

HAMPDEN TOWN COUNCIL
HAMPDEN MUNICIPAL BUILDING
AGENDA

TUESDAY

JULY 5TH, 2016

7:00 P.M.

• **6:00 pm – Finance & Administration Committee Meeting**

A. PLEDGE OF ALLEGIANCE

B. CONSENT AGENDA

1. SIGNATURES

2. SECRETARY'S REPORTS

a. June 27th, 2016 Council Meeting minutes

3. COMMUNICATIONS

a. Victualer's License renewal – Mac's Convenience Stores, LLC
(Circle K)

b. Approval to accept forfeited assets potentially due to the Town of
Hampden by court order pursuant to 15 MRSA §5826(6) &
§5822(4)(A)

4. REPORTS

a. Planning & Development Committee Minutes – None

b. Finance & Administration Minutes – June 13, 2016

c. Infrastructure Committee Minutes – None

d. Services Committee Minutes - None

C. PUBLIC COMMENTS

D. POLICY AGENDA

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

1. NEWS, PRESENTATIONS & AWARDS -

2. PUBLIC HEARINGS –

3. NOMINATIONS – APPOINTMENTS – ELECTIONS

- a. Notification of the appointment of Trustees to the Hampden Environmental Trust Committee
- b. Town Council confirmation of Town Manager’s appointment of Town Planner

4. UNFINISHED BUSINESS –

- a. Consideration of proposed options to facilitate insurance coverage for the Hampden Children’s Day

5. NEW BUSINESS –

- a. Proposed amendment to the approved FY17 Budget in the amount of \$10,000 from overlay to restore funding in the Fire and Public Safety Departments

E. COMMITTEE REPORTS

F. MANAGER’S REPORT

G. COUNCILORS’ COMMENTS

H. ADJOURNMENT

Town of Hampden
106 Western Avenue
Hampden, Maine 04444



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

B-3-a

June 27, 2016

Mac's Convenience Stores, LLC
63 Main Rd. North
Hampden, Me. 04444

RE: Circle K #7057

Dear Sir/Madam:

Your application for renewal of your Victualer's License has been approved. Accordingly, I am enclosing the license, which under Section 5.A of the Town of Hampden Victualer's Ordinance, must be displayed in a place within the establishment where it can be readily viewed by any member of the public.

Please call if you have any questions.

Sincerely,

Paula A. Scott CCM
Tow

Encl

| | |
|---|---------------------------------------|
| VICTUALER'S LICENSE CERTIFICATE | |
| No. <u>16-13</u> | MUNICIPALITY OF HAMPDEN, MAINE |
| <i>To all whom these presents may concern:</i> Date: <u>June 27</u> , 2016 | |
| KNOW YE , that <u>Mac's Convenience Stores, LLC</u> , | |
| doing business as <u>Circle K #7057</u> | |
| has been duly licensed as a Victualer at <u>63 Main Road North</u> | |
| in the Municipality of Hampden by said Municipality until <u>July 8</u> , 2017, | |
| and has paid the fee of Fifty Dollars (\$50.00). | |
| | |
| Authorized Municipal Officer CODE ENFORCEMENT OFFICER | |

B-3-b

STATE OF MAINE
OFFICE OF THE DISTRICT ATTORNEY

COPY

PROSECUTORIAL DISTRICT V

R. CHRISTOPHER ALMY
District Attorney

ALICE E. CLIFFORD
Deputy District Attorney



PENOBSCOT COUNTY
97 Hammond Street - Bangor, Maine 04401-4990

PISCATAQUIS COUNTY
(207) 564-2181
Fax (207) 564-6503

PENOBSCOT COUNTY
(207) 942-8552
Fax (207) 945-4748

June 23, 2016

Chief Joseph Rogers
Hampden Police Department
106 Western Avenue
Hampden, Maine 04401

Re: State vs. Jessica Bryden
Required Vote of Municipal Officers/Approval of Transfer of Forfeiture Assets

Dear Chief Rogers,

Please find enclosed a draft Approval form for submission to the Municipal Officers.

I have put in for transfer of the currency to Hampden Police Department due to the contributions of the Hampden Police Department in this case. Please submit the Approval to your Municipal Officers as soon as possible.

Please inform Municipal Officers that:

A. 15 M.R.S.A. §5823(3) requires that, before any forfeitable item may be transferred to a State Agency, County, or Municipality through a Final Order of the Superior Court, the governmental body of that entity must publicly vote to accept the item or items.

B. Under rules issued by the Department of Attorney General, a public vote must be made on each forfeiture approval, and a continuing resolution of all future approvals cannot be accepted.

C. As with all forfeitures, an approval of a transfer by the legislative body does not guarantee with that the Defendant in Rem will in fact be forfeited or, if forfeited, that the Court will order the item or items transferred to the approving Department, Agency, County, or Municipality. The legislative body's approval only signifies that if the assets are in fact ordered forfeited and, if the Attorney General and the Court agree that a transfer of all or part of the assets to the Department, Agency, County or Municipality is appropriate, then the governmental entity is willing to accept the assets. As we seek the necessary approvals **before** the Final Order of Forfeiture by the Court, both the governmental entity and the police agency are cautioned not to use or encumber the assets until a Final Order giving them lawful title is delivered to them from our office.

Assuming that your governmental body does grant its approval, kindly see to it that the accompanying form is signed by the appropriate person and is embossed with the seal of that legislative body. Then please return the original to me for filing, and retain a copy for your records.

Thank you very much for your attention to this matter. If you have any questions, please do not hesitate to call me.

Sincerely,

A handwritten signature in black ink, appearing to read "Alice E. Clifford", written over a horizontal line.

Alice E. Clifford
Deputy District Attorney

AEC/klh

enc.

STATE OF MAINE
Penobscot, ss

PENOBSCOT COURT
Criminal Action
Docket No. CR-11-3302

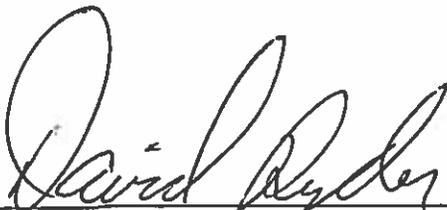
STATE OF MAINE }
 }
 v. }
 }
 JESSICA BRYDEN }
 Defendant }
 }
 and }
 }
 \$3067.00 in U.S. Currency }
 Defendant(s) In Rem }

Municipality of Hampden
Approval of Transfer
15 M.R.S.A. §5826(6) &
§5822(4)(A)

NOW COMES the Town of Hampden, Maine, by and through its municipal officers, and does hereby grant approval pursuant to 15 M.R.S.A. § 5824(3) & §5826(6) to the transfer of the above captioned \$3067.00 in U.S. Currency on the grounds that the Hampden Police Department did make a substantial contribution to the investigation of this or a related criminal case.

WHEREFORE, the Town of Hampden, Maine does hereby approve of the transfer of the Defendant in Rem, pursuant to 15 M.R.S.A. § 5824(3) & §5826(6) by vote of the Hampden municipal legislative body on or about

Dated: 6-27-16



Chairperson/Mayor/Councilman/Clerk
Municipality of Hampden
Hampden, Maine
(Impress municipal legislative body seal here)

FINANCE & ADMINISTRATION COMMITTEE MEETING

Monday, June 13, 2016

MINUTES

Hampden Town Office

Attending:

| | |
|-------------------------------------|--|
| <i>Mayor David Ryder</i> | <i>Town Manager Angus Jennings</i> |
| <i>Councilor Greg Sirois, Chair</i> | <i>GIS/IT Specialist Kyle Severance</i> |
| <i>Councilor Ivan McPike</i> | <i>DPW Director Sean Currier</i> |
| <i>Councilor Mark Cormier</i> | <i>CEO Myles Block</i> |
| <i>Councilor Terry McAvoy</i> | <i>Fire Inspector Jason Lundstrom</i> |
| <i>Councilor Dennis Marble</i> | <i>Building Inspector Jared LeBarnes</i> |
| <i>Councilor Stephen Wilde</i> | <i>Resident James Butler</i> |

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

- 1. Meeting Minutes – May 16th, 2016** – *There was a motion and a second to approve the May 2, 2016 minutes as written. Approved 7-0.*
- 2. Review & Sign Warrants** – *Warrants were reviewed and signed by Committee members.*
- 3. Old Business**
 - a. Status of Dangerous Building Order issued by Town Council on April 19, 2016 for property located at 758 North Main Street** – *Lt. Lundstrom reported that the subject property was jacked up and is more stable than it was, but that the building owner did not seek nor receive a permit for this work. The property owner has now applied for a building permit to shore up the foundation and this included a two-page memo from Plymouth Engineering regarding what work would be needed. Lt. Lundstrom said that either a plan (drawing) stamped by an engineer would be needed, or an engineer would need to complete inspections and sign off that the work was completed according to the plan. In response to a question from the Committee, CEO Block said that the Zoning provides for work to begin within six months of issuance of a building permit, and that the work must be complete within two years.*

Mr. James Butler, the building owner, said that he would like the building permit to be issued and that he will need the Stop Work Order lifted in order to do the work. He objected to the requirement to have plans prepared, noting that plans are expensive.

Lt. Lundstrom said that it has been the department's past practice to require drawings, and that what is being required is not different from what would be required from other applicants. Mr. Butler said he would not be opposed to having Plymouth Engineering look at the work once it's complete. Councilor Marble asked what would be needed for the property to receive a Certificate of Occupancy, and noted that he would like to see progress.

Mr. Butler said he assumed that it would be less costly for Plymouth Engineering to conduct the inspections than it would be to prepare drawings. He asked whether he as the property owner could submit a foundation drawing (instead of the engineer). CEO Block said that this would not meet the requirement because Mr. Butler is not an engineer.

Chairman Sirois said that the property owner has two alternatives: the engineer can provide the drawings as part of the building permit application, or the engineer can conduct the inspections of the work. Mayor Ryder noted that, for a project such as this, inspections would be needed at several different steps of the construction process. Officer LeBarnes agreed and said that he isn't sure that inspections by the engineer would be less costly than preparation of drawings.

Motion by Councilor Sirois seconded by Councilor Wilde that the property owner must either have engineered plans (drawings) prepared as part of the building permit application or that the engineer must undertake inspections of the construction. Motion carried 6-1 (Mayor Ryder opposed).

- b. Update on DEP/Chevron consent decree** – *Manager Jennings noted the article in the recent Bangor Daily News regarding the Chevron consent decree, and said that the Town has communicated to DEP its interest in being a part of any planning process regarding how potential additional funds could be used to enhance the natural environment along the Penobscot River. GIS/IT Specialist Severance reported on his communications with DEP, and noted that it is expected that Trustees will be appointed to oversee use of funds. Councilor Marble asked whether the Town would have the opportunity to appoint a Trustee, and it was agreed that staff would look into this.*

4. New Business

- a. **Appointment of Peter Neal as Harbor Master – referral from Planning & Development Committee** – *Motion by Councilor McPike seconded by Councilor Wilde to recommend that the Council appoint Peter Neal as Harbor Master. Motion approved 7-0.*
- b. **Designation of one or more members of Council to participate in Town Planner interview process** – *Councilors McPike, Wilde and McAvoy expressed interest in participating in the interview process for the Town Planner position.*
- c. **Request for authorization to use Information Technology reserve funds in the amount of \$3,295.00 for the GIS Trimble unit** – *Councilor Sirois asked whether the unit requested for funding was adequate to serve the Town's needs, and GIS/IT Specialist Severance said that it was. (The requested amount is from the GIS – not the IT – reserve). Motion by Councilor Marble seconded by Councilor Cormier to recommend Council authorization of \$3,295 from the GIS Reserve account to purchase a new Trimble GPS unit.*
- d. **Storm Water workshop** – *Phil Ruck, P.E., Stillwater Environmental Engineering, Inc. presented a Powerpoint slide presentation to the Committee summarizing the storm water management requirements applicable to the Town of Hampden as a designated MS4 community, and summarized the ongoing work of Town personnel to ensure compliance with the Town's MS4 permit issued by DEP. Mr. Ruck noted that a new statewide MS4 permit was recently issued by EPA for Massachusetts, and that a new permit for Maine is anticipated in the future. As part of his work as a consultant to the Town, Mr. Ruck will keep Hampden apprised regarding any new or modified requirements that may come into effect in the future. Overall, he said that the Town is doing a good job meeting its requirements, and that the recent DEP audit of the Town's storm water permit compliance was positive. He specifically recognized the work of DPW Director Currier, GIS/IT Specialist Severance, and Code Enforcement personnel. He noted that continued work on GIS mapping will be important to compliance with current and future requirements.*

5. Public Comment – *None.*

6. Committee Member Comments – *None.*

There being no further business, the meeting was adjourned at 7:04 p.m.

Respectfully submitted –
Angus Jennings, Town Manager

Town of Hampden
106 Western Avenue
Hampden, Maine 04444



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

TO: Town Council
FROM: Angus Jennings, Town Manager
DATE: June 30, 2016
RE: Appointment of Environmental Trust Committee

The membership of the Hampden Environmental Trust Committee is defined as “the Committee described in Section 19 of the DEP Trust.” That reference refers to the following section of the Private Landfill Closure Trust, which was executed concurrent with the Environmental Trust:

19. Committee.

(a) Members. The Committee shall consist of three (3) members, who shall act by majority and are identified as follows:

(1) One member shall be appointed by the chair of the Town Council of the Town of Hampden, Maine (the "Town Member"),

(2) One member shall be the Chief Executive Officer of the Grantor, or its successor, or a person designated in writing by such Chief Executive Officer. After delivery of the certificate described in section 8, Grantor may delegate (in writing) the power to appoint a Committee member to another entity (the "SERF Member"),

(3) A third member who shall be chosen by agreement of the Town Member and the SERF Member (the "Neutral Member").

The Town Member and the SERF Member shall serve at the pleasure of the party appointing the same and may be removed or replaced upon written notice to the Chair of the Committee. The Neutral Member shall serve for a term of five (5) years and may be reappointed by agreement of the Town Member and the SERF Member any number of times. The Neutral Member may be removed only by agreement of the Town Member and the SERF Member. Committee action shall require a quorum of three (3) members.

As you know, the Committee has not been active for several years, but its appointment and re-activation is important to several Town policy objectives. Casella intends to appoint Kerry Woodbury to the Committee, and its legal department is preparing an appointment in a form suitable to authorize this person to be sworn in by the Town Clerk. Mayor Ryder intends to bring forward his appointment at Tuesday's meeting. Once the Town Member and the SERF Member are appointed and sworn in, they will jointly appoint the Neutral Member, at which point the Committee can begin its work.

Town of Hampden
106 Western Avenue
Hampden, Maine 04444



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

TO: Town Council

FROM: Angus Jennings, Town Manager

DATE: June 30, 2016

RE: Appointment of Town Planner

We received eight applicants for the Town Planner position, including several applicants with ten or more years of relevant experience.

We conducted interviews with four candidates. Participants in the interview process included Town Councilors Ivan McPike, Terry McAvoy and Stephen Wilde, Planning Board member Jim Davitt, and Finance/HR Officer Tammy Ewing.

On the basis of the applications and interviews, I would like to extend an offer of employment to Karen Cullen, AICP, a planner with more than thirty years of experience in municipal and consulting planning including in Massachusetts, New Hampshire and South Carolina. Karen's work is widely regarded, and in both her current and prior positions she led comprehensive rewrites of the towns' zoning ordinances, and in her current position also completed a town-wide master plan. All of this work was done in-house, which is impressive and reflects her dedication and work ethic. In 2012, she was recognized by the Massachusetts Chapter of the American Planning Association and by the Massachusetts Association of Planning Directors with the Planner of the Year Award. Karen has ties to Maine, with family in Cape Elizabeth and many years of vacationing at a home in Dover-Foxcroft. She is enthusiastic in her interest in the position and in making a permanent move to Maine.

Pursuant to the Town Charter Article III, Sec. 301, the Town Planner's appointment is subject to confirmation by the Town Council. Any appointment would be contingent upon Council confirmation and successful completion of a background check.

Upon confirmation, and upon her acceptance of an employment offer, Karen would be prepared to begin work in Hampden in late July.

Karen M. Cullen, AICP



51R Cottage Street
Belchertown, MA 01007
Tel: (413) 213-0344

Tammy Ewing, Human Resources Administrator
Town of Hampden
106 Western Avenue
Hampden, ME 04444

June 9, 2016

Dear Ms. Ewing:

I am submitting this letter and resume in response to the posting for the position of Town Planner for the Town of Hampden. With more than 30 years of experience working with regional and local government agencies as well as in consulting, I believe I am well qualified to provide the leadership needed in this important position in the community, to assist Hampden achieve its planning and economic development goals.

My resume provides a detailed list of accomplishments and duties performed in my various jobs, ranging from affordable housing to zoning regulations. For the past five years I have held the position of Director of Planning & Community Development for the Town of Ware MA, where I have worked on a wide variety of projects ranging from oversight of CDBG activities to rewriting the zoning bylaws. Recently I completed a new master plan for the town, a long overdue project that was completed in-house and which has resulted in a readable and engaging book which all citizens can use to understand the issues facing the community and the actions that can be taken now to continue progress toward the collectively desired future. Prior to this I worked with a small consulting firm, gaining valuable experience in the fast-paced and competitive world of planning consulting. I also spent ten years working directly for municipalities, first in Hilton Head Island SC and then in Spencer MA. Before that I spent ten years working as a sole proprietor consultant to numerous towns in southwestern New Hampshire, after getting my feet under me in the planning field in Florida in the early days of my career.

I would appreciate the opportunity to discuss the Town Planner position with you to determine if I would be a good match for your needs. If you are interested, please contact me at home (413-213-0344) or cell (413-544-0386) or via email (kcullen51r@charter.net). Thank you very much for your consideration.

Very Truly Yours,



Karen M. Cullen, AICP

Encl.

Karen M. Cullen, AICP



51R Cottage Street
Belchertown, MA 01007
Tel: (413) 213-0344
kcullen51r@charter.net

June 2016

Summary of Qualifications

Highly motivated, creative planner with over 30 years of experience with a track record of successful projects incorporating multiple elements of planning. Demonstrated competence in analyzing problems, developing and simplifying procedures, and finding innovative solutions. Proven ability to write plans, bylaws, and regulations that are sensible and understandable to all stakeholders. Proficient at managing multiple complex projects and communicating effectively with all audiences in both written and verbal format. In addition to typical office software products, utilizes GIS to effectively communicate concepts and facts through mapping.

Selected Accomplishments

- ◆ Project manager for Incentive Housing Zone studies for over a dozen towns in Connecticut. This involved town wide analysis for site selection, detailed analysis of potential IHZ sites including potential unit counts as well as infrastructure needs and consideration for financial feasibility, drafting of zoning regulations and design standards, creation of maps and data required for adoption process, and public presentations.
- ◆ Consulting services to a private developer for preparation of a proposal under the MA “I-Cubed” bond funding program. Worked with a team of consultants to pull disparate items together into a concise yet comprehensive proposal to address the requirements of the state regulations.
- ◆ Project manager for a neighborhood study under the Gateway Plus grants program for Leominster MA. Produced a report covering existing conditions and recommended actions to stabilize and improve a significant historic neighborhood adjacent to Downtown Leominster as well as the major retail center for the area.
- ◆ Wrote bylaws and regulations including a thorough rewrite of zoning bylaws and subdivision regulations (Ware and Spencer MA), amendments to the land management ordinance (Hilton Head Island SC), and many revisions to zoning, site plan, and subdivision regulations (NH towns).
- ◆ Prepared long range plans including the Broad Creek Management Plan (Hilton Head Island SC), master plans (Ware MA and NH towns), open space plans (NH towns, Hilton Head Island SC, and Spencer MA).
- ◆ Created educational materials including brochures, pamphlets, articles, maps, posters, interpretive signs, presentations, internet content, and user guides (numerous projects).
- ◆ Managed conversion of five individual offices into an integrated department, including financial management and budget preparation, development of a coordinated review process, modernization of data management techniques, and supervision of professional and administrative staff (Spencer MA). Created a new Planning & Community Development department for Ware MA, combining the planning and zoning boards with the Community Development Department which had been created by an Act of the state legislature in 1981.
- ◆ Recipient of Massachusetts Professional Planner of the Year Award from MA-APA and the MA Association of Planning Directors, December 2012 for contributions to the planning profession and accomplishments in Ware MA, and the Community Leadership Award from Central Massachusetts Regional Planning Commission, June 2008 for work in Spencer MA.

Professional Experience

Director of Planning & Community Development for the Town of Ware, MA. Responsibilities include all aspects of local planning including drafting land use regulations, comprehensive planning, development review, tracking permitted developments, researching and preparing grant applications, administering grants, collaborating with consultants, preparing special studies (e.g. downtown parking study), supporting local boards and committees (Planning, Zoning, Community Development, Tax Increment Financing, Master Plan, and Visioning/Wayfinding), assisting the town manager and department heads on special projects, and supervising clerical staff. Provide all manner of GIS maps for any department. Successfully negotiated a Special Tax Assessment (approved by unanimous vote at Town Meeting) to bring a multi-national manufacturing firm to the centrally located Millyard where they will refurbish and reopen a manufacturing facility with 70 new jobs. Completed a comprehensive rewrite of the Zoning Bylaw and Zoning Map, including extensive public outreach including brochures, presentations, articles, and a public forum; the Town Meeting adopted the new bylaw on first attempt. Completed a new Master Plan in-house; the final document is an easy to read and understand book, truly accessible to all citizens. Mentored graduate students from the UMass Department of Landscape Architecture and Regional Planning on numerous projects including the appendix for the new Master Plan and several downtown studies. Collaborated with the local community development corporation and the local business association to establish a higher education and workforce development center in Ware, implement a wayfinding system, and ensure a project to reconstruct Main Street is consistent with planning goals. July 2011 – Present

Senior Planner & Principal Planner for Concord Square Planning & Development Inc. Manager for field office in Palmer MA for Boston based consulting firm. Responsibilities included marketing, research and preparation of proposals, and project management for a wide variety of planning contracts for public and private clients. Projects included revitalization and redevelopment efforts including smart growth planning and zoning, site specific reuse, neighborhood planning, and assistance with preparation of a proposal under the Infrastructure Investment Incentive for a private developer. April 2008 – May 2011

Director of Development & Inspectional Services/Town Planner for the Town of Spencer, MA. Responsibilities included all aspects of town planning in addition to heading up the department, which consists of the building and local inspectors and the four boards charged with various aspects of land development and their professional staff: planning, zoning, conservation, and health. As the first person to hold this position – and the first town planner – I led the town on many issues: the conversion of five individual offices into an integrated department; a comprehensive update of the zoning bylaw; a complete update of the subdivision regulations; open space protection; affordable housing; long range transportation issues; and establishment of a geographic information system for the town. In performing these duties, I spent a significant amount of time on public outreach, worked closely with the land use boards and Town staff as well as Town Counsel on numerous issues, and in the process positioned Spencer to continue to move into the 21st century in regard to many land use issues, including affordable housing and revitalization of the town center. March 2005 – May 2008

Senior Planner, Comprehensive Planning Division for the Town of Hilton Head Island, SC. Responsibilities included research, data collection and analysis, writing plans, preparing maps, preparing and giving presentations to a wide range of audiences, and public outreach and collaboration in neighborhood planning and environmental issues. Served as team leader for a variety of projects involving creating and implementing plans, drafting regulations, researching planning tools, and analyzing future land use and traffic impacts. Served as team member for variety of projects including recreational planning, redevelopment planning and disaster recovery planning. Led an interdisciplinary team to create a comprehensive plan for Broad Creek, a major tidal river which holds a vital position in the landscape of the island. Partnered with state and federal agencies to create maps of shellfish resources using remote sensing technologies. Created numerous public education products, including brochures, interpretive signs, posters, and internet content on local environmental issues. Gave presentations at international conferences on the Broad Creek Management Plan and the use of GIS and remote sensing technologies for coastal planning. October 1999 – March 2005

Senior Planner, Current Planning Division for the Town of Hilton Head Island, SC. Responsible for development review, including presentation of applications to Town boards. Prepared amendments to zoning and land development regulations. Participated in the implementation of permit tracking software, including the creation of a user manual and training of department staff. May 1998 – October 1999

Planning Director for the Town of Alton, NH. Responsibilities included all aspects of community planning. Prepared amendments to zoning and land development regulations, coordinated work on the comprehensive plan update and the capital improvements program, performed development review, assisted the public, managed the department budget, assisted in the hiring of several staff members, and supervised the department staff. February 1997 - August 1997

Planning Consultant for New Hampshire communities. Managed all aspects of town planning, from development review to long range planning. Advised applicants and Boards on applications, prepared amendments to land use and zoning regulations, created educational materials on planning processes, performed demographic analyses, prepared capital improvements programs, prepared open space and recreation plans, and wrote updates to a number of comprehensive plans. May 1989 - December 1996

Regional Planner/Consultant for Southwest Region Planning Commission, Keene, NH. Responsibilities included working with towns on master plans, capital improvement programs, and land use regulations. Produced a socioeconomic profile of the region's 35 towns, a labor market study for the Keene Labor Market Area, a report on emergency planning for towns within the Vermont Yankee nuclear power plant emergency zone, and a regional housing study. November 1985 - April 1989

Planner/Information Specialist for Seminole County, FL. Responsibilities included the organization, maintenance, and statistical analysis of data relevant to growth and other planning concerns, participation in the community involvement phase of a Transportation Management Program, development review, and training staff in the use of computer hardware and software. January 1984 - October 1985

Education

Master of Regional Planning, University of Massachusetts at Amherst. Project work: applying computer techniques (using a prototype geographic information system on a mainframe computer) in the preparation of a Water Resources Management Study for the Town of Andover, Massachusetts. This work was used by the Town in their decision making on protection techniques for the watershed, specifically regarding water quality of the public water supply. May 1983

Bachelor of Science in Plant and Soil Science, University of Massachusetts at Amherst. May 1981

Professional Affiliations

American Planning Association
American Institute of Certified Planners, Certificate Number 012036
Massachusetts Chapter of the American Planning Association
Northern New England Chapter of the American Planning Association
Massachusetts Association of Planning Directors
Maine Association of Planners

Selected Publications & Presentations

- A Window to Ware's Future: The 2016 Master Plan, plus five educational posters; May 2016
- Wastewater Treatment Options in Rural Locations. Citizen Planner Training Collaborative Annual Conference; March 2014
- Downtown Parking Study, Ware MA; August 2013
- Town of Ware Zoning Bylaw, plus 15 educational brochures and 12 posters; May 2012
- Town Meeting Adoption Tips. Citizen Planner Training Collaborative Annual Conference; March 2010
- How to make the Most of Smart Growth – Top Ten for 40R and IHZ. Southern New England APA Conference; November, 2009 (Co-Presenter)
- Wastewater Treatment Options for Rural Towns – Achieving Higher Residential Densities Without Public Sewer. Report for NWCT Planning Collaborative; November 2009
- Tips on Running a Small Planning Office – An Integrated Small Planning Office, The Spencer Experience. Mass. Association of Planning Directors Annual Conference, June 2008
- Town of Spencer Zoning Bylaw and Subdivision Regulations, Nov. 2006 and April 2007
- Broad Creek Management Plan – A Comprehensive Approach to Coastal Resource Planning. Pgs 76 – 80 in *Converging Currents: Science, Culture, and Policy at the Coast*. Proceedings of the 18th International Conference of the Coastal Society, Galveston TX; April 2002 (Co-author and presenter)
- A Local Approach to Coastal Resource Planning: The Broad Creek Management Plan. Plenary Presentation at 6th International Conference on Shellfish Restoration, Charleston, SC; Nov. 2002 (Co-author/ presenter)
- The Use of GIS in the Development of A Coastal Resources Management Plan. Proceedings of the 3rd Biennial Coastal GeoTools Conference, Charleston SC; January 2003 (Co-author)
- Remote Sensing for Intertidal Oyster Reef Mapping and Change Detection in Coastal South Carolina. Proceedings of the 3rd Biennial Coastal GeoTools Conference, Charleston SC; January 2003 (Co-author)
- Managing and Monitoring Intertidal Oyster Reefs with Remote Sensing in Coastal South Carolina. National Shellfisheries Association Annual Meeting. New Orleans, LA; April 2003 (Co-author)
- The Use of Remote Sensing in Local Planning. Coastal Issue Workshop: Remote Sensing of Intertidal Shellfish Habitats, Georgetown, SC; June 2003 (Author and presenter)
- A Local Approach to Coastal Watershed Planning: The Broad Creek Management Plan. Poster at the Coastal Zone '03 Conference, Baltimore MD; July 2003 (Author)
- Broad Creek Management Plan Web Page (bcmp.org, site no longer online); July 2003
- Implementation of the Broad Creek Management Plan – Local Government Can Make a Difference. Poster at the 19th International Conference of the Coastal Society, Newport, RI; May 2004 (Author /presenter)
- South Carolina's Shellfish Mapping Project at the Local Level. Presentation at the 7th International Conference on Shellfish Restoration, Charleston, SC; November 2004 (Author and presenter)
- Numerous public presentations at local Board meetings and hearings throughout career.

**Memorandum**

TO: Town Council
FROM: Paula Scott, Town Clerk
DATE: June 30, 2016
RE: Options for Children's Day Insurance

In an effort to help facilitate insurance coverage for Hampden Children's Day, Manager Jennings spoke with Janet Hughes and then he and I met with Shelley Abbott and Kurt Mathies on Thursday, June 29th. Tom Brann joined the later portion of the meeting as well. We discussed barriers that have been put before both the Hampden Children's Day Committee ("HCDC") and the Town of Hampden, and what the potential solutions might be. As you know from prior correspondence, due to the status of the HCDC as its own separate legal entity, the Town's insurer has previously advised that they would not cover actions and decisions made by that entity. In the meeting with HCDC members, they reported that finding special event coverage is proving difficult for the committee as insurance companies were requiring event "floor plans" and other information prior to even quoting for the insurance. Apparently, preliminary verbal estimates given to committee members ranged from \$2,500 - \$8,000, which is higher than we had previously been advised. On the other hand, restructuring the event to where it would be eligible for coverage under the Town's policy would require several actions. At the meeting Manager Jennings advised that his goal is to present options to the Town Council that would aid in the decision making. The options we discussed are summarized as follows:

- A.) HCDC would remain a separate legal entity, secure quotes for their own insurance and present a request for town funding for either the full amount or a portion of the amount, depending on the quotes.
- B.) Town administration would verify with our carrier that steps to make the HCDC a true town committee as outlined previously would suffice; and then to begin administrative work to complete that task.

On June 30th, Manager Jennings and I conferenced with Susan Caston at MMA who reiterated that they would not provide insurance coverage for the HCDC as a separate entity. She confirmed that if the Town decided to create a new committee, with members appointed by the Council, the non-profit could remain a fundraising committee as long as those funds were turned over to the town and that the town committee made all decisions for their expenditure. Committee members could serve on both the planning and events committee (the town committee) as well as the fund raising committee (the HCDC), as long as their roles in each respective capacity are distinct and clearly defined. The non-profit should have its own bank account for the purpose of purchasing fund raising

supplies from their own resources, and then when they donate the money for the purpose of supporting Children's Day, there should be a formal acceptance by the Council of funds received. Any contracts for activities previously signed by the non-profit would need to be re-signed by the Manager, and vendors or other activity sources would be required to provide the Town with certificates of insurance with specific wording for indemnification and to hold harmless, naming the Town as the additional insured. The norm is \$1 million in coverage, and the minimum coverage is \$400,000 which satisfies the Maine Tort Claims Act.

If this were to become a town sponsored event, most of the normal, organic type activities would be covered with no exclusions. Two additional exclusions mentioned, in addition to dunk tanks and bounce houses previously mentioned, are food prepared by the fund raising committee and petting zoos. (Just like other vendors, food vendors would also need to provide insurance certificates). Our MMA rep suggested that if a farmer is doing the petting zoo, they can provide their own insurance for that. MMA would need details on the day's events at least two weeks prior to the event, and dependent upon that information, they may need to go outside of the insurance pool to obtain a special events policy which would be an additional cost to the Town of approximately \$1,000.00.

Administratively, we would need to act quickly with staff that are already stretched and trying to accomplish all of the financial requirements, staffing transitions and Planning Department support requirements before us at this time. If the Council does wish to proceed with pulling Children's Day back under the town umbrella, we would need to decide on the size of committee, their scope of responsibility (including relative to the HCDC), and then begin the nomination process. After members are appointed we would need to make sure they all make themselves available to come and be duly sworn. (In preparation for the possibility of a town appointed committee, we have already added 'Annual Children's Day Committee' to our application for boards and committees and are presenting that draft to you. We intentionally named it something other than the Hampden Children's Day Committee, and gave it a one year term.)

Other areas we would need to address are to re-contract with the pyrotechnics company and any other parties to contracts or agreements and to formally accept funds already raised for the event. We would also need to be quickly brought up to speed on the decisions that have already been made, to determine any potential risk to the town. As you all know, there are many facets to organizing an event such as this, and we would need assurances that former HCDC members remained as committed and as diligent to the process if the town does absorb this event, as they would have otherwise. The trying part is that at this juncture we are limited to the month of July in which to accomplish all that needs to be done. Having said that, every staff member at the Town of Hampden wishes for a successful Children's Day, and every staff member will continue to work hard for our town regardless of which route the Council takes. At Tuesday's meeting we'll look to the Council to consider both options and set a course of action.



Memorandum

TO: Children's Day Committee
FROM: Paula Scott, Town Clerk
DATE: June 8, 2016
RE: Insurance Coverage

I am writing regarding the issue of insurance coverage for the Hampden Children's Day event in August. In response to Shelley's original question about insurance coverage on the Touch-a-Truck vehicles, and whether or not the Town's general liability would cover them if the event was held on school property, I was told by MMA's senior underwriter Susan Caston that the vehicle liability would cover anyone climbing on, in or around a vehicle. Any further loss, (such as damage from a tree falling on a vehicle at the event) would be the responsibility of the event's host.

She then asked who the actual host of the event was; whether it was the Town of Hampden, or the Hampden Children's Day Committee. I attempted to explain that they were acting in an advisory and fundraising capacity as a committee of the Town of Hampden. She stated that according to the Maine Corporations website, the HCDC is a separate legal entity in good standing and that I should try to get a copy of the statement of purpose for the non-profit. There were a lot of questions posed regarding who is signing contracts and agreements with vendors, who holds the money that is raised, etc. to which I did not have all of the answers for. I went on the website and noted that their most recent report was filed on April 4th of this year. I attempted to get a copy of the Articles of Incorporation and subsequent amendment filed the following year, but I would need to purchase those which I have not done at this time.

In my conversation with Susan Caston, I asked about obtaining a separate rider for this event which in the Town's view, is a part of the Town of Hampden's recreation program. I noted that our rec director sits on the committee as the liaison between the committee and the town. She stated that it is not about sitting on the committee, it is about who the host is versus who the participants are, where the funds are held, the fact that they are a legal entity of their own and the signatory on all contracts and agreements. She summarized by stating that they (MMA) is not covering the acts or decisions of the Hampden Children's Day Committee which would need its own insurance.

I do, however, want to assure the committee that the Town is committed to the success of Children's Day and appreciates and supports the committee for all of its hard work and dedication. The Town will continue to help facilitate the success of this iconic and important event in whatever measure is possible going forward.



Memorandum

TO: Angus Jennings, Town Manager
FROM: Paula Scott, Town Clerk
DATE: June 23, 2016
RE: Insurance coverage for Parades

In speaking with Marcus Balou, senior underwriter at MMA Risk Management regarding insurance coverage for the Children's Day, or any other parade, I was told that there are no exclusions for parade coverage under our general liability policy. Risk Management does, however, caution that in order to minimize liability exposure, there should be a broad scope of decision making by the policy holder which in this case would be the Town of Hampden.

The first thing to do is to establish rules. Suggested rules to follow (based on industry wide claims history) are as follows:

- Establish a cut off for signing up for the parade. This is important when you have to manage the rules that are implemented for parade participation.
- Route selection should be as straight and as flat as possible. This alleviates the possibility of antique vehicles rolling from stops on hills and also minimizes the potential for large floats to upturn on curves.
- Industry standards for vehicles in a parade are to follow "rules of the road". All persons riding in a parade vehicle should be seat belted. All motorized vehicles in the parade, whether pulling a float, an antique car, tractor, 4 wheeler, motorcycle, etc should provide proof of insurance. (Many homeowner policies will allow an endorsement for this type of activity if not covered under a vehicle policy.)
- No candy should be thrown from motorized vehicles or floats being pulled by vehicles *at all*. The accepted practice now is to have "walk along" participants that will walk beside the float and pass out candy. There should be no person sitting on the side of a flat bed with their legs hanging over as there have been instances of feet getting caught in wheel wells.
- Location in the line-up is very important. You do not want to put loud vehicles or bands behind animals that may spook. Crowd control is very important when it comes to animals as well, and often walkers will be near the animals to prevent anyone from coming out of the crowd to touch an animal.
- Document your rules for parade participation and make sure that all entrants receive a copy.

Finally, remember that risk management is exactly that; simply an effort to reduce the risk of exposure and that a simple, common sense approach can help to accomplish that. While you are at it, though, don't forget to have fun! After all, who doesn't love a parade?



Planning Special Events



Nothing invokes a sense of community pride like a parade, old home day, or bicentennial celebration. It's a time for families to enjoy the uniqueness of their municipality, an opportunity for friends and neighbors to congregate, and a chance for children to experience homespun activities of days gone by. These memory making events usually require a great deal of behind the scenes coordination, yet some essential risk management aspects of the planning process are often overlooked.

Who is sponsoring the event? A municipality sponsored event is one 1) whose organizers are officially appointed by the Board of Selectmen/Council; 2) where the Board of Selectmen/Council has the authority to decide what activities may be part of the event; 3) when all funds expended upon or generated by the event are accounted for through municipal accounts and the annual municipal financial audit.

Special events are often the culmination of efforts by several organizations and ultimate responsibility for the event may not be clear. It is an important risk management step to determine which is the official "sponsoring entity". Municipalities planning to sponsor a special event hold consult their commercial insurance agent or, if participating in the MMA Property and Casualty Pool, their Risk

Management Services Underwriter to discuss the event activities and coverage issues.

Is the municipality covered for all exposures related to the event? Even if the event is town sponsored, don't assume that the municipality's coverage will automatically apply to all activities contemplated. Include your Risk Management Services Underwriter or commercial agent in the communication loop long before the date of the event. Obtain confirmation of coverage in writing. The Pool coverage does not extend to certain high risk activities including, but not limited to, dunk tanks, motorized racing, hot air balloon activities, or alcohol related functions. Separate commercial coverage for high risk activities may be required.

Has each event been evaluated carefully? The activity may sound like great fun, but does it have inherent risks that the municipality and its insurer are not willing to accept? What precautions will be implemented to reduce the likelihood of injury or damage (adult supervision, security, roped off areas, protective equipment, participant waiver agreements)?

Have Certificates of Insurance been collected from all vendors? Risk Management Services strongly urges municipalities to obtain from all vendors a certificate of insurance/proof of insurance naming the town as an ADDITIONAL INSURED. The additional insured status means the vendor's insurance should defend the municipality if the vendor's negligence results in a claim against the vendor and municipality. Municipalities should require such a certificate whenever they enter into a contract, allow an individual or entity to utilize town facilities or equipment, or permit vendors to participate in a municipally sponsored event. Inspect the certificate carefully and if the municipality is shown only as a "certificate holder", ask again for proof of ADDITIONAL INSURED status.

If your municipality has any questions or concerns about Property and Casualty Pool coverage for an upcoming special event, or you need help reviewing a certificate, please call Risk Management Services, Underwriting Department, at 1-800-590-5583.

The Municipal Risk Manager

The Municipal Risk Manager is published seasonally to inform you of developments in municipal risk management which may be of interest to you in your daily business activities. The information in these articles is general in nature and should not be considered advice for any specific risk management or legal question; you should consult with legal counsel or other qualified professional of your own choice.

Editor: Kathryn Norton, CIC,
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The Municipal RISK MANAGER

APRIL 2010

A Publication of the Maine Municipal Association

Parade Safety – Ready, Set, March



Throughout Maine, parades are commonly held as a celebration commemorating special occasions and traditions. In the planning of these events, entities appropriate funding and dedicate a great amount of time and resources to ensure that the event is enjoyed by the attending public, but in some cases, consideration is not given to safety and the use of risk management principles. The incorporation of risk management practices will not dampen the mood or reduce the level of enjoyment of your parade, but rather elevate the fun for all by diminishing anxieties and potential hazards.

This article will provide some safety, legal and insurance tips that your municipality may wish to consider before your parade begins to march.

The first question of primary importance is: Whose parade is it? Is your municipality truly sponsoring the event or is another entity responsible for the administration of the parade? In order for a municipality to officially sponsor a parade, the municipality must have the "Ultimate Authority" and "Oversight" of the activity. Furthermore, all funds must be accounted for in the municipality's annual

audit and overseen by the municipal treasurer. If these conditions are not met, then this parade may belong to another entity.

The second consideration is: Who is insuring the parade? For municipally-sponsored events, members of the MMA Risk Management Services Property & Casualty Pool may already have liability coverage for the special event. But, regardless of who provides liability coverage for your municipality, it is critical that you contact your insurer prior to the event taking place and verify conditions of coverage and potential exclusions. Furthermore, require that all owners of vehicles, including but not limited to motorcycles, tractors, mobile floats and automobiles provide proof of Automobile liability insurance and a current driver's license before being allowed to participate in the festivities. A *Certificate of Insurance* is a document which is typically used to provide evidence of insurance. It is recommended that you verify proof of *General Liability* and *Automobile Liability* coverage. It is further encouraged that you ask of your vendors to add your municipality as an *Additional Insured* on their *General Liability Policy*.

Plan and check the parade route. The careful planning of the parade route can keep your parade smoothly moving forward while reducing the likelihood of an accident occurring. You should ensure that the selected route is clear of obstructions and allows for adequate traffic control. Plan a staging area for people and

floats to organize before the start of the parade as well as an area for the parade to conclude and safely disperse without congestion and confusion. Determine which streets will need to be closed, where to place barricades and the number of safety personnel that will be needed and where they should be located. It is also important to walk the parade route to observe the condition of the surface by taking note of potholes, cracks and other obstacles that may cause an injury or present a danger to parade participants and spectators. Once a hazard is identified, repair or clearly mark the item and document the preventative actions taken. The documentation of all steps to address safety concerns may provide a level of protection for your municipality in the event of an accident.

Implement parade safety guidelines. Give consideration to the positioning of parade participants spacing and float procedures.

1. Separate animals (if allowed) from units within the parade which create loud and sudden noises such as marching bands.
2. Prohibit the use of alcoholic beverages and other controlled substances within the parade as well as by spectators.
3. Children should have qualified supervision at all times.
4. Floats should be limited in size and have clear visibility.

Story Continued on Page 28

May 9 – 15 is National Police Week **PARADES** (cont'd)

Established in 1962 by President John F. Kennedy and a joint resolution of Congress, National Police Week pays special tribute to those law enforcement officers who have lost their lives in the line of duty for the safety and protection of others. At MMA Risk Management Services, we see first-hand how officers are injured in accidents and incidents that might have been prevented or the damages minimized. We strongly encourage you to get your police departments involved in loss control activities to prevent needless and harmful injuries.

Your MMA Risk Management Services Loss Control Consultant can work with your police departments to prevent or minimize losses by providing on-site training and assistance in:

- Accident Investigation/Review Committees
- Back Injury Prevention
- Slips/Trips & Falls ■■

June Weddings—Before the Happy Couple Says “I Do”

If you allow municipal residents to rent or use municipal facilities for weddings (or other events), remember – you don't want to incur liability for these events! Protect your municipality by requiring facility users to buy the appropriate liability insurance, including liquor liability insurance if needed, and to provide you with an original certificate of insurance and additional insured endorsement naming your municipality as an additional insured. Let Risk Management Services help by signing your Municipality up for the Tenant User Liability Insurance Program (TULIP). See our website for more information or ask your Member Services Representative to sign you up! www.memun.org/RMS/underwrit/cover/TULIPFlyer.pdf ■■

5. Persons riding on floats should have proper footing/seating and should not be allowed to hang any appendage over the sides of the float.
6. No items or candy should be thrown from a float, but rather distributed by accompanying walkers.
7. No fireworks or pyrotechnics should be allowed in or on any vehicle or float.
8. Provide walking traffic guards along the route to ensure safety.
9. Perform a weather check and if you hear thunder, have all parties seek shelter immediately.

These guidelines and recommendations only address some of the basic safety consideration that should be addressed when planning a parade, and are provided in an effort to reduce the likelihood of a loss. With a little planning and the implementation of risk management practices you can help protect your community and ensure a joyful celebration for all. ■■

VOLUNTEER FIREFIGHTER ACCIDENTAL DEATH & DISABILITY PROGRAM

Now available for \$44.61 PER VOLUNTEER

The Volunteer Firefighter AD&D program (VFF) coverage is underwritten by The Hartford and is designed to provide insurance benefits for Fire Department activities that fall outside the coverage provided by the Maine Workers Compensation Act.

VFF is available for an annual premium of only \$44.61 per volunteer firefighter.

FOR FURTHER INFORMATION PLEASE CONTACT:

Marcus Ballou or Judy Doore

1-800-590-5583

mballou@memun.org or jdoore@memun.org



The Municipal Risk Manager

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Publisher: Risk Management Services

Editor: Marcus Ballou

Layout Designer: Jaime G. Clark

P.O. Box 9109, Augusta, ME 04332-9109
1-800-590-5583 or (207) 626-5583

The Municipal RISK MANAGER

JULY 2013

A Publication of the Maine Municipal Association

Enjoy Special Events by Planning for the Exposures

Parades, fireworks displays, art shows and other events bring people together to enjoy themselves. But before the first attendee sets foot on public ground, officials of a city, town, plantation, district, or school should consider possible liabilities, and their liability coverage.



the organization to obtain its own liability insurance.

This coverage may be obtained through a local agent-broker or by contacting the Property & Casualty Pool Member Services Department

for assistance utilizing the *Tenant User Liability Program*. The local government should require that the private group has its liability policy endorsed to name the local government as an additional insured and to provide the local government with a certificate of insurance evidencing such coverage. If the organization is unable to obtain liability insurance, the local government must decide if it is willing to assume the risk. A local government should be careful when providing coverage to a third party under any agreement because if that party is not a governmental entity it may not be covered. The key to a successful event is to focus on planning to prevent or reduce potential loss exposures.

for assistance utilizing the *Tenant User Liability Program*. The local government should require that the private group has its liability policy endorsed to name the local government as an additional insured and to provide the local government with a certificate of insurance evidencing such coverage. If the organization is unable to obtain liability insurance, the local government must decide if it is willing to assume the risk. A local government should be careful when providing coverage to a third party under any agreement because if that party is not a governmental entity it may not be covered. The key to a successful event is to focus on planning to prevent or reduce potential loss exposures.

Adopt a Special Events Policy that Does the Following:

- Manages and regulates events on local government property sponsored by other organizations.
- Protects the health, safety and property of participants and attendees.
- Determines whether the event would create an insupportable burden on the community, making it impractical or impossible to hold.
- Communicates the policy to appropriate departments, organizations, businesses and individuals who may be affected.

Story Continued on Page 34



Welcome New Members

Property & Casualty Pool
Town of Harrison
Harrison Water District
Sanford Water District
Van Buren Housing Authority
Town of Vinalhaven
Town of Windham

Workers Compensation Fund
Harrison Water District
Town of Prospect

Unemployment Fund
Town of Eustis



Welcome New Loss Control Staff

Dan Whittier has joined the Loss Control Department as a Loss Control Consultant. Dan has building construction experience and an AAS degree in Building Construction from Eastern Maine Community College. He has experience as an Energy Auditor for Penquis CAP and most recently gained municipal experience as Code Enforcement Officer in Lincoln Maine. He will provide consulting services to participating members of the Property/Casualty Pool and Worker's Compensation Fund primarily in central and "downeast" coastal Maine. 🍷

Special Events *(cont'd)*

Create a Planning Committee and an Event Coordinator

The committee or coordinator's job is to take charge of planning that includes administrative controls (including insurance coverage), site evaluation, traffic and parking controls, crowd management, security and medical services. The coordinator is responsible for the event; uses checklists for consistency in selecting and evaluating events; and establishes a communication network with public officials, event organizers and promoters, corporate sponsors, police, fire, vendors, insurers and others.

Use a Special Events Application to Regulate, Manage Events by Outside Groups

Require an outside organization to complete an application. The applicant should include all information pertinent to decision making and planning, specifying any service, material, or property that it expects the local government to provide. Have the application reviewed by the event coordinator or committee in a timely manner. Notify applicants in writing of approval or denial of all special event requests. (Special events must be carefully managed to make the safety and health of the participants and the protection of public property the focus while minimizing the impact on citizens who are not involved.) Local government representatives should work together to ensure a safe event and to eliminate liabilities. It is also important to note that guidance and risk control procedures can reduce the potential and severity of incidents.

This article is intended to be informational and is not meant to be used as the basis for any compliance with federal, state or local laws, regulations or rules, nor is it intended to substitute for the advice of legal counsel. ■■

EXCITING NEWS: Dividends Approved

We are pleased to announce that, due to the continued good risk management practices and favorable loss experience of its members, the Board of Trustees of the MMA Workers Compensation Fund and the Board of Directors of the MMA Property and Casualty Pool approved the payment of annual dividends to eligible members of the two programs.

On May 24th, 2013 the respective Boards approved the scheduled distribution of \$1,200,000 in dividends to their members. We look forward to delivering your dividend check later this summer. ■■

Timely Reporting Saves and Protects

The successful defense of a claim is achieved by a quick determination of the true chain of events. The effectiveness and accuracy of the information collected during the investigation changes over time. Therefore, timely reporting of all claims is not only helpful, it is essential.

Prompt reporting gives your Risk Management Services claims professionals the opportunity to investigate and interview witnesses while the facts are fresh and before evidence is moved or lost. Timely reporting also provides you with the assurance that the claim shall be recorded and that an assessment of the potential liabilities will be conducted. As a member you will also receive advice to minimize future exposures and potential corrective actions to prevent other

losses from occurring.

Sometimes members are afraid to report potential claims or attempt to administer the claims themselves in an attempt to avoid increased costs. In many cases the opposite is true and coverage can be jeopardized by not reporting. The timely reporting of claims saves money by allowing our claims team to proactively manage the claim and protect you the member.

Please help us protect you by reporting all claims in a timely manner. Members of the Property & Casualty Pool and Workers Compensation Fund can locate claims forms on our website, www.memun.org. If you have any questions about claims or have suggestions for us to improve our services, please call 1-800-590-5583. ■■



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 1-800-590-5583 or (207) 626-5583

On Jun 23, 2016, at 3:28 PM, Janet Hughes <jhughes@hughesbrosinc.com> wrote:

Emile,

The Town has put the Hampden Children's Day on notice that they will not be covering liability insurance for this year's Children's Day Event.

Their underwriters have identified that the Parade will be covered, but not the event itself.

Apparently there is not enough time to make the respective changes to allow coverage.

Apparently, because there is no financial pass through with the Town, so thus the Event (at the school) is not covered.

I was hoping there might be some possibility that the event being similar to many other activities at the Schools, might be covered by RSU22. Or if not, the School might be able to obtain an insurance endorsement for the event that would be significantly less than the Organization could obtain, for this one time event. Even if the Children's Day Organization paid for that endorsement for this year.

We would then have time to work with MMA or make some changes for the Organization to be rolled into the Town, in some manner thereafter.

Is there any chance RSU22 could do this? Or I'd appreciate any suggestions.

Please call me at 768-1396.

Thank you.

Janet Hughes

From: Emil [<mailto:egenest@rsu22.us>]
Sent: Thursday, June 23, 2016 4:01 PM
To: Janet Hughes
Cc: Ken White; Lyons Richard; Niles Parker; Board Of Directors
Subject: Re: Hampden Children's Day Event

Hi Janet,

I am forwarding your request for RSU22 to cover Children's Day events that will take place on school property. We will work diligently to accommodate this important activity for our children. If we can work it out, we will make it happen.

Ken,

I am on the road .

Give me a call on my cell 852-2145.

Sent from my iPhone

From: Ken White <ken.white@fapeabody.com>
Date: June 28, 2016 at 10:43:45 AM EDT
To: Emil <egenest@rsu22.us>, Janet Hughes <jhughes@hughesbrosinc.com>
Cc: Lyons Richard <rlyons@rsu22.us>, Niles Parker <nparker@mainediscoverymuseum.org>, Board Of Directors <board-of-directors@rsu22.us>
Subject: {Board Of Directors} RE: Hampden Children's Day Event

Good morning all-

I just wanted to let you know that I've spoken with Liberty Mutual (RSU 22's insurance carrier) and they're not opposed to helping as they can. That said, I believe that what Liberty can do is help with some of the exposure of the Children's Day Committee, but I'm not certain that it would be able to cover it completely.

I've spoken with Janet and have offered to meet with she and the town manager to speak about ways this could possibly be remedied. My main goal would be to help get it placed back with the town at little to no cost. I have no idea as to the success of that, so I would also gather the information needed to obtain a quote for the Children's Day Committee on their own, just in case other avenues don't work out.

Thank you!

Ken



Angus Jennings <townmanager@hampdenmaine.gov>

Re: Meeting regarding Childrens Day

1 message

Angus Jennings <townmanager@hampdenmaine.gov>

Wed, Jun 29, 2016 at 1:52 PM

To: Janet Hughes <jhughes@hughesbrosinc.com>

The Council did ask for an update on this issue for Tuesday night's agenda. If we don't meet tomorrow I'm concerned we won't be ready.

Until this past Monday's meeting I had understood that the preferred route was to seek separate insurance coverage then seek Town funding, but that night you suggested there's still interest in trying to reconfigure the event. Has the committee made a decision re how it wants to proceed?

I'm not certain it would be possible to get it under the town's insurance this year but, if it is to be possible, we would need to start ASAP. It's my understanding from the guidance MMA has provided that this would require Town Council appointment of a committee; the committee would need to review and approve both the event program and any contracts; any contracts or agreements already made would need to be revised to make the town a party to them; and the event funding would need to run through the town which would require set-up of accounting on our end.

Regardless, I need to know enough to include info in the meeting packet for Tuesday's Council meeting, which we hope to send out late tomorrow. Feel free to give me a call -

Thanks,
Angus

On Wed, Jun 29, 2016 at 1:29 PM, Janet Hughes <jhughes@hughesbrosinc.com> wrote:

We are holding off from meeting with you until we get a quote from F A Peabody. Then we can look at all the options. Can we meet Tuesday afternoon? Say 3 pm? Or other time better?

—
Angus Jennings
Town Manager

Town of Hampden
106 Western Avenue
Hampden, ME 04444
(207)-862-3034
townmanager@hampdenmaine.gov

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Town of Hampden
106 Western Avenue
Hampden, Maine 04444



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

TO: Town Council
FROM: Angus Jennings, Town Manager
DATE: July 1, 2016
RE: Proposed Amendment to FY17 Budget

At the public hearing last Monday, the Town Council approved the FY17 Budget. The enclosed memo from Chief Rogers was included in the meeting packet, and I continue to support the level of funding in the four Fire and Public Safety budget categories that were included in the Town Manager recommended budget.

Unfortunately, Chief Rogers was not called to testify at last week's hearing, and due to our collective oversight of this matter the Budget was approved without Council consideration of restoring funding to these items.

At Tuesday's Council meeting, I will recommend that the Council restore these four expense line items to recommended levels. This would require an additional \$10,000 in funding, and could be accomplished without affecting the total amount to be raised by property tax through a budget adjustment from Overlay. Although the amount of Overlay won't be determined until the taxes are committed (Council meeting of August 15, 2016), this transfer could occur after August 15 (even if voted on Tuesday) or this line item could be overdrawn within our accounting until it is brought back into positive balance after August 15.

Hampden Public Safety

Emergency Services Working Together

106 Western Avenue
Hampden, ME 04444

4-a

Phone: 207-862-4000

Email: publicsafety@hampdenmaine.gov

<http://www.hampdenmaine.gov/>

<https://www.facebook.com/hampdenpublicsafety>

Town of Hampden
RECEIVED

JUN 22 2016

Office of the
Town Manager

Police • Fire • EMS
Code Enforcement
Building Inspection
Fire Inspection
Local Health Office

Joseph L. Rogers
Director of Public Safety

Kandy A. McCullough
Administrative Assistant

Police

T. Daniel Stewart
Sergeant/SRO

Scott A. Webber
Sergeant

Christian D. Bailey
Sergeant

Joel Small
Police Officer

Joseph D. Burke
Police Officer/MDEA

Benson G. Eyles
Police Officer

Shawn F. Devine
Police Officer

Marc Egan
Police Officer

William Miller
Police Officer

Jeffrey L. Rice
Police Officer

Fire

Jason Lundstrom
Lieutenant/Fire Inspector

Daniel Pugsley, Jr.
Lieutenant/Paramedic

Matthew St. Pierre
Lieutenant/Paramedic

Myles Block
CEO/Paramedic

Jared LeBarnes
Building Inspector/Paramedic

Joseph Dunton
Paramedic/Chaplain

Matthew Thomas
FF/Paramedic

Shaun McNally
FF/Paramedic

Aaron Jellison
FF/Paramedic

Matthew Roope
FF/Paramedic

TO: Angus Jennings, Town Manager
FROM: Joe Rogers, Public Safety Director
RE: Budget Review
DATE: June 22, 2016

I am requesting that the Hampden Town Council revisit four budget categories that were reduced at their previous meeting. Those categories are:

1. 05-05-10-20 Supplies and Maintenance – Fire

This account funds items that are not specifically budgeted for in other line items. The most expensive items purchased under this account is Class A foam at \$80 per 5 gallons. We last purchased foam in May for a cost of \$4300. This expenditure is determined by the number of fires we respond to.

I would ask that the Council reconsider their vote to cut this account and restore it to the funding level requested (\$4000).

2. 05-05-10-30 Medical Supplies - Fire

This account funds expendable medical supplies. As of 6/20/16, we have expended over \$11,000 without including any outstanding invoices. Medical calls account for over 80% of our calls, with the number increasing annually.

I would ask the Council to reconsider their vote to reduce this account, and restore the funding to the level requested (\$13,000).

3. 05-05-25-05 Safety Equipment - Fire

This line item funds the purchase of firefighter turnout gear. Each set costs approximately \$2000 and has a usable life span of ten years. We recently purchased two sets of gear to outfit the new firefighter and a live-in student. The remaining money will be used to replace aging gear.

To prevent having to replace multiple sets of gear in any one budget year, I would request the Council reconsider their vote to reduce this line item and restore it to the funding level requested (\$6000).

4. 05-10-30-65 Recruitment Expense – Public Safety

This line item funds the expenses associated with recruiting and promoting police/fire personnel (advertising, medical, polygraphs, psychological exams, drug testing). While this line may not be depleted every year, the cost of filling one position is well over \$1000. We are currently processing a firefighter candidate. These costs may be incurred during the new budget year.

I would ask that the Council reconsider their vote to reduce this line item and restore it to the funding level requested (\$4000).