needs in the planning and economic development areas of the organization, I recommend the transfer of funds from the Matching Grants reserve to the P&CD reserve. This vote, which is proposed in a form that was reviewed with the independent Auditor as being appropriate in form and substance, would not authorize the expenditure of these funds, but by transferring them to a different fund would change the eligible uses of the funds.

D-5-h. Request for authorization for the expenditure of up to \$15,000.00 from the Planning & Community Development Reserve Account (3-725-00) for the purpose of retaining consultant support for revisions to the Hampden Business and Commerce Park Restrictive Covenants and related revisions of the Zoning Ordinance

Following on direction from the Planning & Development Committee at its September 20 meeting, I invited The Musson Group – which as you know is now under contract and providing interim planning support services – to propose a scope and budget to amend the Business Park Covenants, including drafting potential zoning amendments that could accompany amendment to the Covenants. We have met to discuss the project, objectives and timeline, and have discussed it by phone on several occasions to ensure clear consultant understanding of the work.

I expect to receive a proposed scope and budget tomorrow in preparation for the P&D meeting on October 18. I expect that the requested funding authorization will be more than enough to cover this work. If the funding is authorized on October 16, I will have the flexibility to proceed with an agreement to get the consultants working on this effort. If the funding authorization is not acted upon until the Council's next meeting on November 6, it will delay the start of work and may, in my opinion, threaten the feasibility of meeting the P&D Committee's objective to get the Covenants revised well enough in advance of the 2019 construction season in order to inform potential developers' decisions regarding whether or not to pursue a project in the Business Park.

BUREAU OF ALCOHOL BEVERAGES AND LOTTERY OPERATIONS
DIVISION OF LIQUOR LICENSING AND ENFORCEMENT
 8 STATE HOUSE STATION, AUGUSTA, ME 04333-0008
 10 WATER STREET, HALLOWELL, ME 04347
 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:	

NEW application: Yes No

PRESENT LICENSE EXPIRES 11.4.17

INDICATE TYPE OF PRIVILEGE: MALT VINOUS SPIRITUOUS

INDICATE TYPE OF LICENSE:

- | | | |
|---|---|--|
| <input 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"/> CLUB w/o Catering (Class V) | <input type="checkbox"/> CLUB with CATERING (Class I) | <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: _____ |

REFER TO PAGE 3 FOR FEE SCHEDULE

ALL QUESTIONS MUST BE ANSWERED IN FULL

Corporation Name: <u>White House Motel</u>			Business Name (D/B/A) <u>White House Motel</u>		
APPLICANT(S) -(Sole Proprietor) <u>John D. Lafayette III</u>		DOB: <u>9.17.55</u>	Physical Location: <u>155 Littlefield Ave</u>		
<u>Carla J. Lafayette</u>		DOB: <u>2.8.56</u>	City/Town <u>Hampden</u>	State <u>ME</u>	Zip Code <u>04444</u>
Address <u>155 Littlefield Ave</u>			Mailing Address <u>155 Littlefield Ave</u>		
City/Town <u>Bangor</u>	State <u>ME</u>	Zip Code <u>04401</u>	City/Town <u>Bangor</u>	State <u>ME</u>	Zip Code <u>04401</u>
Telephone Number <u>207-862-3737</u>	Fax Number <u>207-862-3737</u>	Business Telephone Number <u>207-862-3737</u>		Fax Number <u>207-862-3737</u>	
Federal I.D. # <u>01-0381910</u>			Seller Certificate #: or Sales Tax #: <u>200081</u>		
Email Address: Please Print <u>whitehouseinnbgr@aol.com</u>			Website: <u>www.whitehouseinnbangor.com</u>		

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

Requested inspection date: _____ Business hours: _____

- If premise is a Hotel or Bed & Breakfast, indicate number of rooms available for transient guests: _____
- State amount of gross income from period of last license: ROOMS \$ 1564749 FOOD \$ 861.93 LIQUOR \$ 44,044.07
- 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.
- Do you own or have any interest in any another Maine Liquor License? Yes No
If yes, please list License Number, Name, and physical location of any other Maine Liquor Licenses.

 License # Name of Business (Use an additional sheet(s) if necessary.)

 Physical Location City / Town

5. Do you permit dancing or entertainment on the licensed premises? YES NO
6. If manager is to be employed, give name: LeeAnn Hawes
7. Business records are located at: 155 Littlefield Ave Bangor, ME 04401
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. Give maiden name, if married:
Use a separate sheet of paper if necessary.

Name in Full (Print Clearly)	DOB	Place of Birth
John D. Lafayette III	9.17.55	Bangor, ME
Carla J. Lafayette (Rawcliffe)	2.8.56	Bangor, ME
LeeAnn Hawes (Levine)	5.5.67	Bangor, ME
Residence address on all of the above for previous 5 years (Limit answer to city & state)		
Hampden, ME		
Hampden, ME		
Bangor, ME		

11. 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: White House Motel Date of Conviction: 11.2.96
- Offense: possession of alcohol after hrs Location: Lounge
- Disposition: fined (use additional sheet(s) if necessary)
12. Will any law enforcement official benefit financially either directly or indirectly in your license, if issued?
Yes No If Yes, give name: _____
13. Has/have applicant(s) formerly held a Maine liquor license? YES NO
14. Does/do applicant(s) own the premises? Yes No If No give name and address of owner: _____
15. Describe in detail the premises to be licensed: (On Premise Diagram Required) 77 room hotel
White, 3 stories with full basement
16. Does/do applicant(s) have all the necessary permits required by the State Department of Human Services?
YES NO Applied for: _____
17. 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? 2 miles
- Which of the above is nearest? Church
18. 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: _____



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

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

For Office Use Only:	
License #:	_____
SOS Checked:	_____
100%	Yes <input type="checkbox"/> No <input type="checkbox"/>

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: White House Motel
- Doing Business As, if any: _____
- Date of filing with Secretary of State: 5.27.82 State in which you are formed: ME
- 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 %
John D. Lafayette III	155 Littlefield Ave Bangor, ME 04401	9.17.55	owner	50%
Carla J. Lafayette	155 Littlefield Ave Bangor, ME 04401	2.8.56	owner	50%
Chris Cuskin	54 Harlow St. Bangor, ME 04401		Clerk	
Jackie Rawcliffe	P.O Box 59 Hampden, ME 04444	7.23.63	director	

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

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

7. Is any principal person involved with the entity a law enforcement official?

Yes No If Yes, Name: _____ Agency: _____

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: White House Motel

Date of Conviction: 11.2.96

Offense: possession of alcohol after hours

Location of Conviction: Lounge

Disposition: fined

Signature:

CJ Lafayette
Signature of Duly Authorized Person

October 1, 2017
Date

CJ Lafayette
Print Name of Duly Authorized Person

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

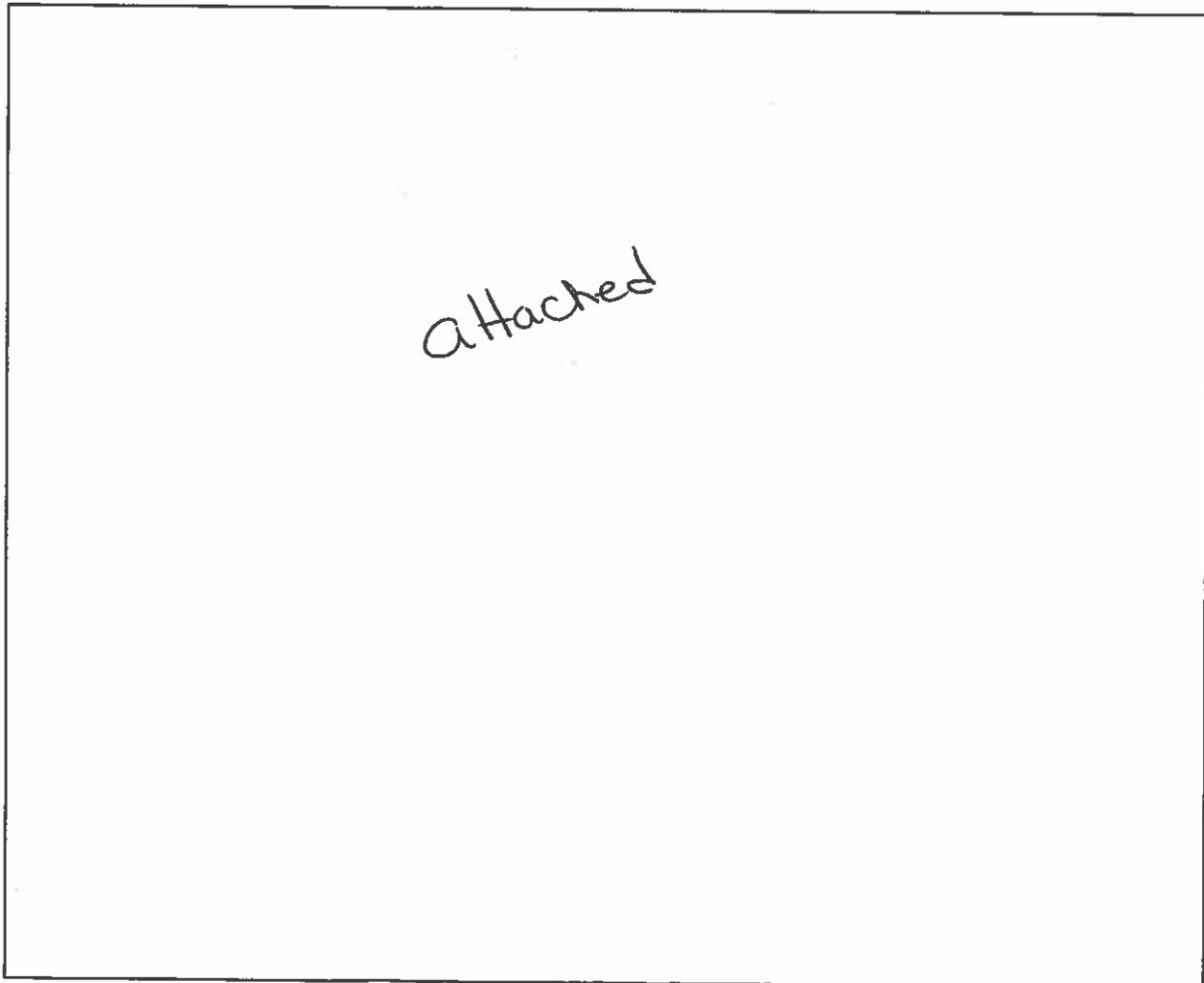
*Bureau of Alcoholic Beverages and Lottery Operations
Division of Liquor Licensing & Enforcement
8 State House Station, Augusta, ME 04333-0008
10 Water Street, Hallowell, ME 04347
Tel: (207) 624-7220 Fax: (207) 287-3434
Email Inquiries: MaineLiquor@maine.gov*

DIVISION USE ONLY	
<input type="checkbox"/>	Approved
<input type="checkbox"/>	Not Approved
BY:	

ON PREMISE DIAGRAM

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.

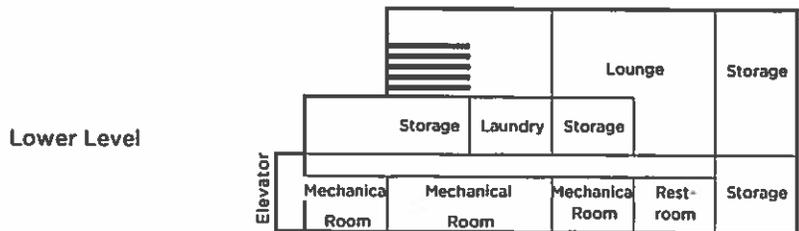
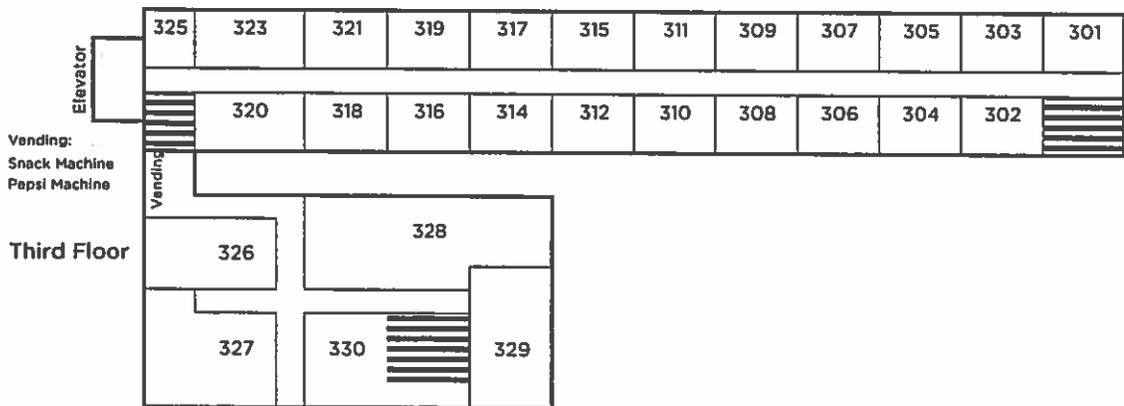
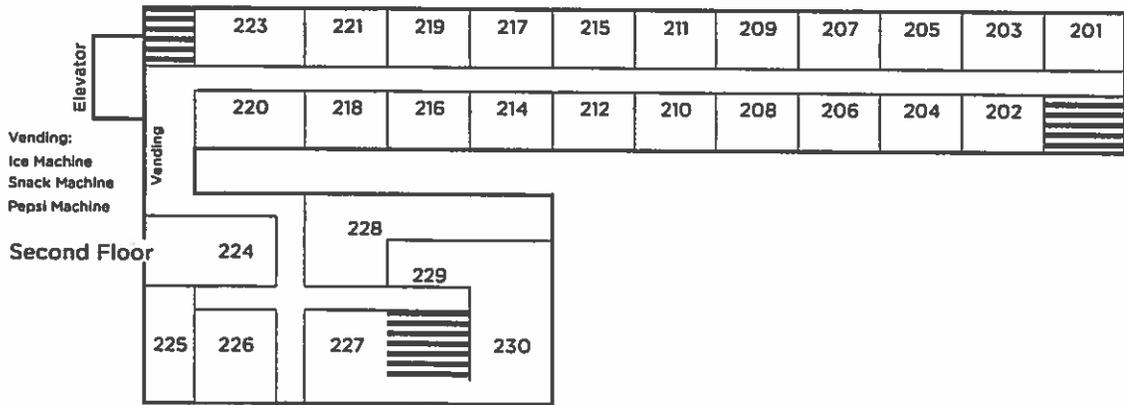
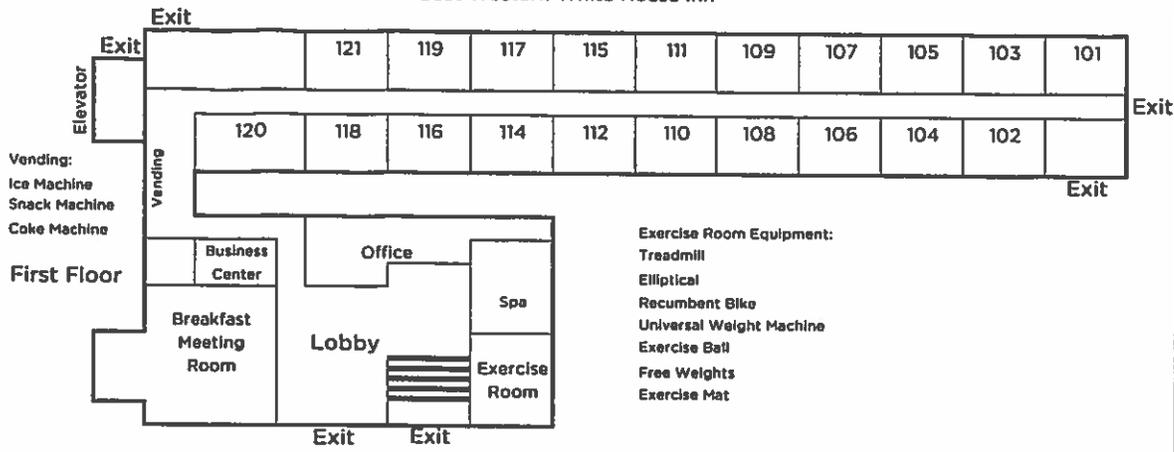
Diagrams should be submitted on this form and should be as accurate as possible. Be sure to label the areas of your diagram including entrances, office area, kitchen, storage areas, dining rooms, lounges, function rooms, restrooms, decks and all areas that you are requesting approval from the Division for liquor consumption.



Attached

Best Western White House Inn

I-95



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 ME on October 1, 20 17
Town/City, State Date

Please sign in blue ink

C.J. Lafayette
Signature of Applicant or Corporate Officer(s)
CJ Lafayette
Print Name

Signature of Applicant or Corporate Officer(s)

Print Name

FEE SCHEDULE

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

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.
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 16, 2017
Date

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

Hereby certify that we have given public notice on this application and held public hearing thereon as required by Section 653 Title 28A, Maine Revised Statutes and hereby approve said application.

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 li-

cense 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) .]

Please be sure to include the following with your application:

Completed the application and sign the form.

Signed check with correct license fee and filing fee.

Your local City or Towns signature(s) are on the forms.

Be sure to include your ROOM, FOOD and LIQUOR gross income for the year (if applicable).

Enclose diagram for all businesses, auxiliary locations, extended decks and storage areas.

Complete the Corporate Information sheet for all ownerships except sole proprietorships.

If you have any questions regarding your application, please contact us at (207) 624-7220.



*Stephen Casey
Commander*

**WHITCOMB-BAKER POST 4633
VETERANS OF FOREIGN WARS OF THE UNITED STATES
41 CANOE CLUB ROAD
P. O. BOX 555
HAMPDEN, ME 04444-0555
207-862-2553**

**Town of Hampden
RECEIVED**

OCT 04 2017

**Office of the
Town Manager**

September 18, 2017
Angus Jennings
Hampden Town Manager

Dear Mr. Jennings,

The purpose of this letter is to once again ask permission from the Hampden Town Council to allow the Whitcomb-Baker VFW Post 4633 to obtain their annual license for bingo and game of chance for the upcoming year of 2018. The license renewal would be from January 1, 2018 to December 31, 2018. If you would, please add this to your list of topics to be discussed at the next regular council meeting. VFW Post 4633 greatly appreciates your assistance with this matter.

Thank you for your continued support .

Sincerely,

**Kevin D. Bean
Quartermaster
207-479-3056**