



**HAMPDEN TOWN COUNCIL
HAMPDEN MUNICIPAL BUILDING
AGENDA**

MONDAY

March 4th, 2019

7:00 P.M.

- A. PLEDGE OF ALLEGIANCE
- B. CONSENT AGENDA
 - 1. SIGNATURES
 - 2. SECRETARY'S REPORTS
 - a. February 19, 2019
 - 3. COMMUNICATIONS
 - a. Notification to Council regarding a letter of support for Fiberight
 - 4. REPORTS
 - a. Finance Committee Minutes – 02/04/2019
 - b. Infrastructure Committee Minutes – 01/28/2019
 - c. Planning & Development Committee Minutes – None
 - d. Services Committee Minutes – None
- C. PUBLIC COMMENTS
- D. POLICY AGENDA
 - 1. NEWS, PRESENTATIONS & AWARDS
 - 2. PUBLIC HEARINGS
 - 3. NOMINATIONS – APPOINTMENTS – ELECTIONS
 - 4. UNFINISHED BUSINESS
 - 5. NEW BUSINESS

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

- a. Request for authorization for the expenditure of \$1,384.50 from Matching Grant Reserve account (3-780-00) for the Town's share of a Department of Agriculture grant for the purchase of portable radios and portable GPS unit – *Referral from Finance & Administration Committee*
- b. Request for authorization for the expenditure of \$8,000 from GIS Reserve account (3-731-00) for the purpose of updating the Town's aerial photos – *referral from Finance & Administration Committee*
- c. Request for authorization for the expenditure of \$8,710.50 from the Environmental Trust, Income for the purpose of reimbursement of eligible stormwater management expenses – *referral from Finance & Administration Committee*
- d. Council award of contract to Nature's Way for seasonal portable toilet rental services- *Referral from Finance & Administration Committee*
- e. Request for pre-authorization of FY20 budget funds to pay for the Nature's Way contract – *Referral from Finance & Administration Committee*
- f. Council acceptance of West Carey Drive as a public way – *referral from Infrastructure Committee*
- g. Council Order 2019-02 regarding funding an escrow account in the amount of \$10,000 for emergency pump station service for the Mayo Road pump station – *referral from Infrastructure Committee*
- h. Council approval of an off-premise liquor license for Jeff's Catering & Banquet Center for an event to be held at Maine Trailer on March 20, 2019
- i. Council action regarding tax foreclosed property located at 69 Laskey Lane and further identified as Map 22 Lot 10
- j. Council action regarding tax foreclosed property located at Hampden Mobile Home Park, lot 47 and further identified as Map 20 Lot 51-47
- k. Council action regarding tax foreclosed property located at 185 Kennebec Road and further identified as Map 38 Lot 1

E. COMMITTEE REPORTS

F. MANAGER'S REPORT

G. COUNCILORS' COMMENTS

.....
MONDAY
.....

March 4th, 2019

7:00 P.M.
.....

H. ADJOURNMENT

1. NEWS, PRESENTATIONS & AWARDS - None**2. PUBLIC HEARINGS - None****3. NOMINATIONS – APPOINTMENTS – ELECTIONS**

a. Notification to Council of the appointment of Eric Jarvi to the Environmental Trust Board of Trustees – As in past practice, Mayor McPike reported to the full Council, his appointment of Councilor Jarvi to the Environmental Trust Board.

4. UNFINISHED BUSINESS**a. Item Tabled from Council Meeting on February 4, 2019**

- i. Approve the addition of new streetlights within the Hampden Business & Commerce Park – Referral from P&D Committee – Councilor Jarvi made a motion, seconded by Councilor Wright, to remove this item from the table. Unanimous, 7-0.**

Resolution 2019-16a

Councilor Wright made a motion, seconded by Councilor Marble, to approve the addition of new streetlights within the Hampden Business and Commerce Park. Unanimous, 7-0.

Resolution 2019-16b

- 1. Western Avenue Stormwater Project & Maine DEP SLOD Permit. Request Council Adoption of required Council Resolution regarding intent and capability to support activities associated with the construction of required stormwater facilities at the Municipal Building, Post Office and Lura Hoit Pool; and additional parking for athletic fields behind Lura Hoit Pool facility – Referral from Services Committee – Scott Braley of Plymouth Engineering approached podium to discuss the project and take questions. Councilor McAvoy asked questions regarding the scope of the RFQ and handed Mr. Braley some historical documents regarding this project. (Attached, Exhibit A) Councilor Marble gave an over view of the process. Councilor Wright made a motion, seconded by Councilor Marble, to adopt the Council resolution regarding intent and capability to support activities associated with the construction of required stormwater facilities at the Municipal Building, Post Office and Lura Hoit Pool and additional parking for athletic fields behind Lura Hoit Pool facility. Unanimous, 7-0.**

Resolution 2019-17

After the vote was taken, Councilor McAvoy invoked #11 of Council rules, excerpted as follows:

'When a vote is passed, it shall be in order for any member who voted in the majority, or in the negative on a tie vote, to move a reconsideration thereof at the same, or the next stated meeting, but not afterwards; and when a motion of reconsideration is decided, that vote shall not be reconsidered'

Councilor McAvoy called for reconsideration, requested for the next stated meeting. Councilors conferred regarding the interpretation of the rule and Mayor McPike asked the Clerk for clarification. The Clerk stated that her interpretation was that making the motion was in order and that he had met one of the requirements under the rule. He could make the motion and it would be the pleasure of the Council on whether or not there was a second. Councilor McAvoy objected to the interpretation but withdrew his motion.

5. NEW BUSINESS

- a. **Adoption of the Sucker Brook Compensation Fee Utilization Plan, as approved by the Maine Department of Environmental Protection – Referral from P&D Committee – Councilor Jarvi made a motion, seconded by Councilor Wright, to adopt the Sucker Brook Compensation Fee Utilization Plan. Unanimous, 7-0.**

Resolution 2019-18

- b. **Request for authorization for the Town Manager to enter into a contractual agreement with Coastal Resources of Maine, LLC to accept single-sort recyclables from the Town at the Fiberight facility – Referral from Finance & Administration Committee – Councilor Wright made a motion, seconded by Councilor Marble, to authorize the Town Manager to sign the agreement with Coastal Resources of Maine to accept single-sort recyclables at Fiberight. Unanimous, 7-0.**

Resolution 2019-19

- c. **Request for authorization for the Town Manager to enter into a contractual agreement with Maine Department of Transportation regarding the Town's portion of the Federally funded Route 1-A and Grist Mill Bridge project – referral from Finance & Administration Committee – Councilor Wright made a motion, seconded by Councilor Marble, to authorize the Town Manager to sign the agreement with Maine DOT regarding the Route 1A & Grist Mill Bridge project. Unanimous, 7-0.**

Resolution 2019-20

- d. **Consideration of a request to Council for a potential abatement of personal property taxes for the White House Motel, Inc. – Request of**

MINUTES

**White House Motel, Inc. and Referral from Finance & Administration
Committee – No action**

- e. **Council Action regarding potential acquisition of Foreclosed Properties
by the Town – Referral from Finance & Administration Committee – No
action**

E. COMMITTEE REPORTS -

Planning & Development – Councilor Jarvi reported the Committee met on February 6th and approved the requests for streetlights, were updated on the Town Center planning and the on-going work in the Town Ways and Subdivision Ordinances. Committee agreed on non-acceptance of Harold Bouchard Way, and discussed the Shoreland Zoning Ordinance

Finance & Administration – Councilor Wright reported that the Committee was briefed on the recruitment of the Public Safety Director, discussed the legal matter at 114 Old County Rd, and talked about the budget process

Services – Councilor Marble reported that the Committee was updated on the progress of stormwater permitting at the pool site, as well as Vafiades Landing for which a citizen committee is being formed. Discussed the BACTS survey which is intended for ridership analysis

Infrastructure – Councilor Ryder reported that the Committee will meet the 26th at 6:00 p.m.

F. MANAGER'S REPORT – Attached, Exhibit B

G. COUNCILORS' COMMENTS -

Councilor McAvoy - reminded everyone to shop local and buy American. He wished everyone good night.

Councilor Jarvi – No comment

Councilor Wright – No comment

Councilor Marble – Commended Department of Public Works for their hard work with all of this nasty weather

Councilor Wilde – Also commended Public Works for the way they addressed the ice issues in District 1

Councilor Ryder – No comment

Councilor McPike – Thanked the public for their patience with the late video of the meeting.

H. ADJOURNMENT – With no other business, the meeting adjourned at 8:00 p.m.

Respectfully Submitted,



Paula A. Scott, CCM
Town Clerk

Exhibit A



106 Western Avenue
Hampden, Maine 04444

Office: 207-862-3034
townmanager@hampdenmaine.gov

DRAFT – Request for Qualifications – DRAFT

Stormwater Permitting Services for Western Avenue Municipal Properties

The Town of Hampden seeks consulting services for stormwater infrastructure permitting on properties owned by the Town, to expand parking capacity at the existing municipal building, post office, and recreational facilities. Required permitting includes MDEP Site Location of Development (SLOD) and local Site Plan Review before the Hampden Planning Board. The existing buildings and associated hardscape were constructed before SLOD permits were required; therefore, stormwater infrastructure for any potential future expansion requires stormwater be accommodated for the existing development and permitted as part of any additional impervious surfaces being proposed at this location.

Prior planning efforts resulted in alternatives for different levels of proposed development to complement the existing infrastructure on Town-owned sites at 106 and 146 Western Avenue, which includes the Municipal Building, the Lura Hoit Pool, adjacent athletic fields and undeveloped land. The immediate goal is the provision of additional parking to support full utilization of existing facilities.

Additional stormwater infrastructure may be considered, if economical and appropriate for inclusion in this scope of work, for the permitting of potential longer-term site features that may include planning and location of additional multi-purpose recreational fields, practice space, walking trails, support building(s) for maintenance and restrooms and associated (if required) parking. If additional permitting is desired as the project moves forward, this would be addressed through an amendment to the project scope and budget and based on advance agreement to terms and subject to additional Town approval.

The Town invites letters of interest and statement qualifications from qualified environmental planning firms, landscape architects, and/or engineering firms licensed to do business in the State of Maine. Submittals shall include four (4) complete copies of the following:

- 1) A statement of qualifications for all personnel who would be assigned to the project, including all prior experience preparing plans for SLOD approvals.
- 2) Based on review of existing project materials, including use of already completed site analyses of existing conditions (online at _____), a proposed approach for how the project team would develop and accomplish a scope of work to secure the required permitting, including:
 - a. Proposal should include a proposed schedule, staffing plan, and use of sub-contractors (if any) identifying specific roles and responsibilities.
 - b. Scope of work shall include preparation of construction cost estimates for each feature of the permitted site improvements.
- 3) A statement of any assumptions the proposal relies upon in terms of work to be completed by others (Town or its agents); number of public meetings; number of public hearings (for Site Plan Approval); adequacy of base data (i.e. wetlands delineations, site topo, etc.) to secure permitting without additional field survey etc..

Chairman Marble stated that if there was a way for the Town to purchase the site, he believes that it would have to be citizen driven. His inclination is to ask Manager Chandler to study the issue and funding sources and perhaps the Trust could help. Chris Packard feels that this resource needs to be protected from private ownership, so the Town does not lose access to this boat launch.

Councilor McAvoy stated he would not support this. There was some debate over private versus public property.

Councilor Ryder stated that the price is lower than first put up for sale. Current listing price is around \$119,000.

Manager Chandler will see if staff resources will be available, to do a quick analysis to see the viability of the property to the Town.

- b. Discussion of access and recreational use of the LL Bean parcel Tabled.**

5. PUBLIC AND STAFF COMMENTS

6. COMMITTEE MEMBER COMMENTS

With no further business, the meeting adjourned at 7:43 p.m.

*Respectfully submitted,
Rosemary Bezanson, Administrative Assistant*

Fwd: SLOD RFQ

Terry McAvoy <mcavoytowncouncil@hampdenmaine.gov>

Sat 2/16/2019 6:30 AM

To: maineportage@msn.com <maineportage@msn.com>

Sent from my iPad

Begin forwarded message:

From: "Jim Chandler" <townmanager@hampdenmaine.gov>
Date: February 12, 2019 at 8:01:47 PM EST
To: "'Terry McAvoy'" <mcavoytowncouncil@hampdenmaine.gov>
Subject: RE: SLOD RFQ

The Town is the client and would determine that, based upon the deliverables submitted.

Given the entire process is based around conceptual (permit level plans of roughly 70% design) and the constraints from the beginning of the process provided by Council, being:

- no more design effort than that needed to achieve the articulated goal of minimal improvements necessary to the properties for stormwater compliance,
- no more design effort than that needed to achieve the addition of the minimum amount of additional parking needed for the public to make full use existing athletic fields

I would state that they've satisfied the contractual requirements of their scope thus far for meetings, research activities, design elements and deliverables.

Jim Chandler
Town Manager
Town of Hampden

106 Western Avenue
Hampden, Maine 04444
Office: 207-862-3034
Cell: 207-907-9207
townmanager@hampdenmaine.gov

www.hampdenmaine.gov

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-----Original Message-----

From: Terry McAvoy <mcavoytowncouncil@hampdenmaine.gov>

Plymouth Engineering, Inc.

P.O. Box 46 - 30 Lower Detroit Road

Plymouth, Maine 04969

info@plymouthengineering.com

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

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

PRELIMINARY OPINION OF PROJECT CONSTRUCTION - RELATED COSTS

ITEM	NUMBER	UNIT	UNIT COST	ITEM COST
<i>Pool Site</i>				
Parking Lot Removal	1,789	sy	\$ 25.00	\$ 44,722
Parking Lot Construction	56,700	sf	\$ 5.50	\$ 311,850
Pool Parking Expansion	2,000	sf	\$ 5.50	\$ 11,000
Driveway Widening	1,900	sf	\$ 5.50	\$ 10,450
New Sidewalk	535	lf	\$ 40.00	\$ 21,400
New Curbing	955	lf	\$ 15.00	\$ 14,325
Drainage Culverts	2	ea	\$ 1,500.00	\$ 3,000
USF	2	ea	\$ 30,000.00	\$ 60,000
Buffer Berm	1	ea	\$ 5,000.00	\$ 5,000
Buffer Ditching	500	lf	\$ 10.00	\$ 5,000
				\$ 486,747
<i>Municipal Complex Site</i>				
Driveway Curbing	570	lf	\$ 15.00	\$ 8,550
Fire Station Maneuvering	1,000	sf	\$ 5.50	\$ 5,500
USF	2	ea	\$ 30,000.00	\$ 60,000
Focal Point Storm Water	1	ea	\$ 60,000.00	\$ 60,000
			total Construction cost	\$ 620,797
final engineering and contract admin. Estimate			10%	\$ 62,080

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

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- 02
Adoption: February 19th, 2019

**ORDER REGARDING FUNDING A MUNICIPAL ESCROW ACCOUNT
FOR EMERGENCY PUMP STATION SERVICE**

WHEREAS the Town of Hampden seeks to promote economic development opportunities in various forms to diversify tax revenues within the Municipality; and

WHEREAS the Town of Hampden acknowledges that the Mayo Road sanitary sewer pump station is challenged by unknown point-sources of inflow and infiltration that create limited periods when operations are not at optimum capacity; and

WHEREAS the Town of Hampden seeks to remedy the inflow and infiltration to the sanitary sewer collections system to promote residential and other appropriate forms of new development in the area of Town served by this pump station;

IT IS ORDERED, that the Town of Hampden will fund and maintain a Municipal escrow account in the amount of \$10,000 for emergency pump station service for the Mayo Road pump station until such time as optimum capacity is available within the collection system;

This order is adopted on March 4th, 2019.

Town Clerk:

ORDERED by a majority of the Town Council:

Paula Scott

statutory authority. Manager Chandler stated that if the Council appoints someone, that person is empowered to enforce all laws and ordinances pertaining to regulation. Councilor Marble suggested that the discussion on the ordinance be tabled until questions can be answered with legal. Shelley Abbott asked about safety equipment. Peter stated that a life ring was installed this year at the boat launch.

3. OLD BUSINESS

a. Youth Recreational Field and Parking Permitting

Chairman Marble gave a summary of the history up to this point with the recreational fields and parking. Chairman Marble explained that Committee looked at this three years ago. Parking overflow and safety issues on Western Avenue when fields were in use on Saturdays was a concern. Services have been reduced to achieve safety. The Town Manager looked for guidance and public input on possible parking expansion.

The Town Manager prepared an RFQ on the stormwater design for the parking addition. At an earlier committee meeting Town resident and DEP employee, Ken Libby advised that the parcel as whole be permitted, not in pieces. The Stormwater plan for the parking addition pushed the Town parcel over the threshold for impervious surface and there needed to be engineering for stormwater. The DEP requires Site Law permitting at this point. Councilor Wright asked what the total acres was. It is a contiguous 37-acre parcel, that includes the pool site and Town office site (including post office) Woodard & Curran were retained and provided conceptual drawings for different scenarios on just parking or adding fields. An environmental & topographical survey was completed. The public was invited to come to two meetings to discuss the options provided in the drawings. An unfortunate robocall was launched and mis-information was spread amongst the residents of Hampden.

Chairman Marble suggested a reset to get the project moving forward again. Councilor Wilde wanted feedback from the Hampden Residents, on whether this was something they supported. He stated all the fields in Hampden are not being used. He pointed out the High School fields, are not being used. Councilor Wilde explained about a survey that was done showing residents did not want additional fields. He spoke about a survey that was done in the past that indicated that residents did not want it. Members asked what survey Councilor Wilde was talking about. Councilor Wright spoke about the questionnaire done several years ago when the Historic Hampden Academy was purchased by Danny Lafayette. There was going to be soccer fields down back and shop fronts. The opinion of residents on the use of recreational field addition was that they

supported it. Councilor Wilde stated he could support it if the residents support it. He stated that making comments that you wanted to clear cut all the wood was not conducive.

Chairman Marble reminded Councilors it was not productive to bring up old sore spots, to inflame old arguments.

Councilor Wilde and Councilor Ryder got into a heated discussion over the clear cutting of wood from the parcel proposed for recreational fields.

Councilor Wright injected "point of order" several times.

Councilor Wright asked what as a committee do we need to do to move this forward, so we can open it up to public comments.

Councilor Ryder stated it has had public comment, before. Woodard & Curran was hired to design it. They figured it for the maximum amount of money to build it which was never the intent of Council. So, at the public meeting, it was presented as a grand design.

Jane Jarvi stated that before a reset discussion there is a need to re-identify the objective and move forward. She stated that there still is a safety issue today. The Recreation Director reworked schedules so that programs can go forward by maximizing the time that people come and go, which cut into programs. The programs have now reached maximum capacity. Feedback from the community from a non-binding question at the election, or a survey needs to happen. There are no available fields for adults to play soccer or softball or any other sports. We cannot use the school fields because they have their own programs going on. Jane agreed with Councilor Marble in doing a reset.

Councilor Wright asked what the sports are that are suffering capacity issues. Shelley Abbott stated that the over capacity is with the fall season, soccer and flag football. All games are held on Saturdays right now. Baseball can have as much as 60 kids enrolled and only 41 parking spaces.

Chairman Marble stated the Town is growing, and recreation is in demand. The Recreational Committee planning study cited this kind of thing coming.

Councilor McAvoy clarified that the initial problem was safety & parking. He stated that he supported the addition of parking only, but then all this other stuff got added. He asked if the parking was there today would you have plenty of fields? Shelley Abbott stated that we could get back to the programs we offered two years ago, if we could get back to using three fields every hour that would take away the pressure of limiting students.

Councilor McAvoy stated that to move this forward, if we stick to just the parking he would support it. Then five options were presented. Parking only was the first option and it was shot down.

Shelley Abbott stated that there is need for additional fields, the Town is growing so are the needs for recreational fields.

Nancy Fenders, resident of Hampden, added that we can't add additional sports unless we have additional fields.

Manager Chandler asked if the study done a few years ago still existed. Shelley stated that yes, there is a study. She also explained that Bronco football uses the field behind the Skehan Center. The only program Rec offers is flag football.

Councilor McAvoy explained that one of the questions on the survey was do you support the Town taking over the Skehan Center if there is no tax money spent to support it. He stated that there is a history of not following the tax payer's wishes. Chairman Marble asked if anyone has an idea on how to move this project forward.

Councilor McAvoy stated if the objective is for adding additional parking, he is for it. Councilor Ryder stated if we continue the permitting for additional parking we would still have to do it for this site (Town office) and the fields at the pool site.

Councilor Wilde asked what the numbers are that we are talking about spending and why they cannot be used. Councilor Ryder stated he feels it can be done cheaper even on the parking. He reiterated that even for just parking, the permitting needs to be done before we can even consider the cost of adding parking.

Jane Jarvi asked Councilor McAvoy to clarify if he supports the parking, and if so, does he support the permit to achieve the additional parking?

Councilor McAvoy stated that yes, if the permitting is just for the parking. If the permit is based on the additional parking at the pool site, then he supports it.

Jim Dyer spoke about the engineer that met with the Recreation Committee, who informed them that there are 3 different sites on the one parcel which houses the municipal building, the post office, and the pool. There was never stormwater permitting done prior to them being built because it was not required then, but now, permitting must be like no building exists. It must be done for existing conditions.

Mayor McPike stated that an RFQ went out to engineering firms to get their estimate for the cost of permitting the stormwater. It cost absolutely nothing to do that and it got shot down because it was a 3 to 3 tie. He stated that whether one parking spot or one hundred fields, we still had to do stormwater permitting. It cost nothing. There was some heated discussion between Councilors on why it did not get any further than trying to get an RFQ out.

Jason Sharp stated his opinion is 1) reset is not happening, 2) no consensus on putting it on a referendum 3) perhaps a council discussion with residents would help.

Councilor Ryder made a motion to recommend to Council that the town manager issue an RFQ for stormwater permitting for potential additional parking on the Lura Hoit Pool site and update the stormwater plan for the Town office site. This motion was seconded by Mayor McPike. Councilor McAvoy would like to see the RFQ draft before it goes out. There was some discussion on the RFQ and what it covers. Vote was unanimous, 6-0.

4. NEW BUSINESS

a. Discussion of the Souadabscook Stream boat launch

Chris Packard explained about the Bog Road privately owned but publicly accessed boat launch that's been there a very long time. Commonly referred to as Vafiades Landing. As a house lot has been on the market over 600 days. The Seller approached the previous town manager about purchasing the launch. He stated it is a valuable resource for the public and the only access to the lower Souadabscook and is the only access to Hammond Pond. He stated his concerns about the Town possible losing this access. Chris stated he has been working with Landmark Heritage Trust, Wes Headland, who manages the conservation easement for Turtlehead Park. He stated that he is speaking as a concerned Hampden citizen who is concerned over the potential loss of access for the public if this gets sold to another party who might close off that access.

Chairman Marble stated that over a year ago, this came up with the previous Town Manager, and Town Planner to look for possible grant opportunities (this was not pursued) and to solicited public input. One of the issues was the Town did not want to take on the responsibility of managing the site, especially at tax payer cost. Chairman Marble discussed other issues stating that the Town walked away from the idea of purchasing the boat launch.

Jim stated he met with the owners on site and while there, several cars and people were there using the boat launch.

- (1) Proposed expenditures for operations detailed by offices, departments and agencies for the next fiscal year; and
- (2) Proposed Capital Expenditures detailed by offices, departments, and agencies for the next fiscal year; and
- (3) Anticipated net surplus or deficit for the next fiscal year of each utility owned or operated by the Town, if any, and the proposed method of its disposition; subsidiary budgets for each utility giving detailed income and expenditure information shall be attached as appendices to the budget. *(Amended: June 2, 1982)*

THE TOTAL OF PROPOSED EXPENDITURES SHALL NOT EXCEED THE TOTAL OF ESTIMATED INCOME.

Sec. 705 Capital Program

- (a) *Submission to Council:* The manager shall prepare and submit to the council a five-year capital program at the same time as the manager submits the budget. *(Amended: November 6, 1990)*
- (b) *Contents:* The capital program shall include:
 - (1) A clear general summary of its contents;
 - (2) A list of all capital improvements which are proposed to be undertaken during the five fiscal years next ensuing, with appropriate supporting information as to the necessity for such improvements;
 - (3) Cost estimates, methods of financing and recommended time schedules for each improvement; and
 - (4) The estimated annual cost of operating and maintaining the facilities to be constructed or acquired.

The above information may be revised and extended each year with regard to capital improvements still pending or in process of construction or acquisition.

Sec. 706 Council Action on Budget

- (a) *Notice and Hearing.* The council shall publish in one or more newspapers of general circulation in the town the general summary of the budget and a notice stating:
 - (1) The times and places where copies of the message and budget are available for inspection by the public, and
 - (2) The time and place of the public hearing on the budget. The public hearing shall be held no sooner than two weeks after said publication but in no case later than the third Monday in June. *(Amended: November 6, 1984)*
- (b) *Amendment Before Adoption.* After the public hearings the council may adopt the budget with or without amendment. In amending the budget, it may add or increase programs or amounts and may delete or decrease any programs or amounts, except expenditures required by law or for debt deficit, provided that no amendment to the budget shall increase the authorized expenditures to an amount greater than the total of estimated income.



Exhibit B

MEMORANDUM

106 Western Avenue
Hampden, Maine 04444
Office: 207-862-3034
Facsimile: 207-862-5067

TO: Town Council
FROM: Jim Chandler, Town Manager *JNC*
DATE: February 19, 2019
RE: Manager's Report – Activities Summary

Summary of recent and current activities around the Town of Hampden, including topics not otherwise addressed on the Council agenda.

Administrative Matters

Reorganization of Administration, Finance, Human Resources, Information Technology, Assessing and Code Enforcement staff. Moving of offices and re-alignment of certain reporting relationships and duties.

- Code Admin to Public Safety from Land & Building Services
- Marina & Harbor Master to Public Safety from Public Works

Staff turnover and recruitment

Public Safety Director Recruitment Process

Budget Preparations, including historical analysis, past practices in preparation of operations and reserve account budgets

Personnel Policy Review and in-depth legal discussions regarding organizational structure, job description revisions and transfers

Trio Training for staff

Foreclosure Avoidance Accounting and Collection Efforts – reduced the original list of properties from 26 properties referred from the Tax Collector to the Treasurer, and our new Deputy Treasurer followed-up to reduce this number to 4 properties the Town is likely to acquire

Monitoring and Coordination with RSU-22 Superintendents on their budget preparations process

Regional Matters

BACTS MPO Policy Committee Meetings – Rt1A Construction Planning and preparation of Bid Process, including additional administrative reviews, agreements and funding arrangements

BACTS – City of Bangor Transit Study meetings and Survey of Residents

MRC Meetings to discuss ways the Town may continue to support their efforts to bring the Fiberight/Coastal Resources of Maine facility on-line



Jim Chandler, Town Manager

106 Western Avenue
Hampden, Maine 04444

Office: 207-862-3034

townmanager@hampdenmaine.gov

February 27, 2019

Chris Roney, Esq.
Finance Authority of Maine
5 Community Drive
P.O. Box 949
Augusta, Maine 04332-0949

Re: Fiberight LLC Finance Authority of Maine Tax-exempt Bond Inducement Application

Dear Mr. Roney,

We understand that Fiberight LLC ("Fiberight") has applied to the Finance Authority of Maine ("FAME") to obtain additional tax-exempt bond financing supportive of its efforts to commercialize a waste-to-energy facility to be located in Hampden. As part of this application, Fiberight is required to obtain a letter of support from the applicable municipality indicating the project will not have an adverse effect on the public facilities or such impact is being addressed. This letter is intended to satisfy that requirement for Fiberight's FAME application.

The Town of Hampden understands that Fiberight is developing a solid waste processing facility designed to accept approximately 180,000 tons per year of municipal solid waste ("MSW") in Hampden Maine (the "Project"). The Project was awarded a 15-year waste supply agreement (renewable up to 40 years) with the Maine Municipal Review Committee ("MRC"). The MRC selected the Project for its long term MSW disposal requirements through a competitive process to replace its current waste disposal arrangement with the Penobscot Energy Recovery Corporation, a waste incineration facility in Orrington Maine. The Project will employ a process based upon mechanical biological treatment widely used in Europe. The Project will generate revenue primarily from tipping fees under the MRC waste agreements and the MSW of other municipalities and private waste management companies. The Project will sell biogas generated from the processed MSW under a market-based contract. The Project will sell recyclables (metals, glass and plastics bottles) separated from the MSW under market-based contracts.

The Town of Hampden has reviewed the Project and its impact across its public facilities to include the police force, the fire department, and traffic impacts. The Project received Site Plan and Conditional Use Approval from the Hampden Planning Board in July 2016 following a thorough review process and public hearing. Based upon this review, the Town of Hampden is satisfied that the Project will not have an adverse effect on the public facilities.

Sincerely,

A handwritten signature in black ink, appearing to read "J. Chandler".

Jim Chandler
Town Manager

Town of Hampden

FINANCE & ADMINISTRATION COMMITTEE MEETING

Monday, February 4th, 2019

6:00 P.M.

Hampden Town Office

MINUTES

Attending:

Councilor Wright, Chair

Mayor McPike

Councilor Ryder

Councilor Wilde

Councilor Jarvi

Councilor McAvoy

Town Manager Jim Chandler

Town Clerk Paula Scott

Shelley Abbot, Rec Director

Chair Wright called the meeting to order at 6:00 p.m.

1. Approval of Minutes
 - a. January 22, 2019 – *Councilor McAvoy made a motion, seconded by Councilor Marble, to approve the minutes of January 22, 2019 – Unanimous, 7-0.*
2. Review & Sign Warrants – *Committee members reviewed and approved the disbursement warrants.*
3. Unfinished Business
 - a. *Council rules review – standing item – passed over*
 - b. *Designation of signatories for payroll and state fees warrants – Councilor Wright made a motion, seconded by Councilor McAvoy, to recommend to Council to designate Councilor Wright as the signer of the payroll and State fees warrants on the off-weeks, and to designate Councilor Wilde as the alternate and Councilor Jarvi as the next alternate. Unanimous, 7-0.*
4. New Business
 - a. *Recommendation regarding a request for a street light on the entry pole at the intersection of 1A and Highland Ridge - Requested by Chief Joe Rogers – Councilor Marble made a motion, seconded by Councilor Wilde, to recommend Council approve the request for a street light on the pole at the entrance of Highland Ridge. Unanimous, 7-0.*
 - b. *Recommendation regarding a request for a street light on Carey Drive Extension and Webb Drive - Requested by Chief Joe Rogers – Councilor*

Town of Hampden

Wright made a motion, seconded by Councilor Jarvi, to table this request until the next Finance & Administration meeting. Unanimous, 7-0.

c. Recommend Council 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 – *Councilor Wright made a motion, seconded by Councilor Marble to recommend Council authorization for the expenditure of \$10,323 from Rec Area Reserve for the filing fee for the permit for the Western Avenue municipal parking project. Unanimous, 7-0.*

d. Confirmation of date and time of the Council's annual Goals & Objectives session – Initial Proposal is Saturday, March 23rd from 8:30 – Noon – *Councilor Wilde made a motion, seconded by Councilor McPike, to set the Council's Goals & Objectives session for March 30th from 8:30 – Noon.*

5. Manager's Items

a. Informational Item, Executive Job Description for Assistant Town Manager – *Requested by Councilor Wright – Manager Chandler provided the job description for the Assistant Town Manager/Town Clerk position in hard copy to all members.*

6. Public Comment - *None*

7. Committee Member Comments - *None*

8. Adjournment – *With no other business, Councilor Marble made a motion, seconded by Councilor McAvoy, to adjourn at 6:59 p.m.*

Respectfully Submitted,



Paula A. Scott, CCM

Town of Hampden

INFRASTRUCTURE COMMITTEE MEETING

Monday, January 28, 2019

MINUTES

Attending:

*Councilor Ryder, Chairman
Councilor McAvoy
Mayor McPike
Councilor Jarvi
Councilor Marble
Councilor Wright*

*Jim Chandler, Town Manager
Sean Currier, Public Works Director
Paula Scott, Asst. Town Manager*

Chairman Ryder called the meeting to order at 6 PM.

1. MINUTES

- a. **November 26, 2018 Meeting** – *A Motion was made by Mayor McPike and seconded by Councilor McAvoy to approve the minutes. Motion carried – unanimous.*

2. COMMITTEE APPLICATION & CITIZEN INITIATIVES

None

3. UNFINISHED BUSINESS

- a. Discussion of Road Acceptance Process – at the request of Councilors McAvoy & Ryder
- i. Subdivision (Private Way) Ordinance Requirements.
 - ii. Town Ways Ordinance Requirements
 - iii. Staff Review Process
 - 1. Applicant Requirements
 - 2. Conditional Recommendation to Council
 - 3. Other Issues or Concerns

The Committee had discussion on whether these items should go to Planning and Development Committee. It was decided that this item will be on the P & D agenda for next month.

4. NEW BUSINESS

- a. Discussion of Sand Availability to Residents – at the request of Councilor Marble

Town of Hampden

Councilor Marble asked about whether making a couple of pails of sand available to the residents of Hampden was something the Public Works Director Sean Currier thought would be feasible to do at the transfer station.

Committee Members had discussion on making sand available to the residents and where would be the best place to house a pile of sand for public access. It was mentioned that Hughes Brothers, a local business, does sell pails of sand for a dollar.

The Committee decided to let the public know that sand is available at a local business. The Committee discussed having a policy or Ordinance in place for next season, and how to make that work. Staff will develop draft language and bring back to the committee later this year, for passage in time for next winter's season.

5. STAFF UPDATES & MANAGER ITEMS

- a. Status – Winter Operations & Fleet Equipment – Requested by Councilor Wilde

Councilor Wilde was away on business, and not present; however, the Committee discussed the size of trucks that are used on Town roads.

6. MANAGER ITEMS

- a. Discussion of Capital Projects Management –
Director Currier spoke about Short Wharf Road, and the town acceptance of said road. The Committee had discussion on this item.

Remainder of items that Town Manager Chandler wanted to discuss was continued to next month meeting.

7. PUBLIC COMMENTS

8. COMMITTEE MEMBER COMMENTS

9. ADJOURN

The meeting was adjourned at 6:45 p.m.

*Respectfully Submitted,
Rosemary Bezanson, Public Works
Jim Chandler, Town Manager*

**Hampden Public Safety
Fire Department**

To: Hampden Town Council
From: Lt. Jason Lundstrom
Date: February 19, 2019
Re: 2019 Volunteer Fire Assistance Grant- Department of Agriculture (Forestry)

2019 Volunteer Fire Assistance Grant- Award notification and request to use grant matching funds to purchase awarded equipment.

The Hampden Fire Department has been notified by the Maine Department of Agriculture, Conservation, and Forestry that we have successfully secured grant funding for **(4) Portable Radios with speaker mics, and (1) Portable GPS Unit. The total cost of this project is \$2,769.00 Forest Service share is \$1,384.50. The Town of Hampdens share is \$1,384.50.** If approved by the council, the \$1,384.50 would be funded from the matching grant account. The equipment specified above will greatly increase responder safety and communications when responding to wildland firefighting emergencies. The Fire Department is looking for council approval to move forward with this project.

Current Account Status

G 3-780-00 RESERVE ACCT / MATCHING GR

-19,786.21 = Beg Bal
-67.10 = Adjust

1,748.97 = YTD Net
0.00 = YTD Enc

-18,104.34 = Balance

Per	Jrnl	Check	Date	Vendor-----	Description-----	RCB / Type	Debits	Credits
07	0405		11/08/18		BBA RESERVE INTEREST	B GJ	0.00	67.10
07	0636		07/31/18		JULY INTEREST	R GJ	13.71	0.00
07	0640		07/31/18		JULY INTEREST	C GJ	-13.71	0.00
07	0645		07/31/18		JULY INTEREST	R GJ	0.00	13.71
08	0646		08/31/18		JULY INTEREST	R GJ	0.00	9.49
09	0647		09/30/18		SEPT INTEREST	R GJ	0.00	22.84
10	0299		10/15/18		10/15/2018 C/R	R CR	0.00	703.00
10	0333		10/23/18		10/23/2018 C/R	R CR	0.00	105.00
10	0410		09/30/18		JULY-SEPT INTEREST	R GJ	0.00	32.79
10	0635		09/30/18		JULY-SEPT INTEREST	R GJ	32.79	0.00
10	0650		10/31/18		OCT INTEREST	R GJ	0.00	7.53
11	0420		11/15/18		FITNESS EQUIP BID	R CR	0.00	57.79
11	0458	2021	11/28/18	00481 TOWN OF HAMP	MATCHING GRANT-FITNESS	R AP	1,863.00	0.00
11	0465		11/29/18		FITNESS EQUIP BID	R CR	0.00	125.00
11	0651		11/30/18		NOV INTEREST	R GJ	0.00	19.64
12	0468		12/03/18		FITNESS EQUIP BIDS	R CR	0.00	131.00
12	0501		12/12/18		ROWING MACHINE BID-THOMAS	R CR	0.00	37.00
12	0507	2029	12/12/18	00481 TOWN OF HAMP	EMS VEST/HELMETS	R AP	1,152.00	0.00
12	0652		12/31/18		DEC INTEREST	R GJ	0.00	34.03
01	0643		01/28/19		JULY INTEREST	R GJ	0.00	13.71
01	0644		01/28/19		JULY INTEREST	C GJ	0.00	-13.71
Totals-							3,047.79	1,365.92

Monthly Summary

Month	--Regular Entries--		--Balance Entries--	
	Debits	Credits	Debits	Credits
July	0.00	13.71	0.00	67.10
August	0.00	9.49	0.00	0.00
September	0.00	22.84	0.00	0.00
October	32.79	848.32	0.00	0.00
November	1,863.00	202.43	0.00	0.00
December	1,152.00	202.03	0.00	0.00
Totals	3,047.79	1,298.82	0.00	67.10

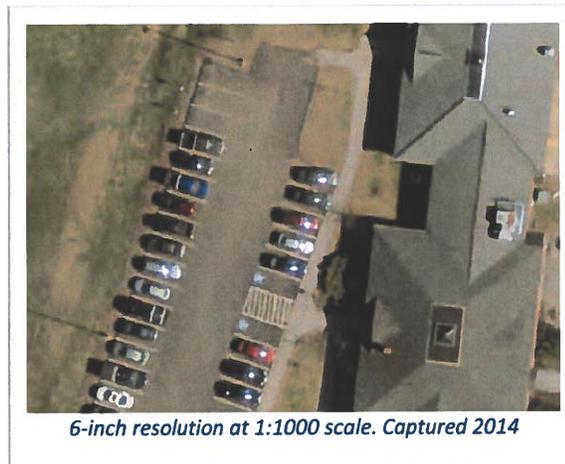


MEMO

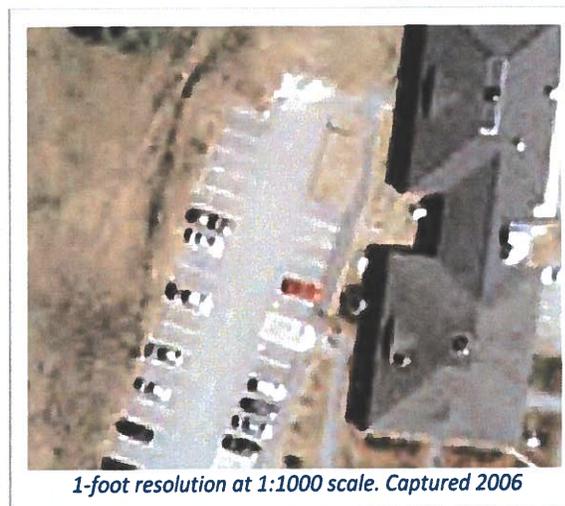
To: Jim Chandler, Town Manager & Hampden Town Council
From: Kyle Severance, GIS-IT Specialist
Date: 2/27/19
Re: Request to Use GIS Mapping Reserve for New Town-Wide Aerial Photos

Message:

The purpose of this memo is to request authorization to buy-up 6" resolution aerial photography through participating in the 2019 Maine Orthoimagery Program. In 2014 we did the 6" and it has been an invaluable tool for many town departments – planning, economic development, assessing, code, public works, and of course GIS. We have funds set a side in the GIS reserve for this specific purpose.



The cost of new 6" is \$8,000. Bangor typically does 3" which is slightly better quality, but this option for us costs \$23,000 which I believe is too much for our purposes and greater than what we have available in reserve. If we do nothing we will get standard county 18" which is worse than the 1-foot pictured here:



Requested authorization to expense:

\$8,000 from GIS Mapping Reserve 03-731-00 for Town-wide 6-inch aerial photography

I would be happy to answer any questions you may have. Thank you for your consideration,

Kyle Severance



OneMAP for ME

Map it once, use it many times!

ORTHOIMAGERY PROGRAM 2017 - 2022

State of Maine Orthoimagery Prices

PENOBSCOT COUNTY

County	Tile Area (SqMi)	18" Base Price	State Share	County Price for Increased Resolution		
				12" L1	6" L1	3" L1
Penobscot (No UT's)	2297	\$124,038	\$82,684	\$66,621.27	\$310,103.27	\$1,139,320.27
County Share		\$41,354				

Town	County	Tile Area (SqMi)	12" L1	6" L1	3" L1
Alton	Penobscot	49	N/A	\$8,500	\$25,500
Bangor	Penobscot	40	N/A	\$7,000	\$20,000
Bradford	Penobscot	47	N/A	\$8,500	\$24,000
Bradley	Penobscot	58	N/A	\$10,000	\$29,000
Brewer	Penobscot	20	N/A	\$3,500	\$9,500
Burlington	Penobscot	64	N/A	\$11,000	\$32,000
Carmel	Penobscot	43	N/A	\$7,500	\$21,500
Charleston	Penobscot	47	N/A	\$8,000	\$23,500
Chester	Penobscot	56	N/A	\$9,500	\$27,500
Clifton	Penobscot	42	N/A	\$7,500	\$21,000
Corinna	Penobscot	45	N/A	\$8,000	\$23,000
Corinth	Penobscot	46	N/A	\$8,000	\$23,000
Dexter	Penobscot	43	N/A	\$7,500	\$21,500
Dixmont	Penobscot	42	N/A	\$7,500	\$21,000
East Millinocket	Penobscot	11	N/A	\$2,000	\$5,000
Eddington	Penobscot	34	N/A	\$6,000	\$16,000
Edinburg	Penobscot	42	N/A	\$7,500	\$21,000
Enfield	Penobscot	40	N/A	\$7,000	\$20,000
Etna	Penobscot	30	N/A	\$5,500	\$15,000
Exeter	Penobscot	45	N/A	\$8,000	\$22,500
Garland	Penobscot	44	N/A	\$7,500	\$22,000
Glenburn	Penobscot	35	N/A	\$6,000	\$17,500
Greenbush	Penobscot	54	N/A	\$9,500	\$27,000
Hampden	Penobscot	46	N/A	\$8,000	\$23,000
Hermon	Penobscot	43	N/A	\$7,500	\$21,500
Holden	Penobscot	39	N/A	\$7,000	\$18,900
Howland	Penobscot	43	N/A	\$7,500	\$21,500
Hudson	Penobscot	46	N/A	\$8,000	\$23,000

Indian Island	Penobscot	5	N/A	\$2,000	\$2,500
Kenduskeag	Penobscot	21	N/A	\$4,000	\$10,000
Lagrange	Penobscot	56	N/A	\$10,000	\$28,500
Lakeville	Penobscot	74	N/A	\$13,000	\$37,500
Lee	Penobscot	46	N/A	\$8,000	\$22,800
Levant	Penobscot	36	N/A	\$6,500	\$18,000
Lincoln	Penobscot	85	N/A	\$14,500	\$43,000
Lowell	Penobscot	47	N/A	\$8,500	\$23,500
Mattawamkeag	Penobscot	45	N/A	\$8,000	\$22,500
Maxfield	Penobscot	24	N/A	\$4,500	\$11,500
Medway	Penobscot	50	N/A	\$9,000	\$25,000
Milford	Penobscot	53	N/A	\$9,500	\$26,500
Millinocket	Penobscot	23	N/A	\$4,000	\$11,000
Mount Chase	Penobscot	44	N/A	\$7,500	\$22,000
Newburgh	Penobscot	36	N/A	\$6,500	\$18,000
Newport	Penobscot	43	N/A	\$7,500	\$21,500
Old Town	Penobscot	54	N/A	\$9,500	\$26,500
Orono	Penobscot	25	N/A	\$4,500	\$12,000
Orrington	Penobscot	33	N/A	\$6,000	\$16,000
Passadumkeag	Penobscot	29	N/A	\$5,500	\$14,500
Patten	Penobscot	44	N/A	\$8,000	\$22,000
Plymouth	Penobscot	37	N/A	\$6,500	\$18,000
Springfield	Penobscot	44	N/A	\$8,000	\$22,500
Stacyville	Penobscot	46	N/A	\$8,000	\$23,000
Stetson	Penobscot	42	N/A	\$7,500	\$21,500
Veazie	Penobscot	5	N/A	\$2,000	\$2,500
Winn	Penobscot	51	N/A	\$9,000	\$25,500
Woodville	Penobscot	49	N/A	\$9,000	\$25,000

Current Account Status

G 3-731-00 RESERVE ACCT / GIS MAPPING

-14,135.47 = Beg Bal
-47.94 = Adjust

-79.54 = YTD Net
0.00 = YTD Enc

-14,262.95 = Balance

Per	Jrnl	Check	Date	Vendor-----	Description-----	RCB / Type	Debits	Credits
07	0405		11/08/18		BBA RESERVE INTEREST	B GJ	0.00	47.94
07	0636		07/31/18		JULY INTEREST	R GJ	9.79	0.00
07	0640		07/31/18		JULY INTEREST	C GJ	-9.79	0.00
07	0645		01/28/19		JULY INTEREST	R GJ	0.00	9.79
08	0646		08/31/18		JULY INTEREST	R GJ	0.00	6.78
09	0647		09/30/18		SEPT INTEREST	R GJ	0.00	16.32
10	0410		09/30/18		JULY-SEPT INTEREST	R GJ	0.00	23.43
10	0635		09/30/18		JULY-SEPT INTEREST	R GJ	23.43	0.00
10	0650		10/31/18		OCT INTEREST	R GJ	0.00	5.17
11	0651		11/30/18		NOV INTEREST	R GJ	0.00	14.67
12	0652		12/31/18		DEC INTEREST	R GJ	0.00	26.81
01	0643		01/28/19		JULY INTEREST	R GJ	0.00	9.79
01	0644		01/28/19		JULY INTEREST	C GJ	0.00	-9.79
Totals-							23.43	150.91

Monthly Summary

Month	--Regular Entries--		--Balance Entries--	
	Debits	Credits	Debits	Credits
July	0.00	9.79	0.00	47.94
August	0.00	6.78	0.00	0.00
September	0.00	16.32	0.00	0.00
October	23.43	28.60	0.00	0.00
November	0.00	14.67	0.00	0.00
December	0.00	26.81	0.00	0.00
Totals	23.43	102.97	0.00	47.94

EXHIBIT A
FORM OF CERTIFICATE OF TOWN

D-5-c

Bangor Savings Bank (Institutional Trustee)
c/o Julie A. Shephard, Account Administrator
5 Senator Way
Augusta, ME 04330

Re: Demand for Funds Pursuant to Trust Indenture Dated As of October 1, 1991 between Town of Hampden, as Grantor and Bangor Savings Bank, as Institutional Trustee (the "Trust Indenture")

Gentlepersons:

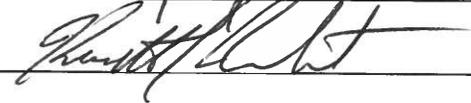
This certificate is provided to you pursuant to the above-referenced Trust Indenture. Capitalized terms used herein without definition shall have the meaning set forth in the Trust Indenture.

The undersigned do hereby certify:

1. That they are the Individual Trustees of the Trust.
2. The Individual Trustees have approved use of property held in the Fund for purposes set forth in the Trust Indenture, in the amount set forth below.
3. You are hereby directed to pay **from the Environmental Trust, Income** to the Town of Hampden the sum of \$8,710.50.

INDIVIDUAL TRUSTEES





CERTIFICATE OF TOWN CLERK

The undersigned DOES HEREBY CERTIFY:

1. That he/she is the duly appointed and incumbent Clerk of the Town of Hampden, Maine.
2. That the foregoing certificate of the Individual Trustees was duly approved by a majority of the members of the Town Council of the Town of Hampden on 3/4, 2019.


Paula Scott
Clerk, Town of Hampden

cc: Town of Hampden



memo

D-5-d

D-5-e

Town of Hampden-Recreation Department

To: Hampden Town Council
From: Shelley Abbott; Recreation Director
CC: Jim Chandler; Town Manager, Sean Currier; PW Director
Date: 2/27/2019
Re: Portable Toilet Vendor Recommendation and Authorized Spending

Comments:

A RFQ for seasonal portable toilet rentals was sent out to six vendor from the Town of Hampden Vendor Book on February 7, 2019. Seven quotes were returned and compiled on February 21, 2019 (see attached), after our former service provider Casella Waste shared our RFQ. I have contacted three references for the lowest quote vendor, Nature's Way, and the vendor appears to be able to meet the needs for the Town of Hampden's Servicing.

After speaking with the PW Director we agree to recommend Nature's Way Portable Toilets (St. Albans, ME) to be contracted for Portable Toilet services for the 2019 season with an optional 3 year lock in price for additional 3% yearly.

Portable toilet services are required at some location beginning in mid-April and all units are removed from service at the end of October. The RFQ included six service locations with a seventh location possible if Council so chooses to support a unit again at the VFW Drive Basketball Courts. The Recreation Department and Public Works Department are looking for authorization to award this year's contract to Nature's Way and pre-authorize FY 20 budget funds to cover the quoted rental rates for the months of service to include July through October 2019.

Thank you,
Shelley Abbott
Recreation Director

Town of Hampden

2019 RFQ for Portable Toilet Services

February 21, 2019

Quote From	Price Per Regular Unit/monthly	Price Per ADA Unit/monthly	Price Per Additional Cleaning	Extend Pricing for 3 Year Contract	Other
AAA Portable Toilets	\$105.00	\$135.00	\$25.00 *+	Yes	*Service special trip \$100, Monday & Thursday service days
Lincoln Rental Systems	\$82.00	\$98.00	\$25.00	Yes	Monday & Thursday service days
Frost Septic	\$95.00	\$125.00	\$30.00	Yes	
Foss Enterprises	\$25 per week \$100 for 4 weeks	\$42.50 per week \$170 for 4 weeks	\$75.00	Yes	Renter responsible for loss or damage to units; some months would have 5 weekly charges
Ray Plumbing-DNR					
Casella Waste-DNR					
Natures Way-vendor added 2/21/19 on receipt or RFQ	\$75.00	\$95.00	\$18.00	Yes with 3%	Tip overs \$18 each

All vendors were emailed RFQ on 2/7/19 at 12:26 PM

Town of Hampden
106 Western Avenue
Hampden, Maine 04444



Phone: (207) 862-6451
Fax: (207) 862-5067
email: recreation@hampdenmaine.gov

2019 Portable Toilet RFQ

Town of Hampden
106 Western Avenue
Hampden, ME 04444
207-862-6451

Dear Vendor:

The Town of Hampden Recreation Department is requesting written quotes for the provision of portable toilets for various park locations (listed below) in the Town of Hampden. We currently have six locations that will have portables located on site for the noted timeframe, which varies by location. Please read the following site requirements carefully. We are requesting quotes on the monthly cost per unit plus any additional cleanings completed as extra. Quote should include delivery, set up, weekly service, and pick up at the conclusion of the season.

Please return the attached quote form to the Hampden Town Office ATTN: Shelley Abbott, no later than 2:00 PM, February 21, 2019. Quotes should be submitted by mail or in person to:

Town of Hampden
Attn: Shelley Abbott
106 Western Avenue
Hampden, Maine 04444

The Town of Hampden may cancel the agreement at any time for vendor's poor performance, i.e. failure to clean units to satisfactory condition as required. All portable units shall be in "as new" condition. Selection of vendor shall be made based on references, past experiences and cost. For any questions please contact Shelley Abbott, Recreation Director, at the Hampden Recreation Department at recreation@hampdenmaine.gov or by calling 207-862-6451.

Unit/Service Request Address:

Ballfield Road Softball Field Parking Lot	1 Regular Unit (April 16-October 31)
Lura Hoyt Pool Field Parking Lot	1 ADA Unit (May 1-October 31)
Dorothea Dix Park Access Road	1 ADA Unit (May 1-October 31)
Marina Park Parking Lot	1 Regular Unit (May 1-October 31)
Papermill Road Park Parking Lot	1 Regular Unit (May 1-October 31)
Skehan Recreation Center Back Lower Field	1 Regular Unit (August 15-October 31)

****Dates are estimates only and may vary slightly****

The quote is not a guarantee for business. Number of units/service requests may be reduced based on unit costs and budgetary allowances.

Contractor Qualifications

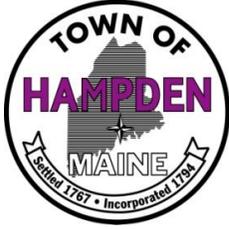
All contractors must submit a list of three different references including contact information.

Terms

- The quote shall be valid from the date of February 21, 2019 thru November 1, 2019.
- Units will be invoiced to the Town of Hampden on a monthly basis with a net thirty (30) day term.

Specifications are:

1. Unit delivery and set up at date scheduled after award of supply/service contract
2. Unit anchoring as needed to prevent tip over/vandalism
3. Weekly cleaning, preferred service dates of Fridays
4. Hand Sanitizer provided in each unit-replenished weekly
5. Paper products provided in each unit-replenished weekly



106 Western Avenue
Hampden, Maine 04444
Office: 207-862-3034
Facsimile: 207-862-5067

MEMORANDUM

TO: Town Council
FROM: Jim Chandler, Town Manager *JNC*
COPY: Sean Currier, Public Works Director / Road Commissioner
DATE: March 4, 2019
RE: Proposed Acceptance of Hampden Business & Commerce Park Roads – Carey Drive and Commerce Court

This memorandum requests Council accept the recommendation from the Infrastructure Committee that the Town accept the completed subdivision roads in the Hampden Business & Commerce Park into the Town’s road system.

Background

The Town of Hampden owns the land upon which the Hampden Business & Commerce Park exists – hence the Town already owns the road rights-of-way for the proposed road network. This acceptance process is to accept full and ongoing responsibility for maintenance and operations of these two road sections from Sargent Corporation.

Legal Review

Town attorney, Ed Bearor, affirmed the process to receive a road built on land already owned by the Town of Hampden – and offered the opinion: “to have Council accept the streets, by reference to the latest recorded subdivision plan, by referencing the streets by name on the plan.”

Fiscal Impacts

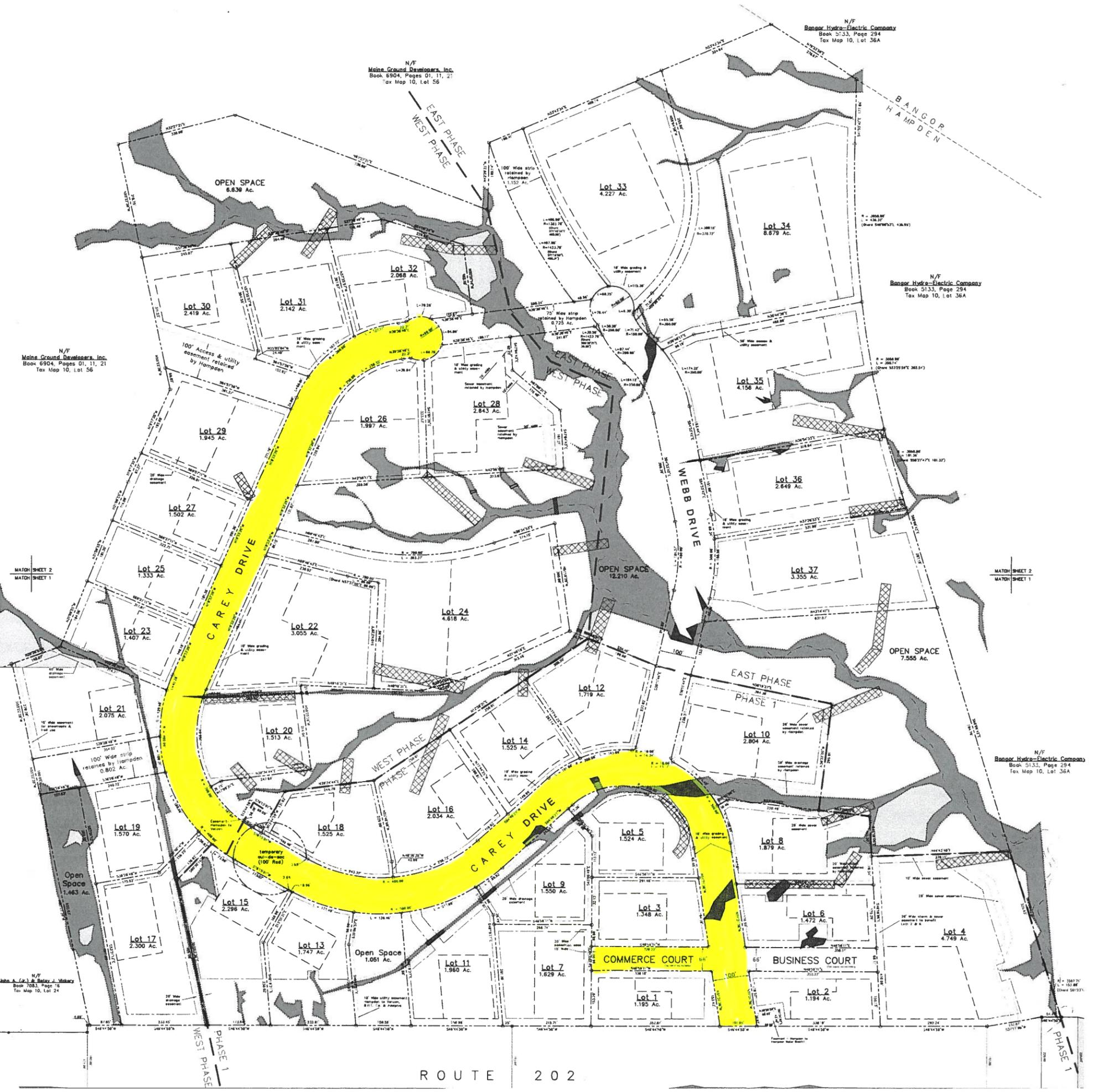
Acceptance of Carey Drive and Commerce Street has no immediate fiscal impact; however, future maintenance and operational costs will be budgeted for within the Public Works Department’s paving and plowing operations, beginning in FY2020.

Staff Recommendation

Based upon review of all application materials submitted, and site visits by the Town’s Road Commissioner, staff recommends the Council accept the referral from the Infrastructure Committee for formal acceptance of Carey Drive and Commerce Court as Town Ways.

Recommended Motion

“In accordance with the Town Ways Ordinance, I move Council accept Carey Drive and Commerce Court, located within the Hampden Business and Commerce Park, into the Town’s road network.”



portion to be accepted as a Town Way
 Note, the town already owns this land.

2018 Subdivision Plan
 Recorded at 2018-32 + 33
 (2 sheets)

Hampden Business + Commerce Park

Road Name: Carey Drive and Commerce Court Applicant: Town of Hampden Location: Hampden Business Park Road Length: apx 3,775' and 330' Lots Served: 27 Notes: TC never accepted the original roads built in phase 1 so this covers those roads too.			Subdivision Ordinance Applicability	Town Ways Ordinance								
				Plans Submitted	Fees and other expenses paid in full	Statement from applicant that construction is complete and correct and no know defects exist	Statement from DPW Director that all work completed satisfactorily	Improvement guarantee = 15% of original improvement guarantee	Statement from surveyor that all bounds have been set	Town Attorney approval of all documents: deeds, easements, clear title, owner's affidavit re: no liens	Letter from electric company indicating acceptance of power utilities	Letter from Hampden Water District indicating water lines installed and tested to their satisfaction
Date Received	By Who	Item & Notes		1.1	1.2.1.1	1.2.1.2	1.2.1.3	1.2.1.4	1.2.1.5	1.2.1.6 & 7	1.2.1.10	1.2.1.11
	PB	Approved 3/21/2018 (latest)	Yes - complies									
12/1/2017	Sean Currier	As-built submitted by Sargent for Carey Drive from temp cul-de-sac to end	0	✓								
		Town is owner, fees not applicable	0		NA							
1/24/2019	Sean Currier	Letter from Woodard & Curran	0			✓						
1/22/2019	Jim Chandler	Letter from Sean Currier	0				✓					
		see memo from A Jennings to Finance Commi	0					*				
7/12/2017	Sean Currier	Letter from Shyka, Sheppard & Garster	0						✓			
2/18/2019	Jim Chandler	Email Follow-Up from 1-1 Meeting with Ed Bearor to confirm acceptance process discussed on 2-15-2019	0							✓		
12/3/2018	Sean Currier	Letter from Emera	0								✓	
12/3/2018	Sean Currier	Letter from Hampden Water District	0									✓

* Town Council voted to waive the requirement for a performance guarantee for Carey Drive on April 2, 2018. Clerk Certificate Authenticating vote of 6-0 in favor.



TOWN OF HAMPDEN
DEPARTMENT OF PUBLIC WORKS

106 WESTERN AVE.
HAMPDEN, ME 04444

TEL 862-3337

FAX 862-5067

January 22, 2019

To: Jim Chandler, Town Manager
From: Sean Currier, Road Commissioner
Subject: Carey and Corporate Drive Road Acceptance

Sargent Corporation has completed Phase 1 of the proposed business park including Carey Drive (west portion) and Corporate Drive.

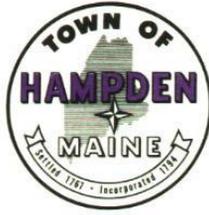
Hampden Public Works has been involved with the road construction process in the Business Park since the beginning of the project. The project was engineered by WBRC located in Bangor and constructed by Sargent Corporation, based in Stillwater. The Town has also employed a third-party inspector (Woodard and Curran, W&C) to oversee the day-to-day construction process and utility installation. Survey services were provided by Shyka, Sheppard and Garster Land Surveyors of Bangor.

W&C has provided project close-out documentation stating that the construction process has met all testing procedures with passing results per the approved subdivision plan, the Town Ways Ordinance and current engineering practices. An as-built drawing has also been submitted to the Town by Sargent Corporation. Emera Maine and the Hampden Water District have accepted the utilities within the newly constructed road right-of-way.

Given the positive testing results and applicable utility companies taking possession and responsibility for utilities within the right-of-way, I recommend road acceptance by the Town of Carey Drive and Corporate Drive, located within the Hampden Business Park.

Respectfully,

Sean Currier
Director of Public Works
Town of Hampden



TOWN OF HAMPDEN

CLERK'S CERTIFICATE OF VOTE OF TOWN

COUNCIL

I, Paula A. Scott, Clerk of the Town of Hampden, do hereby certify that the following is a true and accurate copy of a vote taken by the Town Council of said Hampden, at a regular meeting held on April 2, 2018, a majority of the Councilors being present:

VOTED: Motion by Councilor McAvoy, seconded by Councilor Marble, to waive the performance guarantee needed to accept West Carey Drive as a public way. Unanimous vote in favor, 6- 0.

Resolution 2018-47

Vote to waive the performance guarantee needed to accept West Carey Drive as a public way has been approved by a majority of those councilors present and entered into the permanent record of the Town of Hampden, Maine.

Dated: February 25, 2019

Paula A. Scott

Clerk, Town of Hampden



Item D. 5. g.

106 Western Avenue
Hampden, Maine 04444
Office: 207-862-3034
Facsimile: 207-862-5067

MEMORANDUM

TO: Finance & Administration Committee & Town Council
FROM: Jim Chandler, Town Manager *JNC*
COPY: Sean Currier, Public Works Director
DATE: March 4, 2019
RE: Mayo Road Sewer Pump Station Overflow – Council Resolution to confirm the Town’s Intent and Capability to fund an Escrow Account for Overflow Incidents

This memorandum requests Finance-Administration and Town Council adopt the attached Resolution to establish an escrow fund within the Town’s Sewer Fund. The escrow fund will be restricted to the specific purpose of paying for the pumping of overflow stormwater that enters the sanitary sewer collection system.

Background

Stormwater is entering our sanitary sewer collection system from properties on sections of Mayo Road and Western Avenue during excessive rain-fall or flood events. When this occurs, the flow exceeds the steady-state capacity of that pump station. Town staff has been proactively working to address the situations when rain, snow-melt or other weather events overwhelm the sanitary sewer pump station at Mayo Road & Western Avenue.

The Town is working with our on-call engineering consultant to evaluate a program to study the flow rates in key locations that will inform our program of outreach to residents on the system. The outreach program will systematically identify potential Inflow and Infiltration (I&I) sources so remedial measures may be taken by the property owners to correct inefficient or improperly connected stormwater/groundwater inflow and/or infiltration sources. An I&I study will be required for implementing corrective measures.

Next Steps

- Seek confirmation that the Environmental Trust will support the initial funding of \$10,000 for the escrow account.
- Begin to identify I&I sources and scope corrective measures.
- Enforce existing Sewer Ordinance for the purpose of assessing surcharges on properties confirmed to be sources of illegal discharges into the Town’s collection system.
- These surcharges would be used to fund the escrow account going forward, until corrective measures are completed, and capacity is restored.

Staff Recommendation

Staff recommends Council adopt the accompanying Resolution for the creation of a Mayo Road Pump Station I&I escrow account.

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- 02
Adoption: February 19th, 2019

**ORDER REGARDING FUNDING A MUNICIPAL ESCROW ACCOUNT
FOR EMERGENCY PUMP STATION SERVICE**

WHEREAS the Town of Hampden seeks to promote economic development opportunities in various forms to diversify tax revenues within the Municipality; and

WHEREAS the Town of Hampden acknowledges that the Mayo Road sanitary sewer pump station is challenged by unknown point-sources of infill and infiltration that create limited periods when operations are not at optimum capacity; and

WHEREAS the Town of Hampden seeks to remedy the inflow and infiltration to the sanitary sewer collections system to promote residential and other appropriate forms of new development in the area of Town served by this pump station;

IT IS ORDERED, that the Town of Hampden will fund and maintain a Municipal escrow account in the amount of \$10,000 for emergency pump station service for the Mayo Road pump station until such time as optimum capacity is available within the collection system;

This order is adopted on March 4th, 2019.

Town Clerk:

ORDERED by a majority of the Town Council:

Paula Scott



State of Maine

D-5-h

Bureau of Alcoholic Beverages and Lottery Operations
Division of Liquor Licensing and Enforcement
8 State House Station
Augusta, ME 04333-0008
Telephone: (207) 624-7220 Fax: (207) 287-3434

Application for Catered Function By Qualified Catering Organization

License No.: 5507 Name of Qualified Caterer: Jeff's Catering & Banquet Center
Mailing Address: PO Box 377
Town/ City: Brewer State: ME Zip Code: 04412
Telephone: (207) 989-1811 Fax:
Title and Purpose of Event: Maine Trailer Awards Dinner
Location of Event: Maine Trailer
Physical Address of Event: 101 Coldbrook Road
Town/City: Hampden State: Maine Zip Code: 04444

[X] Indoor Event [] Outside Event (IF OUTSIDE AREA, DIAGRAM MUST BE INCLUDED)
Describe specific indoor and/or outdoor area to be licensed: Inside Maine Trailer building.

Date of Event: 03/20/2019 Time - From: 4:30P To: 7:30P
Number of Persons Attending: 30 Approx.
Name of Sponsor: Rod Hathaway
Address: 101 Coldbrook Road Town/City: Hampden
State: Maine Zip Code: 04444 Telephone Number: (207) 404-5165

Signature of Licensee or Corporate Officer: [Signature] Date: 02/22/2019
Chausey Ashey
Print Name of Licensee or Corporate Officer

FOR USE ONLY BY DIVISION OF LIQUOR LICENSING & ENFORCEMENT

RESTRICTIONS:

[] APPROVED DATED:
[] NOT APPROVED ISSUED BY:

NOTE:

TO MUNICIPAL OFFICERS & COUNTY COMMISSIONERS:

This application must be approved by the Municipal Officers of the municipality in which the function is to be held or, if held in an unincorporated place, by the County Commissioner. Title 28A, Section 1076, Subsection 7D grant authority for this approval without public notice.

Dated at: _____, Maine _____ SS
City/Town (County)

On: _____
Date

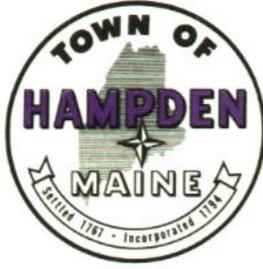
The undersigned being: Municipal Offices County Commissioners of the

City Town Plantation Unincorporated Place of: _____, Maine

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

Signature	Print

***72 Hours in Advance of Said Event or Gathering
REQUESTED***



Memorandum

TO: Finance & Admin Committee, Town Council
CC: Jim Chandler, Town Manager
FROM: Paula Scott, Assistant Town Manager
DATE: Feb. 28th, 2019
RE: Tax Foreclosed Properties

You are being asked to consider the disposition of three properties that the Town has taken possession of due to tax foreclosure. Recommendations for those properties are as follows:

- 185 Kennebec Road, Estate of George Hand -
This property is in an estate and staff has only been able to make contact with one known heir; we cannot be sure there is clear title. If there are other heirs that were never properly notified, we would only have a part ownership/interest in the property and those heirs would have the right to make whole their portion due.

Recommendation: Do nothing with this property for 6 months, which is the length of time municipalities typically wait to try to determine clear title. At the conclusion of a more exhaustive search, Council can then revisit the disposition of this property
- Lot 47 Hampden Mobile Home Park, Mary Ellen Prescott -
The former property owner was in the process of selling it to the owner of the mobile home park. The park owner has contacted us and would like to purchase it from the town for the amount of the taxes owed in order to replace it with a newer trailer with a higher taxable value

Recommendation: Sell this property to the owners of the trailer park for the amount of all taxes owed, including any administrative fees
- 69 Laskey Lane, Jonathan M. Rambo
This property has been foreclosed upon by the town in the past, but the owners were given the opportunity to pay their tax bill with their income tax return.

Recommendation: Sell this property back to the immediate prior owners for the amount of all taxes owed, including any administrative fees

**TOWN OF HAMPDEN
2017 TAX FORECLOSURE LIST**

Acct Name		Location	Mortgage Holder	Due
1817 BUTLER, JAMES	paid 02/19/2019	691 Main Rd	Key Bank	4,104.84
1841 BUTLER, JAMES JR	paid 02/19/2019	458 Main Rd	Merrill Merchants	1,183.08
1821 BUTLER, JAMES W JR	paid 02/19/2019	Land Main Rd	Merrill Merchants	479.73
3306 BUTLER, JAMES W JR 947-5145	paid 02/19/2019	317 Old County Road		561.52
02/14/2019 called will pay				
1958 CLARK, CHARLES C III 299-8679	paid 02/21/2019	41 Sunset Ave	Maine Savings FCU	704.65
02/15/2019 called left message; 2/19/19 called mortgage holder spoke w/Lavern she will try to contact home owner-2/19/19 12:12 Charles called will be in Thursday				
2121 GALLANT, JOHN A JR				1,668.15
REPURCHASE AGREEMENT UNTIL 2020				
2684 HAND, GEORGE J, ESTATE OF 949-5208		185 Kennebec Rd		1,226.86
02/19/19 spoke with Beverly Carter, she stated she is unable to pay and suggested I contact Robert Steven (neighbor)				
3171 MARTIN, ERIC V	paid 02/19/2019	105 Carmel Rd South		515.87
659-2853 (wrong number) 944-0766 02/19/19 spoke w/Eric he will pay today				
3091 MURRAY, BARBARA A 862-2584	paid 02/19/2019	1312 Carmel Rd North		137.64
02/15/2019 spoke with Barbara she would like someone to pickup check on Tuesday				
1804 PRESCOTT, MARY ELLEN		Hampden MH Park Lot 47		143.29
02/19/2019 emailed park owner for contact information				
02/20/2019 called Mary Ellen she stated she no long live in trailer and is in the process of selling it to the park owner. I left a message with the park owner. 2/25/2019 park owner informed me they do not plan to pay taxes				
286 PULLEN, RAYMOND M				636.93
REPURCHASE AGREEMENT UNTIL 2020				
1896 RAMBO, JONATHAN M 307-4990		69 Laskey Lane		922.70
02/19/2019 unable to contact				
2/22/19 Jim visted property with officer, house is vacant. Found number 852-9720 called left message				
2/22/19 @ 3 pm?, called 2/25/2019 @ 9:53 am left message; received call from 852-9720 wrong number				
1822 REED, JEFFREY L	paid 02/20/2019	669 Main Rd North		1,017.75
02/19/19 unable to contact; sent email to sister				
02/20/19 sister (Lynn Augustine) made payment over the phone				
1712 TWEEDIE, ROBERT 945-3896; 838-9313	paid 02/25/2019	372 Old County Rd		1,143.38
02/15/2019 called Robert will be in before foreclosure date				
923 WILSON, BRANDON S SR	paid 02/19/2019	787 Western Ave	Blaine & Carol Harvey	4,060.23
1489 WILSON, BRANDON S SR	paid 02/19/2019	83 Fowlers Landings	Blaine & Carol Harvey	1,874.11
3459 WILSON, BRANDON S SR	paid 02/19/2019	809 Western Ave	Blaine & Carol Harvey	4,117.26
2/19/19 someone contacted Jess about Wison's properties and will be in Wednesday to pay				
				<u>24,497.99</u>

FORECLOSURE DATE: FEBRUARY 25 6:00 PM
 UPDATED: 02/25/2019 11:37 AM

To whom it may concern,

I'm writing this letter to ask you to reconsider taking my property 69 Haskey lane, and allow me to pay 2017 taxes, and make payments there after to get my taxes current.

Every year I've been able to pay my taxes with my taxes. I was never told that it was the law to take the property on the date of foreclosure and that the town was unable to accept late payments. I have been able to pay within 7 days of the foreclosure date.

I am currently homeless, with 3 kids. I was staying at the property but cannot do so now with the cold weather. I've been working on making that my primary home, but my fiance and I both lost our jobs.

We now have jobs again. Mine only part time but my fiance's job is permanent, full time with profit sharing in which she gets an extra paycheck every month.

We both just started these jobs and now would like to make it a priority to make this home our permanent, primary residence. We have 3 children one of whom has autism, and one toddler.

We've set goals now that we have better jobs. First one is to provide stable housing to our children.

So I'm writing this letter to ask you, to beg you to help my family succeed. Allow us to succeed and remove ourselves from ~~being~~ a part of maines growing homeless statistics.

By giving us one more chance to get our taxes current your giving family a chance to have a permanent home, stability, and a chance for success.

Thank you for your time

Jonathan Kembo



Sherry Murray <sherry@hampdenmaine.gov>

Hampden Mobile Estates lot 47

2 messages

Tristan Thomas <tristan.thomas24@gmail.com>

Thu, Feb 28, 2019 at 1:01 PM

To: sherry@hampdenmaine.gov, Ryan Murdock <ryan.murdock21@gmail.com>

To whom it may concern,

I am acting asset manager of Hampden Mobile Estates. It has been brought to my attention that lot 47 has been foreclosed on by the town. The park is interested in taking ownership of the home and would like to pay the backed taxes in order to do so. We are looking for a quick transaction as we are ready to take over ownership ASAP.

Please feel free to reach out to me at 207-951-1822 with any questions.

I have CC'd park owner, Ryan Murdock, if you need to speak with him directly.

Best,

-Tristan Thomas

Tristan Thomas <tristan.thomas24@gmail.com>

Thu, Feb 28, 2019 at 2:10 PM

To: Ryan Murdock <ryan.murdock21@gmail.com>, sherry@hampdenmaine.gov

Sherry,

I forgot to mention on the phone that typically whoever owns the trailer is in charge of paying lot rent. As of right now the town of Hampden owns lot 47 and therefore would be in charge of paying the \$320/month lot rent due on the first. Obviously we are willing to work with you guys to get this straightened out as we are willing to pay the backed taxes on the home.

Please let me know what you find out.

Thank you!

-Tristan Thomas

[Quoted text hidden]