



HAMPDEN TOWN COUNCIL  
HAMPDEN MUNICIPAL BUILDING  
AGENDA

MONDAY

February 4th, 2019

7:00 P.M.

- A. PLEDGE OF ALLEGIANCE
- B. CONSENT AGENDA
  - 1. SIGNATURES
  - 2. SECRETARY'S REPORTS
    - a. January 22, 2019
  - 3. COMMUNICATIONS
    - a. Notification to Council from Assessor regarding correction to the Certificate of Commitment
    - b. Notification of the 3rd Annual 'Keep It Local' Business & Community Expo
  - 4. REPORTS
    - a. Finance Committee Minutes – 12/17/2018
    - b. Infrastructure Committee Minutes – 10/22/2018, 11/26/2018
    - c. Planning & Development Committee Minutes – 10/03/2018
    - d. Services Committee Minutes – 11/13/2018
- C. PUBLIC COMMENTS
- D. POLICY AGENDA
  - 1. NEWS, PRESENTATIONS & AWARDS
  - 2. PUBLIC HEARINGS
    - a. Consideration of the proposed Disbursement Warrant Ordinance –  
*referral from Council on 01/22/2019*
  - 3. NOMINATIONS – APPOINTMENTS – ELECTIONS

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

4. UNFINISHED BUSINESS

5. NEW BUSINESS

- a. Council consideration of a request for a street light on the entry pole at the intersection of 1A and Highland Ridge – *referral from Finance & Administration Committee*
- b. Council consideration of a request for a street light on the Carey Drive Extension and Webb Drive– *referral from Finance & Administration Committee*
- c. Request for authorization for the expenditure of \$ 10,323 from Recreation Area Reserve (3-767-00) for the fee associated with filing a Site Location of Development Act permit for Western Avenue municipal parking – *referral from Finance & Administration Committee*

E. COMMITTEE REPORTS

F. MANAGER'S REPORT

G. COUNCILORS' COMMENTS

H. ADJOURNMENT



## MINUTES

1. **NEWS, PRESENTATIONS & AWARDS** - *Craig Stewart-Paul and Scott Alley of Fiberight gave a power-point presentation highlighting the status of the project.*
2. **PUBLIC HEARINGS** - *None*
3. **NOMINATIONS – APPOINTMENTS – ELECTIONS** - *None*
4. **UNFINISHED BUSINESS** - *None*
5. **NEW BUSINESS**

- a. **Council review and approval of FY19 Service Charges – referral from Finance & Administration Committee** – *Councilor Wright made a motion, seconded by Councilor Marble, to approve the FY19 Service Charges in the amount of \$22,708.57. Unanimous, 7-0.*

*Resolution 2019-05*

- b. **Council ratification of the affirmative vote on February 5, 2018 for the approval of a poverty abatement – referral from Finance & Administration Committee** – *Councilor Marble made a motion, seconded by Councilor Wright, to ratify the affirmative vote on February 5<sup>th</sup> for the approval of a poverty abatement in the amount of \$844.82. Unanimous, 7-0.*

*Resolution 2019-06*

- c. **Council referral to public hearing the proposed Disbursement Warrant Ordinance – referral from Finance & Administration** – *Councilor Wright made a motion, seconded by Councilor Jarvi to refer to public hearing for Feb. 4<sup>th</sup>, the proposed Disbursement Warrant Ordinance. Unanimous, 7-0.*

*Resolution 2019-07*

- d. **Council consideration of a request for an application fee waiver for Colonial Heights final subdivision plan – referral from Finance & Administration** – *Councilor Marble made a motion, seconded by Councilor McAvoy to approve a reduction in the application fee for Colonial Heights final subdivision plan to \$400.00. Unanimous, 7-0.*

*Resolution 2019-08*

#### **E. COMMITTEE REPORTS**

**Services** – *Councilor Marble reported that the Committee met on Jan. 14<sup>th</sup>. The discussed the Western Ave stormwater situation, Skehan Center winter operations,*

*the Landmark Heritage Trust volunteer updates and heard a presentation from Kyle Severance regarding the Spectrum Cable contract and issues. He shared correspondence to the legislature.*

**Planning & Development** – *Councilor Ryder reported that the next meeting is at 6:00 p.m. on Wednesday*

**Finance & Administration** – *Councilor Wright reported that items on this agenda were first discussed and referred out of Committee*

**Infrastructure** – *Councilor Ryder reported that the next meeting is Monday the 28<sup>th</sup> at 6:00 p.m.*

- F. MANAGER'S REPORT** – *Manager Chandler acknowledged the Department of Public Works and their yeoman's job during these challenging storms. He reported as an FYI that we are beyond 50% of our salt budget, but that we continue to be aggressive with these ice events.*
- G. COUNCILORS' COMMENTS**
- Councilor McAvoy** – *Encouraged everyone to shop local and buy American. He wished Hampden a good night*
- Councilor Jarvi** – *Reported that the RSU has begun the budget process; the first was this afternoon at 4:00. He recommends citizen involvement. He also spoke in support of a retreat to kick off the town's budget cycle.*
- Councilor Wright** – *Reminded everyone to stay safe and warm and to bring pets inside.*
- Councilor Marble** – *Stated he could commiserate with DPW because of the type of wet, heavy and icy snow we just got*
- Councilor Wilde** – *No comment*
- Councilor Ryder** – *No comment*
- Mayor McPike** – *Reminded the public that this is a brutal time of year and to remember to check on elderly or disadvantaged neighbors.*
- H. ADJOURNMENT** – *With no further business, the meeting adjourned at 7:30 p.m.*

*Respectfully Submitted,*



Paula A. Scott, CCM  
Town Clerk

**AFFIDAVIT CORRECTING LOCAL GOVERNMENT RECORD**  
**(5 M.R.S.A. § 95-B)**

**Town of Hampden, Maine**

NOW COMES the Hampden Assessor, Kelly J. Karter, who, being duly sworn deposes and says as follows:

1. I am the Tax Assessor for the Town of Hampden.
2. I am responsible for the preparation of the 2017/2018 Municipal Tax Assessment Warrant and Certificate of Commitment, which is a local government record within the scope of 5 M.R.S.A. § 95 et seq.
3. On or about August 21, 2017 I prepared the Municipal Tax Assessment Warrant and it has come to my attention that said record contains an error, specifically:

The amount of the Municipal Appropriation had been increased as well as the funding from Reserves. The TIF amount needed to be adjusted based on the mil rate selected. The municipal appropriation was increased by \$70,000 and the funding from Reserves was increased by \$100,000 at a subsequent council meeting. This information was not included on the final budget submitted at the time of the calculation.

4. The Record Should Properly State:

Line 8 Municipal Appropriation corrected	\$8,491,765.00
Line 9 TIF Appropriation corrected	\$ 323,084.68
Line 13 Other Revenues corrected	\$ 3,771,558.00

5. I make this affidavit in order to correct the error or omission identified above.

Date 11/9/19

Kelly J. Karter

Kelly J. Karter

State of Maine

Penobscot, ss.

Personally appeared before me the above-named Kelly J. Karter who swore that the facts recited in the foregoing affidavit are true of her own knowledge or were stated to be on information and belief she has such information and believes it to be true and reliable; and who executed the same in my presence.

Date: 1/9/19

Paula A. Scott

(Notary Public)

  
Paula A. Scott  
Notary Public - Maine  
My Commission expires Feb. 22, 2021

2017 ENHANCED BETE MUNICIPAL TAX RATE CALCULATION FORM

Municipality: Hampden

Corrected 1/9/19

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

- 1. Local taxable real estate valuation 1 \$603,390,400  
27488200
- 2. Local taxable personal property valuation 2 \$27,468,200
- 3. Total taxable valuation (Line 1 plus line 2) 3 \$630,858,600  
(should agree with MVR Page 1, line 11)
- 4. Total of all homestead exempt valuation 4(a) \$36,091,800  
(should agree with MVR Page 1, line 14f)
- Total of all Homestead Exempt Valuation multiplied by 50% 4(b) \$18,045,900
- 5. Total of all **BETE exempt valuation** 5(a) \$8,466,900  
(+Enhanced BETE Calc sheet 1J12)
- Enhanced** total of all reimbursable BETE exempt valuation 5(b) \$4,471,403  
(+Enhanced BETE Calc sheet 1J50:J50, Line 4.a)
- 6. Total valuation base (Line 3 plus line 4(b) plus line 5) 6 \$653,375,903

**ASSESSMENTS**

- 7. County tax 7 \$834,723.00
- 8. Municipal appropriation 8 \$8,491,765.00
- 9. TIF financing plan amount 9 \$323,084.68
- 10. Local education appropriation (Local share/contribution) 10 \$6,370,594.47  
(Adjusted to municipal fiscal year)
- 11. Total appropriations (Add lines 7 through 10) 11 \$16,020,167.15

**ALLOWABLE DEDUCTIONS**

- 12. State municipal revenue sharing 12 \$393,636.00
- 13. Other revenues: All other revenues that have been formally 13 \$3,771,558.00  
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 \$4,165,194.00
- 15. Net to be raised by local property tax rate (Line 11 minus line 14) 15 \$11,854,973.15

16.	<span style="border: 1px solid black; padding: 2px;">\$11,854,973.15</span> <small>(Amount from line 15)</small>	x	1.05	=	<span style="border: 1px solid black; padding: 2px;">\$12,447,721.81</span> Maximum Allowable Tax
17.	<span style="border: 1px solid black; padding: 2px;">\$11,854,973.15</span> <small>(Amount from line 15)</small>	÷	<span style="border: 1px solid black; padding: 2px;">\$653,375,903</span> <small>(Amount from line 6)</small>	=	<span style="border: 1px solid black; padding: 2px;">0.01814</span> Minimum Tax Rate
18.	<span style="border: 1px solid black; padding: 2px;">\$12,447,721.81</span> <small>(Amount from line 16)</small>	÷	<span style="border: 1px solid black; padding: 2px;">\$653,375,903</span> <small>(Amount from line 6)</small>	=	<span style="border: 1px solid black; padding: 2px;">0.01905</span> Maximum Tax Rate
19.	<span style="border: 1px solid black; padding: 2px;">\$630,858,600.00</span> <small>(Amount from line 3)</small>	x	<span style="border: 1px solid black; padding: 2px;">0.01840</span> <small>(Selected Rate)</small>	=	<span style="border: 1px solid black; padding: 2px;">\$11,607,798.24</span> Tax for Commitment <small>(Enter on MVR Page 1, line 13)</small>
20.	<span style="border: 1px solid black; padding: 2px;">\$11,854,973.15</span> <small>(Amount from line 15)</small>	x	0.05	=	<span style="border: 1px solid black; padding: 2px;">\$592,748.66</span> Maximum Overlay
21.	<span style="border: 1px solid black; padding: 2px;">\$18,045,900</span> <small>(Amount from line 4b.)</small>	x	<span style="border: 1px solid black; padding: 2px;">0.01840</span> <small>(Selected Rate)</small>	=	<span style="border: 1px solid black; padding: 2px;">\$332,044.56</span> Homestead Reimbursement <small>(Enter on line 8, Assessment Warrant)</small>
22.	<span style="border: 1px solid black; padding: 2px;">\$4,471,403</span> <small>(Amount from line 5b.)</small>	x	<span style="border: 1px solid black; padding: 2px;">0.01840</span> <small>(Selected Rate)</small>	=	<span style="border: 1px solid black; padding: 2px;">\$82,273.82</span> BETE Reimbursement <small>(Enter on line 9, Assessment Warrant)</small>
23.	<span style="border: 1px solid black; padding: 2px;">\$12,022,116.62</span> <small>(Line 19 plus lines 21 and 22)</small>	-	<span style="border: 1px solid black; padding: 2px;">\$11,854,973.15</span> <small>(Amount from line 15)</small>	=	<span style="border: 1px solid black; padding: 2px;">\$167,143.47</span> Overlay <small>(Enter on line 5, Assessment Warrant)</small>

(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.



# RSU #22 Education Foundation

## 3<sup>rd</sup> Annual **'Keep It Local'** Community & Business Expo Saturday, March 23<sup>rd</sup>, 2019

**Expo hours: 10:00 a.m. - 4:00 p.m.**

**Exhibitor setup: starts at 8 a.m.**

**Hampden Academy, 89 Western Avenue, Hampden, ME**

**Cost:** No cost for attendees - this is a public event.

**Exhibitors:** \$40 per tabletop (8'x6' space). \$80 for a 10'x10' booth, \$100 for 10'x15'.

Some booths offer electricity (+\$10). Discount for returning exhibitors (please inquire), free to non-profit community organizations and school clubs.

Sponsorships are available (see back for details). Lead Sponsor: \$500 - Sponsor: \$250

**Proceeds benefit the RSU#22 Education Foundation & Mini Grants Fund.**

Send registration with checks payable to RSU#22 Education Foundation:

RSU#22 Education Foundation, PO Box 115, Hampden, ME 04444.

For more information: e-mail [rsu22educationfoundation@gmail.com](mailto:rsu22educationfoundation@gmail.com) or call 852-2138.



### Registration form for Exhibitors

*Note: Registration fees are non-refundable. Booth & tabletop spaces will be assigned on a first come first served basis. Priority is given to organizations or principals within RSU#22 district.*

Name of business or organization: \_\_\_\_\_

Contact: \_\_\_\_\_ Address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Sponsorships: I am interested! (see back for more): lead sponsor: \_\_\_\_\_ sponsor: \_\_\_\_\_

Desired space: # of 8'x6' tabletops \_\_\_\_\_ Need 6' table: yes \_\_\_\_\_ no \_\_\_\_\_  
# 10'x10' booth spaces \_\_\_\_\_ Request electricity (booth only +\$10) \_\_\_\_\_

**Exhibitor Release (must be signed by participant or parent of guardian if under 18):** I consent to appear in any photography or videography at this event. I am a voluntary participant in this event. I assume full and complete responsibility for any injury or accident that may occur during my participation in or while on the premises of this event. I hereby release and hold harmless and covenant not to file suit against any organizers, sponsors, workers and any other persons or entities associated with this event from any loss, liability, or claims arising out of my participation in this event.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Town of Hampden

### FINANCE & ADMINISTRATION COMMITTEE MEETING

Monday December 17, 2018

6:00 P.M.

Hampden Town Office

### MINUTES

*Attending:*

*Chairman McAvoy*

*Mayor McPike*

*Councilor Cormier*

*Councilor Wilde*

*Councilor Marble*

*Councilor Wright*

*Councilor Ryder*

*Town Manager Jim Chandler*

*Town Clerk Paula Scott*

*Attorney Ed Bearor*

*DPW Director Sean Currier*

*CEO Myles Block*

*Eric Jarvi*

*Frank Pergolizzi*

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

**1. Approval of Minutes**

- a. *December 3, 2018 -Councilor Marble made a motion, seconded by Mayor McPike, to approve the Dec. 3<sup>rd</sup> minutes.*

**2. Review & Sign Warrants – *Committee members reviewed and signed the disbursement warrants.***

**3. Unfinished Business**

- a. **Recommend authorization for the Town Manager to sign the MDOT/BACTS tri-party agreement regarding Rte. 1-A funding – *Mayor McPike made a motion, seconded by Councilor Ryder, to recommend Council authorize Manager Chandler to sign the tri-party agreement with MDOT/BACTS. Unanimous, 7-0.***
- b. **Council rules review – *standing item – item was passed over***

**4. New Business**

- a. **FOAA Discussion – *requested by Councilor McAvoy – Councilor McAvoy inquired of Manager Chandler about the security of our email system and to whom FOAA requests are given. He inquired of Attorney Bearor about processes of retention of municipal records and personnel matters.***

## Town of Hampden

- b. Recommendation to Council regarding re-appointment of Walter Cupples to the Board of Appeals – *Councilor Ryder made a motion, seconded by Councilor Wright, to recommend re-appointment of Water Cupples to the Board of Appeals. Unanimous, 7-0.*
- c. Recommendation to Council regarding re-appointment of Eugene Weldon to the Planning Board – *Councilor Wright made a motion, seconded by Councilor Marble to recommend re-appointment of Eugene Weldon to the Planning Board. Unanimous, 7-0.*
- d. Recommendation to Council regarding re-appointment of Peter Weatherbee to the Planning Board – *Councilor Marble made a motion, seconded by Councilor Ryder, to recommend re-appointment of Peter Weatherbee to the Planning Board. Unanimous, 7-0.*
- e. Recommendation to Council regarding re-appointment of Francis Pergolizzi to the Recreation Committee – *Councilor Wilde made a motion, seconded by Mayor McPike to recommend re-appointment of Francis Pergolizzi to the Recreation Committee. Unanimous, 7-0.*
- f. Recommendation to Council regarding re-appointment of Joshua Sargent to the Lura Hoit Pool Board of Directors – *Councilor Cormier made a motion, seconded by Councilor Wilde, to recommend re-appointment of Joshua Sargent to the Lura Hoit Pool Board of Directors. Unanimous, 7-0.*
- g. Recommendation to Council regarding the reclassification and appointment of Paula Scott from Town Clerk to Assistant Town Manager/Clerk – *Mayor McPike made a motion, seconded by Councilor Marble, to recommend reclassification and appointment of Paula Scott from Town Clerk to Assistant Town Manager/Clerk. Unanimous, 7-0.*
- h. Recommend Council authorization for the transfer of \$8,160.57 from the Personnel Reserve account (3-733-00) for the reclassification of the Town Clerk to Assistant Town Manager/Clerk – *Councilor Wright made a motion, seconded by Councilor Marble to recommend authorization for the transfer of \$8,160.57 from the Personnel Reserve Account for the reclassification of the Town Clerk to Assistant Town Manager/Clerk. Unanimous, 7-0.*
- i. Recommend Council authorization for the expenditure of \$1,818.20 from Library Reserve account (3-763-00) for installation of new LED lights – *Requested by Library Director Lozito – Mayor McPike made a motion, seconded by Councilor Wilde to recommend authorization for the expenditure of \$1,818.20 from Library Reserve account for installation of new LED lights. Unanimous, 7-0.*

## Town of Hampden

- j. Recommend Council approval for the expenditure of \$3,717.30 from the Environmental Trust, Income for the purpose of reimbursement of eligible stormwater management expenses – *referral from Environmental Trust Committee – Councilor Marble made a motion, seconded by Councilor Wilde, to recommend approval of \$3,717.30 for the reimbursement of eligible stormwater expenses from the Environmental Trust. Unanimous, 7-0. Unanimous, 7-0.*
  - k. Recommend Council approval for the expenditure of \$6,778.20 from the Environmental Trust, Income for the purpose of reimbursement of eligible stormwater management expenses – *referral from Environmental Trust Committee- Councilor Marble made a motion, seconded by Councilor Wilde, to recommend approval of \$6,778.20 for the reimbursement of eligible stormwater expenses from the Environmental Trust. Unanimous, 7-0. Unanimous, 7-0.*
  - l. MRC Board of Directors Ballot – *Mayor McPike made a motion, seconded by Councilor Marble, to elect Karen Frazelle of Brewer for the MRC Board of Directors. Motion carried, 6-0-1, with Councilor Wright abstaining.*
- 5. *Manager's Items – Manager Chandler spoke in appreciation of the Council's support for the reclassification that was discussed earlier.*
  - 6. *Public Comment - None*
  - 7. *Committee Member Comments - None*
  - 8. *Adjournment – With no other business to conduct, the meeting adjourned at 6:45 p.m.*

*Respectfully Submitted,*



Paula A. Scott, CCM  
Town Clerk

## INFRASTRUCTURE COMMITTEE MEETING

Monday, October 22, 2018

### MINUTES

*Attending:*

<i>Councilor Mark Cormier, Chairman</i>	<i>Town Manager, Jim Chandler</i>
<i>Councilor Terry McAvoy</i>	<i>Sean Currier, Public Works</i>
<i>Mayor McPike</i>	<i>Director</i>
<i>Councilor Ryder</i>	<i>Myles Block, Code Enforcement</i>
<i>Councilor Wright (partial attendance)</i>	<i>Sean Thies, CES</i>

*Chairman Cormier called the meeting to order at 6 PM.*

#### 1. MINUTES

- a. September 24, 2018 Meeting** – *A Motion was made by Councilor McAvoy and seconded by Mark Cormier to approve the minutes as corrected. (Spelling of Mayor). Motion carried four in favor and none against. (Councilor Wright arrived after the vote)*

#### 2. COMMITTEE APPLICATION & CITIZEN INITIATIVES

None

#### 3. UNFINISHED BUSINESS

None

#### 4. NEW BUSINESS

- i. MRC/Fiberight – at the request of MRC & CES staff*
- Ordinance Requirements**  
Sean Thies PE, CES, spoke about the town ways ordinance. The road going to the Fiberight building is complete. Mr. Thies has 2 plans showing the road and the utility corridor. He stated the road has been named Harold Bouchard Way, and is requesting on behalf of MRC that the town accept the road as a Town Way. A map of the infrastructure was passed around to committee members. There was further discussion on the Road acceptance and the sewer easement.
  - Special Conditions or Performance bonding for Winter Months**  
Sean Thies stated that \$10,000.00 is being put into an escrow account, for any defects that might need to be fixed.
  - Other Issues or concerns**

*ii. Discussion on Sewer Easement*

**5. STAFF UPDATES & MANAGER ITEMS**

- a. Status – Mayo Road Code Compliant  
Myles Block, Hampden's Code Enforcement Officer reported service was made of the Court Summons. The Residents responded and setup meetings with staff to discuss how and when they will be become compliant with the ordinance.
- b. Status – Mold Remediation Project at Municipal Building  
Director Currier reported that the mold project is complete.
- c. Status – Beaver dam problem on various town roads  
Director Currier spoke about the steps needed to trap the nuisance beavers. He is in the process of asking the abutting landowners for permission to go on their land to get to the beavers. Director Currier stated he has spoken with Kendall Marden from the Warden Service about the trapping of the nuisance beavers.
- d. Status – DPW Driver Licenses  
Director Currier report that the two remaining employees have their CDL permits and will be taking the driving test shortly.
- e. Status – clean wood debris storage  
Director Currier spoke about the DEP compliance with the clean wood debris being stored temporarily, and requirements for developing a suitable pad for long-term storage

**6. MANAGER ITEMS**

- a. Discussion of Capital Projects Management  
Town Manager Chandler discussed capital projects with the committee members.
- b. Road Acceptance Process  
Town Ways ordinance revisions were discussed.

**7. PUBLIC COMMENTS**

none

**8. COMMITTEE MEMBER COMMENTS**

**9. ADJOURN**

The meeting was adjourned at approximately 8:00 p.m.

*Respectfully Submitted,  
Rosemary Bezanson, Public Works*

## INFRASTRUCTURE COMMITTEE MEETING

Monday, November 26, 2018

### MINUTES

*Attending:*

*Councilor Mark Cormier, Chairman  
Councilor McAvoy  
Mayor McPike  
Councilor Ryder  
Councilor Wright  
Councilor Marble  
Councilor Wilde*

*Town Manager, Jim Chandler  
Sean Currier, Public Works  
Director  
Greg Louder, MRC  
Sean Thies, CES  
Eric Jarvi*

*Chairman Cormier called the meeting to order at 6 PM.*

#### 1. MINUTES

- \* a. ~~September 24, 2018 Meeting~~ – A Motion was made by Councilor McAvoy and seconded by Stephen Wilde to approve the minutes. Motion carried five in favor, none against, and two abstaining (Councilors Wilde and Marble not in attendance on 10/22)*

*\* Motion was made to approve the 10/22 minutes. Motion carried*

#### 2. COMMITTEE APPLICATION & CITIZEN INITIATIVES

None

#### 3. UNFINISHED BUSINESS

- a. Harold Bouchard Way Road Acceptance
  - i. Discussion –Greg Louder, MRC and Sean Thies, CES stated that they are seeking road acceptance. The Councilors had questions about the road acceptance under the Town Ways Ordinance verse the Subdivision Ordinance.
  - ii. Motion made by Councilor Wilde and seconded by Mayor McPike: Move to refer the conditional acceptance of Harold Bouchard Way as a Town Way to the full Council, following further legal analysis and an opinion regarding the applicability of Town Way Ordinance Section 1.2 § 1.2.1.4., for consideration at its regular Council Meeting of December 17, 2018. (Vote was five in favor, Councilor McAvoy opposed, and Councilor Wright abstaining.)
- b. Discussion of Sewer Acceptance (no action taken)

#### 4. NEW BUSINESS

- a. Freedom Way Road Acceptance
  - i. Discussion – Sean Currier, Road Commissioner explain the punch list item provided by the Carpenter Associates would need to be completed prior to acceptance of Freedom Way.

- ii. Motion made by Councilor Wilde and seconded by Councilor Ryder: Move to refer the conditional acceptance of Freedom Way as a Town Way to the full Council, following completion and submission of the outstanding items to the satisfaction of the Town Roads Commissioner, for consideration at its regular Council Meeting of December 17, 2018. (Vote was unanimous.)

**b. Transfer Station Discussion**

- i. Discussion – Director Currier and Councilors had discussion on the cost of the sticker is just to cover the cost of administrating of the sticker. One of the ideas was to have 4 demo passes a year, which would cut down on the amount of demo debris coming in from other towns. Upping the fee of the decal to \$100.00 was discussed, but tax dollars goes to support the transfer station some thought it would not be fair across the board for everyone. Director Currier was open to ideas.

**5. STAFF UPDATES & MANAGER ITEMS**

- a. Status – Beaver dam problem on various town roads  
Director Currier spoke about getting permission from land owners to trap nuisance beavers.
- b. Status – Salt Shed Construction  
Director Currier reported PDQ Door and Hampden Electric would be completing their outstanding work this week and the shed would be placed into operational use for the upcoming season.
- c. Status – Winter Operations & Equipment  
Manager Chandler stated that a route map reflecting the types of trucks and equipment used and time of completion would be forthcoming.

**6. MANAGER ITEMS**

- a. Discussion of Capital Projects Management  
No discussion.

**7. PUBLIC COMMENTS**

none

**8. COMMITTEE MEMBER COMMENTS**

**9. ADJOURN**

The meeting was adjourned at 7:37 p.m.

*Respectfully Submitted,  
Rosemary Bezanson, Public Works*



Town of Hampden  
**Planning and Development Committee**  
 Wednesday October 3, 2018, 6:00 pm  
 Municipal Building Council Chambers

## Minutes

Attending:

Committee/Council

David Ryder - Chair  
 Dennis Marble  
 Ivan McPike  
 Terry McAvoy  
 Mark Cormier  
 Stephen Wilde

Staff

Myles Block, Code Enforcement Officer

Public

None

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

1. Minutes for the September 5, 2018 meeting – **Motion** to approve as submitted made by Councilor McAvoy; second by Councilor Marble; carried 6/0/0.
2. Committee Applications: None
3. Citizen's Initiatives: None
4. New Business:
  - a. Urban Impaired Streams and Compensation Fee Utilization Plan

CEO Block presented for Planner Cullen who was unable to attend. He handed out the draft plan. The main points of the discussion were:

- this will allow developers to pay a compensation fee instead of eliminating existing impervious surfaces in the watershed as required by statute and DEP's rules
- the fund has to be a separate savings account which accrues interest and carries over from year to year
- the only expenses it can be used for are to implement the projects that are included in the Compensation Fee Utilization Plan (CFUP)
- the plan must be approved by the Town and by DEP
- this plan is only for Sucker Brook, and we'll need to do another one for Shaw Brook
- Councilor Ryder asked if the money in this account could be used for the Old County Road culvert; CEO Block said yes, and it can go toward soft costs (engineering) as well as grant matching
- other projects include bank stabilization and stormwater infrastructure at the Bangor line on Mecaw Road
- Councilor Marble suggested these projects could benefit from other funding sources such as TIF or the Environmental Trust
- the only types of development that are affected by this are developments that require DEP permitting for a Site Law permit; it will not affect homeowners

- in the business park, the only new development that will be required to comply with this will be those that wish to develop outside the boundaries of the “impervious surface” area designated on each lot, which were approved by DEP under the subdivision’s Site Law permit (this includes FW Webb who is combining three lots).
- Planner Cullen will be bringing the final plan to the P&D Committee in November.

b. Board of Appeals Ordinance

CEO Block presented this item, the main points of discussion were:

- the Board of Appeals has a lot of difficulty getting and keeping 7 members, statute allows 5 or 7; one of the main recommendations in this proposed amendment is to reduce the number to 5 members and 1 alternate
- cleaning up language to eliminate things we no longer have or adding language we need
- discussion regarding recent application for a disability variance

**Motion** by Councilor Marble to refer this to Town Council for public hearing; second by Councilor McAvoy; carried 6/0/0.

5. Old Business: None

6. Zoning Considerations/Discussions: None

7. Updates:

a. MRC/Fiberight: CEO Block reported that the road has the final course of pavement on it now. The Town has not accepted the road yet and the expectation is that it must go through another winter before the Town considers doing so. Any damage to the road will need to be fixed by MRC/Fiberight prior to acceptance.

b. Staff Report: Nothing in addition to the report in the packet.

8. Public Comments: None

9. Committee Member Comments: Councilor Ryder commented about a conversation he had with the owner of Tradewinds about how the construction process went, he basically had positive things to say but mentioned an issue with third party review which was quickly resolved. CEO Block said the requirement for third-party engineering review varies depending on the complexity of the project. Councilor Ryder suggested that it would be helpful to developers if staff would meet with them informally prior to the process to give them a thorough review of the entire process.

10. Adjournment: **Motion** to adjourn the meeting at 6:16 pm made by Mayor McPike, seconded by Councilor Marble; motion carried 6/0/0.

Respectfully submitted by  
Karen Cullen, Town Planner  
(prepared from tape recording and CEO Block notes)

**SERVICES COMMITTEE MEETING****Monday, November 13, 2018****6:00 pm****HAMPDEN TOWN OFFICE****MINUTES***Attending:*

*Chairman Marble  
Councilor McAvoy  
Councilor Ryder  
Councilor McPike  
Councilor Wilde  
Councilor Cormier*

*Town Manager Jim Chandler*

**1. MINUTES**

- a. **October 9, 2018** – *Councilor McAvoy made a motion, seconded by Councilor Ryder to accept the minutes as written. Unanimous vote in favor, 6-0.*

**2. COMMITTEE APPLICATIONS & CITIZEN INITIATIVES –**

- a. Vafiades Landing – request for consideration of support for the private acquisition efforts (supporting documentation attached) at the request of citizen Chris Packard  
Chris Packard spoke about the support from the Committee and the Town on acquisition by the Land Trust of the Vafiades Boat Landing. The letter supporting the efforts will be edited and circulated to the Committee Member and Staff for review.
- b. Committee Applications & Appointments – Staff request  
- Four Applications Attached for Review and Appointment Consideration  
Referred to Finance.

**3. UNFINISHED BUSINESS– None****4. NEW BUSINESS - None****5. STAFF UPDATES & MANAGER ITEMS**

- a. **MRC/Fiberight – Staff Discussion**  
Recommended to P & D Committee.

- b. Western Avenue Municipal Properties Stormwater Permitting – Progress Update from Manager**
- c. Transfer Station discussion, referral to the infrastructure Committee – Manager and Staff Request**
- d. Update on Skehan Center Maintenance Concerns & Winter Operations - Manager**

**6. PUBLIC COMMENTS**

**7. COMMITTEE MEMBER COMMENTS**

**8. ADJOURN**

*With no further business, the meeting adjourned  
Respectfully submitted, Rosemary Bezanson*

**TOWN OF HAMPDEN**

The Town of Hampden Hereby Ordains  
Proposed [DISBURSEMENT WARRANT ORDINANCE] Ordinance

Deletions are ~~Strikethrough~~ Additions Double Underlined

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Adopted:        / /2019  
Effective:     / /2019

CERTIFIED BY:  
Paula A. Scott  
Town Clerk

AFFIX SEAL

Section 1. Purpose

The purpose of this ordinance is to provide an alternative to the statutory procedure for approval of warrants authorizing the treasurer to disburse money.

Section 2. Authority

This ordinance is enacted pursuant to 30-A MRSA § 3001 and 5603(2)(A).

Section 3. Procedure for Approval

The treasurer may disburse money only on the authority of a warrant drawn for the purposes set out either:

- a. Affirmatively voted and signed by a majority of the municipal officers at a duly called public meeting.
- b. Seen and signed by a majority of the municipal officers acting individually and separately.
- c. Signed as otherwise provided by law for the disbursement of employees' wages and benefits and payment of municipal education.
- d. Signed as otherwise provided by law for the disbursement of licensing or registration fees to state agencies
- e. Signed as provided by law under home rule authority for the disbursement of debt service payments due from the municipality and payments to all other approved vendors.

Section 4. Designation

The Hampden Town Council grants the approval of disbursement warrants to be through the designated municipal officers acting in the capacity of the Finance & Administration Committee and which number of signatories shall be that which constitutes a majority of the Town Council.

Ivan P. McPike (Mayor, A/L)  
Stephen L. Wilde (1)  
Dennis R. Marble (2)

**TOWN OF HAMPDEN**  
IN THE TOWN COUNCIL

Terry McAvoy (3)  
David I. Ryder (4)  
Eric Jarvi (A/L)  
Shelby Wright (A/L)

**Order 2019-01**

**Adoption: February 4<sup>th</sup>, 2019**

**ORDER PERMITTING DISBURSEMENT OF EMPLOYEE WAGES AND STATE FEES**

**ORDERED**, that it shall be the policy of the Hampden Town Council to permit the disbursement of employee wages and benefits and money due the Department of Motor Vehicles, on a disbursement warrant signed by one Councilor. No disbursement other than wages and benefits, and Motor Vehicle fees may be made until a majority of Councilors, acting in the capacity of the Finance & Administration Committee, have signed the disbursement warrant.

**IT IS FURTHER ORDERED**, that the Hampden Town Council, by their vote, designate Councilor \_\_\_\_\_ or Councilor \_\_\_\_\_ to sign the payroll and benefit/Department of Motor Vehicle warrant. This order shall be filed with the Municipal Clerk and Municipal Treasurer and must be renewed annually by vote of the Town Council.

Authorizing statute: MRSA 30-A Section 5603, 2-A

This order is adopted on February 4<sup>th</sup>, 2019.

Town Clerk:

ORDERED by a majority of the Town Council:

\_\_\_\_\_  
Paula Scott

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

Sgt. T.D. Stewart  
Sgt. Chris Bailey  
Ofc. J.D. Burke  
Ofc. Shawn Devine  
Ofc. Wm. Miller  
Ofc. Tony Lorenz

Sgt. Scott Webber  
Inv. Joel Small  
Ofc. Ben Eyles  
Ofc. Marc Egan  
Ofc. David Mustrall  
Ofc. Jeff Rice



Lt. Dan Pu

D-5-a & b

Lt. Jason Lundstrom  
FF Jared LeBarnes  
FF Shaun McNally  
FF Matt Roope  
FF Gavin Webb  
FF Larry Hayward  
FF Ken Roy  
FF Oliver Bianchi

CHL Joe Dunton  
FF Matt Thomas  
CEO Myles Block  
FF Chris Liepold  
FF Ed Gardella  
FF Dani Green  
FF Chad Spann  
FF Wm. Auger

Kandy McCullough, Office Manager  
Chief Joseph L. Rogers, Director of Public Safety

**POLICE**

**FIRE**

**EMS**

**CODE ENFORCEMENT**

**LOCAL HEALTH OFFICE**

TO: James Chandler, Town Manager  
FROM: Joe Rogers, Director of Public Safety  
RE: Streetlights  
DATE: January 23, 2019

Pursuant to the Town of Hampden ordinance on streetlights, I have received two requests for installation of new streetlights.

1. Highland Ridge and Rt.1A

This request is a continuation of last year's request. An LED light was installed on the utility pole across the street from this intersection. The light does not adequately illuminate the intersection for motorists traveling north on 1A. The Highland Ridge group renewed its request that a streetlight be installed on the entry pole at the intersection of 1A and Highland Ridge. I would support this request.

2. Hampden Business and Commerce Park

The Sargent Corporation has requested that the Town install streetlights on the recently completed Carey Drive Extension and Webb Drive. I would recommend that the Town install streetlights on these roads in the same configuration as the existing Carey Drive.

D-5-C

**Town of Hampden**  
106 Western Avenue  
Hampden, Maine 04444



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

**NOTICE OF INTENT TO FILE**

Please take notice that The Town of Hampden, with a mailing address of 106 Western Avenue, Hampden, Maine 04444, telephone 207-862-3034 is intending to file a Site Location of Development Act permit with the Maine Department of Environmental Protection pursuant to the provisions of 38 M.R.S.A § 481 thru 490 on or about February 15, 2019. The application is for a 100-space parking lot by the recreation fields, widened entrance driveway to the Lura Hoit Pool, and storm water treatment BMP's for developed areas constructed since 1975 at the municipal complex, Western Avenue. A public information meeting will be held at 9:00 AM, February 14, 2019 in the Town Council Room, Municipal Building, 106 Western Avenue, Hampden, Maine.

A request for a public hearing or a request that the Board of Environmental Protection assume jurisdiction over the application must be received by the Department in writing, no later than 20 days after the application is found by the Department to be complete and is accepted for processing. A public hearing may or may not be held at the discretion of the Commissioner or Board of Environmental Protection. Public comment on the application will be accepted throughout the processing of the application.

The application will be filed for public inspection at the Department of Environmental Protection's off at 106 Hogan Road, Bangor during normal working hours. A copy of the application may also be seen at the Planning Office, City of Brewer, Maine. Written public comments may be sent to the regional office in Bangor where the application is filed for public inspection.

You have received this letter because you are an abutter to the above property. You are invited to attend the hearing to learn more about the application, ask questions, and comment on the proposal. You can view the application at the Town Office, M – Th from 7:30 a.m. – 6:00 p.m.

Respectfully,

Jim Chandler  
Town Manager

### Current Account Status

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

-405,838.87 = Beg Bal  
-1,376.35 = Adjust

28,978.70 = YTD Net  
0.00 = YTD Enc

-378,236.52 = Balance

Per	Jrnl	Check	Date	Vendor-----	Description-----	RCB / Type	Debits	Credits
07	0405		11/08/18		BBA RESERVE INTEREST	B GJ	0.00	1,376.35
07	0636		07/31/18		JULY INTEREST	R GJ	281.14	0.00
07	0640		07/31/18		JULY INTEREST	C GJ	-281.14	0.00
07	0645		07/31/18		JULY INTEREST	R GJ	0.00	281.14
08	0646		08/31/18		JULY INTEREST	R GJ	0.00	194.58
09	0210	1990	09/12/18	00000 VERMONT TENN	3 BBALL/2 TENNIS CT. REPA	R AP	19,522.00	0.00
09	0647		09/30/18		SEPT INTEREST	R GJ	0.00	446.05
10	0323	2006	10/19/18	00539 WOODARD & CU	RFQ ASSIST-REC AREA	R AP	1,021.00	0.00
10	0366		10/30/18		10/30/2018 C/R	R CR	0.00	562.00
10	0410		09/30/18		JULY-SEPT INTEREST	R GJ	0.00	640.36
10	0635		09/30/18		JULY-SEPT INTEREST	R GJ	640.36	0.00
10	0650		10/31/18		OCT INTEREST	R GJ	0.00	141.22
11	0430		11/20/18		BOY SCOUT DONATION	R CR	0.00	250.00
11	0651		11/30/18		NOV INTEREST	R GJ	0.00	400.88
12	0485	2024	12/05/18	00539 WOODARD & CU	MUNI BLDG & POOL SITE	R AP	405.00	0.00
12	0485	2023	12/05/18	00000 PLYMOTH ENGI	KICK-OFF MTG&DATA ACQUISI	R AP	2,720.36	0.00
12	0485	2022	12/05/18	00960 MOYSE, DAVID	RESOURCE ID & MAPPING	R AP	1,194.16	0.00
12	0652		12/31/18		DEC INTEREST	R GJ	0.00	724.28
01	0529	2033	01/03/19	00000 PLYMOUTH ENG	REC PARKING	R AP	7,316.33	0.00
01	0643		01/28/19		JULY INTEREST	R GJ	0.00	281.14
01	0644		01/28/19		JULY INTEREST	C GJ	0.00	-281.14
01	0663		01/30/19		DONATION-SCOUT PACK 41	R CR	0.00	200.00
<b>Totals-</b>							<b>32,819.21</b>	<b>5,216.86</b>

#### Monthly Summary

Month	--Regular Entries--		--Balance Entries--	
	Debits	Credits	Debits	Credits
July	0.00	281.14	0.00	1,376.35
August	0.00	194.58	0.00	0.00
September	19,522.00	446.05	0.00	0.00
October	1,661.36	1,343.58	0.00	0.00
November	0.00	650.88	0.00	0.00
December	4,319.52	724.28	0.00	0.00
January	7,316.33	200.00	0.00	0.00
<b>Totals</b>	<b>32,819.21</b>	<b>3,840.51</b>	<b>0.00</b>	<b>1,376.35</b>