



**HAMPDEN TOWN COUNCIL  
HAMPDEN MUNICIPAL BUILDING  
AGENDA**

**MONDAY      May 20th, 2019      7:00 P.M.**

- A. PLEDGE OF ALLEGIANCE
- B. CONSENT AGENDA
  - 1. SIGNATURES
  - 2. SECRETARY'S REPORTS
    - a. May 6<sup>th</sup>, 2019
    - b. May 7<sup>th</sup>, 2019 Budget meeting
    - c. May 9<sup>th</sup>, 2019 Budget meeting
  - 3. COMMUNICATIONS
    - a. Notification of testimony by Attorney Bearor against proposed legislation for the creation of a Public Authority
    - d. Notification to Council of a Board of Appeals meeting to be held on May 23<sup>rd</sup> to hear a variance request
  - 4. REPORTS
    - a. Finance Committee Minutes – 04/16/2019
    - b. Infrastructure Committee Minutes – None
    - c. Planning & Development Committee Minutes – 03/06/2019
    - d. Services Committee Minutes - None
- C. PUBLIC COMMENTS
- D. POLICY AGENDA
  - 1. NEWS, PRESENTATIONS & AWARDS
    - a. Recognition of Officer Joel Small on his promotion to Sergeant  
*requested by Public Safety Director Bailey*
  - 2. PUBLIC HEARINGS

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

AGENDA

- a. Proposed sewer rate increase to reflect increased costs from the City of Bangor – *referral from Council on May 6<sup>th</sup>, 2019*
- b. Proposed amendment to the Fees Ordinance – sewer rates – *referral from Council on May 6<sup>th</sup>, 2019*
- c. Proposed amendments to the Outdoors Facilities Ordinance – *referral from Council on May 6<sup>th</sup>, 2019*

3. NOMINATIONS – APPOINTMENTS – ELECTIONS

- a. Warrant and Notice of Election for RSU-22 Budget Validation Referendum on June 11<sup>th</sup>

4. UNFINISHED BUSINESS

5. NEW BUSINESS

- a. Request for authorization for the expenditure of an amount up to \$43,600 from Police Cruiser Reserve account (3-753-00) for the purchase of a ¾ ton 4X4 public safety utility pickup truck - *referral from Finance & Administration Committee*
- b. Request for authorization for the expenditure of \$2,752.00 from Computer Reserve account (3-711-00) for the purchase of two computers, hardware, and secure WiFi access points – *referral from Finance & Administration Committee*
- c. Request for authorization for the expenditure of \$560.96 from Personnel Reserve account (3-733-00) to pay for expenses for Chief Rogers’ retirement reception – *referral from Finance & Administration Committee*
- d. Request for authorization for the expenditure of \$1,421.00 from Matching Grant Reserve account (3-780-00) for the Town’s share of a Safety Enhancement Grant to purchase two stand/sit desks and two chairs for the Library – *referral from Finance & Administration Committee*

E. COMMITTEE REPORTS

F. MANAGER’S REPORTS

G. COUNCILOR’S COMMENTS

H. EXECUTIVE SESSION – Personnel Matters – *pursuant to 1 MRSA § 405(6)(A)*

-----  
**MONDAY**

**May 20th, 2019**

**7:00 P.M.**

-----  
**AGENDA**  
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I. ADJOURNMENT



MINUTES

C. PUBLIC COMMENTS - None

D. POLICY AGENDA

1. **NEWS, PRESENTATIONS & AWARDS** – *Scott Alley of Fiberight updated the Council on the status of operations. The first trash was processed on April 22<sup>nd</sup>. They are still trouble shooting IT and logistics but are progressing well. All DEP permits are in place and in order.*

2. **PUBLIC HEARINGS** - None

3. **NOMINATIONS – APPOINTMENTS – ELECTIONS** - None

4. **UNFINISHED BUSINESS** – None

5. **NEW BUSINESS**

a. **Council approval of a renewal Liquor license for Angler’s Restaurant, located at 91 Coldbrook Rd., owned and operated by Albert Hall IV of Swanville** – *Councilor Marble made a motion, seconded by Mayor McPike, to approve the renewal liquor license for Angler’s Restaurant. Unanimous, 7-0.*

*Resolution 2019-51*

b. **Council referral to Public Hearing – Potential Sewer Rate increase referral from Infrastructure Committee** – *Councilor Wright made a motion, seconded by Councilor Marble, to refer to public hearing for May 20<sup>th</sup>, a potential sewer rate increase of 3.5%, a pass through increase from Bangor. Unanimous, 7-0*

*Resolution 2019-52*

c. **Council referral to Public Hearing proposed Amendments to Fees Ordinance – Sewer Rates – referral from Infrastructure Committee** *Councilor Marble made a motion, seconded by Councilor Wilde, to refer the proposed amendments to Fees Ordinance to public hearing for May 20<sup>th</sup>. Unanimous, 7-0.*

*Resolution 2019-53*

d. **Council referral to Public Hearing proposed Amendments to the Outdoors Facilities Ordinance – referral from Services Committee** *Councilor Marble made a motion, seconded by Councilor McAvoy, to refer the proposed amendments to the Outdoors Facilities Ordinance to public hearing for May 20<sup>th</sup>. Unanimous, 7-0.*

*Resolution 2019-54*

- e. **Request for authorization for the expenditure of \$10,000 from Equipment Reserve account (3-717-00) for a down payment on the 6-yard public works truck– referral from Finance & Administration Committee – Councilor Wright made a motion, seconded by Councilor Marble to authorize the expenditure of \$10,000 from Equipment Reserve for a down payment on the 6-yard public works truck. Unanimous, 7-0.**

*Resolution 2019-55*

- f. **Request for authorization for bid process waiver and permission to complete the purchase of the 6-yard public works truck on July 1st – referral from Finance & Administration Committee – Councilor Wright made a motion, seconded by Councilor Marble to waive the bid procedure and to complete the purchase of the 6-yard public works truck on July 1<sup>st</sup>. Unanimous, 7-0.**

*Resolution 2019-56*

- g. **Request for authorization for the expenditure of an amount up to \$30,000 from Equipment Reserve account (3-717-00) for the purchase of a public works pick-up truck – referral from Finance & Administration Committee – Councilor Wright made a motion, seconded by Councilor Jarvi, to authorize the expenditure of up to \$30,000 for the purchase of a public works pick-up truck. Unanimous, 7-0.**

*Resolution 2019-57*

- h. **Request for authorization for the expenditure of an amount up to \$46,000 from Fire Truck Reserve account (3-741-00) for the purchase of a public safety utility truck - referral from Finance & Administration Committee – Item passed over, no referral from Finance & Administration Committee**
- i. **Town Manager’s presentation of the proposed FY20 budget message and budget – Manager Chandler presented budget message to Council.**

**E. COMMITTEE REPORTS**

*Planning & Development Committee – Councilor Jarvi reported that the May 1<sup>st</sup> meeting was cancelled, the next meeting is June 5<sup>th</sup>.*

*Finance & Administration Committee – Councilor Wright reported that the items acted on tonight were referred from Committee*

*Services Committee – Councilor Marble reported that the last meeting was April 29<sup>th</sup>. Members were updated on the status of Vafiades Landing and that Chris Packard secured a grant to pay for an appraisal. Discussed the changes to the Outdoors Facilities Ordinance and the annual stream clean up.*

**F. MANAGER’S REPORTS** – *Attached, Exhibit A.*

**G. COUNCILOR’S COMMENTS**

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

*Councilor Jarvi – Thanked the volunteers for the stream clean up, citing it the largest turnout in 15 years. Reported that the preliminary Core Values statement will be presented at the June 10<sup>th</sup> Services Committee meeting. He encouraged everyone to take part in the RSU 22 budget meetings.*

*Councilor Wright – No comment*

*Councilor Marble – Offered condolences for the loss of Planning Board member Jim Davitt*

*Councilor Wilde – No comment*

*Mayor McPike – Read the budget meeting schedule aloud for the public benefit.*

**H. ADJOURNMENT** – *With no further business to conduct, the meeting adjourned at 8:15 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: May 6, 2019  
RE: Manager's Report – Activities Summary

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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**

Budget completed and distributed for review and editing throughout the month of May, in preparation for referral to Public Hearing and Adoption in mid-June

Library received a \$2,000 Safety Enhancement Grant from MMA to purchase ergonomic furniture for use by the staff

**Capital Projects Management and Construction**

Finalized the borrowing arrangements for access to funds for Route 1A Road Project (Key Bank) and Route 1A Sewer (MMBB-CWSRF)

The Coastal Resources – Fiberight facility continues to move toward commissioning and full commercial operations

Rt1A Construction Bid revealed the Sewer component came in under budget; however, the Road Component was over by \$606,783. This will require the Town to pay it's 10% additional local match of \$ 6,678 (Final BACTS Endorsement is tomorrow, Tuesday 5/7)

**General Announcements**

Thanks again to the staff for all your support on preparing the budget. Team Effort

Congrats to Joe Rogers – Officially retired last week, May 1<sup>st</sup> - AND, thanks to the Coffee Break Café for your warm thanks to Joe. Thanks to all who stopped in to visit with him. We Miss Him Already – and Wish Him All the Best!

Congratulations to our latest Olympic Champion – Colby Gott, who won two Gold Medals in the Special Olympics swimming events held last month at Bates College in Lewiston. Colby swims at the Lura Hoit Pool, and staff enjoy watching him train for his successful achievements.

This week brings the start of our Budget Review Sessions – Posted on the Website

Lastly, Hampden Kiwanis & VFW are teaming-up for the Annual Mother's Day Breakfast, Saturday, May 11<sup>th</sup> from 7:00 – 10:00 AM at the VFW Hall.



**HAMPDEN TOWN COUNCIL  
FY20 BUDGET WORK SESSION  
HAMPDEN MUNICIPAL BUILDING  
MINUTES**

.....  
TUESDAY

.....  
May 7th, 2019

.....  
6:00 P.M.  
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1. **Call to Order** – *Mayor McPike called the meeting to order at 6:00 p.m. The process was discussed. Budget items will be referred either with or without amendment upon a majority consensus.*
  
2. **Review of Town Manager FY20 Budget**
  - a. **Community & Economic Development** – *Mayor McPike called for a straw vote for the support of an Economic Development Director stating that if that was not supported, it would affect the remainder of the budget. Result of straw vote is 5-2 in favor. After much discussion on the budget, Item was passed over at the request of Councilors for more information.*
  - b. **Tax Increment Financing** – *Referred as presented.*
  - c. **Planning/GIS** – *Passed over*
  - d. **Town Council** – *Referred as presented*
  - e. **Administration** – *Referred as presented*
  - f. **Revenues** – *Referred as presented. It was noted that revenue projections are estimates only and will be more accurate after the school budget and the total tax valuation are set.*
  
3. **Adjourn** – *Meeting adjourned at 9:45*

*Respectfully Submitted,*

*Paula A. Scott*

Paula A. Scott, CCM  
Town Clerk

The next budget meeting will be held on Thursday, May 9<sup>th</sup> at 6:00 p.m. at the Town Office Council Chambers.

B-2-C



HAMPDEN TOWN COUNCIL  
FY20 BUDGET WORK SESSION  
HAMPDEN MUNICIPAL BUILDING  
MINUTES

THURSDAY

May 9th, 2019

6:00 P.M.

1. **Call to Order** – *Mayor McPike called the meeting to order at 6:00 p.m.*
  
2. **Review of Town Manager FY20 Budget**
  - a. **Information Technology** – *Referred (incl. format), 5-2*
  - b. **General Assistance** – *Referred as presented*
  - c. **Elections** – *Referred as presented*
  - d. **Planning/GIS** – *Referred, 5-2*
  - e. **Community & Economic Development** – *Referred with amendment: Increase advertising to \$15,000 (consensus), Eliminate 01-05 Wages and put back into original departments (consensus), Reduce Special Events to \$2,500 (consensus).*
  
3. **Adjourn** – *Meeting adjourned at 8:00 p.m.*

*Respectfully Submitted,*

*Paula A. Scott*

Paula A. Scott, CCM  
Town Clerk

The next budget meeting will be held on Monday, May 13<sup>th</sup> at 6:00 p.m. at the Town Office Council Chambers.

**Jim Chandler**

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**From:** Edmond J. Bearor <ebearor@rudmanwinchell.com>  
**Sent:** Wednesday, May 08, 2019 4:36 PM  
**To:** Cornell Knight; 'mldoane@townofbradley.net'; David Cole; 'Jim Chandler'; 'Howard Kroll'; 'Chief Damien Pickel'; 'Gary Picard'; 'newburghmgr@uninets.net'; 'Joan Gibson'  
**Cc:** Lynn E. Brochu; Katie R. Foster; Stephen W. Wagner; 'PEASE, TIMOTHY'  
**Subject:** FW: Property Taxes Paid - 2018.xlsx  
**Attachments:** Property Taxes Paid - 2018.xlsx

Hello:

I have been asked by Emera Maine to offer comments to the Legislative Committee which will be considering the merits of proposed legislation that could lead to creation of an Public Authority which would acquire the assets of the state's electric utility companies and operate the systems in the future. I have been asked to comment on the impact this could have on property tax revenues that are currently received by Maine towns and cities. The attached list was provided to me by Emera. It shows the amount paid by Emera to municipalities in its service area. I plan to make the following remarks or something close to it next Tuesday. I would not be there as your municipal attorney, rather I would be at the hearing on behalf of Emera, speaking about the possible negative impact this could have on municipal revenues.

At this moment, I am not sure what MMA's opinion is on this legislation.

My remarks:

In many Maine communities, the electric utility is one of the largest sources of property tax revenue and for the most part that represents a steady and reliable source of funds for local government. This bill, as proposed, would jeopardize that steady source of revenue. It replaces taxation and its virtual guarantee of payment with only the possibility that the municipality will receive a Payment In Lieu of Taxes, much like other promises the Legislature has made to towns and cities in the areas of revenue Sharing and School Funding.

The language in the bill regarding PILOT payments is troubling. On the one hand it says that the PILOT payments must be included in the rates paid by consumers. On the other hand, it says that PILOT payments are only made if revenues for the Authority exceed expenses. Since utility rates are supposed to be set at a level where revenues equal expenses, does this mean that no PILOT payments will be made? Also troubling is the language saying that PILOT payments only cover property currently in service, so every time the Authority changes a pole or adds a substation, that new property would not be subject to PILOT payments. If that is the case, then payments to towns and cities would steadily go down over time under this bill or at best remain at present day levels.

Please let me know your thoughts.

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B-3-6

D/C Scott Webber      Sgt. T.D. Stewart  
 Inv. Joel Small        Ofc. J.D. Burke  
 Ofc. Ben Eyles        Ofc. Shawn Devine  
 Ofc. Marc Egan        Ofc. Wm. Miller  
 Ofc. David Mustrall   Ofc. Tony Lorenz  
 Ofc. Monic Christian



Lt. Dan Pugsley, Jr.      Lt. Matt St. Pierre  
 Lt. Jason Lundstrom    CH. Joe Dunton  
 FF Jared LeBarnes      FF Matt Thomas  
 FF Shaun McNally      CEO Myles Block  
 FF Matt Roope          FF Chris Liepold  
 FF Gavin Webb          FF Ed Gardella  
 FF Ken Roy              FF Chad Sparn  
 FF Oliver Bianchi       FF Mike Simmons

Kandy McCullough, Office Manager  
 Chief Christian Bailey, Director of Public Safety

POLICE      FIRE      EMS      CODE ENFORCEMENT      LOCAL HEALTH OFFICE

## MEMORANDUM

To: Mayor Ivan McPike & Members of the Hampden Town Council  
 Chairman Eugene Weldon & Members of the Hampden Planning Board

From: Myles Block *MS*  
 Code Enforcement Officer

Date: May 3, 2019

Re: Upcoming Board of Appeals Meeting

Pursuant to 30-A M.R.S. § 4353 this memorandum is to notify the Town Council and Planning Board that there will be a Board of Appeals meeting May 23, 2019. The meeting and public hearing will be held at 5:00pm in the Council Chambers of the Hampden Municipal Building. The Board will consider the following item:

Public Hearings:

**Application for a dimensional variance has been made by owner Philip T. McAvoy regarding property located on Monroe Rd identified as assessor's tax map 2 lot 032-F for a decrease in the lot frontage requirement from 200 feet to 197.75 feet. The subject property is located in the Rural zoning district. The Board of Appeals will consider this item pursuant to Articles 6.2.2 of the Town of Hampden Zoning Ordinance and the Town of Hampden Board of Appeals Ordinance.**

cc: Lt. Jason Lundstrom, Fire Inspector  
 Jared LeBarnes, Building Official  
 Karen Cullen, Town Planner  
 Chris Bailey, Director of Public Safety  
 Jim Chandler, Town Manager  
 Permit Files (19-244)

## Town of Hampden

### FINANCE & ADMINISTRATION COMMITTEE MEETING

Tuesday April 16th, 2019

6:00 P.M.

Hampden Town Office

### MINUTES

*Attending:*

*Councilor Wright, Chair*

*Mayor McPike*

*Councilor Ryder*

*Councilor Marble*

*Councilor Jarvi*

*Councilor McAvoy*

*Jim Chandler, Town Manager*

*Paula Scott, Town Clerk*

*Sean Currier, DPW Director*

*Joe Rogers, Public Safety Dir.*

*Gavin Webb, FF/Paramedic*

*Chris Liepold, FF/Paramedic*

*Oliver Bianchi, FF*

*Jason Lundstrom, Fire Lt.*

*Dan Pugsley, Fire Lt.*

*Joe Dunton, FF/Paramedic*

*Myles Block, FF/Paramedic*

*Absent: Councilor Wilde*

#### 1. Approval of Minute

- a. **April 1st, 2019** - *Chair Wright called the meeting to order at 6:00 p.m. With committee consensus, item 4-D was moved to the front of the agenda. Mayor McPike recognized Public Safety personnel that responded to the recent tragedy involving the death of State Trooper Ben Campbell. Those members recognized were Lt. Lundstrom, Lt. Pugsley, Paramedic Dunton and Paramedic Block. All emergency service personnel were recognized and thanked for the jobs they do.*

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

#### 3. Unfinished Business

- a. **Discussion and signing of Borrowing Ordinance for CWSRF loan documents, prepared by Eaton Peabody, the Town's Bond Counsel, to fund – Requested by Manager Chandler – Manager Chandler updated the committee on the status of the loan and discussed the details of the project.**
- b. **Recommendation for referral to Council for authorization of award of a Bond Anticipation Note (BAN) to Key Bank, by accepting the proposed rate and terms for \$2,500,000 at 2.55% associated with the BAN documents as prepared and presented by Eaton Peabody, the Town's Bond Counsel – Requested by Manager Chandler – Councilor**

TOWN OF HAMPDEN  
Finance & Administration Committee Meeting

*Marble made a motion, seconded by Mayor McPike, to refer to Council a recommendation to authorize the award of the BAN to Key Bank. Unanimous, 6-0.*

**c. Discussion of anticipated signing of Bond Anticipation Note loan documents, following Council's selection of Key Bank for the BAN, to fund the following voter approved projects – Requested by Manager Chandler**

- i. Route 1A Road Reconstruction match - \$1,200,000**
- ii. Route 1A & Western Avenue Reconstruction - \$350,000**
- iii. Hampden Business Park Fire Suppression Water Line - \$500,000**
- iv. Sawyer Road Bridge - \$300,000**
- v. Manning Mill Bridge - \$150,000**

*Manager Chandler updated committee members on the status of projects outlined above and informed them of the State's bid opening for the Route 1-A project which will take place on April 17<sup>th</sup>.*

**4. New Business**

**a. Recommend appointment of David Caliendo to the Edythe Dyer Library Board of Trustees – Requested by Town Clerk Scott – Councilor Marble made a motion, seconded by Councilor Wright, to recommend appointment of David Caliendo to the Edythe Dyer Library Board of Trustees. Unanimous, 6-0.**

**b. Service Fees – Recommendation regarding abatement requests based on 2% revenue threshold**

- 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~~ **No request. Corrected 04/17/2019****

*Councilor Marble made a motion, seconded by Mayor McPike, to refer as a block, and recommend approval of the above abatements to Council. Unanimous, 6-0.*

**c. Recommend referral to Council for authorization of the expenditure of \$4,539.00 from the Computer Reserve account (3-711-00) for installation of a new Network Server for Trio – Requested by Manager Chandler – Councilor Jarvi made a motion, seconded by**

TOWN OF HAMPDEN  
Finance & Administration Committee Meeting

*Councilor Marble to refer to Council the recommendation to authorize the expenditure in an amount up to \$4,539 from the Computer Reserve account 7-311-00 for installation of a new network server for Trio. Unanimous, 6-0.*

**d. Council recognition of emergency personnel – Mayor McPike –**  
*Moved to front of agenda after approval of minutes.*

**5. Manager's Items - None**

**6. Public Comment - None**

**7. Committee Member Comments – Councilor McAvoy inquired as to what would happen if the town didn't renew the cable franchise.**

**8. Adjournment – With no further business, the meeting was adjourned at 6:50 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 225<sup>th</sup> 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



## MEMORANDUM

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

TO: Town Council  
FROM: Jim Chandler, Town Manager-Treasurer *JNC*  
COPY: Sean Currier, Public Works Director  
DATE: May 20, 2019  
RE: Public Hearing to Propose Increasing Sewer Collection Rates

---

This memorandum provides Council with the justification for considering the proposed modest increase in Sewer Rates at this Public Hearing for the reasons described below.

### Background

The Town's Sanitary Sewer Division is a component of the Public Works Department. It operates with an independent Enterprise Fund, supported by part-time staff, and a contracted inter-local agreement with the City of Bangor Wastewater Treatment Plant (WWTP) for treatment of collected sanitary sewage.

The Town's proactive approach with improvements to its Sanitary Sewer Collections System, particularly the separation of Stormwater from Sanitary systems is making significant progress in addressing several decades of inattention. The Town increased rates to cover these improvements in 2016 & 2017. No rate increase was proposed in 2018; however, the need to increase rates continues as additional major maintenance, repairs, system improvements and capital replacement needs are warranted by the aging infrastructure. Further, development by new users – both residential and commercial – within the area of Town served by the Sewer Collection System warrants investment in this critical infrastructure.

### Policy Goals & Fiscal Impact

The Town proactively established several policy goals in January 2017 and continues to work toward their achievement. The most important being: 1) Ensure that revenues cover operating and capital costs on an ongoing basis. To that end, the Town has received notification that the City of Bangor will initiate a rate increase on July 1, 2019 of 3.5%, which equates to \$ 0.40 / HCF (one hundred cubic feet) of sewer use by each customer.

- Considering these increased costs from the City of Bangor, staff recommends a Rate Increase from \$ 11.60/HCF to an amount of \$ 12.00/HCF effective on July 1, 2019.

### Future Action Warranted & Recommended

Further, it is recommended that the Town continue to monitor increases in Bangor WWTP Treatment Costs and other costs associated with major maintenance and needed collection system improvements for the next several months. This modest rate increase will not cover known capital costs, so it is critically important that a new cost for services model be developed for funding the additional capital improvements necessary. Increased costs based upon consumption alone will not adequately fund the system, so staff recommends consideration of a new model to be developed that includes capital charges for each customer, new commercial account rates and new connection/impact fees for possible implementation later this year or in early 2020.

Town of Hampden, Maine  
Fees Ordinance  
Effective ~~November 14, 2018~~  
June 19, 2019

**TOWN OF HAMPDEN**

The Town of Hampden Hereby Ordains  
Proposed Amendments to the Fees Ordinance

Deletions are Strikethrough Additions Double Underlined

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- ADOPTED: Hampden Town Council October 20, 1986  
Effective: November 19, 1986
- AMENDED: Hampden Town Council December 7, 1987  
Effective: January 5, 1988
- AMENDED: Hampden Town Council March 21, 1991  
Effective: April 21, 1991
- AMENDED: Hampden Town Council July 6, 1993  
Effective: August 5, 1993
- AMENDED: Hampden Town Council December 20, 1993  
Effective: January 19, 1994
- AMENDED: Hampden Town Council May 6, 1996  
Effective: June 6, 1996
- AMENDED: Hampden Town Council February 7, 1998  
Effective: March 18, 1998
- AMENDED: Hampden Town Council November 17, 2003  
Effective: December 17, 2003

*Town of Hampden, Maine  
Fees Ordinance  
Effective ~~November 14, 2018~~  
June 19, 2019*

|          |  |  |
|----------|--|--|
| AMENDED: | Hampden Town Council March 21, 2005<br>Effective: April 20, 2005       |  |
| AMENDED: | Hampden Town Council April 4, 2005<br>Effective: May 4, 2005           |  |
| AMENDED: | Hampden Town Council October 6, 2008<br>Effective: November 5, 2008    |  |
| AMENDED: | Hampden Town Council June 15, 2009<br>Effective: July 15, 2009         |  |
| AMENDED: | Hampden Town Council August 3, 2009<br>Effective: September 2, 2009    |  |
| AMENDED: | Hampden Town Council January 19, 2010<br>Effective: February 18, 2010  |  |
| AMENDED: | Hampden Town Council September 19, 2011<br>Effective: October 19, 2011 | 8.8.4, 8.9, 8.10, 8.11, 8.15, 8.16.1, 8.16.3,<br>8.16.5 (new 8.11 added and remainder of<br>Article 8 re-numbered)     |
| AMENDED: | Hampden Town Council April 23, 2012<br>Effective: May 23, 2012         | New 1.13 added and remainder of Article 1<br>re-numbered, 3.5, 3.6, 3.7, 3.8, 7.2, 7.3,<br>added 7.4 and 7.5           |
| AMENDED: | Hampden Town Staff, November 27, 2012<br>Effective: December 27, 2012  | Deleted Article 8.12 and 8.13  |
| AMENDED: | Hampden Town Council, April 22, 2014<br>Effective: May 22, 2014        | Articles 6.2, 6.3 and 6.4  |
| AMENDED: | Hampden Town Council, September 2, 2014<br>Effective: October 2, 2014  | Articles 8.1, 8.2, 8.3, 8.4, 8.5, 8.6, 8.7, 8.8,<br>8.9, 8.10, and 8.16  |
| AMENDED: | Hampden Town Council, December 1, 2014<br>Effective: December 31, 2014 | Articles 3.1, 3.3, 3.5, 3.7 and 3.8; 3.9 and<br>corrected numbering of Article 3; and<br>Articles 4.2, and 4.4         |
| AMENDED: | Hampden Town Council, February 16, 2016<br>Effective March 17, 2016    | Article 2.9  |
| AMENDED: | Hampden Town Council, April 19, 2016<br>Effective May 19, 2016         | Articles 1.8, 1.9, 1.15 (new), 2.3, 2.5, 2.7,<br>2.8, 2.13, 5.1, 5.2, 8.1, 8.3, 8.4, 8.6, 8.7,<br>8.10, 8.14, and 8.16 |
| AMENDED: | Hampden Town Council, May 16, 2016<br>Effective June 16, 2016          | Articles 2.6, 2.12.2, 2.12.4, 2.16.2, 2.16.4,<br>2.16.5, and 2.16.8  |
| AMENDED: | Hampden Town Council, September 8, 2016<br>Effective October 8, 2016   | Article 6.3.8, 6.3.9, and 6.4.4  |
| AMENDED: | Hampden Town Council, February 21, 2017                                | Articles 6.2.1- 6.2.7, 6.3.1 – 6.3.4, 6.3.11   |

**TOWN OF HAMPDEN**

The Town of Hampden Hereby Ordains  
Proposed Amendments to the Fees Ordinance

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Effective: December 17, 2003
- AMENDED: Hampden Town Council May 20, 2019  
Effective: June 19, 2019

**TOWN OF HAMPDEN, MAINE  
FEES ORDINANCE**

The Town of Hampden hereby ordains:

In addition to those Town fees and charges, the authorization of which is provided for by Town Ordinances, the following schedule of fees for Town services is approved:

**Exemptions:** All Town Government activities and projects shall be exempt from these fees except in the case where Maine Statutes dictate otherwise. Organizations located in Hampden with a not-for-profit status recognized by the Internal Revenue Service pursuant to 501(c)(3) shall be exempt from building permit fees (2.16.1), demolition fees (2.16.2(1-3)), sign permit fees (2.16.3), fees for certificates of occupancy and compliance (2.16.4) and additional inspection fees (2.16.5) (*Amended 11/6/17*)

**ARTICLE 1  
ADMINISTRATION**

*Amended 11-17-03, 3-21-05, 6-15-09, 4-23-12, 4-19-16, 5-15-17*

*Please note: Fees for items which are state regulated are subject to change without notice*

- |   |                           |
|---|---------------------------|
| <b>1.1. Business or Sole Proprietor filing</b> ( <i>Amended 10/15/2018</i> )              | \$10.00 (State Regulated) |
| <b>1.2. Copy of Vital Record</b> ( <i>Amended 5/15/17</i> ) ( <i>Amended 10/15/2018</i> ) |                           |
| 1.2.1. Certified Copy ( <i>Amended 10/15/2018</i> )                                       | \$15.00 (State Regulated) |
| 1.2.2. Each additional copy purchased the same day<br>( <i>Amended 10/15/2018</i> )       | \$ 6.00 (State Regulated) |
| 1.2.3. Attested Copy ( <i>Amended 10/15/2018</i> )  | \$10.00 (State Regulated) |
| <b>1.3. Copy of Subdivision Ordinance</b>   | At Cost                   |
| <b>1.4. Copy of Zoning Ordinance</b>  | At Cost                   |
| <b>1.5. Copy of other ordinances</b>  |                           |
| 1.5.1. up to 20 pages   | \$0.25/page               |
| 1.5.2. and a page after that  | \$0.15/page               |
| <b>1.6. Photocopies</b>   |                           |
| 1.6.1. 8½ inch x 11 inch or smaller (B&W)   | \$0.25/page               |
| 1.6.2. 8½ inch x 14 inch (B&W)  | \$0.50/page               |
| 1.6.3. 11 inch x 17 inch (B&W)  | \$0.75/page               |
| 1.6.4. 8½ inch x 11 inch or smaller (color) ( <i>Amended 5/15/17</i> )                    | \$1.00/page               |

*Town of Hampden, Maine  
Fees Ordinance  
Effective ~~November 14, 2018~~  
June 19, 2019*

|              |   |  |
|--------------|---|--|
| 1.6.5.       | 8 <sup>1</sup> / <sub>2</sub> inch x 14 inch (color) <i>(Amended 5/15/17)</i>   | \$1.25/page  |
| <b>1.7.</b>  | <b><i>Marriage License</i></b> <i>(Amended 10/15/2018)</i>  | \$40.00 (State Regulated)                              |
| <b>1.8.</b>  | <b><i>Notary Fee</i></b>  | Free for Hampden residents<br>\$3.00 for non-residents |
| <b>1.9.</b>  | <b><i>Record Search</i></b>   | \$15.00/hour (for hours over 1)                        |
| <b>1.10.</b> | <b><i>Recording of Pole Permits</i></b> <i>(Amended 5/15/17)</i>  | \$4.00   |
| <b>1.11.</b> | <b><i>Tax Maps</i></b>  |  |
|              | 1.11.1. (11 inch x 17 inch)   | \$50.00/complete set                                   |
|              | 1.11.2. (24 inch x 36 inch) <i>(Amended 05/15/17)</i>   | \$8.00 map   |
| <b>1.12.</b> | <b><i>Compact Disk copies of ordinances, documents or recorded meetings (audio only)</i></b> <i>(Amended 11/6/17)</i> | \$5.00   |
| <b>1.13.</b> | <b><i>DVD copies of video recorded meetings</i></b> <i>(Added 4/23/12)</i><br><i>(Amended 11/6/17)</i>                | \$5.00   |
| <b>1.14.</b> | <b><i>Liquor License</i></b> <i>(Amended 6/15/09)</i>   |  |
|              | (Public hearing not required)   | \$ 50.00   |
|              | (Public hearing is required)  | \$150.00   |
| <b>1.15.</b> | <b><i>Incoming Faxes</i></b>  | \$1.00/page  |
| <b>1.16.</b> | <b><i>Hunting on Town Land Authorization and Map Book</i></b><br><i>(Amended 5/15/17) (Amended 11/6/17)</i>           | \$12.00 (resident)<br>\$17.00 (non-resident)           |
| <b>1.17.</b> | <b><i>Dog Licensing:</i></b>  |  |
|              | 1.17.1. Spayed/Neutered dog <i>(Amended 5/15/17) (Amended 10/15/18)</i>   | \$ 6.00 (State Regulated)                              |
|              | 1.17.2. Male/Female dog <i>(Amended 5/15/17) (Amended 10/15/18)</i>   | \$ 11.00 (State Regulated)                             |
|              | 1.17.3. Late Fee <i>(Amended 5/15/17) (Amended 10/15/18)</i>  | \$25.00 (State Regulated)                              |

**ARTICLE 2  
FEES FOR ACTIVITIES REGULATED BY TOWN ORDINANCE**  
*Amended 11-17-03, 3-21-05, 6-15-09, 8-3-09, 4-19-16, 05/15/17*

- 2.1. Animal Control Ordinance**
  - 2.1.1. Animal Impoundment Fee *(Amended 8/7/17)*
    - \$35.00 First offense
    - \$45.00 Second offense
    - \$55.00 Third offense
  
- 2.2. Cable Television Ordinance**
  - 2.2.1. Initial Franchise Application Filing Fee \$500.00
  - 2.2.2. Renewal Franchise Application Filing Fee \$500.00
  - 2.2.3. Modification of a Franchise Agreement \$500.00
  - 2.2.4. Combined Filing Fee for participating towns \$7,000.00
  
- 2.3. Cemetery Ordinance**
  - 2.3.1. Lot Fees including perpetual care.
    - 2.3.1.1. Resident \$325.00
    - 2.3.1.2. Resident - Infant or Cremation \$325.00
    - 2.3.1.3. Non-Resident \$450.00
    - 2.3.1.4. Non-Resident Infant or Cremation \$450.00
  - 2.3.2. Interment fees
    - 2.3.2.1. Grave Openings Weekdays Adult \$400.00
    - 2.3.2.2. Grave Openings Weekdays Infant or Cremation \$150.00
    - 2.3.2.3. Grave Openings Weekends or Holidays Adult \$600.00
    - 2.3.2.4. Grave Openings Weekends or Holidays Infant or Cremation \$300.00
  - 2.3.3. Town Crypt Fees
    - 2.3.3.1. Resident Free
    - 2.3.3.2. Non-Resident \$50.00
  - 2.3.4. Disinterment \$1,000.00
  - 2.3.5. Vault Cremation \$400.00
  - 2.3.6. Cemetery Crew Labor After 3:00 PM \$35.00/hour/person
  
- 2.4. Concourse Gathering Ordinance**
  - 2.4.1. Concourse Gathering Permit Fee \$100.00
  
- 2.5. Floodplain Management Ordinance**
  - 2.5.1. Application Fee \$100.00
  - 2.5.2. Experts Fee
    - \$500.00 horizontal review
    - \$1,000.00 vertical review and horizontal review.
    - This is a draw account established for a professional to establish flood elevation data where possible. Any unspent funds are to be returned to the applicant
  - 2.5.3. Cost for public notices and mailings At cost  
*(Any "at cost" fee must be paid to the Town before the issuance of approved permits or variances, or action on a board order is undertaken).*

|  |   |
|--|---|
| <b>2.6. Harbor Ordinance</b>   |   |
| 2.6.1. Private mooring   | \$100.00 annual fee.  |
| 2.6.2. Unattended tie-ups <i>(Added 10/15/2018)</i>  | \$25.00 - \$100.00/day  |
| 2.6.3. Moorings violation <i>(Added 10/15/2018)</i>  | \$25.00 - \$100.00/violation  |
| 2.6.4. Willful destruction of channel marker/buoy <i>(Added 10/15/18)</i>  | \$100.00 - \$200.00/violation   |
| <b>2.7. Historic Preservation Ordinance</b>  |   |
| 2.7.1. Certificate of Appropriateness Application Fee  | \$75.00   |
| 2.7.2. Historic Site or Landmark Designation Application Fee   | \$150.00  |
| 2.7.3. Cost of public notices and mailings   | At cost   |
| <b>2.8. Mobile Home Park Ordinance</b>   |   |
| 2.8.1. Annual Mobile Home Park License<br><i>(This includes application review, initial inspection of premises and a follow-up inspection).</i>  | \$200.00  |
| 2.8.2. Additional Inspection Fee<br><i>(If the town needs to perform additional inspections as a result of applicant deficiencies, each inspection will be charged prior to the inspection).</i> | \$200.00  |
| <b>2.9. Sewer Ordinance</b> <i>(Amended 8/3/09, 2/16/16)</i>   |   |
| 2.9.1. Sewer Service Charge Rate <i>(Amended 8/3/09) (Amended 5/15/17)</i>   | <del>\$11.60</del> <b>\$12.00</b> per 100 cubic feet of water (c.f.w.) consumed as indicated by consumer's water meter. |
| 2.9.1.1. Sewer Charge Flat Rate Town Water No Meter<br><i>(Amended 5/15/17) (Deleted 10/15/2018)</i>   | \$0.00  |
| 2.9.1.2. Sewer Charge Flat Rate Well Water No Meter<br><i>(Amended 5/15/17)</i>  | \$182.66  |
| 2.9.2. Sewer Service Capital Charge <i>(Deleted 10/15/2018)</i>  | \$0.00  |
| 2.9.2.1. <i>(Deleted 10/15/2018)</i>   | \$0.00  |
| 2.9.2.2. <i>(Deleted 10/15/2018)</i>   | \$0.00  |
| 2.9.2.3. <i>(Deleted 10/15/2018)</i>   | \$0.00  |
| 2.9.2.4. <i>(Deleted 10/15/2018)</i>   | \$0.00  |
| 2.9.3. Sewer Service Minimum Charge Rate<br><i>(Amended 5/15/17)</i>   | \$31.39   |
| 2.9.4. Sewer Service "Ready to Serve" Charge<br><i>(Amended 5/15/17)</i>   | \$31.39   |
| 2.9.5. Special Sewer Service Charge (Sewer Ord. Sec. 10.4)<br><i>(Amended 5/15/17)</i>   | As determined by Town Council.  |
| 2.9.6. Sewer Service Charge Rate Outside Town Limits   | As determined by Town Council.  |
| <b>2.10. Solid Waste Flow Control Ordinance</b>  |   |
| 2.10.1. License Application Fee (initial one-time fee, Per Company, up to 4 Vehicles) <i>(Amended 5/15/17) (Amended 11/6/17)</i>   | \$200.00  |
| 2.10.2. License Application Fee (initial one-time fee, Per Company, more than 4 Vehicles) <i>(Amended 11/6/17)</i>   | \$250.00  |

*Town of Hampden, Maine  
Outdoor Facilities Ordinance*

The Town of Hampden Hereby Ordains  
Proposed Amendments to the OUTDOOR FACILITIES ORDINANCE

Deletions are ~~Strikethrough~~ Additions Double Underlined

ADOPTED DATE: Hampden Town Council, August 6, 2012  
EFFECTIVE DATE: September 5, 2012

AMENDED: Hampden Town Council, November 14, 2016  
EFFECTIVE DATE: December 13, 2016

AMENDED: Hampden Town Council, May 20, 2019  
EFFECTIVE DATE: June 19, 2019

CERTIFIED BY: \_\_\_\_\_  
Paula Scott, Town Clerk

Affix Seal

**TOWN OF HAMPDEN, MAINE  
OUTDOOR FACILITIES ORDINANCE  
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*Town of Hampden, Maine  
Outdoor Facilities Ordinance*

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Deleted: ¶

**ARTICLE I.  
PURPOSE**

**1.1 Purpose.** The purpose of this Ordinance is to provide rules and regulations for the use of and conduct in outdoor facilities situated in Hampden. This Ordinance hereby repeals the Dorothea Dix Park Ordinance (adopted 10/16/89) and Papermill Road Recreation Area Ordinance (last amended 5/18/09).

**ARTICLE II.  
AUTHORITY**

**2.1 Authority.** Pursuant to the provisions of Title 30-A M.R.S. Sections 3001 and 3281-3284 and the Charter of the Town of Hampden, Article II, Section 212, and Article III, Section 302, there is hereby established an Outdoor Facilities Ordinance to be organized, administered and governed in accordance with the following provisions.

Deleted:

**ARTICLE III.  
APPLICABILITY**

**3.1 Applicability.** This Ordinance provides full power and authority over all outdoor facilities within the Town.

**ARTICLE IV.  
DEFINITIONS**

**4.1 Definitions.** Unless specifically defined below, words and phrases used in this Ordinance shall have the customary dictionary definitions that give this Ordinance its most reasonable application. Words used in the present tense include the future, the singular number includes the plural, and the plural number includes the singular. The word “may” is permissive; “shall” is mandatory and not discretionary.

Alcoholic Beverage: any beverage containing any amount of alcohol as regulated under state law.

Controlled Substance: any legal or illegal drug, narcotic, hallucinogen, opiate, prescription drug, or any other such substance regulated by state or federal law.

Electronic Smoking Device: a device used to deliver nicotine or any other substance intended for human consumption that may be used by a person to simulate smoking through inhalation of vapor or aerosol from the device, including, without limitation, a device manufactured, distributed, marketed or sold as an electronic cigarette, electronic cigar, electronic pipe, electronic hookah or so called vape pen.

Motorized Vehicle: any vehicle that is propelled by an engine, including but not limited to: cars, trucks, motorcycles, snowmobiles, ATVs, OHVs, dune buggies, dirt bikes, three-wheelers, go-karts, and golf carts.

*Town of Hampden, Maine  
Outdoor Facilities Ordinance*

Outdoor Facility: any park, sports field, forest, wooded area, field, playground, or other property for which the Town of Hampden is the deeded owner.

Parks: Includes the following outdoor facilities: Dorothea Dix Park, Papermill Road Recreation Area, Western Avenue Recreation Area, Turtle Head Marina Park, or other areas designated as such.

Public Safety Department: Includes Police, Fire, and Emergency Medical Services (EMS) Departments.

Sports Fields: Includes the following outdoor facilities: Ball Field Road Ball Field, VFW Recreation Area, Western Avenue Recreation Area, or other areas formally designated as such by the Town Council.

Tobacco Products: cigars, cigarettes, chewing tobacco, snuff, or any other product containing tobacco as regulated under state law.

**ARTICLE V.  
PROHIBITIONS**

**5.1 Camping.** No person shall set up tents, shacks, or any other temporary shelter for the purpose of overnight camping in outdoor facilities, nor shall any person leave in outdoor facilities after closing hours, any movable structures or special vehicle that could be used for such purposes. Upon prior approval of a law enforcement officer of the Town of Hampden, overnight camping may be permitted in situations involving unique circumstances.

**5.2 Discharge of Firearms.** No person shall discharge a firearm within parks or sports fields as defined herein.

5.2.1 ~~Exceptions – The foregoing prohibition on the discharge of firearms shall not apply to the firing or discharge of firearms at any military exercise or review; nor to any military personnel or law enforcement officers in the performance of their duties or authorized training; nor to any person in the lawful defense of his or her person, family, or property. This Section shall also not prohibit discharges as part of sporting events, or ceremonial or historical events, with prior notice to the Police Chief.~~

Deleted:

**5.3 Fires.** No person shall kindle, build, maintain or use a fire except in areas designated for such purposes. All fires shall be properly extinguished before the person utilizing the same leaves the outdoor facility. Any fires shall be continuously under the care and supervision of a competent person from the time it is kindled until it is extinguished. Fires may be prohibited by the Recreation Director, ~~Town Forester~~ Harbor Master, and or employees of the Public Safety Department when, in his or her judgment, the conditions are such that any fire would represent a safety hazard.

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**5.4 Wood.** No person shall cut any wood on any outdoor facility without a prior permit from the Town Forester, who shall have the discretion to deny any application for such a permit if he or

*Town of Hampden, Maine  
Outdoor Facilities Ordinance*

she determines that the proposed activity is inconsistent with the goals of the forest management plan for the property.

**5.5 Alcoholic Beverages.** No person shall consume or be under the influence of alcoholic beverages in any outdoor facility.

**5.6 Tobacco Products.** No person shall consume or use tobacco products within any outdoor facility.

**5.7 Controlled Substances.** No person shall consume or use any controlled substance legal or illegal while within any outdoor facility, unless the person has a labeled container and proof of prescription.

**5.8 Trash.** No person shall scatter, drop or leave any debris trash or other rubbish within any outdoor facility except in receptacles provided for that purpose.

**5.9 Animals.** All animals brought into any outdoor facility shall be under the owner's control at all times so as to not interfere with the enjoyment of the outdoor facility by other members of the public, if present. No animal shall be off a leash at any time at any sports field as defined herein, or at any part of the Western Avenue Recreation Area. Owners shall pick up after their animals.

**5.10 Motor Vehicle Access.** Access to outdoor facilities by motor vehicles shall be governed by the rules for that facility contained in ~~Appendix A, entitled the Recreation Department policy document~~ "Outdoor Facilities Rules and Regulations." Upon prior approval of a law enforcement officer of the Town of Hampden, motor vehicle access may be permitted in situations involving unique circumstances. For specific restrictions for each outdoor facility, please refer to ~~the Recreation Department policy document~~ "Outdoor Facilities Rules and Regulations." Appendix A. Motor vehicle access to a facility's parking area is allowed, as this section is meant to address access to parts of facilities that are not meant for motor vehicles.

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**5.11 Other Vehicles Prohibited.** No person shall operate a trail bike, all-terrain vehicle, snowmobile, or any other motorized recreational vehicle within any outdoor facility except for on designated trails or areas, or for purposes of maintenance or rescue.

**5.12 Smoking.** No person shall smoke within any outdoor facility, park, or sports field. "Smoking" includes carrying or having in one's possession a lighted or heated cigarette, cigar, or pipe, or a lighted or heated tobacco or plant product intended for human consumption through inhalation whether natural or synthetic in any manner or in any form. "Smoking" includes the use of an electronic smoking device.

**ARTICLE VI.  
OPERATION**

**6.1 Hours & Dates of Operation.** Outdoor facilities shall be open to the public from a half hour before dawn to an hour after sunset. Outdoor facilities are open 365 days a year as weather allows. For information on reservations, which facilities are plowed during the winter, and

*Town of Hampden, Maine  
Outdoor Facilities Ordinance*

closing times for areas with artificial lighting, please see ~~the Recreation Department policy document "Outdoor Facilities Rules and Regulations."~~ Appendix A. Snowmobiles are permitted after dark on designated trails.

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**ARTICLE VII.  
ENFORCEMENT**

**7.1 Law Enforcement.** Any law enforcement officer of the Town of Hampden shall have the authority to enforce the provisions of this Ordinance and revoke the permission of any individual to use an outdoor facility when the officer observes, or has probable cause to believe, that such individual has violated any provisions of this Ordinance, committed a civil infraction within the facility, or has violated any provision of the laws and Ordinances of the State of Maine or the Town of Hampden within the facility. The Recreation Department, ~~Town Forester Harbor~~ Master, and Code Enforcement Officer also have the authority to revoke the permission of any individual to use an outdoor facility if they are found to have violated the provisions of this Ordinance.

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**7.2 Enforcement Mechanism.** This Ordinance may be enforced by the institution of legal or equitable proceedings in court, including proceedings pursuant to 30-A M.R.S. §4452.

**ARTICLE VIII.  
PENALTIES**

**8.1 Penalties.** Any person, firm or corporation violating any provisions of this Ordinance shall be fined not less than Twenty-Five Dollars (\$25.00) nor more than One Hundred Fifty Dollars (\$150.00) for each violation. Each day that such violation is committed or permitted to continue shall constitute a separate offense and shall be punishable as such. Any fines recovered shall inure to the benefit of the Town of Hampden.

**ARTICLE IX.  
SEVERABILITY**

**9.1 Severability.** If any section, subsection, sentence, clause, phrase or portion of this Ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such provision shall be deemed as a separate, distinct and independent provision and such holding shall not affect the validity of the remaining portions hereof.

**ARTICLE X.  
EFFECTIVE DATE**

**10.1 Effective Date.** Pursuant to Section 213(c) of the Town Charter, this Ordinance shall become effective at the expiration of 30 days after its adoption by the Town Council.

**Appendix A:**  
**Town of Hampden Outdoor Facilities Ordinance**  
**Rules and Regulations**

**Motor Vehicle Access**

Shall be permitted as weather allows for all facilities that have areas for motor vehicle access. No person shall operate a motor vehicle in or on an Outdoor Facility or in any area except established roads, driveways, or parking areas, or such other areas as may, on occasion, be specifically designated as temporary parking areas by Town of Hampden. No person shall operate a motor vehicle in the park, or leave a motor vehicle standing or parked therein, during times when it is closed to the public.

**Snowmobile Access**

Snowmobiles are permitted after dark seasonally on designated trails only.

**Reservations**

Please see the details for each facility in the sections below regarding what can and cannot be reserved. Reservations should be made with the Recreation Director (sports fields/facilities) or Public Works Director (parks). Applicable fees for reserved use are included in the Town of Hampden Fees Ordinance.

**Law Enforcement**

After receiving multiple complaints (two or more) for violations of the Ordinance or these Rules, the Hampden Public Safety Director, or designee, shall have the authority to require that the person(s) to whom the complaint was against leave the area until the next day.

**Rules and Regulations by Facility**

**Dorothea Dix Park**

Seasonal access permitted between April 1 and November 1 (conditions permitting). Motor vehicle access may be controlled by barriers seasonally to prevent damage. This park is a public space and no sections or parts may be reserved for exclusive use. Park is not lit, therefore is available for use from half an hour before dawn to an hour after sunset.

**Papermill (Road) Park**

Seasonal access permitted between April 1 and November 1 (conditions permitting). Motor vehicle access will be controlled by barriers year-round. Small parking area provided at the roadside. This is a carry in/carry out park. This park is a public space and no sections or parts may be reserved for exclusive use. Park is not lit, therefore is available for use from half an hour before dawn to an hour after sunset.

*Town of Hampden, Maine  
Outdoor Facilities Ordinance*

**Marina Park**

Seasonal access permitted between April 1 and November 1 (conditions permitting). This park is a public space and no sections or parts may be reserved for exclusive use. The park is not currently lit but used for a boat launch for events that may take place after dark, therefore available for use from half an hour before dawn to 11pm. After dark use is limited to the boat launch and parking lot. Facility is closed for public use from 11 pm until half hour before dawn.

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**Western Avenue Recreation Area**

Year-round access permitted. The gazebo and playground area are public spaces and no sections or parts may be reserved for exclusive use. The sand volleyball courts and sports field may be reserved for exclusive use/programmatic use, during such times these areas are closed to the general public. Reservation requests must be made with the Recreation Director. The Recreation Area is minimally lit, and existing lighting is timed to end at 10 pm. After dark use is limited to the playground, sand volleyball court, and parking lot. Facility is closed for public use from 10 pm until half hour before dawn.

**VFW Recreation Area**

Seasonal access permitted between April 1 and November 1 (conditions permitting). Motor vehicle access may be controlled by barriers seasonally to prevent damage. This Recreation Area is a public space however sections or parts may be reserved for exclusive use/programmatic use, during such times these areas are closed to the general public. Reservation requests must be made with the Recreation Director. The Recreation Area has user activated lighting for timed night use. After dark use is limited to the tennis courts and outdoor basketball courts. Facility is closed for public use from 11 pm until half hour before dawn.

**Ball Field Road Ball Field**

Seasonal access permitted between April 1 and November 1 (conditions permitting). The softball field and adjacent parking lot are public spaces however the complex may be reserved for exclusive use/programmatic use, during such times these areas are closed to the general public. During a portion of the spring/early summer season, temporary fencing is left in place reducing the field size and limiting complex use. Reservation requests must be made with the Recreation Director. The Recreation Area has user activated fee based lighting for night use. Facility is closed for public use from 11 pm until half hour before dawn.

**WARRANT AND NOTICE OF ELECTION CALLING  
REGIONAL SCHOOL UNIT NO. 22  
BUDGET VALIDATION REFERENDUM  
(20-A M.R.S. § 1486)**

TO: David Greenier, a resident of Regional School Unit No. 22 (the “Regional School Unit”) composed of the Towns of Hampden, Newburgh, Winterport, and Frankfort, State of Maine.

In the name of the State of Maine, you are hereby ordered to serve upon the municipal clerks of each of the municipalities within the Regional School Unit, namely, the Towns of Hampden, Newburgh, Winterport, and Frankfort, an attested copy of this warrant and notice of election. Service shall be in hand within three (3) days of the date of this warrant and notice of election. The municipal clerks of the above municipalities shall immediately notify the respective Municipal Officers. The Municipal Officers shall meet forthwith and countersign this warrant and notice of election. The Municipal Officers shall provide below for the respective municipal clerks to post or have posted this warrant and notice of election.

**TOWN OF HAMPDEN  
REGIONAL SCHOOL UNIT BUDGET VALIDATION REFERENDUM  
WARRANT AND NOTICE OF ELECTION**

Penobscot County, ss.

State of Maine

TO: Devon Patterson, Resident of Hampden: You are hereby required in the name of the State of Maine to notify the voters of this municipality of the election described in this warrant and notice of election.

**TO THE VOTERS OF HAMPDEN:** You are hereby notified that a Regional School Unit budget validation referendum election will be held at the Hampden Municipal Building, 106 Western Avenue in the Town of Hampden on Tuesday, June 11, 2019 for the purpose of determining the following article and questions:

Article 1A: To elect a moderator to preside at said meeting.

Question 1: Do you favor approving the Regional School Unit No. 22 budget for the upcoming school year that was adopted at the latest Regional School Unit budget meeting?

Question 2: Do you wish to continue the budget validation referendum process in Regional School Unit No. 22 for an additional three years?

**INFORMATIONAL NOTE ON QUESTION 2:**

A “YES” vote will require Regional School Unit No. 22 to continue to conduct a referendum to validate its annual school budget for the next three years.

A “NO” vote will discontinue the budget validation referendum for at least three years and provide instead that the annual school budget shall be finally adopted at a meeting of the voters of Regional School Unit No. 22.

The voting on Questions 1 and 2 shall be by secret ballot referendum. The polls will be opened immediately after election of the moderator following commencement of the meeting at 8:00 a.m. and closed at 8:00 p.m.

The Registrar of Voters shall hold office hours while the polls are open to correct any error in or change a name or address on the voting list; to accept the registration of any person eligible to vote and to accept new enrollments.

A person who is not registered as a voter may not vote in any election.

Given under our hand this day, May 15, 2019 at Hampden, Maine.

*John H. [unclear]*  
*Alla J. [unclear]*  
*Jessica Beal Hamilton*  
*Robert M. [unclear]*  
*John [unclear]*  
*Mary Anne [unclear]*  
*Janet H. [unclear]*

*[unclear]*  
*[unclear]*  
*[unclear]*  
*Ken B. [unclear]*

A majority of the School Board of Regional School Unit No. 22

A true copy of the Warrant and Notice of Election, attest:

*David Greenier*  
David Greenier  
Resident of  
Regional School Unit No. 22

Countersigned this \_\_\_\_\_ day of \_\_\_\_\_, 2019 at Hampden, Maine.

COPY

A majority of the Municipal Officers of Hampden, Maine

A true copy of the Warrant and Notice of Election, attest:

Paula Scott, Municipal Clerk  
Hampden, Maine



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

**MEMORANDUM**

TO: Finance & Administration Committee & Town Council  
FROM: Jim Chandler, Town Manager-Treasurer *JNC*  
COPY: Chris Bailey, Public Safety Director  
DATE: May 20, 2019  
RE: Public Safety – Utility Pickup Replacement

This memorandum requests the expenditure of Public Safety Vehicle Reserve Funds, as described below.

**Background**

Attached is a memorandum from the Public Safety Director requesting expenditure of Reserve Funds for the immediate purchase of a utility pickup truck to replace existing pickup described in his attached memo. This truck is used for a wide variety of response missions and service tasks and historically its use was primarily by Fire/EMS personnel; however, the new vehicle will be utilized by all Public Safety personnel, with

Replacement of this truck was discussed at previous Infrastructure and Finance & Administration Committee Meetings, where its need for replacement was acknowledged; however, the particulars as to size and capability were debated, and referral was delayed pending more research. This has been completed and per Director Bailey's memo, the Fire/EMS personnel have accepted that a 3/4-ton 4x4 Crew Cab Pickup is suitable for the anticipated missions where this asset will be employed.

NOTE, It's typically the practice for retired public safety vehicles to be recycled to other departments; however, the existing truck is not suited for continued use by Town staff and will be completely decommissioned and auctioned out of the Town's fleet.

**Fiscal Impacts**

Use of Public Safety Reserve Fund 3-753-00 dedicated to the purchase of vehicles, specifically police cruisers, is necessary and appropriate for the purchase of this public safety utility pickup truck. Expenditure of these funds will require the replenishment of this Reserve Account in the FY-20 Budget, and \$39,500 in Reserve funds are programmed for the police cruiser replacement planned for and anticipated in each year.

| Public Safety Vehicle Reserve 3-753-00 | Amount       | Comments                   |
|--|--------------|----------------------------|
| Trio Balance                           | \$ 48,345.78 | May 15, 2019               |
| Beginning Unencumbered Balance         | \$ 48,345.78 | May 15, 2019               |
| Ford F-350 4x4 Crew Cab Pickup         | \$ 43,600.00 | Per Quotes Obtained by PSD |
| Remaining Available Balance            | \$ 5,245.78  | May 20, 2019               |

**Staff Recommendation**

Staff requests positive referral from committee and Council approval for the expenditure of up to \$43,600 in Public Safety Vehicle & Equipment Reserve funds – for the acquisition of a ¾-Ton 4x4 Crew Cab Pickup Truck.

D/C Scott Webber  
Inv. Joel Small  
Ofc. Ben Eyles  
Ofc. Marc Egan  
Ofc. David Mustrall  
Ofc. Monic Christian

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



Lt. Dan Pugsley, Jr.  
Lt. Jason Lundstrom  
FF Jared LeBarnes  
FF Shaun McNally  
FF Matt Roope  
FF Gavin Webb  
FF Ken Roy  
FF Oliver Bianchi

Lt. Matt St.Pierre  
CH. Joe Danton  
FF Matt Thomas  
CEO Myles Block  
FF Chris Liepold  
FF Ed Gardella  
FF Chad Sparn  
FF Mike Simmons

Kandy McCullough, Office Manager  
Chief Christian Bailey, Director of Public Safety

**POLICE**      **FIRE**      **EMS**      **CODE ENFORCEMENT**      **LOCAL HEALTH OFFICE**

### MEMORANDUM

TO: Jim Chandler, Town Manager  
FROM: Christian Bailey, Public Safety Director  
RE: Public Safety Utility Pickup  
DATE: May 16, 2019

I'm requesting the fire utility pickup be funded from the Town of Hampden Reserve Account. Due to the dire condition of the pickup, I'm requesting it be funded this fiscal year.

The basic specifications, information and cost estimates are as follows:

- 2019 Ford F-250 4x4 Crew Cab - 6.2L V-8 Gasoline Engine
  - Base price \$33,912
  - Emergency, Safety & Communications Equipment \$6,474
  - Tailgate transfer and lettering \$2,590

Total estimated cost \$42,976

This vehicle will replace the existing 2004 F-350 4x4 Crew Cab - 6.0L Diesel V-8 Engine (with 84,140 miles, EGR, rust and serious undercarriage issues). It will have the capability to haul heavy pieces of equipment, i.e. trailers, boats etc. if necessitated by immediate incident response circumstances or potentially other mobile equipment acquired in the future.

Note-Subsequent research revealed a ¾ ton pickup would satisfy the needs of Hampden Public Safety by providing adequate towing capacity. The above estimated cost reflects a reduction of \$2,411 from the original request.



**MEMORANDUM**

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*  
DATE: May 20, 2019  
RE: Computer Reserve Request – Computer & WiFi Hardware Replacement

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

**Background**

It has been determined that the Town’s internal and external Wireless Network Access Points have been incorrectly setup and need to be replaced with secure Access Point devices that provide better security and will separate the signals for both secure (internal) and public access.

The urgency for immediate action stems from the discovery that our internal Network was vulnerable to unauthorized access. This was discovered during the installation of the new network server two weeks ago. The new equipment was ordered, and installation is already scheduled; however, since this was not anticipated for the current fiscal year, I’m requesting use of reserve funds.

Additionally, one workstation is failing and creating challenges for the front counter staff and another workstation is needed for the human resources office; hence, the request for two workstations, monitors and hardware.

**Fiscal Impacts**

Costs for these requests are broken-out below. Oak Leaf Systems will be replacing and upgrading the new Network equipment and setup two new WiFi Networks, one for internal secure access and another for offering guest access to the internet while in the Town Office.

| <b>Computer Reserve Acct 3-711-00</b> | <b>Amount</b> | <b>Comments</b>                 |
|---------------------------------------|---------------|---------------------------------|
| Trio Balance                          | \$ 46,313.28  | May 15, 2019                    |
| Current Unencumbered Balance          | \$ 46,313.28  | April 11, 2019                  |
| Computers & WiFi Access Points        | \$ 2,752.00   | Installation set - May 17, 2019 |
| Remaining Available Balance           | \$ 43,561.28  |                                 |

**Staff Recommendation**

Staff requests positive referral from committee and Council approval for the expenditure of up to \$2,752.00 in Computer Reserve funds – for the purchase and installation of a four new Ubiquiti Secure Wireless Access Points, and the purchase of two computer workstations.

# Oak Leaf Systems, Inc.



PO Box 846  
Caribou, ME 04736

(207) 498-2510  
billing@oakleafsystems.com

# INVOICE

5/15/2019

Invoice #: **00002342**

**Bill To:**

Town of Hampden  
106 Western Avenue  
Hampden, ME 04444

Due Date: 5/30/2019 Balance Due: \$1,200.00

| QTY. | DESCRIPTION                  | UNIT | PRICE    | LINE TOTAL | TAX    |
|------|------------------------------|------|----------|------------|--------|
| 4    | Ubiquiti Access Point        | 1    | \$200.00 | \$800.00   | \$0.00 |
| 1    | Programming and installation | 1    | \$400.00 | \$400.00   |        |

|                      |                        |
|----------------------|------------------------|
| <b>Terms: Net 15</b> | Sale Amt.: \$1,200.00  |
|                      | Freight: \$0.00        |
|                      | Sales Tax: \$0.00      |
|                      | Total Amt.: \$1,200.00 |
|                      | Paid Today: \$0.00     |

# Oak Leaf Systems, Inc.



PO Box 846  
Caribou, ME 04736

(207) 498-2510  
billing@oakleafsystems.com

*Bill To:*  
Town of Hampden  
106 Western Avenue  
Hampden, ME 04444

# INVOICE

5/15/2019

Invoice #: 00002343-A

Invoice for Two Administration  
Workstations

Due Date: 5/30/2019 Balance Due: \$1,552.00

| QTY. | DESCRIPTION                   | UNIT | PRICE    | LINE TOTAL | TAX    |
|------|-------------------------------|------|----------|------------|--------|
| 2    | HP ProDesk 600 to spec        | 1    | \$589.00 | \$1,178.00 | \$0.00 |
| 2    | spec Phillips 27" LED Monitor | 1    | \$187.00 | \$374.00   |        |

|                      |                        |
|----------------------|------------------------|
| <b>Terms: Net 15</b> | Sale Amt.: \$1,552.00  |
|                      | Freight: \$0.00        |
|                      | Sales Tax: \$0.00      |
|                      | Total Amt.: \$1,552.00 |
|                      | Paid Today: \$0.00     |



**MEMORANDUM**

**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 *JMC*  
 COPY: Tammy Ewing, Finance Director / Human Resources Officer  
 DATE: May 20, 2019  
 RE: Public Safety Director Rogers Retirement – Personnel Reserve Fund Request

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

**Background**

As you are aware, the former Public Safety Director, Joe Rogers, retired on May 1<sup>st</sup> after serving the residents and corporate citizens of Hampden for 32 years and the Town held two events in his honor. Attached are receipts associated with the cost of hosting the event held at Season’s Restaurant.

**Fiscal Impacts**

Use of Personnel Reserve Fund 3-733-00 dedicated to various purposes associated with employee promotions, reclassifications, retirements, leave payouts and performance studies.

| <b>Personnel Reserve 3-733-00</b> | <b>Amount</b> | <b>Comments</b>       |
|-----------------------------------|---------------|-----------------------|
| Trio Balance                      | \$ 43,827.56  | May 15, 2019          |
| Beginning Unencumbered Balance    | \$ 43,827.56  | May 15, 2019          |
| Retirement Reception              | \$ 560.96     | Per Attached Receipts |
| Remaining Available Balance       | \$ 43,266.60  | May 20, 2019          |

**Staff Recommendation**

Staff requests positive referral from committee and Council approval for the expenditure of \$ 560.96 in Personnel Reserve funds – for the expenses associated with the retirement reception for retiring Public Safety Director Joe Rogers.

3-733-00

Seasons Grille and Lounge  
427 Main St  
Bangor, ME. 04401  
PHONE: (207) 992-2250

*Indahl*  
5-2-19

**CONTRACT OF**

Event Day & Date:

Wednesday

Client Phone: 707-9207

Client Fax:

Number of Guests:

40 ± IN

Guest Arrival Time:

5:00-8

Date \$100 Deposit Paid  
BQ Paid In":

Confirmed Number:

| Ice  | Tax |
|------|-----|
| 0.00 | —   |

ORDER: 8723 Table 721

\*\*\*\*\*  
Purchase

DATE: 04/12/2019  
TIME: 12:00 PM  
TID: 793264240005  
CARD TYPE: Visa  
CARD NO: XXXXXXXXXXXX0372  
ENTRY MODE: CHIP  
CVM: SIGN

INVOICE SERVER RESPONSE AUTH CODE: 0000039749  
Tammy (75)  
APPROVED  
012724

EMV DETAILS

A0000000031010  
8080008000  
06010A03A08000  
6800

\$100.00

AID TVR IAD TSI AMOUNT:

GRATUITY:  
TOTAL:

CUSTOMER COPY

Joe's Retirement

Seasons Grille and Lounge  
427 Main St  
Bangor, ME. 04401  
PHONE: (207) 992-2250

3-733-00  
*Indahl*  
5-2-19

ORDER: 5128 TAB # 32

\*\*\*\*\*  
Purchase

DATE: 05/01/2019  
TIME: 8:24 PM  
TID: 793264230004  
CARD TYPE: Visa  
CARD NO: XXXXXXXXXXXX0372  
ENTRY MODE: CHIP  
CVM: SIGN

INVOICE SERVER RESPONSE AUTH CODE: 0000043451  
BQ 1 (13)  
APPROVED  
001406

EMV DETAILS

A0000000031010  
8080008000  
06010A03A08000  
6800

\$358.97  
\$101.99

AMOUNT:  
GRATUITY:

SUB-TOTAL: \$460.96  
ADD'L TIP:  
TOTAL:

CUSTOMER COPY

|                             |          |         |         |  |               |
|-----------------------------|----------|---------|---------|--|---------------|
| Coffee and/or Drink Station | \$25.00  | 2.00    | L       |  |               |
| Dessert Bar                 |          |         |         |  | RASH Lemonade |
| Pre-Ordered Food            | \$399.95 | \$32.00 | \$95.99 |  |               |
| Other:                      |          |         |         |  |               |

**Terms and Conditions**

1. The number of guests stated on this agreement may change up to 7 days prior to the event without loss of deposit.
2. If the number of guests increases or decreases after the 7 day deadline, the party MAY be moved to another room/space.
3. Food and beverage choices must be finalized with a function coordinator at least 7 days before the scheduled event date.
4. Cancellation or deposit payment must occur up to 7 days before the scheduled event. If cancellation is after the deadline, any paid deposits will be surrendered.
5. If the number in your party is less than 75% of your confirmed guest total then your deposit will be surrendered.
6. If any separate checks are outstanding at the end of the party, the total of those will be surrendered from your deposit. Any difference will be expected to be paid by the host of the party.
7. If buffet: client will be charged for the number of confirmed guests plus any additional guests beyond the confirmed number.
8. A 20% gratuity will be added to any food (and drink) orders made during the event.
9. A 24% service fee will be added to any food (and drink) orders that are made before the event.

Manager's Signature: Tammy A.

Date: 4/12/19

Client's Signature: [Signature]

Date: 4-12-19



**MEMORANDUM**

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: Debbie Lozito, Librarian  
 DATE: May 20, 2019  
 RE: Library Safety Grant – Reserve Grant Match Request

This memorandum requests the expenditure of Matching Grant Reserve Funds, as described below.

Background

Attached is a memorandum from the Library Director requesting expenditure of Reserve Funds for the purchase of two variable height ergonomically adjustable desks and chairs, as awarded from the Maine Municipal Association MacDonald Safety Grant. The library successfully applied for and was awarded a safety grant in the amount of \$2,000.00 from MMA, and the grant award requires the local match of funds to complete the purchase.

The desks will rise and lower to accommodate employees and patrons by providing a safer and more ergonomically flexible work station. The library staff are to be commended for proactively addressing workplace safety and enhanced customer service capabilities – and the leveraging of non-tax funds for achieving their mission.

Fiscal Impacts

Use of Matching Grant Reserve Fund 3-780-00 dedicated to fulfilling matching fund requirements for grants awarded to the Town for various purposes.

| Matching Grant Reserve 3-780-00 | Amount       | Comments      |
|---------------------------------|--------------|---------------|
| Trio Balance                    | \$ 16,719.84 | May 15, 2019  |
| Beginning Unencumbered Balance  | \$ 16,719.84 | May 15, 2019  |
| Two Ergonomic Desks & Chairs    | \$ 1,421.00  | Per MMA Grant |
| Remaining Available Balance     | \$ 15,298.84 | May 20, 2019  |

Staff Recommendation

Staff requests positive referral from committee and Council approval for the expenditure of up to \$1,421.00 in Matching Grant Reserve funds – for the acquisition of two Variable Height Ergonomic Desks and Chairs for the Edythe Dyer Library.



**Memorandum**

TO: Finance & Admin Committee, Town Council  
CC: Jim Chandler, Town Manager  
Paula Scott, Asst. Town Manager  
FROM: Debbie Lozito, Library Director  
DATE: May 14, 2019

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The library has received an Ed MacDonald Safety Enhancement Grant from the MMA Workers Compensation Fund. We will purchase two Humanscale World Task Chairs and two stand/sit desks, one for Youth Services and one for the director. The grant covers two-thirds of my cost (\$3421.52) up to \$2000.00. I am respectfully requesting Matching Grant Reserve funds in the amount of \$1,421.00 for our share.

## EXECUTIVE SESSION STATUTES

The eight subjects permitted to be discussed in Executive Session are as follows:

|  |                        |
|--|------------------------|
| PERSONNEL MATTERS:                     | 1 M.R.S.A. § 405(6)(A) |
| SCHOOL STUDENT SUSPENSIONS/EXPULSIONS: | 1 M.R.S.A. § 405(6)(B) |
| REAL ESTATE; ECONOMIC DEVELOPMENT:     | 1 M.R.S.A. § 405(6)(C) |
| LABOR CONTRACTS/NEGOTIATIONS:          | 1 M.R.S.A. § 405(6)(D) |
| ATTORNEY-CLIENT CONSULTATIONS:         | 1 M.R.S.A. § 405(6)(E) |
| CONFIDENTIAL RECORDS:                  | 1 M.R.S.A. § 405(6)(F) |
| EMPLOYMENT EXAMINATIONS:               | 1 M.R.S.A. § 405(6)(G) |
| CODE ENFORCEMENT CONSULTATIONS:        | 1 M.R.S.A. § 405(6)(H) |