



**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. March 4, 2019
  - 3. COMMUNICATIONS
    - a. Renewal Victualer's licenses – Best Western White House Inn, JC's Variety, Pizza Gourmet, and R & K Variety
    - b. Information regarding construction of new fiber-optic network
  - 4. REPORTS
    - a. Finance Committee Minutes – 02/19/2019
    - b. Infrastructure Committee Minutes – None
    - c. Planning & Development Committee Minutes – 02/06/2019
    - d. Services Committee Minutes – 01/14/2019
- C. PUBLIC COMMENTS
- D. POLICY AGENDA
  - 1. NEWS, PRESENTATIONS & AWARDS
  - 2. PUBLIC HEARINGS
  - 3. NOMINATIONS – APPOINTMENTS – ELECTIONS
    - a. Appointment of James Davitt to the Historic Preservation Commission  
– *referral from Planning & Development Committee*

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

- b. Appointment of Wayne Reilly to the Historic Preservation Commission  
– *referral from Planning & Development Committee*
- c. Appointment of Ladoiya Wells to the Historic Preservation Commission  
– *referral from Planning & Development Committee*

4. UNFINISHED BUSINESS

5. NEW BUSINESS

- a. Council award of contract to Maine Earth for reconstruction of School House Lane- *Referral from Finance & Administration Committee*
- b. Consideration of hiring a replacement full time employee for the position of Community & Economic Development Administration Support Clerk – *referral from Finance & Administration Committee*

E. COMMITTEE REPORTS

F. MANAGER'S REPORT

G. COUNCILORS' COMMENTS

H. ADJOURNMENT



**HAMPDEN TOWN COUNCIL  
HAMPDEN MUNICIPAL BUILDING  
MINUTES**

.....  
**MONDAY**

.....  
**March 4th, 2019**

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

*Attending:*

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

*Town Manager Jim Chandler  
Town Clerk Paula Scott  
Rec Director, Shelley Abbot*

*Absent:*

*Mayor McPike*

*Deputy Mayor Ryder called the meeting to order at 7:00 p.m.*

- A. **PLEDGE OF ALLEGIANCE** – *Deputy Mayor Ryder led the Pledge of Allegiance*
- B. **CONSENT AGENDA** – *Councilor McAvoy made a motion, seconded by Councilor Marble, to approve the consent agenda. Unanimous, 6-0 (Minutes from 2/19 were corrected to reflect the attendance of Councilor Jarvi)*

*Resolution 2019-21*

**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** - *None*

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

**D. POLICY AGENDA**

1. **NEWS, PRESENTATIONS & AWARDS** - *None*
2. **PUBLIC HEARINGS** - *None*
3. **NOMINATIONS – APPOINTMENTS – ELECTIONS** - *None*
4. **UNFINISHED BUSINESS** - *None*
5. **NEW BUSINESS**

- 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 – Councilor Wilde made a motion, seconded by Councilor Wright to authorize the expenditure of \$1,384.50 from Matching Grant Reserve for the Town’s share of a Dep’t of Agriculture grant for the purchase of four portable radios and one portable GPS unit. Unanimous, 6-0.**

*Resolution 2019-22*

- 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 – Councilor Wright made a motion, seconded by Councilor Wilde, to authorize the expenditure of \$8,000 from GIS Reserve to purchase updated aerial photos. Unanimous, 6-0.**

*Resolution 2019-23*

- 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 – Councilor Wilde made a motion, seconded by Councilor Jarvi, to authorize the expenditure of \$8,710.50 from the Environmental Trust, Income for the purpose of reimbursement of eligible stormwater management expenses. Unanimous, 6-0**

*Resolution 2019-24*

- d. **Council award of contract to Nature’s Way for seasonal portable toilet rental services- Referral from Finance & Administration Committee – Councilor Wright made a motion, seconded by Councilor McAvoy, to award the contract to Nature’s Way for 7 portable toilet units. Unanimous, 6-0.**

*Resolution 2019-25*

- e. **Request for pre-authorization of FY20 budget funds to pay for the Nature's Way contract – Referral from Finance & Administration Committee – passed over**

- f. **Council acceptance of West Carey Drive as a public way – referral from Infrastructure Committee – Councilor Wilde made a motion, seconded by Councilor Marble, to accept West Carey Drive as a public way. Unanimous, 6-0.**

*Resolution 2019-26*

- 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 – Councilor Wilde made a motion, seconded by Councilor Wright, to adopt Council Order 2019-02 to authorize funding an escrow account in the amount of \$10,000 for emergency pump station service for the Mayo Road pump station. Unanimous, 6-0.**

*Resolution 2019-27*

- 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 – Councilor Wright made a motion, seconded by Councilor Marble to approve the off-premise liquor license for Jeff's Catering for an event at Maine Trailer. Unanimous, 6-0.**

*Resolution 2019-28*

- i. **Council action regarding tax foreclosed property located at 69 Laskey Lane and further identified as Map 22 Lot 10 – Councilor Marble made a motion, seconded by Councilor Wright, to sell the tax foreclosed property at 69 Laskey Lane to the immediate prior owner in the amount of \$2,082.23 which is two years' worth of taxes plus 5% administration fees and that a payment plan can be accepted but will require a 50% deposit up front. Unanimous, 6-0.**

*Resolution 2019-29*

- j. **Council action regarding tax foreclosed property located at Hampden Mobile Home Park, lot 47 and further identified as Map 20 Lot 51-47 – Councilor Wilde made a motion, seconded by Councilor Wright, to authorize the sale of the tax foreclosed property located at lot 47 Hampden Mobile Home Park, Map 20 Lot 51-47 to the owners of the park for taxes due including 5% administration fees. Unanimous, 6-0.**

*Resolution 2019-30*

MINUTES

k. Council action regarding tax foreclosed property located at 185 Kennebec Road and further identified as Map 38 Lot 1 - *tabled*

**E. COMMITTEE REPORTS**

Planning & Development – Councilor Jarvi reported that the next meeting is Wednesday the 6<sup>th</sup>

Finance & Administration – Councilor Wright reported that the items referred on tonight’s agenda were taken up in Committee.

Services – Councilor Marble reported that the next meeting is Monday the 11<sup>th</sup>

Infrastructure Committee – Councilor Ryder reported that the Committee met on February 25<sup>th</sup> and discussed plans for the Transfer Station for a new gate, new access road and flyers regarding recycling. Discussed the Short Wharf Rd acquisition and surveying status, the issues remaining with the road to Fiberight and the sewer collection system on Mayo Rd. The Schoolhouse Lane has been put out to bid last week and the Committee was informed that the State will be bidding out Route 1A on March 27<sup>th</sup>. Committee also discussed the Western Ave sidewalk project and the need for a light at the Marina. Committee also discussed securing the Army Corp to dredge the Marina, the acceptance of Carey Drive and the fire suppression line in the park.

**F. MANAGER’S REPORT** – Manager Chandler reported that the date of the final Town Center planning report has been changed. Ben Smith will report out on April 1<sup>st</sup>.

**G. COUNCILORS’ COMMENTS**

Councilor McAvoy – Questioned Manager Chandler on the status of the approach to the property that was discussed at the P & D meeting on February 6<sup>th</sup> and stating opposition to taking of private property. Councilor Wright called for a point of order citing mischaracterization of the events of said meeting. Councilor McAvoy referred to, and subsequently presented a copy of draft minutes of the 2/6 P & D meeting to the clerk, attached to these minutes as Exhibit A. He stated that the budget cycle is ready to start and he will present some budget tidbits at the next meeting. He encouraged the public to shop local and buy American and wished Hampden a good night.

Councilor Jarvi – No comment

Councilor Marble – Congratulated Hampden Academy girls’ basketball

Councilor Wilde – Echoed Councilor Marble’s words and wished the team better luck next year

Councilor Ryder – No comment

**H. ADJOURNMENT** – With no further business, the meeting adjourned at 7:30 p.m.

Respect Submitted,



Paula A. Scott, CCM  
Town Clerk

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



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

March 11, 2019

Best Western White House Inn  
Filibuster Lounge  
155 Littlefield Ave  
Bangor, ME 04401

RE: Victualer's license for Filibuster Lounge

Dear Sir/Madam:

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

Please call if you have any questions.

Sincerely,

A handwritten signature in cursive script that reads "Paula A. Scott".

Paula A. Scott, CCM  
Town Clerk

Enclosure

**VICTUALER'S LICENSE CERTIFICATE**

**Municipality of Hampden, Maine**

No. : 2019-3

Date: March 11, 2019

To all whom these presents may concern

**KNOW YE**, that: Best Western White House Inn

Doing business as: Filibuster Lounge

Has been duly licensed as a Victualer at: 155 Littlefield Ave, Bangor, ME 04401

In the Municipality of Hampden by said Municipality until: March 31, 2020

And has paid to the Municipal Treasurer the fee of: \$100

Authorized Municipal Officer: *Paula A. Scott*, Town Clerk

Town of Hampden  
106 Western Avenue  
Hampden, Maine 04444



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

March 11, 2019

JC's Variety  
John & Connie Lanpher  
995 Western Ave  
Hampden, ME 04444

RE: Victualer's license for JC's Variety

Dear John & Connie:

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

Please call if you have any questions.

Sincerely,

A handwritten signature in cursive script that reads "Paula A. Scott".

Paula A. Scott, CCM  
Town Clerk

Enclosure

**VICTUALER'S LICENSE CERTIFICATE**

**Municipality of Hampden, Maine**

No. : 2019-7

Date: March 11, 2019

To all whom these presents may concern

**KNOW YE**, that: JC's Variety

Doing business as: JC's Variety

Has been duly licensed as a Victualer at: 995 Western Ave Hampden, ME 04444

In the Municipality of Hampden by said Municipality until: March 31, 2020

And has paid to the Municipal Treasurer the fee of: \$100

Authorized Municipal Officer: *Paula A. Scott*, Town Clerk

Town of Hampden  
106 Western Avenue  
Hampden, Maine 04444



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

March 11, 2019

Pizza Gourmet  
Brian & Cynthia Carlisle  
69 Thurlow Rd  
Newburgh, ME 04444

RE: Victualer's license for Pizza Gourmet, Hampden, ME

Dear Brian & Cynthia:

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

Please call if you have any questions.

Sincerely,

Paula A. Scott, CCM  
Town Clerk

Enclosure

**VICTUALER'S LICENSE CERTIFICATE**

**Municipality of Hampden, Maine**

No. : 2019-5

Date: March 11, 2019

To all whom these presents may concern

**KNOW YE**, that: Brian & Cynthia Carlisle

Doing business as: Pizza Gourmet

Has been duly licensed as a Victualer at: 60 Main RD N Hampden, ME 04444

In the Municipality of Hampden by said Municipality until: March 31, 2020

And has paid to the Municipal Treasurer the fee of: \$100

Authorized Municipal Officer: *Paula A. Scott*, Town Clerk

Town of Hampden  
106 Western Avenue  
Hampden, Maine 04444



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

March 11, 2019

R & K Variety  
Kathy Smith  
573 Main Rd N  
Hampden, ME 04444

RE: Victualer's license for R & K Variety

Dear Kathy:

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

Please call if you have any questions.

Sincerely,

Paula  
Town

Encl

**VICTUALER'S LICENSE CERTIFICATE**

**Municipality of Hampden, Maine**

No. : 2019-6

Date: March 11, 2019

To all whom these presents may concern

**KNOW YE**, that: R & K Variety

Doing business as: R & K Variety

Has been duly licensed as a Victualer at: 573 Main RD N Hampden, ME 04444

In the Municipality of Hampden by said Municipality until: March 31, 2020

And has paid to the Municipal Treasurer the fee of: \$100

Authorized Municipal Officer: *Paula A. Scott*, Town Clerk



# TDS FIBER

## COMING SOON!

Construction of a new fiber-optic network in your neighborhood is about to begin.

Thanks for your patience during the construction process. We're excited to bring this state-of-the-art technology to homes and businesses in your area.

VISIT

[tdstelecom.com/MEfiber](http://tdstelecom.com/MEfiber)  
FOR MORE INFORMATION



Kyle Severance <gisit@hampdenmaine.gov>

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## TDS Fiber and NEXTGEN Trucks

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Kyle Severance <gisit@hampdenmaine.gov>

Thu, Mar 14, 2019 at 12:14 PM

To: Hampden Broadband Committee <broadbandcommittee@hampdenmaine.gov>

Cc: Senior Management Team <seniormanagement@hampdenmaine.gov>

Hampden Broadband Committee/E-Mail List and others,

First off, I apologize for the radio silence over the last year - it's a very busy town and we do what we can to keep up with all the hats we must wear!

Over the last few months I have been receiving questions from residents and businesses regarding NextGen trucks seen putting up fiber in areas along 1A, Western Ave, 202, etc. As you may recall from meeting with TDS in Nov. 2017, they were implementing fiber to the node to support improvements to the existing DSL service - specifically along Emerson Mill Rd, Pond Rd, and Back Winterport Rd. After speaking with TDS today I have found out that they not only have completed that project but are in a three-phase project laying out fiber to offer up to 1 Gbps speed to the majority of the town's population. HOORAY!!!

I've attached their flyer to this email. I encourage you to visit [www.tdstelecom.com/MEfiber](http://www.tdstelecom.com/MEfiber) if you are interested in receiving their communications on service location eligibility. I signed up already to be notified for the municipal facilities.

My FAQs:

Q: This NextGen truck is parked in my Right-of-Way! Who do I call?

A: Call White Mountain Fiber at (603) 736-4766 - this is the subcontractor for the fiber work. I found this by looking up the DOT number on the truck.

Q: Why are there low hanging cables along the road?

A: This is normal as they run the fiber and the contractor comes back around to 'shirk' them up.

Q: Where are these phases and when will the service become available?

A: I do not have a map of the phases because it is TDS's (even though the work is federally funded it is still proprietary for some complex reason). The areas were described to me over the phone but we all know there are many factors affecting project timelines so again, visit their website if you want more information. However, I was told as early as this Summer we may see some of phase 1 complete and available!

Feel free to reach out to me if there are other questions and I'll do my best.

Regards,

**Kyle Severance**  
*GIS/IT Specialist*  
*E911 Addressing Officer*  
*Town of Hampden, Maine*

P: (207)862-4500 ext 142 | F: (207)862-5067

Regular Office Hours: Monday - Thursday 7:30 am - 6:00 pm

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**TDS FIBER.pdf**  
855K

## FINANCE & ADMINISTRATION COMMITTEE MEETING

Tuesday, February 19th, 2019  
6:00 P.M.  
Hampden Town Office

### MINUTES

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

*Jim Chandler, Town Manager*  
*Paula Scott, Town Clerk*  
*Kelly Karter, Tax Assessor*  
*Kate Grossman, Attorney*  
*Peggy Brown*  
*News reporter*

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

#### 1. Approval of Minutes

- a. **February 4, 2019** – *Councilor Marble made a motion, seconded by Councilor McAvoy, to approve the minutes of Feb. 4<sup>th</sup>. Unanimous, 7-0.*

*Councilor Jarvi made a motion, seconded by Councilor McAvoy, to suspend the rules and move to item 4-a on the agenda. Unanimous, 7-0.*

#### 2. Review & Sign Warrants

#### 3. Unfinished Business

- a. **Council rules review – standing item**
- b. **Request for Input from Council for the Agenda and Structure of the “Council Goals Setting Session” scheduled for Saturday, March 30, 2019 – Request of the Town Manager and Staff** – *Council will have agenda items to the Manager by Thursday the 27<sup>th</sup> for inclusion on the March 4<sup>th</sup> agenda.*

#### 4. New Business

- a. **Discussion of a request to Council for a potential abatement of personal property taxes for the White House Motel, Inc. – Request of White House Motel, Inc. and Town Assessor Kelly Karter** – *After the Chair’s reading of the item, Councilor Wilde requested to recuse himself from the vote due to a potential conflict of interest with regard to selling insurance to the White House. After discussion, Committee voted 4-2 that*

*the recusal was not necessary. Councilor Wilde stated he would abstain. Committee members were given information from Peggy Brown regarding their request for an abatement and spoke to the Committee. (Attached, Exhibit A) Attorney Grossman who explained the process, the 706 statute and section 841 of Title 36. She answered questions about the appropriateness of Council granting the abatement, citing the elements of the statutes. Assessor Karter was asked to approach the podium after handing out information to the Committee. (Attached, Exhibit B) Committee members asked her to explain BETE and BETR. Mayor McPike questioned the Assessor. Chair Wright called for questioning to cease. After a final statement from Peggy Brown, Chair Wright requested the Committee move on as there is no legal standing for the abatement. Committee consensus was to move on to 4-b.*

- b. **Recommendation authorizing 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 Fiberright facility – Request of the Town Manager and Public Works Director Sean Currier** – *Prior to consideration of this item, Chair Wright requested to recuse herself from the vote citing a potential conflict of interest due to her involvement as the consultant and director of the program. After discussion, Committee stated the recusal was not necessary. Manager Chandler reported that the agreement was reviewed by legal counsel with no concern. Councilor Marble made a motion, seconded by Councilor Jarvi, to recommend Council authorize the Town Manager to sign the agreement with Coastal Resources of Maine as stated. Unanimous, 7-0.*
- c. **Recommendation authorizing 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 – Request of Public Works Director Sean Currier** – *Councilor Wright made a motion, seconded by Councilor Ryder, to recommend Council authorize the Town Manager to sign the two-party agreement with Maine DOT for the Route 1-A and Grist Mill Bridge project. Unanimous, 7-0*
- d. **Report to Council regarding potential acquisition of Foreclosed Properties by the Town – Request of the Town Manager/Treasurer** – *The Town Manager reported the status of properties that are facing foreclosure. There were originally 24 but now only four properties remain. No action needed.*

## **5. Manager's Items**

- a. **Public Safety Director Recruitment Announcement and discussion of the selection process – Requested by Mayor McPike** - *Manager Chandler reported on the status of the selection process for the new Public Safety Director*

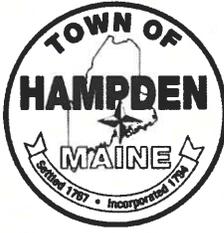
February 19, 2019

- b. **Update on outstanding legal issue related to 114 Old County Road – Request of the Town Attorney & Town Manager – Manager Chandler reported that the trial management date is scheduled for June 6<sup>th</sup>.**
  
  - c. **Budget Review Schedule of Public Sessions for Council Review of Departmental Lines of Business in the FY20 Proposed Budget – Request of the Town Manager – Councilor Jarvi noted a conflict in the schedule on May 15<sup>th</sup> which is the same date as the RSU final budget meeting. Manager Chandler will revise and report back.**
  
  - d. **Informational Item, Job Description for the Town Manager – Request of the Councilor Wright - Item passed over**
  
  - e. **Informational Item, Review of Council-Staff Relations, and structural changes to the Administration, Public Works & Public Safety Departments – Request of the Town Manager – Item passed over**
6. **Public Comment - None**
  
  7. **Committee Member Comments - None**
  
  8. **Adjournment – With no other business to attend, the meeting adjourned at 7:00 p.m.**

*Respectfully Submitted,*



Paula A. Scott, CCM  
Town Clerk



Town of Hampden  
**Planning and Development Committee**  
 Wednesday February 6, 2019, 6:00 pm  
 Municipal Building Council Chambers  
**Minutes**

Attending:

Committee/Council

Eric Jarvi - Chair  
 Dennis Marble  
 Terry McAvoy  
 Mayor Ivan McPike  
 David Ryder  
 Stephen Wilde  
 Shelby Wright

Staff

Karen Cullen, Town Planner  
 Jim Chandler, Town Manager

Public

Chip Laite, Sargent Corp.  
 Ben Smith, Northstar Planning

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

At Chairman Jarvi's request, **Motion** to suspend the agenda made by Councilor Wright; second by Councilor Ryder; carried 7/0/0.

Chairman Jarvi added a new agenda item to be discussed first, to continue the discussion started at the February 4 Finance & Administration Committee meeting regarding streetlights at the Hampden Business & Commerce Park. The key points of the discussion were:

- Town Manager Jim Chandler reported that the Town owns the business park and is trying to be proactive with assisting businesses. Two new developments (Zucco's Dog House and FW Webb) are in the new section which currently does not have streetlights installed.
- The Planning Board approval of the subdivision in 2001 included a total of 34 streetlights throughout the park; 14 have been installed to date in the first phase area. This request is for approval of the installation of 15 streetlights at this time.
- Chip Laite said they submitted the request per the Town's streetlight policy (Town of Hampden Policy on New Street Lights) which requires submission of a petition by January 15<sup>th</sup> to the Town Manager and Public Safety Director. This was done as part of the due diligence for the FW Webb development.
- The costs given in the Town Manager memo dated February 6 of \$165.30 per month or \$826.50 for the remainder of the fiscal year are only for the operation of the lights, the cost of materials and installation is borne by Emera.
- Sargent Corp. has paid for the utility poles and lines, which were installed today.
- Discussion regarding the need for Council action on this since the lights are on the subdivision plan approved by the Planning Board. *[Editor's note: Although the location of the streetlights was approved by the Planning Board, the Council is required to act on requests for all new streetlights regardless of whether they are in an approved subdivision or not, per the Policy on New Street Lights.]*

**Motion** to refer to Town Council a recommendation to pay the cost of the streetlights as submitted in Jim's memo made by Councilor Marble; second by Councilor Wilde. After further discussion **Amended Motion** to refer to Town Council a recommendation to install all streetlights in the Hampden Business & Commerce Park as needed made by Councilor Marble; second by Councilor Wilde; carried 7/0/0.

Additional discussion regarding Town Council action; Manager Chandler stated this will go onto the consent agenda, the committee agreed with that approach.

Chairman Jarvi returned to the agenda.

1. Minutes for the January 23, 2019 meeting – **Motion** to approve as submitted made by Councilor McAvoy; second by Councilor Wright; carried 7/0/0.

2. Committee Applications: None

3. Citizen's Initiatives: None

4. New Business:

a. Town Center Plan. Consultant Ben Smith gave a brief summary of the town center project and the draft plan:

- activity centers – town center has two, a convenience center and a neighborhood center and is clearly an important area of Hampden
- the recommendations are categorized by land use, transportation, placemaking, and community connections
- community connections is about adding capacity (for getting things done) by engaging RSU22 and the Old Hampden Academy, two major stakeholders in this area which each have a significant impact on the area
- implementation is NOT all up to the Town (local government); RSU22 and a new group of people (business and residents) is needed to spearhead activities and programs in the town center (e.g. community events, flower basket program)
- noted the table of recommendations is not currently in order of priority, and the plan is undergoing editing

Key points of the committee discussion:

- the plan will be presented at the March 18<sup>th</sup> Town Council meeting, after which staff recommends that the Council accept the plan – it does not require adoption
- the plan should be viewed and used as a strategic plan to guide future actions by the Town and other stakeholders
- use plan as background for the formation of a TIF district
- there are people who are genuinely interested in establishing a greater sense of community in this town; enhancing the town center area to approach the vision set forth in the plan would be beneficial
- this initiative was successful in getting citizen engagement and that shouldn't be ignored
- concerns about who is going to implement, especially the day to day work
- planning initiatives in the past were ignored and that has eroded the confidence in residents that anything will ever get done to improve the town center area
- there is a need to pull together a group of citizen volunteers (residents and businesses) to serve as an organization to explore the recommendations in the plan and begin implementation of those that can easily be done
- any comments should be sent to Planner Cullen or Manager Chandler for compilation and forwarding to Ben Smith within a week

- b. Discussion of potential for Town purchase of certain properties. Mayor McPike asked for the Councilors thoughts on the idea of asking Manager Chandler to investigate the potential for contacting the owner of the property at the corner of Western and Main Road North adjacent to Fresh Ginger Fusion regarding his willingness to sell the property to the Town. The key points of the discussion were:
- the taxes are current
  - would like to address this before it falls into such disrepair that it becomes an unsafe building
  - the town should only pursue such communication when there is a clear public interest and public use for the property
  - there are other similar properties in town, but this request is only about this one property
  - property owners are concerned about potential town actions and any communication now should be done with extreme caution
  - while there may be some future need for land for intersection improvements, that is not the case at this point
  - this property is of great concern to a lot of people due to its location at a key intersection in the heart of the town center area
  - the issue is blight – the structure should either be renovated and maintained or demolished
  - Manager Chandler stated that as town manager he is trying to improve the town center and given the location and condition of this property has an interest in investigating it, but will take direction from Council.

Chairman Jarvi asked for a straw poll vote on whether the Councilors wanted to direct the Town Manager to investigate this; 4/3/0 in favor of investigation. **Motion** by Councilor McAvoy to refer this item to the Town Council for vote; second by Councilor Ryder; motion failed on a 3/4/0 vote.

5. Unfinished Business: Discussion of road acceptance process – Planner Cullen summarized her memo of January 31, 2019 and concluded that both the Town Ways Ordinance and the Subdivision Ordinance need to be amended to eliminate the inconsistencies that exist. The committee agreed and directed Planner Cullen to draft the amendments. No specific timeframe was set with the expectation the work will progress along with other projects and tasks.

Discussion about Harold Bouchard Way; staff has documented the current condition of the road which shows the problems that will reoccur as it now stands. Councilor McAvoy expressed his opposition to accepting the road is the issue of surety. The councilors agreed the road should not be accepted as it is currently.

6. Zoning Considerations/Discussions: None

7. Updates:

a. MRC/Fiberight: Manager Chandler reported he attended a meeting this week and was introduced to a couple of new employees.

- b. Staff Report:

i. Open space requirements in subdivisions: Planner Cullen explained that the open space requirement in the subdivision ordinance was repealed on April 4, 2016. However, some developments will be required by DEP to mitigate for wetlands impacts, and one option available to developers is to set aside open space which

protects wetlands and other sensitive areas such as streams. The developer of the Colonial Heights project was required to mitigate for wetlands impacts and chose to preserve land along Reeds Brook.

- ii. Manager Chandler informed the committee that he and staff are dealing with an issue related to open space in the Chickadee Lane subdivision, where there were some hazardous trees on town property (open space) which were felled and left. Some of those were removed for safety purposes and now some of the residents are requesting the Town remove the rest of the felled trees for aesthetic reasons. He concluded by saying this is not a priority item but the residents may make a request directly to Town Council.

8. Manager Items:

- a. Recycling options when Fiberight opens. [Councilor Wright stepped down as she is employed by the company. She joined Manager Chandler at the “presenter’s table.”] Manager Chandler and Ms. Wright handed out samples of materials that will be mailed and posted regarding how the recycling operations will be changing in an effort to educate the residents about what and how they should recycle starting this spring. It will be the same thing they’ve been doing except they are no longer to recycle glass or plastics # 3-7, those materials are to go in with the trash. One challenge in the education process is to get people to understand that the amount of contamination in the recycling will have a direct impact on the cost to the Town, starting in July. Fiberight doesn’t believe there will be constant fluctuation in what will be accepted for recycling, so the education effort should not be changing all the time.
- b. History of Shoreland Zoning Ordinance – Manager Chandler reported that the state has guidelines regarding shoreland zoning which were updated by DEP in 2015. The bottom line is that the town can either have no local ordinance in which case the state will impose their regulations on us, which are more restrictive than what we can do in a local ordinance, or we can keep a local ordinance. We need to amend our current ordinance to be in compliance with the 2015 guidelines. Previous staff had started that process but Planner Cullen found some egregious errors in the draft ordinance, bringing the process to a halt. While the land use zoning ordinance became the primary focus for a number of months, we are now close to the finish line – DEP has already given “preapproval” to the text and we expect to be starting the adoption process with the public hearing at the Planning Board within a few months (we are waiting for some map questions to be answered by DEP). After Town Council adopts the revised ordinance, then we send it to DEP for their formal approval and it will take effect after that.

Discussion regarding previous Town Council vote regarding shoreland zoning; there is question whether the Council had previously voted to adopt the state guidelines. Staff will research this and report back to the Committee.

- c. LED streetlight communication – this item will be reported on at the next P&D committee meeting.

9. Public Comments: None

10. Committee Member Comments: None

11. Adjournment: Chairman Jarvi adjourned the meeting at 8:04 pm.

*Respectfully submitted by  
Karen Cullen, Town Planner*

Items for March 6, 2019 P&D meeting:

- Agenda Items:
  - none
- Staff Report:
  - History of Shoreland Zoning Ordinance – Manager Chandler
  - Communication with residents regarding LED streetlights – Manager Chandler
  - Public access to Public Safety Building – Manager Chandler

## Town of Hampden

### SERVICES COMMITTEE MEETING

Monday, JANUARY 14, 2019

6:00 pm

HAMPDEN TOWN OFFICE

### MINUTES

#### Attending:

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

*Town Manager – Jim Chandler  
Shelley Abbott – Recreation Director  
Chris Packard – Citizen*

Meeting was called to order by Chairman Marble at 6:01pm

#### 1. MINUTES

- a. **November 13, 2018** – Councilor McAvoy made a motion, seconded by Mayor McPike to accept the minutes as written. Unanimous vote in favor, 6-0.

Chairman Mable took item 5c first due to citizen Chris Packard being in attendance for this item.

#### 2. COMMITTEE APPLICATIONS & CITIZEN INITIATIVES

#### 3. UNFINISHED BUSINESS

- a. BACTS transit -2018 Ridership Report & 2019 Regional Study Discussion – Manager  
Town Manager Chandler updated the Committee on the BACTS/City of Bangor Regional Transit Study to take place this year, and the ridership on the bus route in Hampden.

#### 4. NEW BUSINESS - None

#### 5. STAFF UPDATES & MANAGER ITEMS.

- a. **Western Avenue Municipal Properties Stormwater Permitting – Progress Update from Manager**

Town Manager Chandler updated the Committee on Plymouth Engineering progress on the stormwater permitting of the Western Avenue Municipal properties and recent pre-application meetings held by the Plymouth Engineering consultants with the Maine DEP staff.

**b. Update on Skehan Center Maintenance Concerns & Winter Operations – Manager**

Town Manager Chandler along with Director Abbott discussed the HVAC issues, the scope and cost of having localized hot water units at the Skehan Center.

**c. Vafiades Landing – Update on Acquisition Activities by Volunteer Community Members – Manager**

Chris Packard updated the Committee on the acquisition of efforts. An appraisal of the property has been funded. Landmark Heritage Trust is having a meeting on January 16, 2019 at 7 p.m. in Newburgh.

**d. Spectrum Cable Actions & Maine Legislative Response – Update from Kyle Severance, GIS-IT Technician – (see attached memo)**

**e. Citizen Rental of Skehan Center Space & Gym Time Reservations – Recreation Director Shelley Abbott**

The practice of renting out gym time was explained by Director Abbott.

**6. PUBLIC COMMENTS – None**

**7. COMMITTEE MEMBER COMMENTS**

**8. ADJOURN**

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



Check One:  Initial Application  
 Reappointment Application

### TOWN OF HAMPDEN APPLICATION FOR TOWN BOARDS AND COMMITTEES

NAME: Davitt James E  
LAST FIRST MI

ADDRESS: 25 Summer Street Hampden 04444  
STREET TOWN ZIP

MAILING ADDRESS (if different): \_\_\_\_\_

TELEPHONE: 207-862-8113 \_\_\_\_\_  
HOME WORK

EMAIL: jim.davitt@yahoo.com

OCCUPATION: Associate Professor, Univ. of Maine at Augusta

BOARD OR COMMITTEE PREFERENCE:

FIRST CHOICE: Historic Preservation Committee

SECOND CHOICE (OPTIONAL): \_\_\_\_\_

How would your experience, education and/or occupation be a benefit to this board or committee? My college degree was in American History, Colonial and 19th Century.

For four years I served on the Bangor Historic Review Commission, I restored an 1855 farmhouse in Bangor and am still working on our 1850 cape on Summer Street

Are there any issues you feel this board or committee should address, or should continue to address? Extending the Historic Districts and sites to more historically significant areas.

- 3 YEAR
- CONSERVATION COMMITTEE
- BOARD OF ASSESSMENT REVIEW
- PERSONNEL APPEALS BOARD
- LURA HOIT MEMORIAL POOL
- ECONOMIC DEVELOPMENT COMMITTEE
- FRIENDS OF DOROTHEA DIX PARK

- DYER LIBRARY
- RECREATION COMMITTEE
- BOARD OF APPEALS
- HISTORIC PRESERVATION COMMITTEE
- TREE BOARD

5 YEAR  
PLANNING BOARD

<b>FOR TOWN USE ONLY</b>		Date Application Received: <u>2/11/19</u>
COUNCIL COMMITTEE ACTION:	<u>P &amp; D - referred to Council</u>	DATE: <u>3/16/19</u>
COUNCIL ACTION:	<u>Council</u>	DATE: <u>3/18/19</u>
<input checked="" type="checkbox"/> NEW APPT	<input type="checkbox"/> REAPPOINTMENT	DATE APPOINTMENT EXPIRES: _____





Check One:  Initial Application  
 Reappointment Application

TOWN OF HAMPDEN  
APPLICATION FOR TOWN BOARDS AND COMMITTEES

NAME: Wells Ladoiya D  
LAST FIRST MI  
ADDRESS: 174 Old County Road Hampden 04444  
STREET TOWN ZIP  
MAILING ADDRESS (if different): \_\_\_\_\_  
TELEPHONE: 207-852-3189 \_\_\_\_\_  
HOME WORK  
EMAIL: ladoiyaw@gmail.com

OCCUPATION: Homemaker/writer

BOARD OR COMMITTEE PREFERENCE:  
FIRST CHOICE: Historic Preservation Commission

SECOND CHOICE (OPTIONAL): Planning Board

How would your experience, education and/or occupation be a benefit to this board or committee? I have a Bachelors degree in Anthropology and an interest in preserving our history.

Are there any issues you feel this board or committee should address, or should continue to address? \_\_\_\_\_

3 YEAR

- |                            |                                  |
|----------------------------|----------------------------------|
| BOARD OF ASSESSMENT REVIEW | DYER LIBRARY                     |
| PERSONNEL APPEALS BOARD    | RECREATION COMMITTEE             |
| LURA HOIT MEMORIAL POOL    | BOARD OF APPEALS                 |
| HARBOR COMMITTEE           | HISTORIC PRESERVATION COMMISSION |

5 YEAR  
PLANNING BOARD

<b>FOR TOWN USE ONLY</b>		Date Application Received: <u>2/25/19</u>
COUNCIL COMMITTEE ACTION:	<u>P+D - referred to Council</u>	DATE: <u>3/16/19</u>
COUNCIL ACTION:	<u>Council</u>	DATE: _____
<input checked="" type="checkbox"/> NEW APPT	<input type="checkbox"/> REAPPOINTMENT	DATE APPOINTMENT EXPIRES: _____



**TOWN OF HAMPDEN**  
**DEPARTMENT OF PUBLIC WORKS**

106 WESTERN AVE.  
HAMPDEN, ME 04444

TEL 862-3337

FAX 862-5067

March 14, 2019

To: Jim Chandler  
From: Sean Currier  
Subject: Bid Recommendation for the reconstruction of Schoolhouse Lane

The Public Works Department issued a request for proposals for the reconstruction of Schoolhouse Lane as budgeted in the current fiscal year. Multiple companies were sent the bid request (from our vendor book) and it was also posted in the Bangor Daily News.

Eight (8) responsive bidders provided proposals which were publicly opened on March 13, 2019 at 1:00pm. The bids ranged from \$279,896.00 to \$410,445.00. Maine Earth, located in Hampden, was the apparent low bidder. After review of the bid documents, it appears their proposal was complete and acknowledged the addendum submitted.

This approved project was budgeted in the operating budget of public works under Street Construction 10-01-30-75. The cost of the project will be offset by the reimbursement of \$150,000 from the environmental trust fund.

I would like to recommend the award of the bid to the lowest bidder, Maine Earth (\$279,896.00). The final cost of the project will be based on unit prices verified by on-site inspection provided to the Town by Carpenter Associates.

Respectfully,

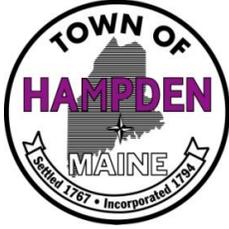
A handwritten signature in black ink, appearing to read "S Currier", is written over a light blue horizontal line.

Sean Currier

**TOWN OF HAMPDEN**  
**2019 SCHOOL HOUSE LANE**  
**BID SHEET**

**March 13, 2019 @ 1:00 P.M.**

<b>BIDDER</b>	<b>BID AMOUNT</b>	<b>Acknowledged Addendum</b>
Hughes Bros, Inc.	294,960.25	Yes
Site Works	302,950.00	Yes
Gardner Construction	336,285.00	Yes
Sunset Development	392,739.00	Yes
Maine Earth	279,896.00	Yes
Eastwood Construction	410,445.00	Yes
Wellman Paving	364,587.00	Yes
Whitmore Contracting	310,455.00	Yes



**MEMORANDUM**

TO: Finance-Administration Committee & Town Council  
FROM: Jim Chandler, Town Manager *JNC*  
COPY: Paula Scott, Assistant Town Manager/Clerk  
Tammy Ewing, Finance Director  
Joe Rogers, Public Safety Director  
DATE: March 18, 2019  
RE: Request for Replacement Position to Back-fill FTE Transferred to Public Safety for the Purpose of filling the vacancy created by the departure of Danielle Simons

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This memorandum requests Council accept the Town Manager's recommendation that a full-time replacement position be established for the (former) Land & Building Services Administrative Assistant / Sewer Clerk to replace the departing Danielle Simons.

**Background**

The Town of Hampden has been making deliberate attempts to improve and enhance its customer services to residents, corporate citizens, developers, potential business owners and existing commercial enterprises in the areas of Building, Land Development and Code Enforcement. Upon my arrival in the summer of 2018, one of the most consistent messages I received from business and community leaders was the need to address the "miss-perception" that Hampden needed to be more "business-friendly."

This initial 'message' has been affirmed in numerous conversations with Councilors, staff, business owners, residents and development professionals. It has been further strengthened in researching the files of former managers Sue Lessard and Angus Jennings. Below is a short list of examples that identify challenges to the staffing and structure of the Town's organization related to Economic Development, Code Enforcement and Building Services:

- August 19, 2002 – Memo from TM Bruno to CEO Thibault addressing changes in reporting relationships and location of CEO and Building Inspection staff in Public Safety;
- January 10, 2005 – Memo from TM Lessard to all staff addressing organizational changes in roles, responsibilities and reporting for Code and Planning Permit functions;
- April 27, 2015 – Memo from TM Lessard to Council addressing reorganization efforts to consolidate various staff into the Planning & Economic Development Department;
- June 7, 2016 – Memo from TM Jennings to Council reversing this most recent action and upon the departure of the Economic Development Director (Dean Bennett) the splitting apart of the staff into a loosely organized Land & Building Services group with most returning as direct-reports to the TM, and with Code remaining split between this group and Public Safety;
- June 2016 – Numerous private communications (emails from citizens and business/community leaders) requesting Council not eliminate this department, but rather address the functional

issues associated with Economic Development, Planning and Code Enforcement in a manner that preserves the Economic Development function and addresses the continued ongoing efforts to achieve a more “business-friendly” organizational structure and culture;

- June 21, 2016 – Press Release from TM Jennings to Media announcing the elimination of the Economic Development Department (and director’s position) and a renewed focus on updating the planning and zoning elements of various Town Ordinances;
- April 18, 2018 – Memo from TM Jennings to Council’s Finance-Administration Committee requesting the addition of a finance professional and the modification of the Town Clerk’s administrative responsibilities;
- November 2018 – March 2019 – Discussions at the staff and Council level regarding the transfer of a full-time Administrative Assistant from Public Works to Public Safety to address the staffing needs to provide more coordinated customer service in Code Enforcement, versus having it split between the front and rear of the building, and being split between Public Safety and DPW, Planning and Administration/Clerk’s offices;
- December 2018 – Formal notification to affected staff of the planned transfer;
- December 17, 2018 – Memo from TM Chandler to Council appointing the Town Clerk to the newly created position of Assistant Town Manager;
- January 23, 2018 – Letter of Resignation accepted from Administrative Assistant, Danielle Simons, who is leaving the Town to work for her family-owned business.

My mission going forward as the current Town Manager is to overcome these past challenges and the efforts by previous managers to address them; and, to benefit from their experiences and proactively work to strengthen the Town’s various teams of professional and administrative staff to improve and enhance our capability to provide superior customer services in Code Enforcement, planning, building and development services and economic development.

The Town is fortunate to have many highly competent professional and administrative staff. The efforts to improve services related to Code Enforcement and Building Inspections has been historically challenged by the disconnect between the professionals located in Public Safety and their administrative support (staff) responsible for public interface, permit issuance, and inspection scheduling being located in the constantly changing “front office.” Further, the Town’s professional staff are only as good as the administrative staff that support them. It’s a well-known, although under-recognized fact that the administrative assistants – at all levels, in all departments – are the true “front-line” and “face” of the Town Organization & Office. Their support of a multitude of functions is now stretched to the point where we are no longer able to ask them to multi-task and cover multiple roles and departments without additional support.

My decision to transfer full-time administrative support to Public Safety has been lauded by staff. This will better coordinate the follow-up required to support permitting and inspection scheduling more efficiently and help to reduce the ‘ancillary traffic’ in the front office. However, this transfer – coupled with the resignation of the experienced and talented Danielle Simons has revealed the significance of the simultaneous loss of this FTE to Public Safety. While Danielle may have been able to support Public Works and Land-Building Services, her loss has demonstrated the need to replace her with a full-time administrative support staff person capable of supporting Assessing, Planning, Planning Board and Economic Development efforts – that are all increasing in complexity and time demands.

Organizational Administrative Functions

Attached to this memorandum is an organizational chart that has been modified to highlight the roles, responsibilities and reporting relationships for the Town's Administrative Assistants. This will be reviewed in detail during the meeting.

Fiscal Impacts

The current FY-2019 budget contains adequate funding to support the hiring of this full-time position. The funds are available from savings and unused funds in the following line items: employee health insurance; Communications wages; Assessing wages; Public Works wages; and the new position will be filled at a salary lower than that of the departing employee. Estimated cost of this position, including salary and benefits for the remainder of FY-2019 is approximately \$ 13,000.

Staff Recommendation

Based upon review of all the options reviewed and discussed by the Executive Leadership Team and Senior Management Team, staff recommends Council permit the advertisement and selection of a new Community & Economic Development Administrative Clerk position. Further, that this position be authorized for requested permanent inclusion in the forthcoming FY-2020 employee work force.

Recommended Motion

“In accordance with the Town Manager’s request, I move Council accept the recommendation to replace the administrative assistant position being transferred to Public Safety with a new full-time equivalent position in the Land and Building Service group.”

Thanks for your consideration of this request.



## JOB DESCRIPTION

2019 SERIES

### COMMUNITY & ECONOMIC DEVELOPMENT / ADMINISTRATION SUPPORT CLERK

Department: Administration  
Division: Community & Economic Development  
Reports to: Town Manager  
Supervises: N/A  
Grade: 9  
FLSA Status: Non-Exempt (Hourly Wages)

#### GENERAL POSITION SUMMARY

The position of Community & Economic Development / Administration Support Clerk includes administrative and clerical support responsibilities to all members of the Community & Economic Development Team (CED) including the Town Planner, Assessor, GIS /Communications Technician and Town Manager/Treasurer. The position will report to the Town Manager; however routine day-to-day duties primarily support the professional/technical staff supporting development and planning inquiries related to applications and submissions associated with proposed new development in the Town. The position has responsibility for providing customer service to the public – in person, by email and phone, and is responsible handling a range of customer transactions. Most financial transactions are processed using Trio software. Work includes extensive public interaction and is performed in accordance with Town, State, and Federal policies, ordinances, regulations and laws. Work is periodically reviewed through evaluations, audits, records, and reports.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

##### Community & Economic Development Receptionist:

- Greet Public and answer general questions regarding Assessing and Planning functional areas associated with community development inquiries
- Answer incoming phone calls for the Planning and Assessing and direct technical inquiries to appropriate professional staff
- Provide guidance to residents and corporate citizens regarding development inquiries and Planning Board applications
- Handle basic communication with Planning Board members
- Respond to inquiries from citizens, land developers and contractors to assist in determining the type of permitting services required – and give the proper referral direction
- Input Planning Board permits in Trio
- Update excel spreadsheet of all Draw Accounts
- Prepare abutter legal notices as necessary
- Assist Planner in preparing, assembling and mailing Planning Board Packets
- Maintain official Planning Board meeting minutes

**Administrative Support to Assessing & Planning:**

- Notify Assessor and Town Planner of all Planning Board submissions
- Assist Assessor and Town Planner with special projects
- Handle Homestead and Veteran's Exemption forms and Personal Property declarations at the direction of the Assessor
- Assist Assessor in creating New Property Cards
- Email, fax and copy tax cards for the public
- Record map and lot numbers on deeds
- File property cards, deeds and transfers
- Assist Assessor with mailing Personal Property forms and certified mailings
- Update Marshall & Swift book monthly
- Manage all Draw accounts, including monthly reconciliations
- Set up council chambers for meetings
- Provide limited clerical support to Town Manager related to Community & Economic Development activities
- Assist the Town Manager with special projects

**Communications:**

- Maintain portions of Town website and other social media and acts as a resource to Economic Development Team in updating various web pages
- Assist the CED Team with responding to Economic Development inquiries
- Coordinate promotional materials to support development of the Hampden Business and Commerce Park and other development opportunities in the Town
- Monitor State and Regional Economic Development publications and oversees compilation and distribution of Town promotional materials related to Assessing, Planning, Zoning and other CED Team-generated reports, announcements and news releases
- Respond to print, email and verbal inquiries from members of the public, Town officials and staff as needed

**Other Responsibilities:**

- Provide back-up clerk support to the Front Counter staff, as coordinated by the Assistant Town Manager and Town Manager
- Support Town Manager with limited administrative support in conjunction with managing Capital Improvement Projects
- Support Town Manager and other assigned staff with the preparation of grants, economic development resources, and special events
- Perform additional duties that are consistent with the primary position's responsibilities, knowledge, skills and abilities, as assigned by the Town Manager or delegated CED Team professional staff

**PREFERRED REQUIREMENTS & SPECIALIZED SKILLS, CERTIFICATIONS OR LICENSES**

- Proficiency with Microsoft Office Suite and Trio Enterprise Resource Planning (ERP) software
- Ability to read and interpret technical reports, grant applications, regulatory and local Ordinances, State Statutes and Federal Codes and directives
- Ability to work in a fast paced and stressful environment

**JOB DESCRIPTION**

**COMMUNITY & ECONOMIC DEVELOPMENT /  
ADMINISTRATION SUPPORT CLERK**

**ACCEPTED:**

**DATE:**

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Finance Director/HR Approval: \_\_\_\_\_ Town Manager Approval: \_\_\_\_\_

Last updated: March 12, 2019



# Hampden Administrative Support

Proposed: March 18, 2019

**Town Manager <sup>^</sup> \$ & \*  
/ Treasurer & HR Director  
Community-Economic Dev Coordinator**

Economic Development

TIF Counsel  
Rudman Winchell

Bond Counsel  
Eaton Peabody

**Assistant Town Manager <sup>^</sup> \$ & #**  
/ Clerk <sup>!</sup>

**Finance Director <sup>\*</sup> \$ ^  
/ HR Officer**

**Community & Economic  
Development**

Tax Collector # \$ +

Deputy Tax  
Collector #

Deputy Clerk #

Fin Officer - Dep  
Treasurer \* \$ & +

Assessor + \$

Planner + \$ &

GIS - IT  
Support + \$ &

**Admin & \$ #**  
Support  
To  
Econ Dev  
Assessor  
Planner  
Planning  
Board  
Counter BU

**Edythe  
Dyer  
Library <sup>+</sup>**      **Skehan  
Recreation  
Center <sup>+</sup>**      **Lura  
Hoit  
Pool <sup>+</sup>**

**Public Safety  
Director <sup>^</sup> &**

**Public Works  
Director <sup>^</sup> & \$**

Police      EMS

Fire      Marina

Code Enforcement &  
Building Inspections & \$

Admin  
Support  
To  
Police  
Fire  
EMS

Admin & \$  
Support  
to  
CEO &  
Building  
Inspectors

Highway &  
Garage      Sewer &  
Stormwater

Buildings &  
Grounds      Transfer  
Station

Admin & \$  
Support  
To  
DPW  
Sewer  
Develop  
Rev  
Capital  
Projects

Parks &  
Cemetery

Development  
Review

Capital  
Projects

**Capital Projects  
Management**

Sawyer Road Bridge      Rt 1A Intersection  
Manning Mill Bridge      Western Ave Sewer  
Rt 1A Sewer

Asset Management Plan  
for Town Infrastructure  
Fiscal Sustainability Plan  
Rt 1A Road, Stormwater,  
Sidewalk

Mayo Road Sewer  
Western Avenue  
Stormwater & Parking  
Permitting-Construction

Schoolhouse Lane  
Hampden Business Park  
Water Line  
Western Ave Sidewalk  
Grist Mill Bridge Sewer

**LEGEND**

- <sup>^</sup> Executive Leadership Team
- <sup>+</sup> Senior Management Team
- <sup>\$</sup> Community & Economic Development Team
- <sup>&</sup> Capital Program Management Team
- <sup>\*</sup> Finance / HR Team
- <sup>#</sup> Counter Customer Services Team
- <sup>!</sup> Secretary to Town Council