



HAMPDEN TOWN COUNCIL
HAMPDEN MUNICIPAL BUILDING
AGENDA

.....
MONDAY
.....

April 1st, 2019

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

A. PLEDGE OF ALLEGIANCE

B. CONSENT AGENDA

1. SIGNATURES

2. SECRETARY'S REPORTS

a. March 18, 2019

3. COMMUNICATIONS

- a. Renewal Victualer's licenses – Armstrong Tennis Center, Fresh Ginger
- b. Notification of IS 402- ICS for Elected Officials course on Wednesday, April 24th from 1-3 PM at the EMA office, 69 Hammond Street in Bangor.

4. REPORTS

- a. Finance Committee Minutes – 03/04/2019
- b. Infrastructure Committee Minutes – 02/25/2019
- c. Planning & Development Committee Minutes – None
- d. Services Committee Minutes – None

C. PUBLIC COMMENTS

D. POLICY AGENDA

1. NEWS, PRESENTATIONS & AWARDS

- a. Status update on Fiberight – *presented by Scott Alley*
- b. Town Center Presentation – *presented by Ben Smith*

2. PUBLIC HEARINGS

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

3. NOMINATIONS – APPOINTMENTS – ELECTIONS

- a. Mayor's appointment of a sub-committee for completion of Council rules
- pursuant to #18, Council rules

4. UNFINISHED BUSINESS

- a. Council abatement of 2018 real estate taxes in the amount of \$1,118.72 assessed to the Estate of George Hand, further identified as Map 38 Lot 001 – *tabled on March 4th, 2019*
- b. Council abatement of 2017 real estate taxes in the amount of \$1,110.20 assessed to the Estate of George Hand, further identified as Map 38 Lot 001 – *tabled on March 4th, 2019*

5. NEW BUSINESS

- E. COMMITTEE REPORTS
- F. MANAGER'S REPORT
- G. COUNCILORS' COMMENTS
- H. ADJOURNMENT

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

- a. **Appointment of James Davitt to the Historic Preservation Commission – referral from Planning & Development Committee** – Councilor Jarvi made a motion, seconded by Councilor McAvoy, to appoint James Davitt to the Historic Preservation Commission for fill an unexpired term. Unanimous, 7-0.

Resolution 2019-32

- b. **Appointment of Wayne Reilly to the Historic Preservation Commission – referral from Planning & Development Committee** – Councilor Jarvi made a motion, seconded by Councilor McAvoy, to appoint Wayne Reilly to the Historic Preservation Commission for a three-year term. Unanimous, 7-0.

Resolution 2019-33

- c. **Appointment of Ladoiya Wells to the Historic Preservation Commission – referral from Planning & Development Committee** – Councilor Jarvi made a motion, seconded by Councilor McAvoy, to appoint Ladoiya Wells to the Historical Preservation Commission for a three-year term. Unanimous, 7-0.

Resolution 2019-34

4. UNFINISHED BUSINESS - None**5. NEW BUSINESS**

- a. **Council award of contract to Maine Earth for reconstruction of School House Lane- Referral from Finance & Administration Committee** – Councilor Wright made a motion, seconded by Councilor Marble, to award the bid for reconstruction of School House Lane to Maine Earth. Motion carries, 5-2 with Councilor McAvoy and Councilor Ryder voting in opposition.

Resolution 2019-35

- b. **Consideration of hiring a replacement full time employee for the position of Community & Economic Development Administration Support Clerk – referral from Finance & Administration Committee** – Councilor Wright made a motion, seconded by Councilor Marble to hire a replacement full time

employee for the position of Community & Economic Development Administration Support Clerk. Motion carries, 5-2 with Councilor McAvoy and Councilor Ryder voting in opposition.

Resolution 2019-36

E. COMMITTEE REPORTS

Services Committee: Councilor Marble reported that the last meeting was cancelled. Upcoming agenda items will include Western Avenue parking, access to the Souadabscook Stream, and Children's Day

Planning & Development Committee: Councilor Jarvi reported that at the last meeting, Chief Rogers explained the conflicts and restrictions to access of the Public Safety Training Room. Committee members were updated on the status of Fiberight and discussed Cluster Housing, the Shoreland Zoning Ordinance and LED streetlights.

Infrastructure Committee: Councilor Ryder reported that the next meeting is Monday the 25th at 6:00 p.m.

Finance & Administration: Councilor Wright reported that in addition to the items acted on tonight, members discussed the agenda and schedule for goal setting.

F. MANAGER'S REPORT – Attached as Exhibit A

G. COUNCILORS' COMMENTS

Councilor McAvoy – Stated that in light of budget season approaching he is renewing his annual plea to get rid of the bus service that increased \$16,000 last year over the prior year, and the pool which increased \$21,000 over the prior year. He stated that 50% of the users are not from Hampden and it only generates \$174,000 in revenue. He stated there will be more budget tidbits coming. He encouraged everyone to shop local and buy American and wished Hampden a good night.

Councilor Jarvi – Stated that he believes that we need to get out of what he calls a paradigm paralysis. He stated that fellow Councilors and staff need to remember that we cannot become what we need to be by remaining what we are. He wished Hampden a good night.

Councilor Wright – No comment

Councilor Marble – Congratulated Hampden & Bangor unified basketball and thanked the volunteers that come and serve the town.

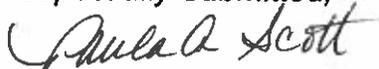
Councilor Wilde – No comment

Councilor Ryder – No comment

Mayor McPike – No comment

H. ADJOURNMENT – With no other business to conduct, the meeting adjourned at 7:35 p.m.

Respectfully Submitted,



Paula A. Scott, CCM
Town Clerk



Exhibit A

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: March 18, 2019
RE: Manager's Report – Activities Summary

Summary of recent and current activities in and around the Town of Hampden, including topics that may not be otherwise addressed on this Council Meeting Agenda.

Administrative Matters

Public Safety Director Recruitment Process – Interviews are scheduled for Tuesday, March 26th with four candidates:

- Sgt. Chris Bailey
- Inv. Joel Small
- Sgt. Dan Stewart
- Sgt. Scott Weber

Monitoring and Coordination with RSU-22 Superintendents on their budget preparations process continues, with meetings and discussions between the Town and RSU regarding ways the two organizations may more closely collaborate

Final Preparations are being completed for the Town Council's 2019 Goal-Setting Workshop Agenda for Saturday, March 30th

FY-2020 Budget Preparations

Department Heads and other Senior Management Teams have begun preparing their initial requests due to the Town Manager on Thursday, March 28th

Each Department/Division was provided the past two years of historical data, the current Year-to-Date (YTD) information, and directed to provide FY-20 requests and FY-21 estimates

This Five-Year approach will mirror the Capital Budget Process as we seek to do a broader analysis of how well the budget supports (or doesn't) the longer-term program goals of the Town and Council

Regional Matters

Rt1A Construction Bid Process – Advertised for Bid on March 27th and Bid opening scheduled for three weeks later on April 17th

Town Center Planning Initiative

The Town's efforts to reach out and gain public input on various ideas for improving the Town's downtown area. Ben Smith of North Star Planning will make a presentation at the April 1st Council Meeting

Capital Projects Management and Construction

The residents of Hampden authorized \$ 4,613,400 in bond funding for seven projects. The Town is currently accepting bids for Bond Anticipation Note funding of \$ 2,500,000 of those projects being built with General Obligation funds.

- Route 1A – Road, Stormwater and Sidewalk – \$ 1,200,000
- Hampden Business & Commerce Park Fire Suppression Water Line – \$ 500,000
- Western Avenue – Rt 1A Signal Intersection Reconstruction – \$ 350,000
- Sawyer Road Bridge Repairs – \$ 300,000
- Manning Mill Bridge Repairs – \$ 150,000

Additionally, the State Clean Water Revolving Fund is funding an additional amount of eligible project activity with special interim funds from the MMBB;

- Route 1A – Sanitary Sewer Replacement – \$ 924,000
- Grist Mill Bridge Sanitary Sewer Replacement – \$ 435,400

Note, the remaining Sanitary Sewer Project for Western Avenue and Dewey Street will move forward in 2020

Schoolhouse Lane road reconstruction and stormwater project was bid and is pending award by Council

Sewer Project Planning – Mayo Road Development Proposal Reviews are still outstanding

Community & Economic Development

Streetlight Installation at the Town's Marina is in design with Emera and a proposal will be brought back to Council regarding a possible change to the location and number being requested by staff (One was approved for an existing pole; however, the location is not suitable.)

B-3-a

Town of Hampden
106 Western Avenue
Hampden, Maine 04444



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

March 25, 2019

Armstrong Tennis Center
Dean Armstrong
60 Mecaw RD
Hampden, ME 04444

RE: Victualer's license for Armstrong Tennis Center

Dear Dean:

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. : 2019-2

Date: March 25, 2019

To all whom these presents may concern

KNOW YE, that: Armstrong Tennis Center

Doing business as: Armstrong Tennis Center

Has been duly licensed as a Victualer at: 60 Mecaw Rd 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 25, 2019

Fresh Ginger
Cholada Wong
64 Main Rd N
Hampden, ME 04444

RE: Victualer's license for Fresh Ginger

Dear Cholada:

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

Enclos

VICTUALER'S LICENSE CERTIFICATE

Municipality of Hampden, Maine

No. : 2019-8

Date: March 25, 2019

To all whom these presents may concern

KNOW YE, that: Fresh Ginger

Doing business as: Fresh Ginger

Has been duly licensed as a Victualer at: 64 Main Rd N Hampden, ME 04444

In the Municipality of Hampden by said Municipality until: April 1, 2020

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

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

Good Afternoon,

Penobscot County EMA is pleased to announce another training opportunity for our Towns. We will be offering the IS 402- ICS for Elected Officials course on Wednesday, April 24th from 1-3 PM here at the EMA office, 69 Hammond Street in Bangor. This course, while a requirement of NIMS and obtaining State and Federal EM funding, is a great course to demonstrate the processes in which we follow within Emergency Management as well as public safety to our elected officials. It gives a great overview of the situations we face when we have incidents within our community and how the response structure works.

Please RSVP if you wish to attend and how many within your community.

Thank you!!

Michelle Tanguay, CEM-ME
Director, Penobscot County EMA
97 Hammond Street
Bangor, ME 04401
Office- 945-4750
Cell - 478-3137
Fax- 942-8941

FINANCE & ADMINISTRATION COMMITTEE MEETING

Monday March 4th, 2019
6:00 P.M.
Hampden Town Office

MINUTES*Attending:*

Councilor Wright, Committee Chair
Councilor Ryder
Councilor Wilde
Councilor Marble
Councilor Jarvi
Councilor McAvoy

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

Absent: Mayor McPike

1. **Approval of Minutes** – *Councilor Marble made a motion, seconded by Councilor McAvoy, to approve the Feb. 19th minutes. Unanimous, 6-0.*

- a. **February 19, 2019**

2. **Review & Sign Warrants**

3. **Unfinished Business**

- a. **Council rules review – standing item – Passed over**

- b. **Request for Input from Council for the Agenda and Structure of the “Council Goals Setting Session” scheduled for Saturday, March 30, 2019 – Continued from February 22, 2019 – Manager Chandler informed members that he has received suggestions from some Councilors. The draft agenda will be in the packet for the 18th.**

4. **New Business**

- a. **Recommend Council authorization for the expenditure of \$1,384.50 from Matching Grant Reserve account (3-731-00) for the Town’s share of a Department of Agriculture grant for the purchase of portable radios and portable GPS unit – Requested by Lt. Jason Lundstrom – Councilor Marble made a motion, seconded by Councilor Ryder to recommend authorization for the expenditure from Matching Grant Reserve. Councilor McAvoy noted the incorrect account number in**

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Finance & Administration Committee Meeting
Minutes
March 4th, 2019

the agenda item. Councilor Marble amended his motion to reflect the correct account number, seconded by Councilor Wright. Motion on the amendment was approved. Motion to recommend authorization, unanimous, 6-0.

- b. Recommend Council authorization for the expenditure of \$8,000 from GIS Reserve account (3-731-00) for the purpose of updating the Town's aerial photos – Requested by Kyle Severance, GIS Specialist – Councilor Ryder made a motion, seconded by Councilor Wilde, to recommend authorization for the expenditure of \$8,000 to update the aerial maps. Unanimous, 6-0.**
- c. Recommend Council authorization for the expenditure of \$8,710.50 from the Environmental Trust, Income for the purpose of reimbursement of eligible stormwater - Recommended by Environmental Trust Committee – Councilor Jarvi made a motion, seconded by Councilor Wilde to recommend authorization for the expenditure of \$8,710.50 from the Environmental Trust, Income to pay for eligible stormwater expenses. Unanimous, 6-0.**
- d. Recommend award of contract to Nature's Way for seasonal portable toilet rental services – Requested by Shelley Abbot, Rec Director – Councilor Wilde made a motion, seconded by Councilor Wilde, to recommend award of the contract for seasonal portable toilets to Nature's Way. Unanimous, 6-0.**
- e. Recommend Council pre-authorization to spend FY20 budget funds to pay for the Nature's Way contract – Requested by Shelley Abbot, Rec Director – Passed over**
- f. Recommend Council adopt the 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 Wright made a motion, seconded by Councilor Marble, to recommend adoption of Council order 2019-02 to fund an escrow account in the amount of \$10,000 for emergency service for the Mayo Rd pump station. Unanimous, 6-0.**
- g. Recommendation to Council regarding disposition of tax foreclosed property located at 69 Laskey Lane and further identified as Map 22 Lot 10 – Councilor Marble made a motion, seconded by Councilor McAvoy, to recommend Council offer this property back to the immediate prior owner for two years back taxes, including 5% administration fee,**

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- h. *which totals \$2,082.40. Motion carries, 5-1 with Councilor Jarvi in opposition.*

- i. **Recommendation to Council regarding disposition of tax foreclosed property located at Hampden Mobile Home Park, lot 47 and further identified as Map 20 Lot 51-47 – Councilor Marble made a motion, seconded by Councilor Wilde to recommend Council sell this property to the owners of the mobile home park for all years owed, an estimated 2020 tax amount, including 5% administration fee, which totals \$442.60. Unanimous, 6-0.**

- j. **Recommendation to Council regarding disposition of tax foreclosed property located at 185 Kennebec Road and further identified as Map 38 Lot 1 - Tabled**

5. Manager's Items - none

6. Public Comment - none

7. Committee Member Comments - none

8. Adjournment – With no other business to conduct, the meeting was adjourned at 6:55 p.m.

Respectfully Submitted,



*Paula A. Scott, CCM
Town Clerk*

Town of Hampden**INFRASTRUCTURE COMMITTEE MEETING**Monday, February 25, 2019**MINUTES****Attending:***Councilor Ryder, Chairman**Jim Chandler, Town Manager**Councilor McAvoy**Sean Currier, Public Works Director**Mayor McPike**Councilor Jarvi**Councilor Wright**Councilor Wilde*

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

1. MINUTES

- a. January 28, 2018 Meeting – A Motion was made by Councilor McAvoy and seconded Councilor Wilde by to approve the minutes. Motion carried – Unanimous.

2. COMMITTEE APPLICATION & CITIZEN INITIATIVES

None

3. UNFINISHED BUSINESS**a. Transfer Station**

- i. Operational Changes – Chairman Ryder introduced the topic and related some of the discussion had with the Town Manager and Public Works Director (in preparing the Meeting Agenda) regarding current efforts to improve the operations and performance by staff at the Transfer Station. Councilor Ryder briefly described the history of prior recommendations to improve the efficiency and safety of operations, and this was supplemented by Sean and Jim. It was noted that the last improvements to the Transfer Station were made in 35 years ago, in 1984 – and the current layout of roads and facilities is not serving the increased population.

Immediate remedies being implemented by staff include the purchase and installation of a small 10x12 entry gate building for staff to use for checking stickers and distributing new educational materials for the changes to the recycling single-sort program being implemented when the Coastal Resources of Maine (CRM) facility begins commercial operations later this Spring. A newly aligned entry road will be designed for construction by the Town as soon as weather permits, with the paving to be included in the upcoming budget along

Town of Hampden

with a simple entry gate across the driveway and a new exit to allow for vehicles to return to the road without entering the facility.

Question was asked about providing sand to residents as part of the redesign of the site, and it will be considered by staff as proposals for changes to the physical plant/layout are developed.

- ii. Recycling Practices – This was partially discussed above, but the topic was to reiterate that staff would be working collaboratively with CRM marketing efforts to educate Hampden residents about the benefits of voluntarily sorting recyclable to meet their new acceptance requirements (savings of 50% in tipping fees) once this process begin.
- b. Short Wharf Road Acquisition – Sean reported some survey work has been initiated; however, more information will be available by the March meeting and matter was continued to that date.
- c. MRC – Fiberight Campus
 - i. H. Bouchard Way Acceptance – Jim reported that he and Sean recently met with engineers from CES (at their request) to discuss the current winter operational conditions of the road. Concern is being expressed about the road section through the bog area in that the retrofitted drains appear to be working well, but they've created a freeze-heave effect on the adjacent pavement sections creating 'rollercoaster-like' elevation changes due to the heaving of large sections of pavement between the drains. This will eventually lead to asphalt cracking, premature aging and failure – with significant future repairs and maintenance requirements. Sean indicated he would not recommend the Town consider accepting the road in its current condition. We made clear to CES that a remedy to this problem needs to be identified and implemented prior to road acceptance being proposed by the owner.

Town Staff are working with CES and the owners of the Road (MRC, Inc.) to identify possible solutions. The matter will be brought back to this committee at a future date. Councilor McAvoy raised the concern he continues to have about the Town's agreement with MRC not to require the road be developed under the Town's Subdivision Ordinance, and the lack of any authority to require a surety for the road as defined by that ordinance. Staff has reviewed his interpretation with our attorney and concluded no such authority exists to require 15% of the Subdivision's 15% surety requirement.

The matter will continue to be addressed by staff and updates will be provided to Council when appropriate.

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- ii. Sewer Easement & Occupancy/Commissioning Issues – a number of issues associated with the issuance of an occupancy permit and the acceptance of sanitary sewage from the CRM facility are contingent on a number of issues. Two of the primary concerns relate to the State Fire Marshall’s permitting of the fire suppression system, and the Town’s difficulty in securing an easement for the Town’s sewer collection system located “downstream” of CRM on the Ammo Business Park (owned by Maine Ground Developers). Several meetings are scheduled with staff and outside parties/attorneys in the coming weeks. Updates will be provided at future meetings as appropriate.

4. NEW BUSINESS

- a. Ordinance Prohibiting Private Landowners from creating unsafe driving conditions on Town Ways – Councilor Wilde asked about whether the town had the ability to require private contractors (and by extension during the discussion all adjacent property owners including residential and business driveways) remove snow that is piled at the edge of their properties where it creates unsafe site impairments to drivers at intersections or pulling out of driveways.

Council members discussed the matter with staff and the question was raised by the chair as to whether there was a consensus majority of members present to direct staff to do more research on the matter – with the aim of developing ordinance language for future Council consideration. Going around the table, there was not a majority in favor, so no further action will be taken on this matter at this time.

5. CAPITAL PROJECTS MANAGEMENT

- a. Sewer Collection System Infill & Infiltration (I&I) Study on Mayo Road
Sean and Jim reported on the current challenges posed by the older private systems from homes in this (and other) area of Town, and the illegal discharge of stormwater into the Towns Sanitary Sewer System. These discharges, particularly during storm events, create an unnecessary and undesirable burden on the managed wastewater treatment collections and treatment system.

The Town is working with our Engineering Consultant to develop a proposal to conduct field tests and monitoring to determine the worst locations. This information will lead to a program for Town to implement inspections and apply appropriate surcharges to properties in violation of Town Ordinances.

Remediating the problem is critically important to the Town’s reduction in processing and maintenance costs, and so additional capacity may be recovered in the system that will allow future desired development in impacted areas of Town, like Mayo Road.

Town of Hampden

b. Schoolhouse Lane

Sean led a brief discussion of the Bid Process and schedule to award the contract at the March 18th Council Meeting.

c. Route 1A

- i. Road Rehabilitation
- ii. Sewer Replacement
- iii. Grist Mill Bridge Replacement

Jim updated Council on the progress of the design and advertising of this project for bid on March 27th, with an award of Contract by MDOT on April 17th.

d. Western Avenue LAP Sidewalk Project

Project meetings have resumed, and the work is expected to be completed this year, on this short section of sidewalk that has been delayed since the summer of 2011.

e. Town Marina

- i. Parking Lot Lighting

Project was discussed to add a new streetlight at the top of the Town's boat ramp, for the benefit of boaters trailering their boats in the dark. Problem is especially hazardous on nights when a large number of boaters are returning from evening events on the Bangor Waterfront. Councilor McPike made a motion, seconded by Councilor Wright, to refer the matter for positive action by Council at the March 4th Council Meeting – Unanimous.

- ii. Harbor Dredging & Slope Stabilization

Sean briefly discussed the need to be saving for the eventual costs of dredging the channel around the Town's dock and ramp – to maintain the viability of large boat access, particularly during low tides. Suggestion was made to research the previously awarded Chevron Grant for any remaining funds that could be used for this purpose.

f. Hampden Business & Commerce Park

- i. Roads Acceptance

Discussion regarding the Road Acceptance process, as it applies to our own property, and discussion with attorney's have brought us to the point where the Town is ready to accept full ownership and maintenance responsibilities. Discussion about the road, condition, streetlights, utilities. Motion to refer positively the acceptance of the road by Councilor Wilde, seconded by Councilor McAvoy to the March 4th Council Meeting – Unanimous.

- ii. Fire Suppression Water Line

Fire Suppression work moving forward with the alignment along the north side of Route 202 and being managed by the Water District. Some discussion about the TIF agreements and questions raised about the CEA with Sargent. Question answered. Timing was asked and no set time limit was; however, the FW Webb due diligence process actually ended today, and Sargent is okay with allowing concessions in the Sale Agreement, pending the final installation of the new road and the new waterline will ultimately lead to the closing of this deal. Risk is on Sargent – but they are accepting of that, particularly with the Town's efforts to support the construction resulting in the increased water capacity.

Town of Hampden

6. STAFF UPDATES & MANAGER ITEMS

- Sean mentioned that the Freeze-Thaw Road Posting was set for March 1st.
- DPW staff has achieved his CDL. One member remains working with his permit to practice for the CDL test.
- Bob Thomas, MMA Risk Manager is visiting to do several inspections of new facilities, including the Salt Shed.
- Announced that Greg Lounder was resigning, and the MRC Board was putting an interim director in place until a full search is complete for

7. PUBLIC COMMENTS

8. COMMITTEE MEMBER COMMENTS

Councilor McPike asked about the salting of sidewalks, and Sean informed them it was the current practice of the Town to lay salt as they're plowed.

Eric Jarvi asked about posting plow routes and timing of when the roads would be plowed. The Map was mentioned, but no website information was discussed and the map was not for public information.

9. ADJOURN

The meeting was adjourned at 7:18 p.m.

*Respectfully Submitted,
Jim Chandler, Town Manager*



Town of Hampden
Land & Building Services

Memorandum

To: Jim Chandler, Town Manager and Town Council
From: Karen M. Cullen, AICP, Town Planner *KMC*
Date: March 27, 2019
RE: Town Center Planning Project – Final Plan

As you know, the Town has been working since last summer with our planning consultant Ben Smith to develop a plan for the Town Center. This area of town has been the subject of planning recommendations dating back decades now. In an effort to move things forward, Ben has met with members of the community and has drafted a plan with implementation strategies to improve the public environment with the goal of fulfilling the vision developed for the town center.

The final plan will be presented at the April 1, 2019 Town Council meeting. The plan is available on the town's website [via this link](#).

- a. Finance & Administration – The purpose of this Committee shall be to review all items related to their fiscal impact on the Town as well as all matters that pertain to items of administrative procedures. This committee will also have the responsibility for the review and signature of all payment warrants. *(Amended 9/19/2016)*
 - b. Services Committee – The purpose of this Committee shall be to review all matters related to services provided by the Town related to recreation, parks, trails, the library, the pool, communications and other items related to non-emergency or public works services provided in the community. *(Amended 2/1/2016, 9/19/2016)*
 - c. Infrastructure – The purpose of this Committee shall be to review all matters pertaining to public infrastructure including buildings, roads, and all town capital equipment.
 - d. Planning & Development – The purpose of this Committee shall be to review all matters related to all ordinances of the Town and all proposals for economic & community development.
17. Committee procedure shall be governed as follows:
- a. All Committees will be required to post an agenda at least 48 hours prior to the meeting and no issue may be voted on unless it is agendaed.
 - b. It shall be the responsibility of the Committee Chair to discuss the development of the meeting agenda with the assigned staff person at least 24 hours before the meeting is required to be posted.
 - c. The assigned staff member shall prepare and post the agenda.
 - d. Draft minutes of each meeting will be prepared by the staff member supporting the committee within three business days.
 - e. Committee meeting minutes shall be posted on the Town website following their voted approval by the Committee.
 - f. Non-committee Council members attending a Committee meeting will have voting rights if they have been present for the entire discussion of an issue, providing that at least two of the three appointed members of the committee are present.
 - g. Two appointed members of the Committee shall constitute a quorum.
 - h. The Mayor shall serve as a member of all Committees for quorum purposes. *(Amended 2/1/2016)*
18. The Mayor may appoint members of the Council and/or citizens of the Town to special committees as authorized by the Council. *(Amended 2/1/2016)*
19. In all cases where the parliamentary proceedings are not determined by the foregoing rules and orders, "Roberts Rules of Order" shall be taken as authority to decide the course of proceedings.
20. The first and third Mondays of each month are designated as 'regular' Council meetings with the provision that a unanimous vote of the Councilors present would cancel or reschedule a meeting. Whenever a regular meeting falls on a legal holiday, such meeting will take place the following day except upon unanimous vote of the Councilors present to cancel or reschedule the meeting. *(Amended 9/19/2016)*

Hampden
12:47 PM

**Town of Hampden
Tax Information Sheet
As of: 03/27/2019**

03/27/2019

D-4-a
D-4-b

Account: 2684 **Name:** TOWN OF HAMPDEN

Location: 185 KENNEBEC RD

Map and Lot: 38-0-001 **Sale Date:** 02/25/2019

Deed Reference: B14586P312 02/25/2019 B14772P350 **Sale Price:** \$0
03/29/2018 B14767P303 03/22/2018

Land:	48,600	Total Acres:	1.55
Building:	12,200	Tree Growth:	Soft : 0 Mixed : 0 Hard : 0
Exempt	0	Farmland:	
Total:	<u>60,800</u>	Open Space:	
		Zoning:	12 - Residential B
		SFLA:	348

	Amount	Mill Rate
Last Billed : 2019-1	1,191.68	19.600
Previous Billed : 2018-1	1,118.72	18.400

Outstanding Taxes

Year	Per Diem	Principal	Interest	Costs	Total
2019-1	0.1306	1,191.68	22.85	0.00	1,214.53
2018-1	0.2145	1,118.72	96.12	60.70	1,275.54
2017-1	0.2129	1,110.20	172.89	67.26	1,350.35
	0.5581	3,420.60	291.86	127.96	3,840.42
2019-1 Period Due					
	10/03/2018	595.84	22.85	0.00	618.69
	04/03/2019	595.84			595.84
					<u>1,214.53</u>

Information Given By: _____

Title: _____ 03/27/2019

Tax year July 1 - June 30. Sewer acct # _____

All calculations are as of: 03/27/2019

Title 36: TAXATION
Part 2: PROPERTY TAXES
Chapter 105: CITIES AND TOWNS
Subchapter 8: ABATEMENT

§841. Abatement procedures

1. Error or mistake. The assessors, either upon written application filed within 185 days from commitment stating the grounds for an abatement or on their own initiative within one year from commitment, may make such reasonable abatement as they consider proper to correct any illegality, error or irregularity in assessment if the taxpayer has complied with section 706-A.

The municipal officers, either upon written application filed after one year but within 3 years from commitment stating the grounds for an abatement or on their own initiative within that time period, may make such reasonable abatement as they consider proper to correct any illegality, error or irregularity in assessment if the taxpayer has complied with section 706-A. The municipal officers may not grant an abatement to correct an error in the valuation of property.

[2017, c. 367, §7 (AMD) .]

2. Hardship or poverty. The municipal officers, or the State Tax Assessor for the unorganized territory, within 3 years from commitment, may, on their own knowledge or on written application, make such abatements as they believe reasonable on the real and personal taxes on the primary residence of any person who, by reason of hardship or poverty, is in their judgment unable to contribute to the public charges. The municipal officers, or the State Tax Assessor for the unorganized territory, may extend the 3-year period within which they may make abatements under this subsection.

As used in this subsection, "primary residence" means the home, appurtenant structures necessary to support the home and acreage sufficient to satisfy the minimum lot size as required by the municipality's land use or building permit ordinance or regulations or, in the absence of any municipal minimum lot size requirement, as required by Title 12, section 4807-A.

Municipal officers or the State Tax Assessor for the unorganized territory shall:

A. Provide that any person indicating an inability to pay all or part of taxes that have been assessed because of hardship or poverty be informed of the right to make application under this subsection; [2013, c. 424, Pt. A, §24 (RPR) .]

B. Assist individuals in making application for abatement; [2013, c. 424, Pt. A, §24 (RPR) .]

C. Make available application forms for requesting an abatement based on hardship or poverty and provide that those forms contain notice that a written decision will be made within 30 days of the date of application; [2013, c. 424, Pt. A, §24 (RPR) .]

D. Provide that persons are given the opportunity to apply for an abatement during normal business hours; [2013, c. 424, Pt. A, §24 (RPR) .]

E. Provide that all applications, information submitted in support of the application, files and communications relating to an application for abatement and the determination on the application for abatement are confidential.