

**HAMPDEN TOWN COUNCIL
HAMPDEN MUNICIPAL BUILDING
AGENDA**

MONDAY

JULY 16th, 2018

7:00 P.M.

- A. PLEDGE OF ALLEGIANCE
- B. CONSENT AGENDA
 - 1. SIGNATURES
 - 2. SECRETARY'S REPORTS
 - a. June 4th, 2018 Council minutes
 - 3. COMMUNICATIONS
 - a. Notification of the installation of Papermill Park sign and recognition of the Department of Public Works
 - b. Postcard mailer regarding Town Center planning event Tuesday, July 31st, 2018 at 6:00 p.m.
 - 4. REPORTS
 - a. Finance Committee Minutes – June 18, 2018
 - b. Infrastructure Committee Minutes – None
 - 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

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

- a. Town Council's confirmation of annual appointments of designated Town of Hampden officials pursuant Title 30-A § 2526(2)

4. UNFINISHED BUSINESS

5. NEW BUSINESS

- a. Request authorization for contract award for the 2018 Paving program – *referral from Finance & Administration Committee*
- b. Town Council's annual authorization for the establishment of a Tax Club for 2019 taxes pursuant to Title 36 § 505-506 - *referral from Finance & Administration Committee*
- c. Request authorization for the expenditure of \$ 3,628.00 from Reserve Account (3-719-00) for the restoration of vital records pursuant to Title 5 § 95-B - *referral from Finance & Administration Committee*
- d. Request authorization for the expenditure of \$ 4,868.35 from IT Computer Reserve Account (3-719-00) for the TRIO SQL conversion and maintenance fee increase – *referral from Finance & Administration Committee*
- e. Request authorization to engage the firm of Eaton Peabody as bond counsel for a bond referendum to finance the cost increase for the Route 1-A project – *referral from Finance & Administration Committee*
- f. Request for authorization to engage the firm of Eaton Peabody as bond counsel for a bond referendum to finance water line installation for fire suppression service in the Business Park – *referral from Finance & Administration Committee*
- g. Update on the status of the Retail Marijuana Moratorium

E. COMMITTEE REPORTS

F. MANAGER'S REPORT

G. COUNCILORS' COMMENTS

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MONDAY
.....

July 16th, 2018

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

H. ADJOURNMENT

- b. **Penobscot Emergency Management Agency's Summer 2018 newsletter**
- c. **Letter of thanks from resident Patsy Husson for help received from Cemetery Sexton Devon Patterson and recognition of the crew**

4. REPORTS

- a. **Finance Committee Minutes – May 7th, 2018**
- b. **Infrastructure Committee Minutes – None**
- c. **Planning & Development Committee Minutes – None**
- d. **Services Committee Minutes – None**

C. PUBLIC COMMENTS - None

D. POLICY AGENDA

1. NEWS, PRESENTATIONS & AWARDS

- a. **Report on recent Good Shepherd Food Bank's Hampden expansion and Capital Campaign – *Melissa Huston, Director of Philanthropy* – *Melissa Huston spoke on behalf of Good Shepherd Food Bank's campaign and played a power point highlighting the situation of food insecurity and the expansion effort. She thanked Manager Jennings, staff and Council for support.***
- b. **Stormwater 101 report on Town of Hampden MS4 compliance activities – *Councilors all received a memo regarding the Town's status with MS4 compliance.***

2. PUBLIC HEARINGS - None

3. NOMINATIONS – APPOINTMENTS – ELECTIONS

- a. **Warrant and Notice of Election for RSU-22 Budget Validation Referendum** – *Councilors countersigned the RSU 22 Budget Validation Referendum warrants.*

4. UNFINISHED BUSINESS - None

5. NEW BUSINESS

- a. **Request for authorization for the expenditure of funds from the Personnel Reserve Account (3-733-00) for the purpose of paying accrued vacation and a portion of accrued sick time to a departing employee – referral from Finance & Administration Committee** – *Councilor McAvoy made a motion, seconded by Councilor Wilde, to authorize \$8,735.21 from personnel reserve for the purpose of paying accrued vacation and a portion of accrued sick time to a departing employee. Unanimous vote in favor, 6-0*

Resolution 2018-78

- b. **Award of the bid for the concrete work for the DPW Salt Building to C W Martin Concrete – referral from Finance & Administration Committee** – *Councilor McAvoy made a motion, seconded by Councilor Marble to award the concrete bid for the salt building to C W Martin Concrete, and to authorize the expenditure of an amount not to exceed \$40,400 from the Solid Waste Reserve for the concrete work. Unanimous vote in favor, 6-0*

Resolution 2018-79

- c. **Request for Council authorization for the expenditure of an amount not to exceed \$40,400 from the Solid Waste Reserve Account (3-777-00) for concrete work for the new DPW Salt Building – referral from Finance & Administration Committee** – *This was combined with the previous item and voted as a block.*

MINUTES

- d. **Award of the bid for the carpentry work for the DPW Salt Building to Complete Construction – referral from Finance & Administration Committee** - *Councilor McAvoy made a motion, seconded by Councilor Marble to award the carpentry bid for the salt building to Complete Construction, and to authorize the expenditure of an amount not to exceed \$35,000 from the Solid Waste Reserve for the carpentry work. Unanimous vote in favor, 6-0*

Resolution 2018-80

- e. **Request for Council authorization for the expenditure of an amount not to exceed \$35,000 from the Solid Waste Reserve Account (3-777-00) for carpentry work for the new DPW Salt Building – referral from Finance & Administration Committee** - *This was combined with the previous item and voted as a block.*
- f. **Council waiver of the residency requirement for new Town Manager James Chandler – referral from Finance & Administration Committee** – *Councilor McAvoy made a motion, seconded by Councilor Wilde to waive the residency requirement for new Town Manager James Chandler. Unanimous vote in favor, 6-0*

Resolution 2018-81

- g. **Council approval of a renewal liquor license for McLaughlin’s at the Marina – Councilor McAvoy made a motion, seconded by Councilor Wilde to approve the liquor license renewal for McLaughlin’s at the Marina. Unanimous vote in favor, 6-0.**

Resolution 2018-82

- h. **Council referral of proposed FY19 budget to public hearing for June 18th – referral from Finance & Administration Committee** – *Manager Jennings presented a brief power point on the budget and reminded the public that the full document can be found on the website*

MINUTES

or the town office. Councilor McAvoy made a motion, seconded by Councilor Marble, to refer the proposed FY19 budget to public hearing for June 18th. Councilor Ryder, Councilor Marble, Councilor Wilde and Mayor McPike voted in favor. Councilor McAvoy and Councilor Cormier voted in opposition. Motion carries, 4-2.

Resolution 2018-82**E. COMMITTEE REPORTS**

Finance & Administration – *Councilor McAvoy reported that items acted on tonight were first heard in committee meeting.*

Services – *Councilor Marble reported that committee meetings will resume in July due to the Fiberight tour next Monday.*

Infrastructure – *Councilor Cormier reported that the committee has not met due to budget meetings.*

Planning & Development – *Councilor Ryder reported that the next meeting will be Wednesday at 6:00 p.m. at which time members will review details of the proposed zoning ordinance amendments.*

F. MANAGER'S REPORT -. *Manager Jennings recognized DPW employee Josh Knight for obtaining his CDL certification and his Grade II Sewer Collectionos Systems certification. He also recognized Paul Weaver and Travis Roberts for obtaining the Grade II Sewer Collecitions Systems. certifications.. He reported that the new sign for Papermill Park is complete and will be placed soon Mr. Jennings thanked the Council for the opportunity to have held this position for the past 3 years. He has enjoyed working with the tremendous staff and serving the businesses and people of Hampden..*

G. CLERK'S COMMENTS – *Reminded the public that the Candidate's Forum will be held tomorrow at 7:00 p.m. in Council chambers. Sponsored by the League of Women Voters, this is an opportunity for residents to ask questions of the candidates on issues facing Hampden. She also invited the public to stop by the office on Thursday from 4:00 – 6:00 to enjoy some refreshments and to say farewell to Angus. It is also an opportunity to meet the incoming Manager, Jim Chandler.*

H. COUNCILORS' COMMENTS

Councilor Ryder – *Thanked Manager Jennings for all of the great things he has done*

MINUTES

for the Town. He thanked he and DPW Director Currier for the great job they did in turning the Sewer Department around. He thanked him for leading the way in all of the good changes accomplished with planning and zoning. He wished Manager Jennings success in the future.

Councilor Marble – *Thanked Manager Jennings for all of his hard work and dedication and wished him luck..*

Councilor Wilde – *Thanked Manager Jennings for the tremendous amount of work he has done for the town.*

Councilor Cormier – *No comment*

Councilor McAvoy- *Thanked Manager Jennings for the excellent job he has done and noted that he accomplished some of the things he had wanted done. He reminded everyone to shop local and buy American and wished Hampden a good night.*

Mayor McPike – *Reminded the public that June 12th is a critical election and to remember to vote.*

- I. **ADJOURNMENT** – *With no other business to conduct, the meeting adjourned at 7:30 p.m.*

Respectfully Submitted,



Paula A. Scott, CCM

Town Clerk



B-3-a

Paula Scott <clerk@hampdenmaine.gov>

Fwd:

2 messages

Hampden Recreation Dept. <recreation@hampdenmaine.gov>

Tue, Jul 10, 2018 at 12:34 PM

To: Jim Chandler <townmanager@hampdenmaine.gov>, Sean Currier <publicworks@hampdenmaine.gov>, Paula Scott <clerk@hampdenmaine.gov>

Public Works has installed the signage purchased with C/R funds for Papermill Park. It looks great! Thanks to the PW crew for all their hard work. Please let Council know that the sign has been put in place.

Thanks,
Shelley Abbott
Recreation Director

----- Forwarded message -----

From: **Hampden Recreation Dept.** <recreation@hampdenmaine.gov>

Date: Tue, Jul 10, 2018 at 12:26 PM

Subject:

To: "Hampden Recreation Dept." <recreation@hampdenmaine.gov>







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Hampden Recreation Department
Town of Hampden
106 Western Avenue (mailing)
1 Main Road North (physical)
Hampden, ME 04444

ph. 207-862-6451
fx. 207-862-5067
www.hampdenmaine.gov

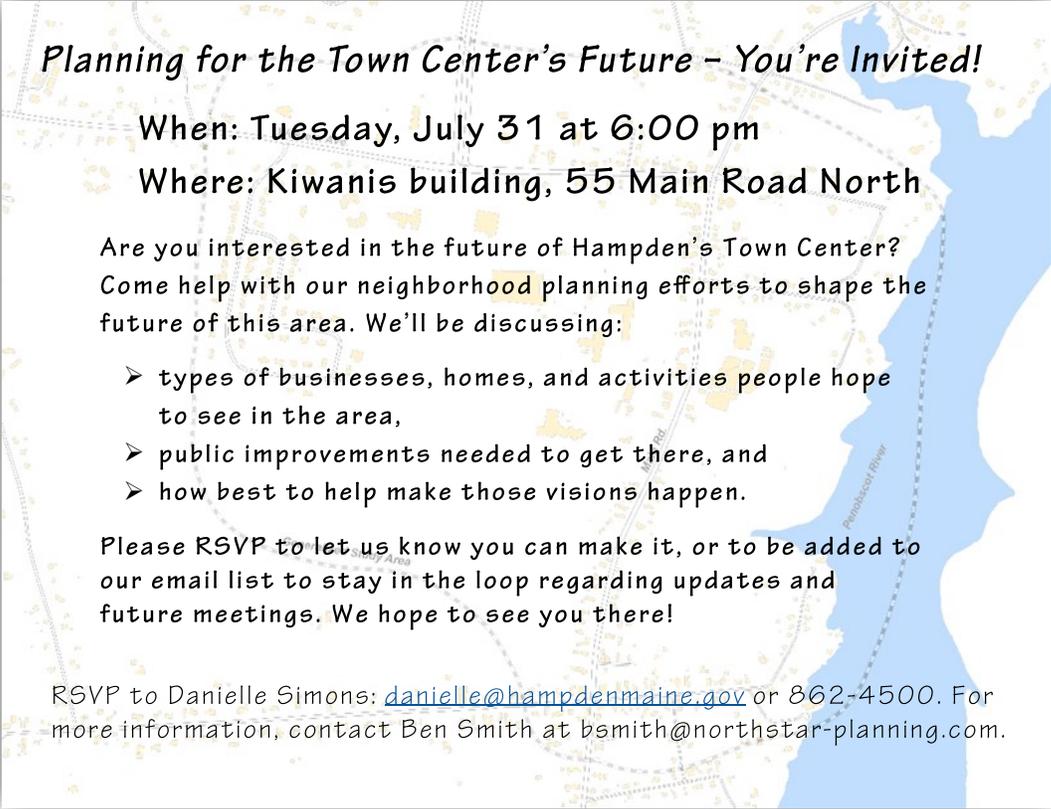
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Hampden Recreation Department
Town of Hampden
106 Western Avenue (mailing)
1 Main Road North (physical)
Hampden, ME 04444

ph. 207-862-6451
fx. 207-862-5067
www.hampdenmaine.gov

Paula Scott <clerk@hampdenmaine.gov>
To: "Hampden Recreation Dept." <recreation@hampdenmaine.gov>
Cc: Jim Chandler <townmanager@hampdenmaine.gov>, Sean Currier <publicworks@hampdenmaine.gov>

Tue, Jul 10, 2018 at 12:36 PM

I will add it to the agenda under communications.



Planning for the Town Center's Future – You're Invited!

When: Tuesday, July 31 at 6:00 pm

Where: Kiwanis building, 55 Main Road North

Are you interested in the future of Hampden's Town Center? Come help with our neighborhood planning efforts to shape the future of this area. We'll be discussing:

- types of businesses, homes, and activities people hope to see in the area,
- public improvements needed to get there, and
- how best to help make those visions happen.

Please RSVP to let us know you can make it, or to be added to our email list to stay in the loop regarding updates and future meetings. We hope to see you there!

RSVP to Danielle Simons: danielle@hampdenmaine.gov or 862-4500. For more information, contact Ben Smith at bsmith@northstar-planning.com.

This postcard is being mailed to about 175 people in the town center area, and will be posted online as well. We are encouraging anyone who is interested in the future of the town center to attend this workshop, the first of several to be held over the next few months.

FINANCE & ADMINISTRATION COMMITTEE MEETING

Monday, June 18th, 2018

MINUTES

Hampden Town Office

Attending:

*Councilor Terry McAvoy, Chair
Mayor Ivan McPike
Councilor Mark Cormier
Councilor Dennis Marble
Councilor David Ryder
Councilor Stephen Wilde
Manager Jim Chandler*

*Planner Karen Cullen
Town Clerk Paula Scott
DPW Director Sean Currier
Recreation Director Shelley Abbott
Several Citizen Observers waiting for
the Council Meeting
Former Manager Angus Jennings*

Chairman McAvoy called the meeting to order at 6:00 p.m.

1. Meeting Minutes

- a. *June 4, 2018 – There was a motion by Councilor Marble seconded by Mayor McPike to approve the minutes. Approved 6-0.*

2. Review & Sign Warrants

3. Unfinished Business – None.

4. New Business

In the absence of Ms. Abbott, committee agreed to pass over these two items pending her arrival, as she was delayed by the need to work a track meet. Actions below reflect discussion and ultimately the motions and votes taken after Shelley arrived.

- a. Recommend Council authorization for the expenditure of \$15,871 from the Recreation Area Reserve account (3-767-00) for the purpose of repair to outdoor basketball courts at the VFW Drive – requested by Recreation Director Shelley Abbott.

Motion by Councilor McPike seconded by Councilor Marble to recommend referral to Council for authorization of requested funds for stated purpose. Motion passed 6-0.

- b. Recommend Council authorization for the expenditure of \$3,651 from the Recreation Area Reserve account (3-767-00) for the purpose of crack repair to the VFW tennis courts - requested by Recreation Director Shelley Abbott.

Motion by Councilor Marble seconded by Councilor McPike to recommend referral to Council for authorization of requested funds for stated purpose. Motion passed 6-0.

- c. Recommend Council authorization for the expenditure of \$1,415.85 from the IT Computer Reserve account (03-711-00) for the purpose of purchasing a Surface Pro tablet for the new town manager – requested by IT Specialist Kyle Severance.

Motion by Councilor McPike seconded by Councilor Wilde to recommend referral to Council for authorization of requested funds for stated purpose. Motion passed 6-0.

- d. Discussion on the verdict of the Service Charge litigation and whether to appeal further

Discussion focused on cost/benefit of pursuing further and Chairman McAvoy suggested the process of determining what constitutes student housing be investigated further, and others generally agreed. One observation included discussion about determining costs of public safety services to these locations. It was decided the manager would do additional research to determine the cost/benefit of pursuing the matter with another court appeal.

- e. Recommend Council referral to public hearing for July 2, 2018, amendments to the Fees Ordinance for applications for conditional use to reflect proposed amendments to the Zoning Ordinance – requested by Town Planner Karen Cullen

Discussion of the need to adopt a new fee structure to reflect the changes authorized in the updated Zoning Ordinance that has already been forwarded to Council for Public Hearing. It was decided the matter should be referred to the Planning & Development Committee for immediate action, so that the gap between adoption of the new ordinances and the implementation of the necessary complimentary fee structure, particularly fees related to Conditional Use Permits would be minimized. Consensus of the committee was to recommend the matter be handled as soon as practical, so the public hearing may be scheduled for July 2, 2018. Matter placed on the P&D Committee Agenda for June 20, 2018.

5. Public Comment – None.

6. Committee Member Comments – None.

7. Adjournment

Meeting adjourned at 6:48 PM.

Respectfully submitted –
Jim Chandler, Town Manager

**Memorandum**

TO: Town Council, Manager Chandler
FROM: Paula Scott, Town Clerk
DATE: June 25, 2018
RE: Designation and Appointment of
Officials

As prescribed by statute, all appointments for officials who are not elected must be in writing and the appointment paper must be signed by the appointing party. (30-A MRSA § 2526(2)). In most cases, the term of all municipal officials is one year requiring an annual appointment (30-A MRSA § 2601.2). The Council's confirmation of the Manager's appointment of officials should therefore be provided annually. If one person holds multiple offices, each appointment is separate. Under the Town Manager plan of government, most appointments are prescribed by the Manager. For reference, Hampden's Town Charter is excerpted in relevant part below:

ARTICLE III
ADMINISTRATIVE OFFICIALS AND EMPLOYEES

Sec. 301 Titles and Appointment - The following officials and boards shall be appointed by a majority vote of the members of the town council: Town Manager, board of assessment review, planning board, board of appeals and other boards or officials when such appointment is required by state statute or municipal ordinance. The council may, where appropriate, and where not prohibited by law, vest in the town manager all or part of the duties of any office. (*Amended: November 6, 2007*)

The town manager shall appoint the town clerk, treasurer, tax collector, town assessor and department heads subject to the confirmation of the town council, and shall have the power to remove such appointees when necessary. The town manager shall appoint and remove when necessary all other administrative officials and town employees, except as the manager may authorize the head of a department or office and except as otherwise provided in this charter. (*Amended: November 6, 1990*)

I have reviewed all the appointments and Oaths of Office for all Officials within the Town of Hampden and have prepared the appointment papers for each appropriate office from each appointing official. This is to request confirmation of those appointments delineated in the charter as requiring Council confirmation.

Offices, Officials, Authorities, Terms as of 07/01/18

Office	Official	Appointing Authority	Term	Status	
Town Manager	Jim Chandler	Town Council	Indefinite or by Contract	Appointed, sworn in 6/7/2018	
Fire Chief	Joe Rogers	Town Council	Indefinite	Appointed 7/17/2017, indefinite	
Health Officer	Jason Lundstrom	Town Council	Three year appointment	Appointed 9/15/2015, 3 year	
Registrar of Voters	Paula Scott	Town Council	Two year appointment	Appointed 5/1/2017	
Town Clerk	Paula Scott	Town Manager	Annual appointment	Appointed 7/17/2017	Subject to Council conf.
Tax Assessor	Kelly Karter	Town Manager	Annual appointment, but may be up to 5 years	Appointed 7/17/2017	Subject to Council conf.
Treasurer	Jim Chandler	Town Manager	Annual appointment	Appointed 7/17/2017	Subject to Council conf.
Tax Collector	Barbara Geaghan	Town Manager	Annual appointment	Appointed 7/17/2017	Subject to Council conf.
Excise Tax Collector	Barbara Geaghan	Town Manager	Annual appointment	Appointed 7/17/2017	
Police Chief	Joe Rogers	Town Manager	Annual appointment, but may be longer as a fixed term	Appointed 7/17/2017, 5 year	Subject to Council conf.
Road Commissioner	Sean Currier	Town Manager	Annual appointment	Appointed 7/17/2017	Subject to Council conf.
Harbor Master	Peter Neal	Town Manager	Annual appointment	Appointed 7/17/2017	
Code Enforcement Officer	Myles Block	Town Manager	Annual appointment, but may be longer as a fixed term	Appointed 7/17/2017	
Building Inspector	Jared LeBarnes	Town Manager	Annual appointment	Appointed 7/17/2017	
Alternate Building Inspector	Dan Pugsley	Town Manager	Annual appointment	Appointed 7/17/2017	
Fire Inspector	Jason Lundstrom	Town Manager	Annual appointment	Appointed 7/17/2017	
Alternate Fire Inspector	Myles Block	Town Manager	Annual appointment	Appointed 7/17/2017	
Civil Emergency Director	Joe Rogers	Town Manager	Annual appointment	Appointed 7/17/2017	
Animal Control Officer	Trisha Bruen	Town Manager	Annual appointment	Appointed 7/17/2017	
E-911 Addressing Officer	Kyle Severance	Town Manager	Annual appointment	Appointed 7/17/2017	
General Assist. Administrator	Barbara Geaghan	Town Manager	Annual appointment	Appointed 7/17/2017	
Police Officers	Daniel Stewart	Town Manager	Annual appointment, but may be longer as a fixed term	Appointed 7/17/2017, five years	
	Scott Webber			Appointed 7/17/2017, five years	
	Chris Bailey			Appointed 7/17/2017, five years	
	Joel Small			Appointed 7/17/2017, five years	
	Joseph Burke			Appointed 7/17/2017, five years	
	Shawn Devine			Appointed 7/17/2017, five years	
	Benson Eyles			Appointed 7/17/2017, five years	

Offices, Officials, Authorities, Terms as of 07/01/18

Office	Official	Appointing Authority	Term	Status
Police Officers (continued)	Marc Egan	Town Manager		Appointed 7/17/2017, five years
	William Miller			Appointed 7/17/2017, five years
	Jeffrey Rice			Appointed 7/17/2017, five years
	Anthony Lorenz			Appointed 7/17/2017, five years
	Hunter Cotton			Appointed 7/17/2017, five years
	Alyshia Canwell			Appointed 7/17/2017, five years
	David Mushrall			Appointed 7/17/2017, five years
Forest Fire Warden	Joe Rogers	State Forestry	Serves at the pleasure of the State Director	
Deputy Town Clerk	Barbara Geaghan	Town Clerk	Annual appointment, serves at the pleasure of the clerk, term ends immediately when clerk's term ends	Appointed 08/17/2017
Deputy Town Clerk	Amy Millett	Town Clerk	Annual appointment, serves at the pleasure of the clerk, term ends immediately when clerk's term ends	Appointed 06/07/2018
Deputy Town Clerk- Vital records only	Jessica Albee	Town Clerk	Annual appointment, serves at the pleasure of the clerk, term ends immediately when clerk's term ends	Appointed 07/17/2017
Deputy Tax Collector	Jessica Albee	Tax Collector	Annual appointment, serves at the pleasure of the tax collector, term ends immediately when clerk's term ends	Appointed 06/07/2018
Sub-registrar	James Fernald	Town Clerk	Annual appointment	
Election Clerks	Various-changes each election depending on availability	Town Clerk	Two year appointment	Appointed 06/12/2018
Election Warden	Paula Scott **	Town Clerk	Appointed for each election	

** Election law allows for the clerk to also be the Warden. When this occurs, the Warden is sworn in by the Deputy Clerk

Note: Under Article III, Sec. 301 of the Town Charter (in part), the town manager shall appoint the town clerk, treasurer, tax collector, tax assessor, and department heads* subject to Council confirmation.

(*taken to mean only those department heads who are statutory officials.)



TOWN OF HAMPDEN
DEPARTMENT OF PUBLIC WORKS

106 WESTERN AVE.
HAMPDEN, ME 04444

TEL 862-3337

FAX 862-5067

July 11, 2018

To: Jim Chandler
From: Sean Currier
Subject: 2018 Paving Bid Recommendation

Paving bids were publicly opened today at 1pm at the Town office. We had 4 bids submitted including Thibodeau II, B&B, Wellman and Hopkins. Prices ranged from \$67.57 to \$76.50 per ton for surface mix. Wellman was the lowest bidder at \$67.57 per ton for HMA. They have provided proof of insurance as part of their bid proposal.

I would like to recommend the award of the contract to Wellman Paving based on true measured in-field quantities. Funding for this will be from the operating budget line item 10-01-10-70. (Bid Tab included)

Thank you for your consideration,

A handwritten signature in black ink, appearing to be "S Currier", written over a faint, larger version of the same signature.

Sean Currier

Memo

To: Town of Hampden Finance Committee
From: Barbara A. Geaghan, Tax Collector
cc: Jim Chandler, Town Manager
Date: July 9, 2018
Re: 2019 Tax Club

I am requesting the authorization of a tax club for tax year 2019. Authorization is needed annually.

During the 2017/2018 Tax Year, there were approximately 50 citizens enrolled in the program.

Thank you for your consideration.

Town of Hampden
106 Western Avenue
Hampden, Maine 04444



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

**TOWN OF HAMPDEN
TAX CLUB ENROLLMENT AGREEMENT**

I, _____, as the owner and person responsible for the payment of annual property tax on my primary and legal residence located at _____, and identified on the Town of Hampden Tax Maps as Map _____, Lot _____, in the Town of Hampden, and State of Maine, do hereby enroll in the 2019 Tax club as established by the Council for the Town of Hampden at their July 16, 2018 meeting, agree to the stated terms contained herein:

- 1.) The taxpayer's account must be current, i.e. no balances of prior years.
- 2.) Tax Club enrollment period begins no earlier than August 15, 2018, and no later than September 15, 2018.
- 3.) The first payment is due September 15, 2018.
- 4.) Tax Club payments are due the 15th of each month.
- 5.) The last payment and any remaining balance must be paid no later than June 15, 2019.
- 6.) Payments may be made in person, by mail, or by phone with a card, (applicable fees apply). A 5 day grace period will be allowed for receipt of timely payments.
- 7.) Late payments will cancel enrollment in the Tax Club, thus applying interest to the unpaid balance, and may prohibit enrollment in future tax clubs.
- 8.) Monthly payments will be calculated by the Tax Collector's office and a payment coupon book will be issued.

If you do not understand, or cannot read any part of this agreement, please ask for assistance.

Taxpayer's Signature: _____ Date: _____

Tax Collector's Signature: _____ Date: _____

.....
Mailing Address: _____

Phone Number: _____ Account Number: _____



Memorandum

TO: Town Council
FROM: Paula Scott, Town Clerk
CC: Jim Chandler, Town Manager
DATE: July 12, 2018
RE: Restoration of Vital Records
reserve request

I respectfully request authorization for the expenditure of \$3,628 from Town Record Reserve account 3-719-00 as approved in the FY19 budget for the restoration of the following vital records:

Marriage licenses 1910-1927
Birth records 1940-1952
Deaths 1940-1946

Hampden Approved FY19 Budget - RESERVES						
		2016	2017	2018	2019	Notes
		Budget	Budget	Budget	Council	
Dept: 70 RESERVES					June 18, 2018	
55-02-70-99	Munic Bldg (3-702-00)	\$ 20,000	\$ 14,000	\$ 35,000		
55-10-70-99	City Bus (3-710-00)	\$ -	\$ 5,850	\$ -		
55-11-70-99	Computer (3-711-00)	\$ -	\$ 14,100	\$ -		
55-17-70-99	DPW Equipment (3-717-00)	\$ 137,774	\$ 31,680	\$ 140,030		
55-19-70-99	Twon Record Reserve (3-719-00)	\$ -	\$ 2,940	\$ 3,628		
55-25-70-99	Plan & Comm (3-725-00)	\$ -	\$ 15,000	\$ -		
55-27-70-99	Economic Dev (3-727-00)	\$ -	\$ 6,730	\$ -		
55-33-70-99	Personnel (3-733-00)	\$ 40,000	\$ 25,000	\$ 48,969		
55-37-70-99	Ambulance (3-737-00)	\$ 77,245	\$ 20,000	\$ 20,000		
55-39-70-99	ALS Equip (3-739-00)	\$ -	\$ -	\$ 37,500		
55-41-70-99	Fire Truck (3-741-00)	\$ 50,000	\$ 50,000	\$ 50,000		
55-45-70-99	Fire Building (3-745-00)	\$ -	\$ 2,361	\$ -		
55-47-70-99	Fire Camera (3-747-00)	\$ -	\$ 10,000	\$ -		
55-53-70-99	Police Cruiser (3-753-00)	\$ 34,000	\$ 27,000	\$ 27,000		
55-59-70-99	Communications (3-759-00)	\$ -	\$ -	\$ 5,000		
55-61-70-99	Roads/Streets (3-761-00)	\$ 4,498	\$ 67,000	\$ 49,900		
55-67-70-99	Rec Area Res (3-767-00)	\$ 80,000	\$ 10,000	\$ -		
55-68-70-99	Playground (3-768-00)	\$ -	\$ 5,000	\$ -		
55-71-70-99	Pool Facility (3-771-00)	\$ 5,000	\$ 5,000	\$ 20,320		
55-73-70-99	Marina (3-773-00)	\$ -	\$ 5,000	\$ -		
55-75-70-99	Bldg/Grounds (3-775-00)	\$ -	\$ 5,280	\$ 11,395		
55-77-70-99	SW/Garage (3-777-00)	\$ 58,000	\$ 90,000	\$ 45,000		
55-78-70-99	Matching Grant (3-780-00)	\$ -	\$ 40,000	\$ -		
		\$ 330,000	\$ 506,517	\$ 451,941	\$ 493,742	



D-5-d

MEMO

To: Jim Chandler, Town Manager & Hampden Town Council
From: Kyle Severance, GIS-IT Specialist
Date: 07-12-18
Re: Request to Use IT Computer Reserve Funds to Pay for TRIO SQL Conversion and Unbudgeted FY18 Maintenance Cost Increase

Message:

The vendor of our municipal software, Harris Local Government, is force migrating their TRIO customers to an updated version because the current version so outdated it does not work on Windows 10 and breaks multiple times a week. The cost of this mandatory upgrade is being passed to the customers in the form of an initial cost to convert all the data to the new database system, SQL, and then an increase of 20% in the annual maintenance costs.

Faced with this increased cost, I attended meetings with TRIO to express concerns and researched comparable vendors to get all available options. My concluded recommendation is to stay with Harris because the one-time cost of implementing and training staff on a new software overweighs these costs proposed by Harris. Additionally, the improved functionality and stability of the enhanced software will help us tremendously in the long run.

Requested authorization to purchase:

\$2,649.95 for the TRIO Access to SQL conversion from computer reserve 03-711-00

\$2,218.40 for the unbudgeted 20 percent increase in FY18 annual maintenance cost from computer reserve 03-711-00

I would be happy to answer any questions you may have. Thank you for your consideration,

Kyle Severance

Current Account Status

G 3-711-00 RESERVE ACCT / COMPUTER

-52,066.97 = Beg Bal
0.00 = Adjust

-0.25 = YTD Net
0.00 = YTD Enc

-52,067.22 = Balance

Per	Jrnl	Check	Date	Vendor-----	Description-----	RCB / Type		Debits	Credits
07	0008		07/02/18		07/02/2018 C/R	R	CR	0.00	0.25
Totals-								0.00	0.25

Monthly Summary

Month	--Regular Entries--		--Balance Entries--	
	Debits	Credits	Debits	Credits
July	0.00	0.25	0.00	0.00
Totals	0.00	0.25	0.00	0.00



Town of Hampden
Land & Building Services

Memorandum

To: Town Council
From: Karen M. Cullen, AICP, Town Planner *KMC*
Date: July 11, 2018
RE: Moratorium on Adult Use Marijuana

In the recently adopted zoning amendments (effective July 18), all uses related to adult use marijuana (retail store, social club, cultivation, product manufacture, and testing) are prohibited in all districts in Section 3.1.3, the use table. As discussed months ago when the recreational marijuana laws had first been approved by referendum, the Planning & Development Committee felt it may be beneficial to allow cultivation, product manufacture, and/or testing in some areas of Hampden, but retail stores and social clubs were to be prohibited.

The state laws have recently been rewritten (see my memo dated April 11, 2017) and social clubs are no longer included in the law and thus are not permitted anywhere in the state. Once the state adopts rules related to adult use marijuana, we will revisit the potential for allowing cultivation, product manufacture, and/or testing.

The Emergency Moratorium Ordinance Regarding Retail (Adult Use) Marijuana has been in effect since February 5, 2018 and is no longer necessary since the recently amended state law requires municipalities to "opt-in", meaning that that for someone to establish an adult use marijuana activity (store, cultivation, testing, or product manufacture), the municipality would need to have adopted an ordinance that specifically allowed that use. Therefore, although there is one day (July 17) between the expiration of our moratorium and the effective date of the revised zoning (July 18), we are at no risk of anyone proposing to establish any adult use marijuana business because the zoning ordinance in effect on the 17th does not specifically say any of those uses can be established.