



HAMPDEN TOWN COUNCIL
HAMPDEN MUNICIPAL BUILDING

MINUTES

MONDAY

OCTOBER 17th, 2016

7:00 P.M.

• **6:00 pm – Finance & Administration Committee Meeting**

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

In attendance:

Mayor Ryder

Councilor Sirois

Councilor McPike

Councilor Wilde

Councilor Marble

Councilor Cormier

Councilor McAvoy

Town Manager Angus Jennings

Town Clerk Paula Scott

Resident Jennifer Neross

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

1. SIGNATURES

2. SECRETARY'S REPORTS

- a. October 3rd, 2016 Council Meeting minutes

3. COMMUNICATIONS

- a. Correspondence from MaineDOT regarding statutory changes affecting allowable placement and timing of signage including campaign signs
- b. Correspondence from Green & Healthy Maine Homes

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

MINUTES

- c. Correspondence from Maine Revenue Services with proposed 2017 State Valuation for Hampden in the amount of \$630,500,000
- d. Treasurer's Report from Hampden Children's Day Committee

4. REPORTS

- a. Planning & Development Committee Minutes – None
- b. Finance & Administration Minutes – September 19th, 2016
- c. Infrastructure Committee Minutes – None
- d. Services Committee Minutes – August 8 and September 12, 2016

C. PUBLIC COMMENTS – *Jennifer Neross was recognized and approached the podium. She stated that she has heard that we were going to be putting in soccer fields near the pool site and stated that she feels that with the high percentage of taxes already allocated for the RSU, she would like to say "no thank you" to the Council. Mayor Ryder informed her that this was an item on this agenda under Unfinished Business and that the project would be explained and updated at that point.*

D. POLICY AGENDA

1. NEWS, PRESENTATIONS & AWARDS - None

- a. Announcement of receipt of grant funding from Northern Maine Rural Collaborative – Partnership in Community Health Grant for new trail signage at Dorothea Dix Park and Turtle Head Marina Park – *Manager Jennings reported that this grant funding came late in August through the City of Bangor. He stated that these signs are of enormous value from granted funds and thanked the City of Bangor for the initiative. He also recognized the work of Rec Director Shelley Abbot, Planner Karen Cullen, DPW Director Currier and GIS Specialist Kyle Severance who all had a part in this grant.*
- b. Announcement of receipt of grant funding from Eastern Maine Development Corporation for Broadband Feasibility Pilot Project – *Mayor Ryder reported that this will be discussed again on this agenda, but briefly stated that we were granted funds for the Broadband Feasibility Project and were the only ones in Penobscot County.*

2. PUBLIC HEARINGS - None

3. NOMINATIONS – APPOINTMENTS – ELECTIONS –

a. Update on the status of absentee ballot processing – *The Town Clerk reported that at this time the absentee ballot process is in full swing. Applications have been received since August, and once ballots were available on October 7th, staff immediately began processing pending requests. At this time there have been 253 changes to voter registrations with a current enrollment of 5579 voters. We have issued 619 absentee ballots as of this date, with 181 having been returned. The clerk also wanted to publicly thank former clerk Denise Hodsdon for coming back and helping out during this election cycle.*

4. UNFINISHED BUSINESS

a. Update on the status of initiative to pursue site survey, engineering and DEP permitting for potential additional parking and athletic fields at the Lura Hoit Pool site – Angus Jennings, Town Manager – *Manager Jennings took this opportunity to update the public and place the facts of the process on the public record. As a result of the vote at the October 3rd meeting, staff will commence to oversee the work scope/bid process. A topographical survey of the site will be done and application to DEP and the Army Corp of Engineers as necessary. This permitting process will need to be undertaken before any impervious surface, such as parking, can be added to the site. Upon completion of the vendor review process, he will bring forward to the council recommendation of any specific vendor as well as funding requests that may be necessary and no site work will be done unless specifically funded. Information on this project will be included in the fall newsletter.*

5. NEW BUSINESS

- a. Council review and approval of proposed FY17 Service Charges – recommended by Kelly Karter, Tax Assessor – *Councilor McPike made a motion to approve as proposed. Councilor Sirois seconded the motion. Councilor Marble noted for the public that these are fees in lieu of property taxes to help cover the cost of emergency services. Unanimous vote in favor.*
- b. Consideration of proposed Council Order 2016-03 establishing Confined Space Entry Policy – recommended by DPW Director Currier – *Councilor Marble explained that safety guidelines dictate specific procedures for entering confined spaces and that this Order will state that any town employees entering confined spaces must be properly trained. Councilor Marble made a motion to adopt Order 2016-03*

MINUTES

Establishing the Confined Space Entry Policy. Motion was seconded by Councilor Sirois. Unanimous vote in favor.

- c. Consideration of the proposed Business Park TIF professional fee reimbursement agreement – referral from Planning & Development Committee – *Manager Jennings reported that in 2014 the Town entered into an agreement with Sargent Corporation for the construction of infrastructure in the Business Park. Part of this agreement is the funding from TIF. This agreement before Council would carry this agreement forward. Councilor Sirois made a motion to approve the proposed Business Park TIF professional fee reimbursement agreement paid for by Sargent Corporation. Councilor McPike seconded the motion. Unanimous vote in favor.*
- d. Consideration of the proposed Business Park TIF professional scope of services – referral from Planning & Development Committee – *Mayor Ryder stated that item d. was removed from the agenda tonight. In its place is a request for funds up to \$5,000.00 out of the Fire Truck Refurbishment Reserve Account for the purpose of fitting engine 271 with a compressed air system. Councilor Marble made a motion to add the fire truck compressed air system request for funding to the agenda. Councilor Sirois seconded the motion. Unanimous vote in favor. Councilor McPike questioned if the request is sufficient. Manager Jennings stated that the vendor provided the quote with the utmost confidence of the pricing being accurate, however stated that until the unit is disassembled it is not a total guarantee. Councilor Sirois made a motion to approve up to \$5,000 out of the FD Firetruck Refurbishment Reserve account for the purpose of retrofitting the firetruck with the compressed air system. Councilor Marble seconded the motion. Unanimous vote in favor.*
- e. Consideration of proposed allocation of up to \$15,000 in Emera TIF funds to support an economic market study – referral from Finance Committee – *Councilor Sirois explained that the Town has had conversations with both Bangor and Brewer regarding a market study to promote this area. Bangor could not enjoin at this time, and Brewer has just finished one, so moving forward, it will compass only Hampden. This will secure data that will give guidance on how we shape the town. Councilor McPike made a motion to approve the allocation of \$15,000 in Emera TIF funds to support an economic market study. Councilor Sirois seconded the motion. Unanimous vote in favor.*
- f. Consideration of proposed amendments to Driveway/Entrance Culvert Policy – referral from Infrastructure Committee – *Councilor Marble*

MINUTES

explained that the Infrastructure Committee has determined that the infrastructure within town is old, especially at the ends of driveways going into the roads. The Committee felt that the guiding language needed to be clarified in an effort to work within a policy. Councilor Marble made a motion to accept the proposed amendments to the Driveway/Entrance Culvert Policy as recommended by Director of Public Works. Councilor McAvoy seconded the motion. Unanimous vote in favor.

- g. Request for referral to public hearing a proposed amendment to the Outdoor Facilities Ordinance to prohibit "vaping" – referral from Services Committee – Councilor McAvoy made a motion to refer to public hearing a proposed amendment to the Outdoor Facilities Ordinance changing Article 4, Section 4.1 to add Section 5.1.2 Vaping which includes smoking in its meaning. Councilor Marble seconded the motion. Mayor Ryder and Councilors McAvoy, Marble, Wilde, McPike and Sirois voted in favor. Councilor Cormier voted in opposition. Motion carries.*
- h. Request for authorization to use up to \$5,000 in funding from the Emera TIF for the purpose of providing matching funds for the broadband grant. – Mayor Ryder explained that as discussed earlier, the award from EMDC is for a feasibility study on broadband capability for Hampden. The grant would require a match from the town of \$5,000. Manager Jennings also stated that broadband feasibility is specifically mentioned in the Emera TIF as an allowed use of funds. Councilor McPike made a motion to approve up to \$5,000 from the Emera TIF for the purpose of providing matching grant funds. Councilor Marble seconded the motion. Unanimous vote in favor.*
- i. Application for a renewal liquor license for Best Western White House Inn – Councilor Sirois made a motion to approve the liquor license renewal for Best Western White House Inn. Councilor Marble seconded the motion. Unanimous vote in favor.*
- j. Application for a renewal liquor license for Pizza Gourmet – Councilor Sirois made a motion to approve the liquor license renewal for Pizza Gourmet. Councilor Marble seconded the motion. Unanimous vote in favor.*

MINUTES

e. COMMITTEE REPORTS -

Finance & Administration – Councilor Sirois reported that everything that was discussed in committee was discussed tonight at Council.

Planning & Development – Councilor McPike reported that the last meeting was cancelled. The next meeting is Wednesday October 19th.

Infrastructure – Councilor Marble reported that the committee has revisited LED street lights with PEMCO, town center holiday lights and the hardware issue and to proceed with a bid procedure. Committee as revisited sewer concerns, the culvert policy, and the update on the MRC Fiberight engineering and sewer rate. He reported that possible changes to the transfer station has been put on hold.

Services – Councilor McAvoy reported that the committee has discussed future updates to cost sharing with affiliates in recreation areas, and held discussions on prohibiting vaping. The committee has asked Manager Jennings to develop a policy and the reinstating the Tree Board.

f. MANAGER'S REPORT – Manager Jennings recapped bulleted points from his written report. (Attached as Exhibit A) He also added that the Environmental Trust would be meeting tomorrow at 10:00 a.m. with a full roster for the first time since the committee has been newly empaneled.

g. COUNCILORS' COMMENTS -

Councilor McAvoy – Reminded everyone to shop local and buy American

Councilor Cormier – No comment

Councilor Marble – Wanted to let the public know that November is "Ride the Bus" month and that they will be providing free rides on November 8th, election day.

Councilor Wilde – No comment

Councilor McPike – Thanked DPW Director Currier for all of his work on the Culvert Policy.

Councilor Sirois – No comment

Mayor Ryder – No comment

h. ADJOURNMENT – Councilor McAvoy made a motion, seconded by Councilor Marble to adjourn at 7:30 p.m.

Respectfully Submitted,



Paula A. Scott, CCM
Town Clerk

Exhibit A

Town of Hampden
106 Western Avenue
Hampden, Maine 04444



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

TO: Town Council
FROM: Angus Jennings, Town Manager
DATE: October 17, 2016
RE: Town Manager's Report to Town Council meeting

This report is intended to provide brief updates regarding current matters of potential interest that are not otherwise addressed on the Council agenda.

Tax Collector's Report on Tax Collections

As of today, the Town has collected \$5,652,493.61 in real and personal property taxes for FY17. This amount represents 51% of the total committed taxes for the year. This is a very high percentage, and is a credit to the hard work of our Tax Collector and Administration staff – and especially to the very many Hampden residents and businesses who paid their initial tax bill on time and in full!

Tax Calculator on Town Website

A new resource has been added to the Town website. An interactive calculator allows property tax payers to input the amount of their bill and see how that amount breaks down to various categories of spending. It is online here and is linked from the Budget Information page (which is one of the permanent links to the left of the website). This feature is functional but is brand new; comments and suggestions are welcome. This is part of an effort to make Town government more transparent to the public.

Tax Anticipation Note Payoff (part 1)

In August we drew \$800,000 from the Tax Anticipation Note issued by Katahdin Trust. This funding allowed the Town to keep current with its financial obligations prior to receipt of the first half of annual property taxes. (Many large payments, such as bond payments and County Tax, have already been paid for the year). The day after tax due date (Oct. 5), the complete amount was repaid, along with \$1,028 in interest. We anticipate needing to draw on the TAN again this February or March, prior to receipt of the second half of taxes due in April.

Stepping Up Transfer Station Sticker Enforcement

Beginning this past weekend, DPW has assigned an extra staff person to work at the Transfer Station during Construction & Demolition Debris Weekends. The third person is necessary in order to diligently monitor Transfer Station stickers. This weekend, thirteen vehicles were turned

away because they did not have a sticker, and one vehicle registered in Glenburn was found to have a sticker issued to a Hampden resident. (We are following up on this incident). DPW will monitor whether this extra enforcement results in reduced waste, and costs, at the Transfer Station.

Fully Constituted Environmental Trust Committee to begin meeting

The newly reconstituted Environmental Trust Committee will have its first meeting with a full quorum tomorrow at 10 AM at the Town Offices. The Committee, comprised of Kerry Woodbury, Ken White, and Town Councilor Ivan McPike, will designate officers, meet with the Trust managers from Bangor Savings Bank, and discuss potential eligible projects that it may support.

Penquis CAP Grant for Hampden Resident Septic System Replacement

During the last week of September, my office became aware of a local resident whose septic system had failed. The resident has lived in Hampden throughout their life, and with only social security as income did not have the resources to repair the system. Thanks to the efforts of Cheryl Johnson, we identified a grant program administered by Penquis CAP and assisted the resident in seeking these funds. Last week this grant was awarded, which will allow the resident to complete the work and remain living in the home.

Tax Collector Cheryl Johnson Retiring in December

After nearly 17 years serving as the Tax Collector / General Assistance Administrator / Motor Vehicle Agent / Deputy Clerk and a host of other functions, Cheryl Johnson will retire in late December 2016. Speaking as the Town Manager, and on behalf of other Town staff, I will be very sorry to see Cheryl go, and we wish her every happiness! To say there are big shoes to fill is an understatement. This job has been posted to the Town website (under "Town Job Openings"), MMA, Bangor Daily News and on social media. This position is enormously important to the Town and we are seeking highly qualified candidates.

Lifespan of a Policy Reform: Prohibiting Vaping in Hampden Parks

On September 28, the Recreation Department received a call from a resident raising concern about "vaping" at the Lura Hoit Pool soccer fields during a game. After consulting with Hampden Public Safety and me to determine that this is not currently prohibited, Director Abbott researched language in other communities and proposed specific amendments to the Hampden Outdoor Facilities Ordinance. Last week, the Services Committee reviewed and recommended amendments to prohibit "vaping" – just as smoking is currently prohibited – and at tonight's Council meeting (it is expected that) the Council referred the proposed amendments to public hearing. It is anticipated that they'll be adopted in November, and will take effect in December. I share this anecdote as an example of how one person's initiative can lead to changes in local policy, and to demonstrate that the Town can move quickly on matters that enjoy broad agreement.