



HAMPDEN TOWN COUNCIL
HAMPDEN MUNICIPAL BUILDING
AGENDA

MONDAY

OCTOBER 16th, 2017

7:00 P.M.

6:00 p.m. – Finance & Administration Committee

Attending:

Mayor Ryder

Councilor Sirois

Councilor McPike

Councilor Wilde

Councilor Marble

Councilor Cormier

Councilor McAvoy

Angus Jennings, Town Manager

Paula Scott, Town Clerk

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

- A. PLEDGE OF ALLEGIANCE** – *Mayor Ryder led the Pledge of Allegiance*
- B. CONSENT AGENDA** – *Councilor Marble made a motion, seconded by Councilor Sirois, to accept the consent agenda. Unanimous vote in favor.*

1. SIGNATURES

2. SECRETARY'S REPORTS

- a. **October 2nd, 2017 Council Meeting Minutes**

3. COMMUNICATIONS

- a. **Notice of the proposed 2018 State Valuation for Penobscot County**
- b. **Assessor's Certification of Assessment: July 1, 2017 to June 30, 2018**
- c. **Maine Department of Economic and Community Development (DECD) Approval of Hampden Business Park Omnibus Municipal Tax Increment Financing (TIF) District and Development Program**
- d. **Memo from PERC regarding 4th Quarter 2017 tipping fees**

4. REPORTS

- a. **Finance Committee Minutes – 09/18/2017**
- b. **Infrastructure Committee Minutes – None**
- c. **Planning & Development Committee Minutes – None**

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

d. **Services Committee Minutes – 09/11/2017**C. **PUBLIC COMMENTS - None**D. **POLICY AGENDA**1. **NEWS, PRESENTATIONS & AWARDS**2. **PUBLIC HEARINGS –**

- a. **Consideration of proposed amendments to the Edythe L. Dyer Library Ordinance** – *Councilor Marble made a motion, seconded by Councilor Sirois, to open the public hearing at 7:02 p.m. Unanimous. There being no public present, Councilor Marble made a motion, seconded by Councilor Sirois, to close the public hearing at 7:02 p.m. Unanimous vote in favor. Councilor Marble made a motion, seconded by Councilor Sirois, to approve the proposed amendments to the Edythe L. Dyer Library Ordinance. Unanimous vote in favor, 7-0.*
- b. **Consideration of a proposed Ordinance to authorize the Lease-Purchase of a Public Works backhoe and any associated equipment, in the amount of \$65,200.00 to be payable over five years** – *Councilor Marble made a motion, seconded by Councilor Sirois, to open the public hearing at 7:04 p.m. Unanimous vote in favor. There being no public present, Councilor McPike made a motion, seconded by Councilor Sirois, to close the public hearing at 7:04 p.m. Unanimous vote in favor. Councilor Marble made a motion, seconded by Councilor Sirois, to authorize the lease-purchase of a back hoe for Public Works and any associated equipment in the amount of \$65,200 over a five year period. Councilor Sirois, Councilor McPike, Councilor Marble and Mayor Ryder voted in favor. Councilor Wilde, Councilor Cormier and Councilor McAvoy voted in opposition. Motion carries, 4-3.*

3. **NOMINATIONS – APPOINTMENTS – ELECTIONS**4. **OLD BUSINESS**

- a. **Contract award for the Snowplowing, Salting & Removal services at the Skehan Center – referral from Finance & Administration Committee** – *Councilor Sirois made a motion, seconded by Councilor Marble, to award the contract for snowplowing, salting and removal services at the Skehan Center to Wellman Paving. Unanimous vote in favor, 7-0.*

5. NEW BUSINESS

- a. **Council referral to public hearing on November 6th, proposed amendments to the Town of Hampden Fees Ordinance – referral from Finance & Administration Committee** – *Councilor Sirois made a motion, seconded by Councilor McPike to refer the Town of Hampden Fees Ordinance to Public Hearing for November 6th. Unanimous vote in favor, 7-0.*
- b. **Request for authorization for the expenditure of up to \$80,000.00 from the Solid Waste Reserve Account (3-777-00) for the purpose of replacing the DPW Salt Shed – referral from Finance & Administration Committee** – *Councilor Sirois made a motion, seconded by Councilor McPike, to authorize the expenditure of up to \$80,000 from the Solid Waste Reserve Account for the purpose of replacing the public works salt shed. Councilor Marble stated for the public record that the replacement of this building has been on the radar of many sitting Council, including the current Council who have all been to see the condition of it. It has long been known that it needed to be replaced. He commended DPW Director Currier and Manager Jennings for the method by which they will build it, at a huge cost savings to the town. Manager Jennings elaborated, stating that the replacement of the sand/salt shed was earmarked 9 years ago. During this year's budget process, Director Currier had specked out a specific type of construction which came in at \$136,000. The Council authorized \$80,000 to be placed into reserves and directed him to determine what could be done with that. Director Currier proposed acting as the General Contractor and sub-contracting the different components at a savings of about \$56,000. Not only will it provide a huge cost savings, but also improve the timeline for completion. Discussion ceased and the motion was brought to vote. Unanimous vote in favor, 7-0.*
- c. **Council authorization for waiver, pursuant to Sec. 4(a) of the Bid Procedures for Public Purchasing, to allow replacement of DPW Salt Shed components using a quotation system instead of an Invitation for Bids, to reduce the amount of time needed for purchasing and allow potential replacement this calendar year – referral from Finance & Administration Committee** – *Councilor Sirois made a motion, seconded by Councilor McPike, to authorize the waiver of section 4-a of the bid procedures guideline, to use a quotation system rather than a formal bid which will improve the time for completion and saving about \$56,000. Unanimous vote in favor, 7-0.*
- d. **Council acceptance of \$18,580.00 from the Lura Hoit Pool Board of Trustees to be deposited to the Pool Facility Reserve Account 3-771-00 for the purpose of paying invoices for facility improvements – referral from Finance & Administration**

Committee – Councilor Sirois made a motion, seconded by Councilor Marble to accept \$18,500 from the Lura Hoit Pool Board to be deposited to the Pool Facility Reserve Account for the purpose of paying for facility improvements. Unanimous vote in favor, 7-0.

- e. **Request for authorization for the expenditure of \$18,280.00 from the Pool Facility Reserve Account 3-771-00 for the purpose of paying \$5,200.00 to Lee Builders for the removal of a broken fiberglass shower stall and installation of a new tile shower stall; \$8,675.00 to Eaton Paving for removal of sidewalks and installation of curbing, sidewalk and parking stalls; and \$4,405.00 to Blue Collar Yard for Pool maintenance and repair services performed – referral from Finance & Administration Committee** – Councilor Sirois made a motion, seconded by Councilor Marble, to authorize the expenditure of \$18,280 from the Pool Facility Reserve for the purpose of paying for stated expenses. Unanimous vote in favor, 7-0.
- f. **Request for authorization for the expenditure of up to \$20,000.00 from the Personnel Reserve Account (3-733-00) for the purpose of supplementing Town staff capacity to manage upcoming finance work, including potential to outsource payroll – referral from Finance & Administration Committee** – Councilor Sirois made a motion, seconded by Councilor Marble to authorize \$20,000 from Personnel Reserve for the purpose of supplementing Town staff with the potential for outsourcing. Councilor Marble asked Manager Jennings for an overview. Manager Jennings reported that staffing levels are below what they were a few years ago. He has been looking at not only outsourcing, but also looking into potentially utilizing interns. From the management standpoint, his predecessor was more involved in the Accounting functions whereas his strengths are more in the area of Planning, Economic Development and Infrastructure. He stated that the potential to bring in support or to outsource will free up time for key employees. Motion was brought to vote. Unanimous vote in favor, 7-0
- g. **Request for authorization for the transfer of \$30,000.00 from the Matching Grants Reserve Account (3-780-00) to the Planning & Community Development Reserve Account (3-725-00) for the purpose of providing eligible funding to support upcoming planning and economic development consultant costs – referral from Finance & Administration Committee** – Councilor Sirois made a motion, seconded by Councilor McPike to authorize the transfer of \$30,000 from Matching Grants Reserve into the Planning & Community Development Reserve for the purpose of paying for planning and economic development consultant costs. Unanimous vote in favor, 7-0.
- h. **Request for authorization for the expenditure of up to \$15,000.00 from the Planning & Community Development Reserve Account**

(3-725-00) for the purpose of retaining consultant support for revisions to the Hampden Business and Commerce Park Restrictive Covenants and related revisions of the Zoning Ordinance – referral from Finance & Administration Committee – Councilor Sirois made a motion, seconded by Councilor Sirois to authorize the expenditure of \$15,000 from Planning & Community Development Reserve Account for the purpose of revising the Zoning Ordinance and covenants on the Business Park. Manager Jennings explained that everything that was put in place within the 24 page master development plan for the business park put restrictions on each lot. The document is very legalistic, and the consensus is to make these elements a part of zoning amendments and not restrictive covenants. This way, in keeping with policy goals, anyone looking to privately invest can go to the Zoning Ordinance to find out what they need or are allowed to do. Unanimous vote in favor, 7-0.

- i. **Council approval of the renewal Liquor License for White House Motel –** Councilor Marble made a motion, seconded by Councilor Sirois to approve the renewal liquor license for the White House Motel. Unanimous vote in favor, 7-0.
- j. **Council approval of the Games of Chance license for the Whitcomb-Baker VFW Post 4633 –** Councilor Sirois requested to be permitted to abstain as he is a member of the VFW, to which there was a consensus agreement. The Clerk requested to speak prior to a motion stating that although the VFW applies for this every year, most towns approve Games of Chance licensing for a blanket three year period which is permitted on the application. In speaking with Mr. Beane, the VFW would request that the license be approved for that blanket three year period and the clerk advised that it would be permissible if the motion was worded in that way. Councilor McAvoy asked if granting the permit for the three year period gives them any more additional games than they would normally have, to which the clerk stated the license simply allows them to hold games of chance for three years rather than one. Councilor Marble made a motion, seconded by Councilor McAvoy, to authorize the games of chance license for a three year period. Motion was brought to vote and carries with Councilor Sirois abstaining, 6-0-1.

E. COMMITTEE REPORTS

Services Committee - Councilor Marble reported that the last Services Committee meeting was another in the line of public meetings for discussion on the potential uses of the pool site. He stated that not all Councilors agree with what should be done there, and they have received differing suggestions from the public. There has been some misinformation circulating which is unfortunate. He reported that the committee had a brief presentation by Levi Husson who as an Eagle Scout project, would like to put in a Bocce ball court to benefit the VFW and Special Olympics. The committee

also had a discussion regarding the Town continuing as a supporter for Children's Day, but to do so without a strain to staff.

Planning & Development – Councilor McPike reported that the next meeting is Wednesday the 18th.

Finance & Administration – Councilor Sirois reported that items covered in F & A were discussed and voted on tonight

Infrastructure – Mayor Ryder reported that the next meeting is Monday.

F. MANAGER'S REPORT - *Manager Jennings stated that he put some proposals on the agenda tonight that he thinks will really help and offered thanks to the Council for their support and confidence. He offered best wishes to our IT/GIS Specialist Kyle and his new wife Erin who were married on Saturday.*

G. COUNCILORS' COMMENTS

Councilor Sirois – No comment

Councilor McAvoy – Reminded everyone to shop local and buy American.

Councilor McPike – Congratulated the Council and Angus for finally getting to a place where we can make changes to the way we have done things; that sometimes there are more efficient ways of. The Bid/Purchasing policy is an example that will end up saving money in the end and be a benefit to the town for years.

Councilor Marble – No comment

Councilor Wilde – No comment

Mayor Ryder – No comment

H. ADJOURNMENT – *Councilor McAvoy made a motion, seconded by Councilor Marble, to adjourn at 7:32 p.m.*

Respectfully Submitted,



*Paula A. Scott, CCM
Town Clerk*