



**HAMPDEN TOWN COUNCIL
HAMPDEN MUNICIPAL BUILDING
AGENDA**

.....
TUESDAY
.....

April 16th, 2019
.....

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

- A. PLEDGE OF ALLEGIANCE
- B. CONSENT AGENDA
 - 1. SIGNATURES
 - 2. SECRETARY'S REPORTS
 - a. April 4, 2019
 - 3. COMMUNICATIONS
 - a. Written testimony regarding LD1371 and Cable Consortium – *Kyle Severance, IT Specialist*
 - b. Status of Abatements and Supplemental bills issued to date – *Kelly Karter, Assessor*
 - c. Information regarding in-kind documentation of Hampden staff time for BACTS FY2019 annual audit preparation
 - d. Notification of a State of Maine public hearing to be held on Friday, April 26th for the potential approval of an agency liquor store at the Tradewinds Variety
 - e. Status of Real Estate and Personal Property Tax collections – *Barbara Geaghan, Tax Collector*
 - 4. REPORTS
 - a. Finance Committee Minutes – 3/18/2019
 - b. Infrastructure Committee Minutes – None
 - c. Planning & Development Committee Minutes – 3/6/2019
 - d. Services Committee Minutes – None
- C. PUBLIC COMMENTS
- D. POLICY AGENDA
 - 1. NEWS, PRESENTATIONS & AWARDS
 - a. Reading of Proclamation for retiring Public Safety Director Joe Rogers
 - 2. PUBLIC HEARINGS

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

3. NOMINATIONS – APPOINTMENTS – ELECTIONS

- a. Appointment of David Caliendo to the Edythe Dyer Library Board of Trustees – *referral from Finance & Administration Committee*
- b. Council confirmation of the appointment of Chris Bailey as the Hampden Public Safety Director – *Jim Chandler, Town Manager*
- c. Appointment of Scott Webber as the Hampden Deputy Police Chief - *Chris Bailey, Public Safety Director*

4. UNFINISHED BUSINESS – *None*

5. NEW BUSINESS

- a. Service Fees – Request approval for abatement requests based on 2% revenue threshold – *Referral from Finance & Administration Committee*
 - i. Community Housing of Maine, requested abatement \$2,160.87
 - ii. New Communities, requested abatement \$5,963.17
 - iii. OHI George Street, requested abatement \$1,687.86
 - iv. OHI Patterson Road, requested abatement \$1,714.88
 - v. Penquis Mental Health Services, requested abatement \$2,080.09
 - vi. Acadia Hospital Corp./Aspenledge, requested abatement \$13,606.87
- b. Request Council select Key Bank for issuance of a Bond Anticipation Note (BAN) with the proposed rate and terms for \$2,500,000 at 2.55% associated with financing Capital Improvement Projects to repair roads, bridges and install a new Fire Suppression Waterline to the Hampden Business and Commerce Park – *Referral from Finance & Administration Committee*
- c. Request for authorization for the Town Manager to transfer \$4,539.00 from the Computer Reserve account (3-711-00) for the purchase, setup and installation of a new Trio Network SQL Server for the Town Office – *Referral from Finance & Administration Committee*

E. COMMITTEE REPORTS

F. MANAGER'S REPORT

G. COUNCILORS' COMMENTS

H. ADJOURNMENT



HAMPDEN TOWN COUNCIL
HAMPDEN MUNICIPAL BUILDING
MINUTES

B-2-a

.....
MONDAY
.....

.....
April 1st, 2019
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7:00 P.M.
.....

Attending:

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

*Town Manager Jim Chandler
Town Clerk Paula Scott
Rec Director Shelley Abbot
Town Planner Karen Cullen
Planner Ben Smith
Bill Lippincott
Bruce Flaherty
Dennis Patterson
Regan Nikels
Scott Alley
Other members of the public*

Mayor McPike called the meeting to order at 7:00 p.m.

- A. PLEDGE OF ALLEGIANCE** – *Mayor McPike led the Pledge of Allegiance*
- B. CONSENT AGENDA** – *Councilor Marble made a motion, seconded by Councilor Wilde, to approve the consent agenda. Unanimous, 7-0.*

Resolution 2019-37

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

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

MINUTES

- 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** – *Bruce Flaherty of the Spirit of America Foundation addressed the Council regarding participation in the nomination of a person, project or group to be honored for outstanding community service.*

D. **POLICY AGENDA**

1. **NEWS, PRESENTATIONS & AWARDS**

a. **Status update on Fiberight – presented by Scott Alley** – Scott Alley updated the Council on the status of the Fiberight operations. Full presentation can be viewed on the Town of Hampden’s website at www.hampdenmaine.gov

b. **Town Center Presentation – presented by Ben Smith** – Planner Cullen opened the presentation by introducing Ben Smith who showed a power point presentation with the compilation of results and information derived from the Town Center planning meetings held in July, September and December of 2018. Full presentation can be viewed on the Town of Hampden’s website at www.hampdenmaine.gov

2. **PUBLIC HEARINGS - None**

3. **NOMINATIONS – APPOINTMENTS – ELECTIONS**

a. **Mayor’s appointment of a sub-committee for completion of Council rules - pursuant to #18, Council rules** – Mayor McPike stated he would like to appoint a sub committee comprised of Councilors Marble, Jarvi and Wilde to complete the Council rules and bring recommendations back to the Finance & Administration Committee. Meetings of this subcommittee will be public. Councilor Ryder made a motion, seconded by Councilor Wright, to approve the appointment of a subcommittee for the purpose of completing the Council rules. Unanimous, 7-0.

Resolution 2019-38

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** – Councilor Marble made a motion, seconded by Councilor McAvoy, to abate the 2018 real estate taxes assessed to the Estate of George Hand in the amount of

MINUTES

\$1,118.72. Unanimous, 7-0.

Resolution 2019-39

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 – Councilor Marble made a motion, seconded by Councilor McAvoy, to abate the 2018 real estate taxes assessed to the Estate of George Hand in the amount of \$1,110.20. Unanimous, 7-0.

Resolution 2019-40

5. NEW BUSINESS - None

E. COMMITTEE REPORTS

Infrastructure – Councilor McAvoy reported that at the last Infrastructure meeting a lift system request by the Department of Public Works was discussed with no referrals or final actions. This will be discussed again at the next Infrastructure meeting. Members were updated on the status of the School House Lane project which will be starting this summer. The next meeting is April 29th.

Planning & Development – Councilor Jarvi reported that the next meeting is Wednesday the 3rd.

Services – Councilor Marble reported that the next meeting is Monday the 8th

F. MANAGER’S REPORT – In addition to the written report, attached, Exhibit A, Manager Chandler spoke about the emergency evacuation route signs that have been installed at various locations. This is an effort of the Maine DOT to indicate emergency routes in the event portions of the interstate are shut down. He also thanked members of the Public Safety Director selection team, Fire Chief Frank Roma of Hermon, Deputy Police Chief Dave Bushey of Bangor, and Public Safety Director Jason Moffitt of Brewer for their time and assistance in the process. He also spoke about the Council’s Goals & Objectives meeting that was held on Saturday the 30th at which Councilors identified certain tenets for the creation of a statement of core values which is intended to guide the Council in their policy objectives. He wished Danielle Simons well whose last day was the 28th and who was replaced by Nikole Jenson and offered condolences to Public Safety Administrative Assistant Kandy McCullough who had a death in the family.

G. COUNCILORS’ COMMENTS

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

Councilor Jarvi – Stated that it was an excellent strategic planning meeting on Saturday with Council and Sr. staff. He said as a result he is no longer going to be afraid of what can go wrong but will be excited about what can go right. He wished

Hampden good night.

Councilor Wright – No comment

Councilor Marble – Stated Councilor Jarvi was a hard act to follow so will just say Texas Tech and Auburn in the final

Councilor Wilde – Stated that Public Safety Director Joe Rogers will be a hard act to follow and we will miss him.

Councilor Ryder – No comment

Mayor McPike – Reported that he sat in on the selection process for the Public Safety Director with four very qualified internal applicants from the Police Department. He stated that there was over 100 years of experience between them. He mentioned that Hampden is in very good shape with our Police force and he wanted to recognize them.

- H. **ADJOURNMENT** – *With no further business to conduct, the meeting was adjourned at 8:05 p.m.*

Respectfully Submitted,



*Paula A. Scott, CCM
Town Clerk*



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: April 1, 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 conducted March 26th. Wish to acknowledge the contributions made by our neighboring public safety leadership who joined our staff in the Review Board Process:

- Hermon Fire Chief Frank Roma
- Brewer Public Safety Director Jason Moffitt
- Bangor Police Department Deputy Chief Dave Bushey

Field of candidates narrowed to two finalists:

- Sgt. Chris Bailey
- Sgt. Scott Weber

Town Council's 2019 Goal-Setting Workshop took place Saturday, March 30th Developed a series of goals for the year, including:

- Final review and eventual adoption of Core Values
- Joint meetings with the Planning Board and other Appointment Boards & Committees

The Town Manager and Assistant Town Manager attended a day-long leadership training event sponsored by the Maine Town, City and County Management Association in Bangor last Friday, which featured numerous speakers on leadership, civility, and improved supervisory skills

New Public Works Administrative Assistant started, Nikole Jensen, who joins the Town from her former position with the City of Bangor

We bid farewell and best wishes to Danielle Simons, former Sewer and Planning Administrative Assistant, who left the Town to work for her family business. She will be missed!!!

FY-2020 Budget Preparations

Department Heads and other Senior Management Team members have been submitting initial requests, and 1-1 follow-up discussions have begun

Capital Improvement Plan requests and Reserve Account Deposit amounts are next in the process

Regional Matters

Attended the monthly MRC Board Meeting, reviewed the construction progress and operational commissioning schedule for the Coastal Resources – Fibrighthouse facility.

Rt1A Construction is out to Bid, Opening scheduled for April 17th and may be viewed online at the link below, for WIN 011577.00 & 021692.00:

- https://www.maine.gov/tools/whatsnew/index.php?topic=DOT_projects&id=1193983&v=full-planholder-rfi-2016

Town Center Planning Initiative

Ben Smith of North Star Planning made his presentation earlier and the Planning & Development Committee will begin discussions on next steps later this week at its April 3rd Committee Meeting in the Town Office at 6:00 PM. The plan offers alternatives for the Town's consideration for improving the Town's downtown area, particularly focused on redevelopment and possible Tax Increment Financing opportunities to incentivize new and improvements to businesses in the center of Town and along the Route 1A corridor.

Capital Projects Management and Construction

The residents of Hampden authorized \$ 4,613,400 in bond funding for seven projects. The Town received bids for a Bond Anticipation Note of \$ 2,500,000. These bids were opened earlier today and will be presented to Council at the April 16th Council Meeting for award. Projects being built with General Obligation funds include:

- 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

Schoolhouse Lane road reconstruction and stormwater project was awarded to Maine Earth, and a Notice to Proceed was issued by the Town Manager for start on the project on May 6th

Community & Economic Development

Streetlight Installation at the Town's Marina remains in planning and design with Emera.



Re: LD1371 and Cable Consortium

1 message

Kyle Severance <gisit@hampdenmaine.gov>

Thu, Apr 4, 2019 at 12:07 PM

To: Stacey Guerin <repguerin@gmail.com>, Jim Chandler <townmanager@hampdenmaine.gov>, Paula Scott <clerk@hampdenmaine.gov>

Cc: CTAM Info <info@ctamaine.org>, Michael Edgecomb <medgecomb8@gmail.com>, Mark Leonard <mleonard@veazie.net>, "Guerin, Stacey" <Stacey.Guerin@legislature.maine.gov>, Tony Vigue <tvigue1@gmail.com>

Hello all,

On October 15th, the Hampden town council approved this position in favor of passing this bill.

Here are a few of my own talking points that I would like to be shared with the legislative committee ahead of the public hearing on the 10th and for your use:

Following the 1992 Cable Television Act, cable franchise agreements were being made between cable companies and municipalities which granted the cable companies the ability to install and operate business in the public's right of way. In exchange, the municipalities were granted at least one **public access channel, the means to broadcast, designated service area, and a franchise fee** of up to 5% gross revenue from franchise area subscriptions.

In the Town of Hampden, the original franchise was made with FrontierVision. Now we have Charter Communications (DBA Spectrum). Before that it was TimeWarner. Before that it was Adelphia. Since cable TV has been vastly unregulated at the federal and state level we are now seeing a virtual monopoly in most towns across the State - Spectrum is the only choice unless you go with a satellite dish - and Spectrum keeps their prices just below that price point because there is no other competition for hardwired digital TV service.

In the early 2000s it became clear to many municipalities that they could not get a fair franchise renewal through their own limited resources. The Penobscot Downeast Cable Consortium was formed in 2003, with member communities Hampden, Ellsworth, Bar Harbor, Belfast, Old Town, Bucksport, and Veazie. Despite the efforts of the group over the last 16 years, we have yet to reach the goal of a new model franchise agreement. When negotiating with TimeWarner, we hired a consultant to facilitate a new franchise - and despite the many obstacles and delay games we felt we were making progress. Then came Charter and it became obvious that the lack of regulation and oversight on these cable companies over the last 30 years has perpetuated greed spawned an even bigger cash cow.

The original franchise for Hampden expired 16 years ago, and the cable company continues to operate in the public right of way and continues to ignore the reasons why the municipality granted the franchise: for the ability to use the cable system to communicate to the public.

1. PEG Channel: Hampden is an aging community with many elderly unable to attend meetings in person and can only stay informed by watching meeting on TV. This basic level of service is something our residents have relied upon and come to expect. When our local government channel 7 was moved to channel 1303 without any consideration or compensation to the municipality we received numerous complaints. In a letter Spectrum stated that it was being done to provide better quality service. This makes absolutely no sense from a technical standpoint (I'm the tech guy for the Town) and more likely

they would like a shopping channel to take its place. We might not get the viewers QVC gets but people channel surfing are more likely to stumble upon our local programming - I remember falling asleep to it as a child growing up in Readfield, Maine. Charter is trying to kill public access because they do not see a monetary benefit. They should not be allowed unilaterally to move *public access* channels just because it is in their financial interest. This is, at its core, discriminatory.

2. Means to broadcast: The golden days of the initial franchise are over, and we were left with 30-year-old technology. With the continued expectation to provide the transparency of town council meetings on channel 7, we were faced with having to replace our failing equipment. Guess who paid for those A/V system upgrades? It wasn't the cable company, it was the Hampden tax payers and some equipment reimbursement funds by the PDCC. On top of that, we have to down convert our signal from high definition to standard definition to because that is the only way they will transmit the channel. Why does our channel have to stay in standard definition and look terrible? You would think the answer would be technical, but it's not to me and my highly technical background: it's simply discriminatory and profit driven.

3. Service Area: There are no public roads in Hampden which have less than 15 homes per mile. However, through a grant funded broadband pilot study two years ago, we identified five that do not have any option for cable TV beside satellite (I attached a map). In our original, expired agreement, the entire town was to be served. This non compliance with the original agreement is not entirely on Charter, the cable company has changed so many times; but they need to adhere to some kind of standard. 15 houses per mile is more than reasonable for them in a State like Maine. What is unreasonable is telling customers they have to pay several thousands of dollars to get a line extension when they are in these franchise areas. Or, telling the town that it will cost over a thousand dollars month to get fiber at the municipal building when it's right outside on the pole. We eagerly await a new internet service provider coming live this Summer. I digress to internet, so let's get back to cable.

4. Franchise fees: Immediately following the switch from Timewarner to Charter we saw a drop in our cable TV fee revenue. I reached out to Charter and they said that their accounting team didn't see anything unusual and would not provide me with any additional information aside from the old, expired franchise agreement. Without time, resources, or authority I expect they will simply manipulate the fees down to pennies - because they can. They already manipulate the fee by raising costs to the subscriber proportionally to the fee, so their company is not negatively impacted financially. This pass-through fee that has become meaningless and unreliable as a revenue source. We realized this in 2003 and changed to 1%. If we were able to get a new, fair franchise agreement maybe it can get with the times and not put more and more financial pressure on municipality year after year.

Public access is vitally important to maintain integrity and trust in local government. We are powerless against these mega giant corporations and need help at the State level if anything is to be done to get Charter to become a mutual partner in providing quality public communications and not an evil cash cow that treats the town as poorly as they do all their customers.

Additional thoughts not addressed in this bill but important to consider:

Spectrum has been airing PR commercials on how it helps local communities through digital literacy. It is a very nice, feel good commercial, but is not applicable to Hampden: they have done nothing for our community except exploit it. My guess is that they have millions of dollars for saving face and trying to convince legislators that they are community friendly. Maybe they actually do digital literacy in metro areas, but it is clear to me they have no interest in broadening their footprint into rural areas unless its part of a franchise agreement or in their financial interest.

In the last several years we have seen cable TV subscribers dropping the service in favor of internet streaming such as Sling TV, Hulu, YouTube Premium, and Netflix. This is happening even more since the digital conversion *requiring* a cable box to receive any channels what so ever. *For the record, Spectrum will graciously 'give' a cable box free for a year and then charge 7.99/mo for it whereas back in the original franchises, set top boxes were often provided to subscribers at no cost in support of public access.* The Town of Hampden like many other communities has had to air meetings through an internet streaming service to continue our responsibility to transparent local government broadcasting. We use TownHallStreams because it does Facebook live which has a great outreach. However, this service is plagued by many technical issues due to it's reliance on the Spectrum business class internet and advanced integrations with our down converted A/V system.

My final point is that we need to take into consideration the shift in technology and *how* the public stays informed at the local level. This new generation does not show up to council meetings because chances are they don't know what a council meeting is or how it affects them. People tend to come in and complain after the fact instead of being apart of the public process - often not knowing they do have a say and the council listens. We have seen the passion for certain issues in our community. When people can channel surf or scan Facebook and see our meetings and announcements pop up - they will stop and watch and comment - and sometimes they get up and do something. This is the evolution of public access and we need to keep up! If we do not address the slow death of public access directly caused by Charter's monopolization of the cable industry, we will see public participation continue to deteriorate and the distrust in local government continue to grow.

Jim and Paula - feel free to include this email in the council services committee Monday as an update for the council.

Let me know if there are any questions. I'm happy to help any way I can! Have a good day,

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

On Wed, Apr 3, 2019 at 9:05 PM Stacey Guerin <repguerin@gmail.com> wrote:
Tony,

If you were available please call me between 7:45 and 8:45 tomorrow morning. I would like to discuss this issue with you.

Senator Stacey Guerin
249-0472

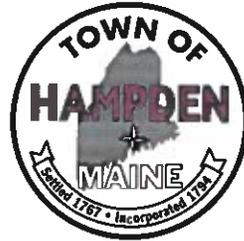
Sent from my iPhone

On Apr 3, 2019, at 3:27 PM, CTAM Info <info@ctamaine.org> wrote:

Thank you Mike,

I agree 100% with your assessment. Towns were not always happy with Time Warner or their predecessors but at least they (you) would return phone calls and follow up on the issues they had. Charter is another matter altogether. They place little importance on municipal relations and no importance on compliance with State Statutes that they don't agree with. Likewise with Franchise renewals (because it costs them \$\$) unless the town wants to sign the contract that their attorneys create. If towns use the Maine Model Franchise, it goes on the bottom of the pile. I understand there are at least 80 expired franchises at this time with only one person in the office to process them. At their request, I am assisting several towns with franchise renewals and that is how I came by this information. I hope to wrap those up and finally retire soon!

Town of Hampden
106 Western Avenue
Hampden, Maine 04444



Phone: (207) 862-4500
Fax: (207) 862-5067

TO: TOWN MANAGER, JIM CHANDER, ASSISTANT MANAGER, PAULA SCOTT, AND COUNCIL
FROM: KELLY KARTER, ASSESSOR *Kauf*
RE: ABATEMENTS AND SUPPLEMENTALS ISSUED TO DATE
DATE: APRIL 3, 2019

Just for background on August 21, 2018 we issued 3,767 tax bills in the total tax amount of \$13,247,082.44. Those bills only included accounts that owed taxes. It does not reflect pre-paid accounts, exempt entities, etc. As of today I have issued the following abatements and supplemental bills along with the reason.

ABATEMENT #	AMOUNT	REASON
#13 Sky Villa	\$1714.88	Property condition adjusted (2017/2018) issued after June 30 but prior to August- came out of current overlay.
#1 Perry	\$ 623.28	Lots combined base lot not removed.
#2 Ryder	\$ 509.60	Widow did not appear on property but was on deed. Credited for HE and VE that she was entitled to.
#3 Wuestenberg	\$2032.52	Interior incomplete adjusted to 75%.
#4 Bourgoin	\$1085.84	Priced with basement/only frost wall/slab.
#5 D & D	\$ 746.76	Billed wrong owner, supplemented correct owner.
#6 Dolan	\$1775.76	Town owned through foreclosure.
#7 Lead Mnt	\$ 280.28	Duplicate Personal Property Bill.
#8 Taylor	\$ 392.00	HE filed but not entered into system.
#9 West Branch	\$ 380.24	Adjusted condition of multi-unit.
#10 Gill	\$ 415.52	Pool and Deck removed prior to purchase.
#11 West Branch	\$ 45.51	Never was a pole barn on site.
#12 Hand	\$1191.68	To correct bill from "Estate" to "Heirs" Supplemented

SUPPLEMENTAL #	AMOUNT	REASON
#1 M & D	\$ 746.76	To correct ownership.
#2 Roope	\$ 392.00	Removed HE per owner request.
#3 Cushing	\$ 327.32	Subdivision Lot identified as Open Space, but was an Actual subdivision lot.

****The Three Supplemental bills for the Hand property will be issued for \$3,420.60 once the paperwork is recorded at the Registry of Deeds.

The period for appeal deadline was February 23, 2019. I don't anticipate any more abatements at this time.



12 Acme Road, Ste 104
Bangor, Maine 04401
207.974.3111

April 3, 2019

**Town of Hampden
RECEIVED**

APR 09 2019

**Office of the
Town Manager**

Jim Chandler
Town of Hampden
106 Western Avenue
Hampden, ME 04444

Dear Jim:

BACTS is beginning to work on the FY-2019 annual audit. As you may know, we receive funding from the Federal Transit Administration that we are required to match with 20% funds. We are able to use Policy and Municipal Partner Transit Committee members' time as in-kind match for this 20%. I have the amount of time the various members have spent on transit planning related activities, but the audit requires a cash value for their time to be calculated.

I am writing to ask you to provide me with the January 2019 total hourly cost for BACTS members from your municipality. This would include salary, fringe and indirect if possible. This information will only be used to calculate the in-kind amount for proof for the accountants. It will not appear in the audit.

I need this information for you and Sean Currier.

If you could have someone send this information within the next two weeks, I would be grateful. The information can be sent to:

Cindy Meservey
BACTS
12 Acme Road, Suite 104
Brewer, ME 04412
cindym@bactsmmpo.org

Let me know if you have any questions.

Sincerely,

Robert E. Kenerson, Jr., P.E.
Executive Director

**MEMORANDUM**

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

TO: Rob Kenerson, BACTS Executive Director
FROM: Jim Chandler, Town Manager *JNC*
COPY: Sean Currier, Public Works Director
DATE: April 10, 2019
RE: Town of Hampden Staff, Federal In-Kind Match Values – January 2019

Rob,

Sean and I have reviewed our calendars for BACTS project time, specifically associated with membership on the MPO, and for Transit activities. The results of that analysis are listed below:

Jim Chandler, Town Manager

- MPO for time associated Meetings and Planning on Rt 1A = 8 hours
- Transit Services Meetings & Planning for Connector Bus = 6 hours
 - Value for Salary, Benefits & Indirect Costs = \$ 69.00
 - Total for 14 hours = \$ 966.00

Sean Currier, Public Works Director

- MPO for time associated Meetings and Planning on Rt 1A = 8 hours
 - Value for Salary, Benefits & Indirect Costs = \$ 67.00
 - Total for 8 hours = \$ 536.00

As always, the Town of Hampden appreciates the ability to participate as a regional member of the Bangor Area Comprehensive Transportation System. Please let me know if you need any additional information related to dates of the meetings and/or work dedicated to research and preparedness on the projects listed above.

Respectfully,

Jim



STATE OF MAINE
DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES
BUREAU OF ALCOHOLIC BEVERAGES AND LOTTERY OPERATIONS
DIVISION OF LIQUOR LICENSING AND ENFORCEMENT
8 STATE HOUSE STATION
AUGUSTA, MAINE 04333-0008

KIRSTEN LC FIGUEROA
COMMISSIONER

GREGORY R. MINEO
DIRECTOR

JANET T. MILLS
GOVERNOR

March 29, 2019

Town of Hampden
106 Western Avenue
Hampden, ME 04444

RE: Agency Liquor Store Selection Hearings

To Whom It May Concern:

In accordance with 28-A M.R.S. § 453-A(4) our office is required to notify municipal officers at least 15 days prior to the final selection for an agency liquor store license. The applicant listed below is being considered for licensure in your municipality:

Tradewinds Variety VI, 98 Coldbrook Road

Enclosed is a copy of the Public Notice for the agency liquor store selection hearings should you wish to attend.

Sincerely,

Laurence D. Sanborn
Division Manager
Liquor Licensing & Enforcement

Enclosure

PUBLIC NOTICE
AGENCY LIQUOR STORE SELECTION HEARINGS

In accordance with 28-A M.R.S. § 453-A sub-§ 5-A and 5 M.R.S. ch. 375, subchapter IV, the Bureau of Alcoholic Beverages and Lottery Operations, Division of Liquor Licensing and Enforcement, will conduct public hearings on applications received for agency liquor store licenses. The hearings will be conducted to evaluate eligibility for licensure pursuant to Maine's liquor laws, including Title 28-A Chapters 15 and 19, and BABLO Rule Chapter 130. The hearings will be held at the Bureau of Alcoholic Beverages and Lottery Operations Building, Front Entrance, 10 Water Street, Hallowell, Maine, on Friday, April 26, 2019, commencing at 9:00 AM for the following municipalities:

Alton, Avon, Chesterville, Dresden, Hampden, Milford, Minot,
New Canada, Old Town, Rockwood, Tremont, Union

Applicants will be permitted to present evidence and arguments in support of their application. Applicants may be represented by counsel. Any interested person or any person showing that he or she is or may be a member of a class which is or may be substantially and directly affected by the proceeding may file a formal application for intervention in accordance with 5 M.R.S. § 9054 on or before April 17, 2019, to the attention of the Bureau of Alcoholic Beverages and Lottery Operations, Division of Liquor Licensing and Enforcement, 8 State House Station, Augusta, ME 04333-0008. A formal application for intervention shall not be construed to limit public participation in any other capacity. Members of the public may make unsworn statements or testify under oath at the hearing. The Bureau, as the basis for the decision in this proceeding, may rely upon that testimony that has been presented under oath.

Real Estate & Personal Property Tax Collections: as of 04/3/19

	<u>Total Billed Accounts</u>	<u>Beginning Balance</u>	<u>Payments</u>	<u>Remaining Balance</u>	<u>Percentage Collected</u>	<u>Total Outstanding Accounts</u>
2019 Real Estate	3570	\$11,068,827.64	\$10,317,452.16	\$751,375.48	93%	530
2019 Personal Property Taxes	197	\$538,970.60	\$475,241.92	\$63,728.68	88%	37

	<u>Total Outstanding Accounts</u>	<u>Outstanding Balance</u>
20178PROPERTY TAX LIENS	61	\$83,710.50
2012-2018 PERSONAL PROPERTY TAX	20	\$38,926.07

	<u>Total Accounts</u>	<u>Total Payments</u>
Prepayment for 2020 Real Estate Taxes	38	\$9,224.11
Prepayments for 2020 Personal Property Taxes	0	0

Submitted by:
 Barbara Geaghan, Tax Collector
 4/10/2019

FINANCE & ADMINISTRATION COMMITTEE MEETING

Monday March 18th, 2019

6:00 P.M.

Hampden Town Office

MINUTES

Attending:

Councilor Wright, Chair

Mayor McPike

Councilor Wilde

Councilor Ryder

Councilor Marble

Councilor Jarvi

Councilor McAvoy

Town Manager Jim Chandler

Town Clerk Paula Scott

DPW Director Sean Currier

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

1. Approval of Minutes

- a. **March 4, 2019** – *Councilor McAvoy made a motion, seconded by Councilor Marble to approve the March 4th minutes. Motion carries, 6-0-1 with Mayor McPike abstaining because he wasn't in attendance.*

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

3. Unfinished Business

- a. **Council rules review – standing item** – *passed over*
- b. **Draft agenda & structure of “Council Goals Setting” for Saturday, March 30, 2019** – *requested by Manager Chandler* – *Committee members made suggestions to the order of the agenda, suggesting core values in the beginning and budget highlights at the end.*

4. New Business

- a. **Recommend award of contract to Maine Earth for road reconstruction of School House Lane** – *Requested by Sean Currier, DPW Director* – *Councilor Wright made a motion, seconded by Councilor Wilde to award the contract for road reconstruction of School House Lane to Maine Earth. Motion carries 5-2 with Councilor McAvoy and Councilor Ryder opposed.*

TOWN OF HAMPDEN
Finance & Administration Committee Meeting
Agenda
March 18th, 2019

- b. Committee consideration and recommendation for hiring a replacement full-time employee for the position of Community & Economic Development Administration Support Clerk (replaces Danielle Simons) – requested by Manager Chandler – Councilor Marble made a motion, seconded by Councilor Wright to recommend hiring a replacement full-time employee for the position of Community & Economic Development Administration Support Clerk. Councilor McAvoy called for a point of order citing an improper arrangement between motion and discussion. After debate, Councilors Wright and Marble withdrew their motion and second. Manager Chandler proceeded to present to the Committee the basis of the request. At the conclusion of the presentation, Councilor Marble made a motion, seconded by Councilor Wilde, to recommend hiring 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 opposed.**

- 5. Manager's Items – Manager Chandler spoke briefly about the status of the recruitment for the Public Safety Director.**
- 6. Public Comment - None**
- 7. Committee Member Comments - None**
- 8. Adjournment – Councilor Ryder made a motion, seconded by Councilor Marble, to adjourn at 6:58 p.m.**

Respectfully Submitted,



Paula A. Scott, CCM
Town Clerk



Town of Hampden
Planning and Development Committee

Wednesday March 6, 2019, 6:00 pm

Municipal Building Council Chambers

Minutes

Attending:

Committee/Council

Eric Jarvi - Chair
 Dennis Marble
 Terry McAvoy
 David Ryder

Staff

Karen Cullen, Town Planner
 Jim Chandler, Town Manager
 Myles Block, CEO
 Chief Rogers, Public Safety Director

Public

Jim Davitt, , and
 Ladoiya Wells
 Wayne Reilly

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

1. Minutes for the February 6, 2019 meeting – **Motion** to approve as submitted made by Councilor Marble; second by Councilor McAvoy; carried 4/0/0.
2. Committee Applications:
 - a. Jim Davitt for a two year term to fill a vacancy in an unexpired term on the Historic Preservation Commission. Mr. Davitt stated he serves on the Planning Board, is a “semi-professional” historian with a degree in American History and a strong interest and experience in restoring historic homes and in preserving the history of Hampden. **Motion** made by Councilor Marble to refer to Town Council with a recommendation that Jim Davitt be appointed to a two year term to fill the unexpired term of a vacancy on the Historic Preservation Commission; second by Councilor McAvoy; carried 4/0/0.
 - b. Ladoiya Wells for a three year term to fill a vacancy on the Historic Preservation Commission. Ms. Wells stated she moved to Hampden a year or so ago and has been living in Maine for 11 years. She has a degree in anthropology and loves the area, and wants to help her community and help preserve the rich history here. **Motion** made by Councilor Ryder to refer to Town Council with a recommendation that Ladoiya Wells be appointed to a three year term to fill a vacancy on the Historic Preservation Commission; second by Councilor Marble; carried 4/0/0.
 - c. Wayne Reilly for a three year term to fill a vacancy on the Historic Preservation Commission. Mr. Reilly stated he has lived in Hampden for 43 years, and worked at the Bangor Daily news for many years. While there he wrote a column on history in the region and has written four books on local history. He is interested in serving on the Commission and noted his wife had served on it before she became ill, and had been working on a signage program that he is interested in. **Motion** made by Councilor Marble to refer to Town Council with a recommendation that Wayne Reilly be appointed to a three year term to fill a vacancy on the Historic Preservation Commission; second by Councilor McAvoy; carried 4/0/0.

The committee members and Town Manager Chandler thanked the applicants for their interest in serving Hampden, and mentioned that this year is the 225th birthday of the Town and there is strong interest in working with Children's Day to partner on a celebration of this event.

At Chairman Jarvi's request, the agenda was suspended to take item 8c out of order out of courtesy to Chief Rogers since he is here.

8.c. Manager Items, Public access to the Public Safety Building

Chief Rogers handed out a memo dated 2/5/2019 addressed to Manager Chandler and reviewed the history of the space commonly referred to as the Community Room but which is really a training room. The space was opened for use by the general public in July 2009, but after a number of concerns were raised the policy was changed in January 2016 to limit the use of the room to training, meetings for government related business (e.g. non-profit organizations working with town staff or providing training to multiple municipalities), and voting. The policy allows the Town Manager and Public Safety Director to make exceptions on a case by case basis. The concerns regarding allowing general public use of the room relate to safety, privacy, information security, disruption of public safety business operations, lack of separation of space used by the public safety personnel on a daily basis, and inadequate parking. Chief Rogers recommends that the needs of the public safety department remain the highest priority in determining use of the space.

Highlights of discussion:

- Suggestion to write a short explanation to provide to people or groups who inquire about using the space.
- Suggestion to relabel the room to "Public Safety Training Room."
- Concern about the public entering that section of the building to access the Code Enforcement team; staff does not believe that will be a problem since the majority of the concerns related to large groups of children (scouts, etc.), not individual adults; staff is trying to improve the customer service of Code Enforcement regarding both staffing and location.
- If there is a desire to open the space up to the general public, that part of the building will need to be renovated to address the concerns discussed above, but will still not alleviate all the issues (e.g. parking).

Chairman Jarvi returned to the agenda.

3. Citizen's Initiatives: None
4. New Business: None
5. Unfinished Business: None
6. Zoning Considerations/Discussions: None
7. Updates:
 - a. MRC/Fiberight:

Discussion regarding the completeness of the site plan application; concern that any application is processed when incomplete. Need to adhere to the applicable ordinances to ensure the public's interest is protected. Manager Chandler noted he has requested the Town Attorney to address the issue of surety for roads that are meant to be accepted by the Town but are not subject to subdivision review and approval. It was noted that the Planning Board had been advised during the review process that they had no jurisdiction

over the road and that the Town Council would be responsible under the Town Ways Ordinance. It was suggested that a performance guarantee could be required for \$X for two years before the Town accepts the road. Another possible solution was suggested, to accept the portion of the road from Coldbrook Road to the point where the serious problems begin, if the owner of the adjacent property will provide room to widen the right-of-way for the construction of a turn-around; the remaining roadway to the Fiberight facility would be private. That would allow the abutting landowner to have development potential for the land abutting the (then public) portion of the road. Manager Chandler stated that staff will not recommend acceptance of the road at this time. Chairman Jarvi stated that if a request is made to Town Council for road acceptance, there are options to consider.

- b. Staff Report: Planner Cullen mentioned we had just received a preliminary subdivision plan for a cluster single family housing development on Main Road North just north of Coldbrook Road. It has 39 proposed lots.

8. Manager Items:

- a. History of Shoreland Zoning Ordinance – Manager Chandler reported back to the Committee the results of additional research by staff (memo by Town Clerk Scott) responding to the request made at the February P&D meeting regarding whether the Council had previously voted to adopt the state guidelines. The result of the research was that there is no record of any vote by Town Council to repeal the Shoreland Zoning Ordinance (SZO), which would have been required to “adopt” the state standards. Town Council had voted to refer the proposed amendments to the SZO to the Planning Board in May 2016. Town Planner Cullen was hired late July 2016 and upon reviewing the proposed amendments discovered some serious problems with it, and recommended the Planning Board not move forward with the amendments as proposed; the Board tabled the public hearing. The councilors expressed their frustration at the difficulties in getting this ordinance completed. It was noted that other, higher priorities interfered in the process for getting this ordinance completed, most notably the rewrite of the Zoning Ordinance last year. Chairman Jarvi noted the SZO is nearly done; Planner Cullen said the only thing holding us up now is a response from DEP regarding the classification of several wetlands to determine if they are jurisdictional under the SZO. Once that is received she can complete the map and then schedule the public hearing with the Planning Board, then it will go to public hearing with Town Council.
- b. LED streetlight communication – Manager Chandler reported we are dealing with the LED streetlights in a reactive manner; when we get a complaint we contact Emera and they go out to install shields on the fixtures. That seems to be addressing the complaints. He added we haven’t received any complaints recently. Discussion on operating costs, Manager Chandler said the cost has dropped about a dollar or two per fixture.
- d. Manager Chandler expressed his concern that some councilors have felt staff has failed to fulfil the Council’s expectations on some issues. He stated we have a lean organization and whenever there are absences the impact is felt by everyone. He invited councilors to talk to him regarding such issues so he can deal with them.

9. Public Comments: None

10. Committee Member Comments:

- a. Councilor Ryder asked CEO Block about a sign change a constituent had asked about; CEO Block responded that if the size is staying the same then no permit is needed.

- b. Councilor Marble recognized Councilor McAvoy for his “running interference” and protecting the taxpayers regarding the surety issue for the MRC road. He also recognized Manager Chandler for his handling of that situation and staff’s insistence regarding not accepting the road without appropriate protections in place. He noted that he tends to look at things from a broad view, and sometimes gets frustrated at the level of detail we get into. He added that we’re all here trying to do our best for the town.
 - c. Councilor McAvoy said he doesn't think the Town Council should be involved in Planning Board issues, he simply wants things to be done by the book.
 - d. Chairman Jarvi said he is excited to continue to work with this committee, the Council, and town staff.
11. Adjournment: Chairman Jarvi adjourned the meeting at 7:15 pm.

*Respectfully submitted by
Karen Cullen, Town Planner*

Items from this meeting for April 3, 2019 P&D meeting:

- Agenda Items:
 - none
- Staff Report:
 - none



Check One: Initial Application
 Reappointment Application

D-3-a

TOWN OF HAMPDEN
APPLICATION FOR TOWN BOARDS AND COMMITTEES

NAME: DAVID CALIENDO

ADDRESS: 28 CAVAAN ROAD, HAMPDEN 01444
STREET TOWN ZIP

MAILING ADDRESS (if different): _____

TELEPHONE: (207) 745-7295
HOME WORK

EMAIL: DAVID@BANGORREALESTATE.COM BIZ

OCCUPATION: REAL ESTATE BROKER

BOARD OR COMMITTEE PREFERENCE:

FIRST CHOICE: DYER LIBRARY

SECOND CHOICE (OPTIONAL): _____

How would your experience, education and/or occupation be a benefit to this board or committee? _____

I WAS ASKED TO PARTICIPATE

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

3 YEAR

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

5 YEAR
PLANNING BOARD

FOR TOWN USE ONLY		Date Application Received: <u>2/11/19</u>
COUNCIL COMMITTEE ACTION: <u>Services, Finance + Admin</u>	DATE: <u>4/8/19</u>	<u>4/16/19</u>
COUNCIL ACTION: <u>Council</u>	DATE: <u>4/16/19</u>	
<input checked="" type="checkbox"/> NEW APPT	<input type="checkbox"/> REAPPOINTMENT	DATE APPOINTMENT EXPIRES: _____



TOWN OF HAMPDEN
Certificate of Appointment
by the Town Manager

To: Christian Bailey

Pursuant to: MRSA 30-A § 2636

The undersigned Town Manager of the Town of Hampden, Maine, does
hereby appoint you as Police Chief.

Your term of office is from 04/16/2019 to 06/30/2019.

Given under my hand on this 16th day of April 2019.



Town Manager, Town of Hampden, Me.



TOWN OF HAMPDEN
Certificate of Appointment
by the Town Manager

To: Christian Bailey

Pursuant to: MRSA 30-A § 3153

The undersigned Town Manager of the Town of Hampden, Maine, does
hereby appoint you as Fire Chief.

Your term of office is from 04/16/2019 to 06/30/2019.

Given under my hand on this 16th day of April 2019.



Town Manager, Town of Hampden, Me.

PROPERTIES SUBJECTED TO SERVICE CHARGES

Property Owner	FY19			Notes
	Amount Invoiced	Amount Paid	Difference (Abatement)	
Community Housing of Maine 177 Canaan Road (Map 5 Lot27-A)	\$ 2,513.95	\$ 353.08	\$ 2,160.87	Paid 03/25/19
New Communities 1282 Kennebec Road (Map 1 Lot 23-A)	\$ 6,286.94	\$ 323.77	\$ 5,963.17	Paid 03/18/19
OHI George Street 35 George Street (Map 23 Lot 70-C)	\$ 2,531.84	\$ 843.98	\$ 1,687.86	Paid 02/26/19
OHI Patterson Road 143 Patterson Road (Map 5 Lot 39)	\$ 1,938.78	\$ 223.90	\$ 1,714.88	Paid 02/26/19
Penquis Mental Health Services 1012 Carmel Road North (Map 1 Lot 31-A)	\$ 2,324.06	\$ 243.97	\$ 2,080.09	Paid 03/04/19
The Housing Foundation 113 Western Avenue (Map 31 Lot 8)	\$ 7,113.00	\$ 7,113.00	\$ -	Paid 9/18/18
Acadia Hospital Corp/Aspenledge	N/A			
	\$ 22,708.57	\$ 9,101.70	\$ 13,606.87	

TOWN OF HAMPDEN

SERVICE CHARGE ORDINANCE

Sec. 1. Authority. This Ordinance is enacted pursuant to 30-A M.R.S.A. § 3001 and 36 M.R.S.A. § 652(1)(L).

Sec. 2. Purpose. The purpose of this Ordinance is to establish an annual service charge to recover the cost of providing municipal services, other than education and general assistance, to owners and/or occupants of certain institutional and organizational real property which is otherwise exempt from state or municipal taxation.

Sec. 3. Creation of Service Charge. An annual service charge is hereby established, effective with the municipal fiscal year commencing on July 1, 1992. The service charge shall be levied by the municipal officers against all residential property owned by an organization or institution if the property is otherwise totally exempt from property taxation and is used to provide rental income. The service charge shall not apply to student housing or parsonages.

Sec. 4. Calculation of Service Charge. The service charge shall be calculated according to the actual cost of providing municipal services to the property in question and the persons who use that property. Municipal services shall include, without limitation, the following: fire protection, police protection, road maintenance and construction, traffic control, snow and ice removal, sewer service, sanitation services, and any other services. For the purpose of this Ordinance, municipal services shall not include education and general assistance. The service charge for each property shall be determined in accordance with the following formula:

$$\frac{B}{V} \times JV = SC$$

where:

B = Budget for the current fiscal year for municipal services, except education and general assistance

V = Total taxable valuation of municipality for the current fiscal year

JV = Just Value of property in question

SC = Service Charge of property in question.

The Assessor shall provide the municipal officers with the following information at the time of the annual tax commitment: (1) list of property to which a service charge is applicable under this ordinance, (2) total taxable valuation of the municipality for the current fiscal year, and (3) the just value of the properties in question. The Town Manager shall provide the municipal officers with the amount of the budget for municipal services for the current fiscal year, along with a proposed service charge for each property based on the foregoing formula.

Sec. 5. Levy of Service Charge. The municipal officers shall levy the annual service charge on the tax exempt property subject to a service charge under this Ordinance, and shall establish a due date for payment of the same. The Treasurer shall send a statement to every affected property owner setting forth the amount of the service charge levied on the subject property.

Sec. 6. Limitation on Service Charges. The total service charges levied by the municipal officers under this Ordinance against any institution or organization shall not exceed 2% of the gross annual revenues of that institution or organization. Provided, however, that in order to qualify for the foregoing limitation, the institution or organization shall file with the municipal officers an audit of the revenues of the institution or organization for its last fiscal year which ended immediately prior to the municipal fiscal year for which the service charge was levied. The municipal officers shall abate the service charge amount that is in excess of 2% of the gross annual revenues.

Sec. 7. Collection. Unpaid service charges shall be collected in any manner available to the municipality, including, without limitation, the procedure provided in 38 M.R.S.A. § 1208, as may be amended from time to time.

Sec. 8. Use of Revenues. Revenues accrued from service charges shall be used, as much as possible, to fund the cost of providing the municipal services which were considered in calculating the service charges.

Sec. 9. Appeals. Any institution or organization may challenge the decision of the municipal officers to levy a particular service charge or the amount of a particular service charge by filing an appeal with the Board of Assessment Review. Such appeals shall be filed in writing with the Town Clerk within 60 days of the date on which notice is provided to the institution or organization by the Treasurer under Sec. 5 above indicating the amount of the service charge levied by the municipal officers. The Board of Assessment Review shall conduct a public hearing on the appeal and shall issue a written decision thereon within 60 days of the date that the appeal was filed with the Town Clerk. Failure to issue a decision on an appeal within 60 days of the date the application was filed shall be deemed to

be a denial thereof. The appeal shall be processed in accordance with all applicable laws or ordinances, and such rules of procedure as may be established by or for the Board of Assessment Review. Any decision by the Board may be appealed to Superior Court by an aggrieved party pursuant to Rule 80B of the Maine Rules of Civil Procedure.

Sec. 10. Severability. Should any provisions of this Ordinance be declared invalid by the Courts, such decision shall not invalidate any other provision of this Ordinance.

Adopted By Hampden Town Council: 5/18/92



MEMORANDUM

Item D. 5. b.

106 Western Avenue
Hampden, Maine 04444

Office: 207-862-3034
Facsimile: 207-862-5067

TO: Finance & Administration Committee & Town Council
FROM: Jim Chandler, Town Manager-Treasurer *JNC*
COPY: Sean Currier, Public Works Director
DATE: April 16, 2019
RE: Capital Projects Financing – Bond Anticipation Note Selection

This memorandum requests Council approve the award of the Bond Anticipation Solicitation for the financing of Capital Projects described below.

Background

The Town received voter support with the passage of three different referendums, in November 2016, June 2018 and November 2018 totaling \$2,500,000 in capital projects, as listed below:

2019 Bond Anticipation Note Projects	Authorized Funds
<i>Route 1A Reconstruction</i>	\$ 1,200,000
<i>Hampden Business & Commerce Park Fire Suppression Water Line</i>	\$ 500,000
<i>Western Avenue - Rt1A Main Road Intersection & Signal Reconstruction</i>	\$ 350,000
<i>Sawyer Road Bridge Repairs</i>	\$ 300,000
<i>Manning Mill Bridge Repairs</i>	\$ 150,000

Fiscal Impacts

The Town utilized the services of our Bond Counsel, Dan Pittman with Eaton Peabody, to coordinate the solicitation of a Bond Anticipation Note (BAN) for the financing and received five bids for this service:

Bond Anticipation Note Proposals

Release of General Obligation Bonds totaling \$2,500,00

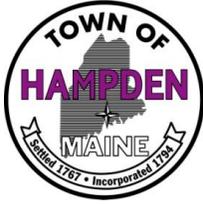
Amounts taken "as-needed" beginning April 23, 2019 and maturing on November 22, 2021

Institution	Received	% APR	Maximum Total Interest Expense
The First	3/18/2019	2.92	\$ 191,422.00
Machias Savings	3/26/2019	2.59	\$ 167,463.01
Key Bank	3/28/2019	2.55	\$ 164,879.04
Camden National	3/29/2019	3.59	\$ 235,347.02
Katahdin Trust	4/1/2019	2.88	\$ 188,800.01

The terms offered by Key Bank allow for access to the funds as needed, and the total interest charge for the entire amount – if borrowed on April 23, 2018 and not repaid until November 22, 2021 is \$ 164879.04. The actual borrowing costs will be less since the projects will not need funds until later this year and will be completed and settled with pre-payment of long-term bond funds through the Maine Municipal Bond Bank.

Staff Recommendation

Key Bank submitted the best terms, and Staff recommends Council authorize the Town Manager to execute the Loan Documents necessary for establishing the account needed to access these funds, as needed, for construction of the above projects.



MEMORANDUM

Item D. 5. c.

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

TO: Finance & Administration Committee & Town Council
FROM: Jim Chandler, Town Manager-Treasurer *JNC*
COPY: Kyle Severance, GIS Technician
DATE: April 16, 2019
RE: Computer Reserve Request – Trio Network Server Replacement

This memorandum requests approval of the expenditure of Computer Reserve Funds, as described below.

Background

The Town's primary Enterprise Resource Program (ERP) software is a Harris product commonly known as Trio. The Trio software is the "life-blood" of the Town's electronic database, used for managing all financial, accounts payable, payroll, human resource, real estate development, assessing, tax collections, planning and code enforcement functions.

The Trio software is transitioning from an original DOS-based program to a Web-based version; however, this transition requires an interim step and a Network Server capable of hosting a special-purpose Structured Query Language (SQL) application for facilitating the relational database management system (RDBMS) needed for Trio. The Server is the "heart" of the Network. The Town's IT staff and former contractor (former because the IT Technician terminated their services late last year) have been unsuccessful in configuring the present Network Server to accept the SQL application.

The urgency for immediate action stems from the discovery that our Trio software, data and existing Network Server is currently operating at less than full capacity; and, is incapable of being upgraded due to previous installation errors. This situation endangers our Network's operational resiliency and places our existing data at risk of a catastrophic failure. The Town already experienced a loss of data, and further attempts to reinstall any Microsoft Operating Systems out a complete reformatting of the hard drive poses additional risks.

My experience in managing Information Technology systems and similar upgrades in prior positions led to significant experience working with a variety of technology consulting firms. My recommendation is for Hampden to work with a Maine-based firm: Oak Leaf Systems of Aroostook County. This firm has managed the technology service requirements for the Cities of Caribou and Presque Isle, and numerous other public and private sector clients. They are uniquely situated to offer extremely competent, cost-effective services, and have demonstrated successful transitions of the new Trio SQL platforms exactly like we need.

Fiscal Impacts

Costs of repairing the existing server while maintaining data integrity and operational capabilities is not realistically measurable. Oak Leaf has submitted a proposal for replacing and upgrading a new Network

Server dedicated to the Trio program, capable of eventually hosting the SQL application and the Town's ERP data files until the existing server may be rebuilt and placed back into service as a file server. This will have a significant positive impact on the Town's network efficiency and resiliency, and again this is extremely valuable – but almost without a realistic value in dollars.

The Town needs to aggressively move forward with data resiliency measures, including the purchase of this recommended TrioSQL server – followed by additional consultant services for the backup, and migration of existing data – most likely at the beginning of the new FY-2020 fiscal year. This is the preferred timeline of Finance Director Tammy Ewing, and additional funds will be requested in the coming months to accomplish this critically important Trio software upgrade and data migration.

Following several internal meetings and discussion with outside consultants, this course of action is recommended by staff, and has the following immediate (Un-Audited) fiscal impact:

Computer Reserve Acct 3-711-00	Amount	Comments
Beginning Trio Balance for 3-711-00	\$ 50,352.28	April 11, 2019
Beginning Unencumbered Balance	\$ 47,511.49	April 11, 2019
Encumbered Funds for SQL Migration	\$ 2,749.95	Council Action – July 18, 2018
Oak Leaf Proposal (attached)	\$ 4,039.00	
Contingency	\$ 500.00	
Remaining Encumbered Balance	307.92	November 19, 2018
Remaining Available Balance	\$ 42,972.49	

Staff Recommendation

Staff recommends the Finance & Administration Committee refer this to Council for approval of the expenditure of \$ 4,539.00 in Computer Reserve funds for the purchase and installation of a new Trio Network Server from Oak Leaf Systems.

Oak Leaf Systems, Inc.



Proposal for Professional Computer Networking Services

Introduction

The Town of Hampden is interested in adding a Trio server to their network in preparation for migrating to Trio SQL. The current server is unable to provide baseline services required for the SQL server application installation. Moving Trio off to a separate server is a sensible alternative, and will provide a stable working platform for several years.

General Description of Services

Oak Leaf Systems will provide professional consulting services to install a new HP Enterprise rack-mount server. The server will be prepared with Windows Server 2016 Standard w/GUI, all current service packs/hot fixes, and will have all necessary prerequisites installed upon delivery. We will also work with Trio on the Town's behalf to insure a smooth and complete installation of Trio onto the server.

Scope of Services

We will provide professional network services to perform the following tasks:

1. Build a new HP Enterprise server (Specifications below)
2. Install all operating system hotfixes/patches
3. Work with Trio to fully install TrioSQL
4. Deliver and setup server on-site (mount, set IP, join domain)

Description	Quantity	Cost
HPE Server	1	\$2290
Windows Server 2016 Std.	1	\$749
Labor (inc. delivery and installation)	1	\$1000
Total		\$4039

Terms

We will invoice the project at 50% upon commencement, and 50% upon completion.

Schedule

We expect the duration of this project to be 2-4 weeks from commencement.

Server Specifications

HP Enterprise Server
Xeon E02124 CPU (4 core, 4.3GHz)
32GB RAM
2x 1TB 10K Server Grade Hard Drives (mirrored)