



HAMPDEN TOWN COUNCIL
HAMPDEN MUNICIPAL BUILDING
AGENDA

MONDAY

DEC. 3RD, 2018

7:00 P.M.

- A. PLEDGE OF ALLEGIANCE
- B. CONSENT AGENDA
 - 1. SIGNATURES
 - 2. SECRETARY'S REPORTS
 - a. November 19, 2018
 - 3. COMMUNICATIONS
 - a. Value of membership report from MMA
 - b. Notifications from the Board of Appeals regarding approved variance requests
 - 4. REPORTS
 - a. Finance Committee Minutes – 10/1/2018, 10/15/2018
 - b. Infrastructure Committee Minutes – 10/22/2018
 - c. Planning & Development Committee Minutes – None
 - d. Services Committee Minutes – None
- C. PUBLIC COMMENTS
- D. POLICY AGENDA
 - 1. NEWS, PRESENTATIONS & AWARDS
 - 2. PUBLIC HEARINGS
 - 3. NOMINATIONS – APPOINTMENTS – ELECTIONS
 - a. Re-appointment of Gerry Ouellette to the Personnel Appeals Board – *referral from Finance & Administration Committee*

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

- b. Re-appointment of Walter Cupples to the Board of Appeals – *referral from Planning & Development Committee*

4. UNFINISHED BUSINESS

5. NEW BUSINESS

- a. Request for authorization for the expenditure of \$1,152 from Matching Grant Reserve account 3-780-00 for the Town's share of the MMA Safety Enhancement Grant – *referral from Finance & Administration Committee*
- b. Council adoption of Order 2018-04 Establishing Procedures for the Receipt of Gifts, Donations and Funds from Outside Sources – *referral from Finance & Administration Committee*
- c. Council acceptance of \$250 donation from the Hampden Cub Scout Pack 41 to the Recreation Reserve account (3-767-00) – *referral from Finance & Administration Committee*
- d. Recommend Council acceptance of \$966.00 in forfeiture from State v. Rike Guerrier to the police equipment replacement account (05-01-20-01) – *requested by Chief Rogers*
- e. Council abatement for uncollectable taxes – *referral from Finance & Administration Committee*

E. COMMITTEE REPORTS

F. MANAGER'S REPORT

G. COUNCILORS' COMMENTS

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

I. ADJOURNMENT



HAMPDEN TOWN COUNCIL
HAMPDEN MUNICIPAL BUILDING
MINUTES

B - 2 - a

MONDAY

NOV. 19th, 2018

7:00 P.M.

Attending:

Mayor McPike

Councilor McAvoy

Councilor Cormier

Councilor Wilde

Councilor Marble

Councilor Wright

Councilor Ryder

Town Manager Jim Chandler

Town Clerk Paula Scott

CEO Myles Block

Eric Jarvi

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 McAvoy made a motion, seconded by Councilor Marble, to approve the consent agenda. Unanimous, 7-0.*

Resolution 2018-177

1. SIGNATURES

2. SECRETARY'S REPORTS

- a. October 1, 2018 minutes
- b. October 15, 2018 minutes

3. COMMUNICATIONS

- a. Letter from Eagle Scout candidate Leviathan Husson
- b. Victualer's license renewal – Hannaford Bros. Co., LLC
- c. Victualer's license renewal – Coffee Break Cafe

4. REPORTS

- a. Finance Committee Minutes – None
- b. Infrastructure Committee Minutes – 9/24/2018
- c. Planning & Development Committee Minutes – 10/3/2018

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

d. Services Committee Minutes – 10/9/2018

C. PUBLIC COMMENTS - None

D. POLICY AGENDA

1. NEWS, PRESENTATIONS & AWARDS - None

2. PUBLIC HEARINGS

- a. Consideration of the proposed amendments to the Board of Appeals Ordinance – referred by Council October 15th, 2018
Councilor McAvoy made a motion, seconded by Councilor Marble, to open the public hearing at 7:03 p.m. Unanimous, 7-0.

Resolution 2018-178

There was no public comment and at 7:04 p.m., Councilor McAvoy made a motion, seconded by Councilor Marble, to close the public hearing.

Resolution 2018-179

Councilor McAvoy made a motion, seconded by Councilor Marble, to adopt the proposed amendments to the Board of Appeals Ordinance. Unanimous, 7-0.

Resolution 2018-180

- b. Consideration of the proposed amendments to the General Assistance Ordinance – as prepared by MMA for the Office of Family Independence, State of Maine – referred by Council October 15th, 2018 – Councilor Marble made a motion, seconded by Councilor McAvoy, to open the public hearing at 7:05. Unanimous, 7-0.

Resolution 2018-181

There was no public comment and at 7:06 p.m., Councilor Marble made a motion, seconded by Councilor McAvoy, to close the public hearing.

Resolution 2018-182

Councilor Marble made a motion, seconded by Councilor McAvoy, to adopt the proposed amendments to the General Assistance Ordinance. Unanimous, 7-0.

*Resolution 2018-183***3. NOMINATIONS – APPOINTMENTS – ELECTIONS**

- a. Appointments to the Recreation & Pool Committees – *referral from Services Committee*
- Joshua Scroggins – Recreation- *Councilor Marble made a motion, seconded by Councilor McAvoy, to appoint Joshua Scroggins to the Recreation Committee. Unanimous, 7-0. Resolution 2018-184*
 - Stephanie Shayne – Recreation – *Councilor Marble made a motion, seconded by Councilor Wilde, to re-appoint Stephanie Shayne to the Recreation Committee. Unanimous, 7-0. Resolution 2018-185*
 - Jane Jarvi – Recreation – *Councilor Marble made a motion, seconded by Councilor Wright, to re-appoint Jane Jarvi to the Recreation Committee. Unanimous, 7-0. Resolution 2018-186*
 - Patrick Foley – Pool – *Councilor Marble made a motion, seconded by Councilor Wilde, to re-appoint Patrick Foley to the Lura E. Hoit Pool Board. Unanimous, 7-0. Resolution 2018-187*
 - Marsha Richardson – Pool – *Councilor Marble made a motion, seconded by Councilor Wilde, to re-appoint Marsha Richardson to the Lura E. Hoit Pool Board. Unanimous, 7-0. Resolution 2018-188*
- b. Appointment to the Board of Assessment Review -*Referral from Finance & Administration Committee*
- Avery Caldwell – *Councilor McAvoy made a motion, seconded by Councilor Marble, to re-appoint Avery Caldwell to the Board of Assessment Review. Unanimous, 7-0. Resolution 2018-189*
- c. Appointment to the Personnel Appeals Board – *Referral from Finance & Administration Committee*
- Kristie Foster – *Councilor McAvoy made a motion, seconded by Councilor Wright, to appoint Kristie Foster to the Personnel Appeals Board. Unanimous, 7-0. Resolution 2018-190*

MINUTES

4. UNFINISHED BUSINESS

5. NEW BUSINESS

- a. Request for authorization for the expenditure of \$525 from Computer IT Reserve account 3-711-00 for the postage meter lease— *referral from Finance & Administration – Councilor McAvoy made a motion, seconded by Councilor Wright, to authorize \$525 from Computer IT Reserve account for the postage meter lease. Unanimous, 7-0.*

Resolution 2018-191

- b. Ratification of the affirmative vote of August 6th for the expenditure of \$1,863 from Matching Grant Reserve account 3-780-00 for the Town's share of the Assistance to Firefighters Grant for fitness equipment – *referral from Finance & Administration – Councilor McAvoy made a motion, seconded by Councilor Marble to ratify the affirmative vote of August 6th to authorize \$1,863 from the Matching Grant Reserve account for fitness equipment. Unanimous, 7-0.*

Resolution 2018-192

- c. Request for authorization for the expenditure of \$21,000 from Equipment Reserve account 3-71700 for the purchase of the public works (cemetery) pickup truck #57— *referral from Finance & Administration – Councilor McAvoy made a motion, seconded by Councilor Wright, to authorize \$21,000 from Equipment Reserve account for the public works truck #57. Unanimous, 7-0.*

Resolution 2018-193

- d. Liquor License renewal for Armstrong Tennis Center – *Councilor McAvoy made a motion, seconded by Councilor Cormier, to approve the liquor license for Armstrong Tennis Center. Unanimous, 7-0.*

Resolution 2018-194

- e. Liquor License renewal for White House Motel, Inc. – *Councilor McAvoy made a motion, seconded by Councilor Wright, to approve the liquor license for White House Motel, Inc. Unanimous, 7-0.*

*Resolution 2018-195***E. COMMITTEE REPORTS**

Services – Councilor Marble reported on status of Vafiades landing and the partnership with the Heritage Land Trust as a supporter for public access to the Souadabscook, Hermon Pond and Hammond Pond. The next meeting is Monday and Transfer Station operations will be discussed.

Infrastructure – Councilor Cormier reported that the committee met on October 22nd. Discussed road acceptance for Fiberight and the sewer easement. Will continue discussions on the 26th and shoot for a referral for Council meeting in December.

Finance & Administration – Councilor McAvoy reported that the committee heard all financial requests acted on tonight as well as the committee appointment referrals.

Planning & Development – Councilor Ryder reported on the work on the comp fee utilization plan for the Sucker brook water shed.

F. MANAGER'S REPORT – *Manager Chandler congratulated Levi Husson for the project completed for Special Olympics. He thanked the Clerk and election staff for the hard work at the election, reported that the recent Bangor Daily News article had incorrect information in it about Fiberight and that two public works trucks were down. He reminded the public that the tree lighting is December 2 and that Santa would be coming. He wished everyone a happy Thanksgiving.*

G. COUNCILORS' COMMENTS

Councilor Ryder – Thanked staff and the election workers for the work at the election and commented how busy it was. He invited the public to the Infrastructure Committee meeting on Monday if they have any questions, concerns or comments about the Transfer Station

Councilor Wright – Thanked staff for the work at the election and thanked the voters for trusting her to another term. She wished everyone a Happy Thanksgiving.

Councilor Marble – Echoed the words of thanks for the election workers and staff.

Councilor Wilde – Thanked Lt. Lundstrom for the great work on the grant for fitness equipment.

Councilor Cormier – No comment

Councilor McAvoy – Reminded everyone to shop local and buy American. He wished everyone a happy Thanksgiving.

Councilor McPike – Informed the public that we have a new laundromat in town, down near the boat yard. He then reported on the Penobscot County budget. He then called on the Clerk to talk about the election. The Clerk thanked all the election workers and gave a special thanks to Deputy Clerk Amy Millett.

H. ADJOURNMENT – *With no further business to conduct, the meeting adjourned at 7:45 p.m.*

Respectfully Submitted,

A handwritten signature in black ink that reads "Paula A. Scott". The signature is written in a cursive, flowing style.

Paula A. Scott, CCM
Town Clerk



MAINE MUNICIPAL ASSOCIATION
Risk Management Services
60 Community Drive
PO Box 9109
Augusta, Maine 04330-9486

Telephone No.
(207) 626-5583
(800) 590-5583 Maine Only
Fax No. (207) 624-0130

November 19, 2018

Mr Jim Chandler
Town Manager
Town of Hampden
106 Western Ave
Hampden, ME 04444-1436

Dear Mr Chandler,

On behalf of the MMA Workers' Compensation Fund, we thank you for your participation and dedication to workplace safety. Please find enclosed your annual Value of Membership Report. Participation in the Workers' Compensation Fund provides significant benefits to members beyond meeting their statutory obligations under the Workers' Compensation Act.

The Membership Report provides information about several important components of this program:

- **Dividend Distribution:** The report details the dividend amount you received in 2018. Dividends are voted upon by the Board of Trustees and paid to members who meet the established criteria.
- **Loss Control Service:** The number and total value of hours Loss Control personnel spent assisting you with safety issues and in staff training.
- **Safety Enhancement Grants and Scholarships:** The total value of approved Safety Grants and Scholarships awarded to your entity in 2018.
- **Online Safety University:** The value and number of the Online Safety courses provided to assist you with safety, human resources issues and staff training.

We are proud that the Workers' Compensation Fund continues to be a prime example of Maine local governmental cooperation. For your convenience, we have enclosed five copies of your Value of Membership Report for your key officials. We would be happy to provide you with any additional information or answer any questions about the enclosed report. Please feel free to contact Michael Mayette, Marcus Ballou, or me, at 1-800-590-5583, or locally at 626-5583, at any time.

Sincerely,

Michelle Pelletier, CPCU. AU
Director, Risk Management Services

The Value of Membership



Maine Municipal Association
Risk Management Services

Public Entity risk management
is what we do and all we do.

PARTNERSHIP | SERVICE | PERFORMANCE

2018 Workers Compensation Fund Benefits for

Town of Hampden

DIVIDENDS	<p>The governing board of the Workers Compensation Fund voted dividends to be distributed in 2018. Dividends are not guaranteed year-to-year.</p> <p>Dividends PAID to the <i>Town of Hampden</i>: \$5,016</p>
SAFETY GRANTS & SCHOLARSHIPS	<p>The Safety Enhancement Grant and Scholarship Grant program offers financial incentives to your Entity as a member of the Workers Compensation Fund. Grants are awarded to assist in reducing the frequency and severity of your workplace injuries.</p> <p>Grants and Scholarships Awarded: \$2,000</p>
LOSS CONTROL	<p>In the last year, Loss Control staff visited your entity and provided services which may include training, consultation & safety surveys resulting in <u>38.50</u> service hours with a value of <u>\$3,658</u>. Your entity also utilized <u>84</u> online safety training courses valued at <u>\$1,680</u>.</p> <p>The estimated value of these services are: \$5,338</p>

THE TOTAL VALUE OF BENEFITS FOR THE 2018 YEAR:

\$12,354*

*This is NOT a bill.

The Maine Municipal Association Workers Compensation Fund created by you for you.



WORKERS COMPENSATION FUND

MMA Risk Management Services

MAINE PEOPLE WORKING FOR MAINE COMMUNITIES

Membership is the difference

ADVANTAGES:

- A Partnership of Maine Communities grouping together to fund The Workers Compensation Fund
- Public Entity risk management is what we do and all we do
- Specialized comprehensive coverage designed for Maine Communities
- Providing rate stability for our members

Loss Control:

- Experienced, designated Loss Control Consultants
- MMA staff provides all services with no additional fees
- Partnering with you to provide inspections, training and consultation, specific to municipal exposures that prevent injuries and accidents and help you control your costs
- Safety Committee Assistance
- Safety grants and scholarships
- Online training and website resources
- Provide guidance establishing safety programs, policies and procedures

Claims Management:

- In State claims handlers
- Online, fax or paper claims reporting
- Direct access to your assigned Claims Handler
- Claims review meetings are encouraged and available at your request/location

Member Services/Underwriting:

- On-site visits at your convenience
- Direct access to your underwriter to answer coverage questions
- New and renewal application assistance
- Itemized breakdowns of contributions available
- We offer Transitional Return To Work and Preferred Provider assistance

The Maine Municipal Association Workers Compensation Fund appreciates your participation.

Sgt. T.D. Stewart Sgt. Scott Webber
 Sgt. Chris Bailey 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. Jeff Rice



Lt. Dan Pugsley, Jr. Lt. Matt St.Pierre
 Lt. Jason Lundstrom CH. Joe Dinton
 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 Larry Hayward FF Dani Green
 FF Ken Roy FF Chad Sparr
 FF Oliver Bianchi FF Wm. Auger

Kandy McCullough, Office Manager
 Chief Joseph L. Rogers, 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, Code Enforcement Officer *MB*

Date: November 19, 2018

Re: Outcome of Board of Appeals Meetings

Pursuant to 30-A M.R.S. § 2691 this memo is to notify the Town Council and the Planning Board of the results of the Board of Appeals meetings held September 26, 2018 & October 17, 2018.

Public Hearings:

Application for a disability variance has been made by Rosanne Cyr & Hugh Porter regarding property located at 173 Canaan Rd, further identified as assessor's tax map 05 lot 027 for a decrease in rear setback requirement from 30 feet to 12 feet. The subject property, owned by Roseanne Cyr, 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.

Result: **DISABILITY VARIANCE APPROVED**

Application for a general variance has been made by owner Judith A. Hoefler regarding property located at 23 Elm Street West, further identified as assessor's tax map 32 lot 030 for a decrease in a side setback requirement from 20 feet to 10 feet. The subject property is located in the Residential A 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.

Result: **GENERAL VARIANCE APPROVED**

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

Sgt. Scott Webber
Inv. Joel Small
Ofc. Ben Eyles
Ofc. Marc Egan
Ofc. David Mustrall
Ofc. Jeff Rice



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

Lt. Matt St.Pierre
CH. Joe Dunton
FF Matt Thomas
CEO Myles Block
FF Chris Liepold
FF Ed Gardella
FF Dani Green
FF Chad Spann
FF Wm. Auger

Kandy McCullough, Office Manager
Chief Joseph L. Rogers, 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, Code Enforcement Officer *MB*

Date: November 19, 2018

Re: Outcome of Board of Appeals Meetings

Pursuant to 30-A M.R.S. § 2691 this memo is to notify the Town Council and the Planning Board of the results of the Board of Appeals meetings held September 26, 2018 & October 17, 2018.

Public Hearings:

Application for a disability variance has been made by Rosanne Cyr & Hugh Porter regarding property located at 173 Canaan Rd, further identified as assessor's tax map 05 lot 027 for a decrease in rear setback requirement from 30 feet to 12 feet. The subject property, owned by Roseanne Cyr, 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.

Result: **DISABILITY VARIANCE APPROVED**

Application for a general variance has been made by owner Judith A. Hoefler regarding property located at 23 Elm Street West, further identified as assessor's tax map 32 lot 030 for a decrease in a side setback requirement from 20 feet to 10 feet. The subject property is located in the Residential A 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.

Result: **GENERAL VARIANCE APPROVED**

FINANCE & ADMINISTRATION COMMITTEE MEETING

Monday October 1st, 2018

6:00 p.m.

Hampden Town Office

MINUTES

Attending:

Chairman McAvoy

Mayor McPike

Councilor Cormier

Councilor Wilde

Councilor Marble

Councilor Wright

Councilor Ryder

Manager Jim Chandler

Town Clerk Paula Scott

DPW Director Sean Currier

1. Meeting Minutes

- a. Sept. 17th, 2018 – *Councilor Wilde made a motion, seconded by Councilor Cormier, to approve the minutes with correction to his attendance. Unanimous, 7-0.*

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

3. Unfinished Business

- a. *Council rules review – standing item – This item was set aside.*

4. New Business

- a. *Recommend Council approval of the Edythe L. Dyer Community Library Meeting Rooms Policy – requested by Library Director Lozito – Councilor Marble made a motion, seconded by Councilor Ryder, to recommend approval of the Edythe L. Dyer Community Library Meeting Rooms Policy. Unanimous, 7-0*
- b. *Recommend Council refer to public hearing the proposed amendments to the Fees Ordinance – annual review – Councilor Wilde made a motion to refer the Transfer Station Fees to Services Committee. Councilor Marble made a motion to amend to refer to*

Services Committee next month. There were no seconds to the motions. Discussion followed. Councilor Marble made a motion, seconded by Mayor McPike to strike the \$100.00 decal fee and change it to \$20.00. Councilors Wright, Marble and McPike voted in favor. Councilors Ryder, Wilde, Cormier and McAvoy voted in opposition. Motion fails, 3-4. Councilor Ryder made a motion, seconded by Councilor Marble to leave the decal fee at \$10.00. Councilors Ryder, Wright, Marble, Wilde, Cormier and McAvoy voted in favor. Mayor McPike voted in opposition. Motion carries, 6-1. Councilor Wright made a motion, seconded by Councilor Marble, to refer the Fees Ordinance to Council as amended by Committee for referral to public hearing. Unanimous, 7-0.

- c. *Recommend Council refer to public hearing the proposed repeal of the Outdoor Wood Boiler Annual Licensing Ordinance – requested by CEO Block – Councilor Marble made a motion, seconded by Councilor Wright, to refer the Outdoor Wood Boiler Annual Licensing Ordinance to Council for referral to public hearing. Unanimous, 7-0.*
- d. *Recommend Council refer to public hearing the proposed amendments to the Town Ways Ordinance – recommended by Director Currier – Councilor Marble made a motion, seconded by Councilor Ryder, to refer the Town Ways Ordinance to Council for referral to public hearing. Unanimous, 7-0.*

5. *Manager's Items - none*

6. *Public Comment - none*

7. *Committee Member Comments - none*

8. *Adjournment – With no other business, the meeting adjourned at 7:00 p.m.*

Respectfully Submitted,



*Paula A. Scott, CCM
Town Clerk*

Town of Hampden

FINANCE & ADMINISTRATION COMMITTEE MEETING

Monday October 15th, 2018

6:00 P.M.

Hampden Town Office

MINUTES

Attending:

Chair McAvoy

Mayor McPike

Councilor Cormier

Councilor Wilde

Councilor Marble

Councilor Wright

Councilor Ryder

Manager Jim Chandler

Town Clerk Paula Scott

Manager Chandler introduced the new Deputy Treasurer, Sherry Murray.

1. Approval of Minutes
 - a. None
2. Review & Sign Warrants – *Committee members reviewed and signed the disbursement warrants.*
3. Unfinished Business
 - a. Council rules review – *standing item*
4. New Business
 - a. Recommend Council referral to public hearing the proposed amendments to the General Assistance Ordinance - *as prepared by MMA for the Office of Family Independence, State of Maine – Councilor Marble made a motion, seconded by Councilor Wright to refer to Council for referral to public hearing. Unanimous, 7-0.*
 - b. Recommend Council authorization for the expenditure of \$7,784.00 from Police Cruiser Reserve for the purpose of outfitting the new cruiser with equipment – *requested by Chief Joseph Rogers – Councilor Marble made a motion, seconded by Councilor Wilde to recommend authorization for the expenditure of \$7,784 from Police Cruiser Reserve to outfit the new cruiser with equipment. Unanimous, 7-0.*
 - c. Request for authorization for the expenditure of \$34,000 from Recreation Area Reserve for the purpose of awarding a contract to Plymouth

Town of Hampden

Engineering to perform professional services to secure stormwater permitting for the Western Avenue Municipal Properties – *referral from Services Committee – Councilor Wilde made a motion, seconded by Councilor McPike to recommend award of contract and authorization for \$34,000 from Recreation Area Reserve for stormwater permitting for the Western Avenue Municipal Properties. Unanimous, 7-0.*

5. *Manager's Items – Manager Chandler reported on the MDOT road project and new design on the bridge.*
6. *Public Comment - None*
7. *Committee Member Comments - None*
8. *Adjournment – With no other business, the meeting adjourned at 6:58*

Respectfully Submitted,



Paula A. Scott, CCM
Town Clerk

INFRASTRUCTURE COMMITTEE MEETING

Monday, October 22, 2018

MINUTES

Attending:

<p><i>Councilor Mark Cormier, Chairman</i></p> <p><i>Councilor Terry McAvoy</i></p> <p><i>Mayor McPike</i></p> <p><i>Councilor Ryder</i></p> <p><i>Councilor Wright (partial attendance)</i></p>	<p><i>Town Manager, Jim Chandler</i></p> <p><i>Sean Currier, Public Works</i></p> <p><i>Director</i></p> <p><i>Myles block, Code Enforcement</i></p> <p><i>Sean Thies, CES</i></p>
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Chairman Cormier called the meeting to order at 6 PM.

1. MINUTES

- a. September 24, 2018 Meeting** – *A Motion was made by Councilor McAvoy and seconded by Mark Cormier to approve the minutes as corrected. (Spelling of Mayor). Motion carried four in favor and none against. (Councilor Wright arrived after the vote)*

2. COMMITTEE APPLICATION & CITIZEN INITIATIVES

None

3. UNFINISHED BUSINESS

None

4. NEW BUSINESS

- i. MRC/Fiberight – at the request of MRC & CES staff*
1. Ordinance Requirements
Sean Thies PE, CES, spoke about the town ways ordinance. The road going to the Fiberight building is complete. Mr. Thies has 2 plans showing the road and the utility corridor. He stated the road has been named Harold Bouchard Way, and is requesting on behalf of MRC that the town accept the road as a Town Way. A map of the infrastructure was passed around to committee members. There was further discussion on the Road acceptance and the sewer easement.
 2. Special Conditions or Performance bonding for Winter Months
Sean Thies stated that \$10,000.00 is being put into an escrow account, for any defects that might need to be fixed.
 3. Other Issues or concerns

ii. Discussion on Sewer Easement

5. STAFF UPDATES & MANAGER ITEMS

- a. Status – Mayo Road Code Compliant
Myles Block, Hampden’s Code Enforcement Officer reported service was made of the Court Summons. The Residents responded and setup meetings with staff to discuss how and when they will be become compliant with the ordinance.
- b. Status – Mold Remediation Project at Municipal Building
Director Currier reported that the mold project is complete.
- c. Status – Beaver dam problem on various town roads
Director Currier spoke about the steps needed to trap the nuisance beavers. He is in the process of asking the abutting landowners for permission to go on their land to get to the beavers. Director Currier stated he has spoken with Kendall Marden from the Warden Service about the trapping of the nuisance beavers.
- d. Status – DPW Driver Licenses
Director Currier report that the two remaining employees have their CDL permits and will be taking the driving test shortly.
- e. Status – clean wood debris storage
Director Currier spoke about the DEP compliance with the clean wood debris being stored temporarily, and requirements for developing a suitable pad for long-term storage

6. MANAGER ITEMS

- a. Discussion of Capital Projects Management
Town Manager Chandler discussed capital projects with the committee members.
- b. Road Acceptance Process
Town Ways ordinance revisions were discussed.

7. PUBLIC COMMENTS

none

8. COMMITTEE MEMBER COMMENTS

9. ADJOURN

The meeting was adjourned at approximately 8:00 p.m.

*Respectfully Submitted,
Rosemary Bezanson, Public Works*



Check One: Initial Application Reappointment Application

TOWN OF HAMPDEN
APPLICATION FOR TOWN BOARDS AND COMMITTEES

NAME: Ouellette LAST Conry FIRST J MI

ADDRESS: 477 Back Winterport Road STREET Hampden ME 04444 TOWN ZIP

MAILING ADDRESS (if different):

TELEPHONE: HOME WORK

EMAIL:

OCCUPATION: Human Resources Safety Manager

BOARD OR COMMITTEE PREFERENCE:

FIRST CHOICE: Personnel Board of Appeals

SECOND CHOICE (OPTIONAL):

How would your experience, education and/or occupation be a benefit to this board or committee? 30 plus years As A Senior Human Resources Manager in The local Area. Also I have been on This Board For The last 12 years or so.

Are there any issues you feel this board or committee should address, or should continue to address? no

3 YEAR

BOARD OF ASSESSMENT REVIEW
PERSONNEL APPEALS BOARD
LURA E. HOIT MEMORIAL POOL
HARBOR COMMITTEE

EDYTHE L. DYER LIBRARY
RECREATION COMMITTEE
BOARD OF APPEALS
HISTORIC PRESERVATION COMMISSION

5 YEAR
PLANNING BOARD

FOR TOWN USE ONLY
Date Application Received: 11/20/18
COUNCIL COMMITTEE ACTION: F + A DATE: 12/3/18
COUNCIL ACTION: DATE:
NEW APPT REAPPOINTMENT DATE APPOINTMENT EXPIRES:



Check One: Initial Application
 Reappointment Application

Gen 10/22/18

TOWN OF HAMPDEN
APPLICATION FOR TOWN BOARDS AND COMMITTEES

NAME: CUPPLES, Walter 12
LAST FIRST MI

ADDRESS: 213 Crown Rd. Hampden 04444
STREET TOWN ZIP

MAILING ADDRESS (if different): _____

TELEPHONE: _____
HOME WORK

EMAIL: WALTERS

OCCUPATION: RETIRED

BOARD OR COMMITTEE PREFERENCE:

FIRST CHOICE: BOARD OF APPEALS

SECOND CHOICE (OPTIONAL): _____

How would your experience, education and/or occupation be a benefit to this board or committee? Time On BOA Previous - One Term

Are there any issues you feel this board or committee should address, or should continue to address? We should encourage growth and development

3 YEAR

BOARD OF ASSESSMENT REVIEW
PERSONNEL APPEALS BOARD
LURA E. HOIT MEMORIAL POOL
HARBOR COMMITTEE

EDYTHE L. DYER LIBRARY
RECREATION COMMITTEE
BOARD OF APPEALS
HISTORIC PRESERVATION COMMISSION

5 YEAR
PLANNING BOARD

FOR TOWN USE ONLY		Date Application Received: <u>10/30/18</u>
COUNCIL COMMITTEE ACTION: <u>P & D</u>	DATE: <u>11/7/18</u>	
COUNCIL ACTION: _____	DATE: _____	
<input type="checkbox"/> NEW APPT	<input type="checkbox"/> REAPPOINTMENT	DATE APPOINTMENT EXPIRES: _____

Hampden Public Safety Fire Department

To: Hampden Town Council

From: Jason Lundstrom

Date: November 20, 2018

Re: Maine Municipal Association Safety Enhancement Grant- Award Notification

Maine Municipal Association Safety Enhancement Grant- Award notification and request to use grant matching funds to purchase awarded equipment.

The Hampden Fire Department has been notified by Maine Municipal Association that we have successfully secured grant funding for (4) Safe Life Defense First Response Enhanced Multi Threat Vests Level iiiia+ (Body Armor) and (4) Sec Pro PASGT Ballistic Level iiiia Helmets. **The total cost of this project is \$3,152.00 MMA's share is \$2,000.00. The Town of Hampdens share is \$1,152.00.** If approved by the council, the \$1152.00 would be funded from the matching grant account. The personal protective equipment specified above will greatly increase responder safety when responding to active threat emergencies. The Fire Department is looking for council approval to move forward with this project.

Ivan P. McPike (Mayor, A/L)
Stephen L. Wilde (1)
Dennis R. Marble (2)

TOWN OF HAMPDEN
IN THE TOWN COUNCIL

Terry McAvoy (3)
David I. Ryder (4)
Mark S. Cormier (A/L)
Shelby Wright (A/L)

Order 2018-04

Adoption: December 3rd, 2018

**ORDER ESTABLISHING PROCEDURES FOR THE RECEIPT OF GIFTS, DONATIONS
AND FUNDS FROM OUTSIDE SOURCES**

ORDERED, The Hampden Town Council hereby establishes procedures for the receipt and acceptance of monetary gifts, donations and funds to the Town of Hampden from outside sources.

IT IS FURTHER ORDERED, the Town Council directs the Treasurer, pursuant to Title 30-A MRSA § 5652-5655, to accept gifts from sources identified as citizens, estates and trusts, organizations, grantors, the State of Maine, and the United States and that these gifts shall be unconditional;

IT IS FURTHER ORDERED, that the Town Council authorizes the Treasurer to appropriate any funds received to specified or appropriate accounts or funds for public purposes and to disburse those funds as such.

This Order to be filed with the Municipal Clerk and the Municipal Treasurer and renewed annually by vote of the Town Council.

This order is adopted on December 3, 2018 for fiscal year 2019.

Town Clerk:

ORDERED by a majority of the Town Council:

Paula Scott

COPY



D-5-c

memo

Town of Hampden-Recreation Department

To: Hampden Town Council
From: Shelley Abbott; Recreation Director
CC: Jim Chandler; Town Manager, Paula Scott; Town Clerk; Tammy Ewing; Finance Director
Date: 11/27/2018
Re: Donation Acceptance Request-Reserve Account 3-767-00

Comments:

Hampden Scouts Pack 41 would like to make a \$250 donation to the Hampden Recreation Department Recreation Reserve Account (3-767-00) for use of the Skehan Recreation Center for the annual organization overnight held at the center. Scouts arrive on Saturday AM for troop programming, fitness activities, meals, and a tent out in the gym. Over 100 people attended this year's event. Staff supports the Pack in opening the building and closing the building on Sunday AM, along with deep facility cleaning upon departure. The Recreation Department has been working with the Pack to host this event for 4 years now.

We appreciate the support of Scout Pack 41 and would like to accept their donation to support future needs for the Hampden Recreation Department.

Thank you,
Shelley Abbott
Recreation Director

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

Sgt. Scott Webber
Inv. Joel Small
Ofc. Ben Eyles
Ofc. Marc Egan
Ofc. David Mushrall
Ofc. Jeff Rice



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

Lt. Matt St.Pierre
CHL Joe Dunton
FF Matt Thomas
CEO Myles Block
FF Chris Liepold
FF Ed Gardella
FF Dani Green
FF Chad Sparr
FF Wm. Auger

Kandy McCullough, Office Manager
Chief Joseph L. Rogers, Director of Public Safety

POLICE

FIRE

EMS

CODE ENFORCEMENT

LOCAL HEALTH OFFICE

TO: Jim Chandler, Town Manager
FROM: Joe Rogers, Public Safety Director
RE: Forfeiture Money
DATE: November 29, 2018

I am asking that the Town Council accept \$966 in forfeiture money regarding State v. Rike Guerrier. Please designate these funds to the police equipment replacement account (05-01-20-01).

STATE OF MAINE
Penobscot, ss

State of Maine

UNIFIED CRIMINAL DOCKET
Criminal Action
Docket No. CR-17-4781

v.

Rike Guerrier,
Defendant

City/Town Of Bangor
Approval Of Transfer
15 M.R.S.A. §5824(3)
and §5826(6)

AND
\$966.00 US CURRENCY
DEFENDANT IN REM

NOW COMES the Town of Hampden, Maine, by and through its legislative body, the Town Council, and does hereby grant approval pursuant to Section 5824(3) and Section 5826(6) of Title 15 of the Maine Revised Statutes Annotated, to the transfer of any portion of the above captioned Defendant(s) *In Rem* \$966.00 US Currency, **namely \$966.00 US Currency**, on grounds that the Town of Hampden Police Department did make a substantial contribution to the investigation of this or a related criminal case.

WHEREFORE, the Town of Hampden Town Council does hereby approve of the transfer of the Defendant(s) *In Rem* to the Town of Hampden, Maine pursuant to 15 M.R.S.A. §5824(3) and §5826(6).

Dated: _____

Chairperson/Mayor/Selectman/Clerk

(Impress Legislative Body Seal Here)



MEMORANDUM

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

TO: Town Council
FROM: Jim Chandler, Town Manager-Treasurer
COPY: Barbara Geaghan, Tax Collector
Kelly Karter, Assessor
DATE: December 3, 2018
RE: Abatement of Uncollectible Taxes

This memorandum conveys the attached documentation submitted from the Tax Collector recommending the discharge of certain uncollectible taxes.

Background

In the course of reviewing the status of delinquent tax accounts, the Tax Collector determined that a mobile home owner located at 681 Main Road North, Lot 44 had not paid property taxes for 2017 or 2018. Upon further research, the Assessor determined that the home had been demolished in June of 2017. No demolition permit was issued, so the action was discovered by Town staff after the fact.

Attempts to locate and contact the previous owner of record, Shawna Buenrostro, regarding collection of the outstanding taxes have not been successful. In accordance with State Statute, M.R.S.A. Title 36, Chapter 105 §841(3) included below, staff has determined these taxes to be uncollectible.

3. Inability to pay after 2 years. If after 2 years from the date of assessment a collector is satisfied that a tax upon real or personal property committed to him for collection cannot be collected by reason of the death, absence, poverty, insolvency, bankruptcy or other inability of the person assessed to pay, he shall notify the municipal officers thereof in writing, under oath, stating the reason why that tax cannot be collected. The municipal officers, after due inquiry, may abate that tax or any part thereof. [1979, c. 73, (RPR) .]

Fiscal Impacts

By abating the delinquent taxes for both 2017 and 2018, the Town is relinquishing its interest in the amount of \$ 246.37.

Staff Recommendation

Staff recommends, Council abate the delinquent taxes as uncollectible from Shawna Buenrostro, owner of record of Map 20, Lot51-44.

Recommended Motion

“Move that Council release the Tax Collector from further responsibility to collect delinquent taxes from 2017 and 2018, owed for the mobile home previously located on Map 20, Lot 51-44, per her affidavit that these taxes are no longer collectible from Shawna Buenrostro.”

Memo

To: Jim Chandler, Town Manager & Treasurer
From: Barbara Geaghan, Tax Collector
Date: November 29, 2018
Re: Tax Write-Off

Jim,

It has come to my attention that a mobile home, taxed in years 2017 and 2018, is gone.

I believe that the outstanding tax for tax years 2017 and 2018 should be written off. The property was a mobile home located at 681 Main Road North, Lot 44. I believe the taxes are uncollectable because the mobile home has been demolished.

I have confirmed with Heather Magan, Manager/ Accounting Assistant for Maine Real Estate, that the lot is vacant. Maine Real Estate is the owner of the mobile home park. Ms. Magan also reports that they have no record of Shawna Buenrostro, last known owner.

The 2017 tax will foreclose on in February of 2019.

The request is based on M.R.S.A. Title 36, §841 (3).

Town of Hampden
106 Western Avenue
Hampden, Maine 04444



Phone: (207) 862-3034
Fax: (207) 862-5067
Email: taxcollector@hampdenmaine.gov

November 29, 2018

Property tax for account # 1801, assessed to Shawna Buenrostro, cannot be collected in accordance with 36 M.R.S.A. §841(3). Please see attached.

The property in question was a mobile home located at 681 Main Road North, Lot # 44.

Heather Magan, Manager/Accounting Assistant for Maine Real Estate has confirmed that the lot is vacant. Ms. Magan also states that she has no record of Ms. Buenrostro.

I believe that the mobile home has been demoed. I have no knowledge of where Shawna Buenrostro, last known owner of the mobile home, is.

I, Barbara A. Geaghan, do solemnly swear that the above statements are true to the best of my knowledge.

Date: 11-29-18

Signature: Barbara A Geaghan

Printed name: Barbara A. Geaghan

State of Maine, Penobscot County

The above, Barbara A. Geaghan, appeared before me on, 11/29/18, and signed of her own free will.

Paula A Scott
Paula Scott-Notary Public

Expiration: 02/22/2021

**Town of Hampden
Tax Information Sheet
As of: 11/15/2018**

Account: 1801 **Name:** BUENROSTRO, SHAWNA

Location: 681 MAIN RD NO

Map and Lot: 20-0-051-44

Sale Date: 06/12/2015

Deed Reference:

Sale Price: \$700

Land:	0	Total Acres:	0
Building:	0	Tree Growth:	Soft : 0 Mixed : 0 Hard : 0
Exempt	0	Farmland:	
Total:	0	Open Space:	
		Zoning:	33 - CommercialServic
		SFLA:	0

	Amount	Mill Rate
Last Billed : 2019-1	00.00	19.600
Previous Billed : 2018-1	62.56	18.400

Outstanding Taxes					
Year	Per Diem	Principal	Interest	Costs	Total
2018-1	0.0120	62.56	3.80	60.70	127.06
2017-1	0.0105	54.60	7.12	57.59	119.31
	0.0225	117.16	10.92	118.29	246.37

Information Given By: _____

Title: _____ 11/15/2018

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

All calculations are as of: 11/15/2018

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)