



HAMPDEN TOWN COUNCIL
HAMPDEN MUNICIPAL BUILDING
MINUTES

MONDAY

OCTOBER 5, 2015

7:00 P.M.

Attending:

*Deputy Mayor Bill Shakespeare
Councilor Terry McAvoy
Councilor Dennis Marble
Councilor Stephen Wilde
Councilor Greg Sirois*

*Town Manager Angus Jennings
Town Clerk Denise Hodsdon*

Deputy Mayor Shakespeare called the meeting to order at 7:00 pm.

- A. PLEDGE OF ALLEGIANCE** – *Deputy Mayor Shakespeare led the Pledge of Allegiance*
- B. CONSENT AGENDA** – *Motion by Councilor Marble, seconded by Councilor Sirois to accept the Consent Agenda. Unanimous vote in favor.*

1. SIGNATURES

2. SECRETARY'S REPORTS

- a. September 21, 2015 Meeting Minutes**

3. COMMUNICATIONS

- a. Courtney O'Donnell – Application for Appointment to Board of Appeals – Referral to Planning & Development Committee**
- b. Hannaford Supermarket – Victualers License Renewal**
- c. Code Enforcement Officer – Notice of Board of Appeals Hearing**

4. REPORTS

- a. Infrastructure Committee Minutes – 8/4/2015**
- b. Finance Committee Minutes – 9/1/2015**

- C. PUBLIC COMMENTS** – *None*

D. POLICY AGENDA

- 1. NEWS, PRESENTATIONS & AWARDS** - *None*

2. PUBLIC HEARINGS

- a. General Assistance Ordinance – Adoption of Appendices A, B, C & D for 2015-2016** – *Deputy Mayor Shakespeare opened the hearing; no one spoke in favor or opposition and there were no general*

questions or comments. The hearing was closed. Motion by Councilor Marble, seconded by Councilor McAvoy to adopt General Assistance Ordinance Appendices A, B, C and D for 2015/2016. Unanimous vote in favor.

3. NOMINATIONS – APPOINTMENTS – ELECTIONS

- a. **Warrant for Municipal Election – November 3, 2015 – Motion by Councilor McAvoy, seconded by Councilor Marble to approve the Warrant for the November 3, 2015 Municipal Election. Unanimous vote in favor.**

4. UNFINISHED BUSINESS

- a. **Extrication Equipment Bid Results - Fire Department – Finance Committee Recommendation – Motion by Councilor Marble, seconded by Councilor Wilde to accept the bid from Industrial Protection Services in the amount of \$47,130.00 to be funded from grant funds (\$44,888.00) and Matching Grant Reserve account (\$2,244.00). Unanimous vote in favor.**

- b. **Town Attorney Recommendation/Selection – Manager Jennings informed the Council that after meeting with the principals of the two firms, Rudman Winchell and Eaton Peabody, and consulting with municipal references for each firm, he believes that both are equally qualified. He noted that the most significant differentiating feature between the two firms is their attorney rates, with Rudman Winchell's rate being \$10 lower than Eaton Peabody's rate. Based on the number of hours billed by previous Town Attorney Tom Russell, Manager Jennings calculated the cost difference to be approximately \$2,730 per year. On that basis, he recommended that the Council authorize him to proceed with contract negotiations with Rudman Winchell. Motion by Councilor Marble, seconded by Councilor Sirois to authorize the Town Manager to continue contract discussions with Rudman Winchell. Unanimous vote in favor.**

- c. **Electrical Work Associated with AV Equipment Upgrade – Finance Committee Recommendation – Hampden Electrical submitted a proposal in the amount of \$3,547.00 for electrical work associated with the installation of the new AV equipment. This work was not part of the equipment proposal that the Council approved on August 17th, with funding coming from the Host Community Benefit fund. After consultation with Rodney Verrill of NESCOM, he advised that we could eliminate the digital Blu-Ray recorder from the equipment list, which would reduce equipment cost by \$3,570 and allow for the electrical work all for the same amount previously approved by the Council. Motion by Councilor Sirois, seconded by Councilor McAvoy to accept the proposal from Hampden Electric in the amount of \$3,547.00 to finish the project. Unanimous vote in favor.**

5. NEW BUSINESS

- a. **Request to use Recreation Clearing account funds – Shelley Abbott, Recreation Director – Recommendations of Infrastructure and Finance Committees**
 1. **\$2,980.00 for Boiler Rooms Door Replacement at Skehan Center** – *Motion by Councilor Sirois, seconded by Councilor Marble to accept the proposed bid from EH Consultants in the amount of \$2980.00 to be funded from the Recreation Clearing account. Unanimous vote in favor.*
 2. **\$4,500.00 for Purchase of Replacement Mower** – *Motion by Councilor Sirois, seconded by Councilor Marble to accept the bid from Hammond Tractor in the amount of \$4500.00 to replace the mower, to be funded from the Recreation Clearing account. Unanimous vote in favor.*
- b. **Service Fees 2015/2016 – Finance Committee Recommendation** – *The Finance Committee has asked for more information regarding Service Fees. Motion by Councilor Marble, seconded by Councilor Sirois to refer this item back to the Finance Committee and to postpone action on this item until the next Council meeting. Unanimous vote in favor.*
- c. **1996 Ford E-350 Ambulance Sale Bid Results – Finance Committee Recommendation** – *There was only one bid received for the ambulance in the amount of \$507.00 from Jerry Blackburn. Upon recommendation of the Finance Committee, Councilor Sirois moved and Councilor Marble seconded to reject the bid of \$507.00 from Jerry Blackburn for the 1996 Ford E-350 ambulance. Unanimous vote in favor.*
- d. **Application for Renewal of Liquor License received from White House Motel at 155 Littlefield Avenue** – *Motion by Councilor Marble, seconded by Councilor Sirois to approve the liquor license application for White House Motel. Unanimous vote in favor.*
- e. **Transfer Station Discussion**
 1. **Rules & Regulations and Public Communications (Signage, etc.)** – *The Council discussed current rules and regulations regarding operations at the transfer station and the policy governing the issuance of decals to residents. Proposed updates and amendments to the rules and regulations and issuance policy were prepared by Public Works Director Sean Currier and Manager Jennings for the Council's consideration. Following discussion, Councilor Marble moved and Councilor McAvoy seconded to adopt the amended Rules & Regulations and the amended Decal Issuance Policy. Vote on the motion was 4 in favor and 1*

opposed (Shakespeare); motion carried. Copies of the revised Rules & Regulations and Decal Issuance Policy are attached and made a part of the minutes.

E. COMMITTEE REPORTS

Services Committee – the next meeting will be on Tuesday, October 13th at 6:00 pm.

Infrastructure Committee – The committee met on September 28th and the bulk of discussion was focused on the transfer station. The committee also heard an update about stormwater permit compliance and agreed to go forward with Route 1A sidewalks.

Planning & Development Committee - Councilor Shakespeare reported that at the meeting on September 16th, the committee discussed the municipal marina sign, the codification portfolio, draft private ways ordinance and stockpiling of materials.

Finance & Administration Committee – All items discussed at tonight's Finance Committee meeting have already been discussed by the full Council this evening.

F. MANAGER'S REPORT – *Manager Jennings reminded everyone that the Candidate Forum for Councilor At-Large candidates will be held tomorrow night, October 6th at 7:00 pm.*

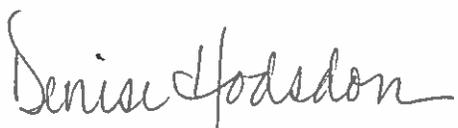
G. COUNCILORS' COMMENTS

Councilor McAvoy reminded everyone to shop local and buy American.

Councilor Marble said he was glad to see some residents have volunteered to serve and participate on some of the Town's boards and committees.

Councilor Shakespeare informed everyone that the Town's GIS/IT Specialist Kyle Severance has volunteered to go to jail to benefit the Muscular Dystrophy Association. He needs to raise \$2500 and Councilor Shakespeare urged folks to help him reach that goal.

H. ADJOURNMENT – *There being no further business, the meeting was adjourned at 8:25 pm.*



Denise Hodsdon
Town Clerk



TOWN OF HAMPDEN
DEPARTMENT OF PUBLIC WORKS

355 CANNAN RD.
HAMPDEN, ME 04444
TEL 862-3337 FAX 862-5067

October 2, 2015

To: Residents of Hampden
From: Sean Currier, Public Works Director
Subject: Transfer Station Demo/Debris weekends

Dear Resident:

In order to track true cost to the Town (and ultimately to the residents), Hampden Public Works employees will be checking permit numbers and license plates along with noting what type of materials are being disposed of during demo debris weekends. This will allow us to get a firm understanding of what the transfer station is being utilized for and to minimize the abuse of the facility. It appears there may be waste being brought from out of Town sources or commercial entities.

It is simply not fair for all residents to pay a high disposal cost for entities from out of town dumping waste in this facility. The Town's objective is to reduce cost while still providing a service to the residents of Hampden. Please review the back of this form for current transfer station rules and regulations.

Please contact the Public Works if you have any questions or concerns at 862-3337.

Thank you for your cooperation and understanding.

Respectfully,

Sean Currier, PWD

TRANSFER STATION RULES

- VEHICLE MUST HAVE PERMIT STICKER ON DRIVER SIDE OF WINDSHIELD**
- ALL ITEMS CONTAINING FREON (REFRIGERATORS, A/C UNITS) MUST HAVE A STICKER OBTAINED FROM THE TOWN OFFICE. THERE IS A \$15 FEE FOR THE STICKER TO COVER DISPOSAL COSTS.**
- NO TRAILERS SHALL EXCEED 12' IN LENGTH**
- NO COMMERCIAL (OR CONTRACTOR) VEHICLES ALLOWED**
- NO LEAVES OR VEGETATION IN BRUSH PILE (PLEASE BAG LEAVES AND PLACE IN COMPACTOR)**
- NO BRUSH OR TREES OVER 6" IN DIAMETER OR LONGER THAN 10'**
- NO STUMPS ALLOWED**
- TIRES MUST HAVE RIMS REMOVED. TIRES CAN BE PLACED IN COMPACTOR**
- NO AUTOMOTIVE PARTS (BATTERIES, ETC.)**
- FLUORESCENT LAMPS AND TELEVISIONS TO BE GIVEN TO STATION ATTENDANT FOR PROPER STORAGE PRIOR TO SENDING TO A RECYCLING FACILITY**
- NO HAZARDOUS WASTES SHALL BE ACCEPTED (NO PESTICIDES, PROPANE TANKS, ETC.)**

SWAP SHOP

ABSOLUTELY NO JUNK OR HEAVILY USED ITEMS IN THE SWAP SHOP. THIS IS INTENDED FOR LIGHTLY USED ITEMS THAT ARE STILL USABLE, BUT YOU NO LONGER WANT. THIS FACILITY IS NOT INTENDED TO BE A DISPOSAL FOR BROKEN OR UNUSABLE PRODUCTS, HAZARDOUS MATERIAL (PESTICIDES, PROPANE TANKS, A/C UNITS ETC.), OR ANY OTHER MATERIAL DUE TO THE DEBRIS SECTION BEING CLOSED. PLEASE BE RESPONSIBLE AND PLACE APPROPRIATE ITEMS IN THIS FACILITY.

THANK YOU FOR YOUR COOPERATION.

**TOWN OF HAMPDEN
SOLID WASTE TRANSFER STATION RULES & REGULATIONS**

The Town of Hampden has a Solid Waste Transfer Station located at the Public Works Facility on the Canaan Road. This facility is for disposal of Hampden residential trash only.

- No Commercial Haulers allowed
- No Contractor vehicles allowed

PERMITS

A permit on the vehicle is required for access to the facility. Permits are available at the Town Office at a cost of \$10 per sticker per vehicle per calendar year. **A current vehicle registration must be presented annually in order to obtain a sticker.** Only year round residents or seasonal residents who do not use their property for rental purposes are eligible to purchase stickers. Businesses and residents of apartment or private complexes with more than four units are not eligible to purchase stickers or utilize the Transfer Station. **No vehicle will be allowed entry to the Transfer Station after February 1st of each year without a current decal.**

A one-day permit is available for a resident to obtain in order to use a borrowed vehicle. To acquire this, bring the number of your existing permit to the Town Office and ask for a Temporary Vehicle Permit. The permit is available at no charge and is valid for one day only. You must accompany the vehicle for which you obtained the permit and the vehicle cannot be a commercial or contractor vehicle or larger than a full-sized pick up.

<u>HOURS OF OPERATION</u>	<u>CLOSED ALL LEGAL HOLIDAYS</u>	
MONDAY - CLOSED	New Year's Day	
TUESDAY - CLOSED	Martin Luther King Day	
WEDNESDAY - 10 A.M. - 6 P.M.	President's Day	Columbus Day
THURSDAY - 10 A.M. - 6 P.M.	Patriot's Day	Veteran's Day
FRIDAY - 10 A.M. - 6 P.M.	Memorial Day	Thanksgiving Day
SATURDAY - 8 A.M. - 4 P.M.	4 th of July	Day after Thanksgiving
SUNDAY - 8 A.M. - 4 P.M.	Labor Day	Christmas Day

DISPOSAL SCHEDULE

SOLID WASTE -

ACCEPTED ON ANY DAY THAT THE TRANSFER STATION IS OPEN.

SHARPS DISPOSAL -

ACCEPTED ON ANY DAY THAT THE TRANSFER STATION IS OPEN. THERE IS A SEPARATE RECEPTACLE AT THE TRANSFER STATION FOR SHARPS DISPOSAL

SWAP SHOP ITEMS -

ARE ACCEPTED AT THE 'SWAP SHOP' ON ANY DAY THAT THE TRANSFER STATION IS OPEN, AND MAY BE TAKEN FROM THE 'SWAP SHOP' ON ANY DAY THAT THE TRANSFER STATION IS OPEN.

RECYCLABLES -

ACCEPTED ON ANY DAY THAT THE TRANSFER STATION IS OPEN.

CONSTRUCTION & DEMOLITION DEBRIS, WOOD, METAL, APPLIANCES AND ASPHALT SHINGLES -

THESE ITEMS ARE ACCEPTED ON THE 2ND AND 4TH WEEKEND OF EACH MONTH **ONLY.**

REFRIGERANT DISPOSAL FEE –

There is a \$15 fee for the disposal of any appliance with refrigerant (refrigerators, freezers, some air conditioners). A permit sticker for the disposal of such items must be picked up at the Town Office prior to disposal, and these items can only be taken to the transfer station on the second and fourth weekends of each month. Permit stickers must be affixed to the item.

BEFORE YOU GO TO THE TRANSFER STATION DISPOSAL TIPS...

TELEVISIONS, COMPUTER PARTS and FLUORESCENT LAMPS are accepted any time the Transfer Station is open.

TIRES all must have rims removed. No more than four tires will be accepted.

PAINT CANS must be empty and rinsed out with lids removed.

METAL BARRELS, 5, 30, AND 55 GALLON DRUMS must have at least one end removed and they must be washed out.

LEAVES, GRASS, AND YARD AND GARDEN CLIPPINGS must be bagged and disposed of in the trash compactors along with solid waste.

TREE LIMBS AND BRANCHES – Must not exceed 10' in length and are acceptable only on the 2nd and 4th weekends of each month.

ZERO-SORT RECYCLING

The Town of Hampden operates a Zero-Sort recycling program at the Transfer Station. There is a separate compactor at the facility in which many recyclables are deposited. There is no need to separate these recyclable materials, however, if they are disposed of in a bag, the bag must be clear plastic in order to be placed in the compactor.

Recyclable materials that can be deposited in the Zero-Sort Compactor include:

- | | |
|-----------------------------|-----------------------|
| Magazines & Books | Newspaper |
| File folders & office paper | Mail & Greeting cards |
| Corrugated cardboard | Paperboard boxes |
| Paper Cartons | Plastic Containers |
| Large Rigid Plastics | Metal cans |
| Glass bottles | |

Non-recyclable items that cannot be deposited in the Zero-Sort compactor include:

- | | |
|-----------------------------------|--------------------|
| Plastic bags | Mirrors |
| Window Glass | Light bulbs |
| Dishes | Pyrex |
| Ceramics | Paper Towels |
| Facial tissue | Styrofoam |
| Recyclables containing food waste | Paints |
| Oils | Hazardous material |
| Needles | Syringes |
| VCR tapes | CD's/DVD's |
| Scrap Metal | Pots or Pans |

UNACCEPTABLE WASTES

- **AUTOMOTIVE PARTS** containing hazardous fluids including batteries, engines, transmissions, etc. These items should be disposed of in a salvage yard.
- **STUMPS** will not be accepted.
- **HAZARDOUS WASTE** will not be accepted. This includes paint thinners, cleaners, poisons, asbestos, chemicals, and petroleum products such as gas, oil and kerosene.

COMPOSTING

The Town of Hampden is making every effort to protect our environment and to keep waste disposal costs as low as possible. In addition to observing the guidelines above, you can help reduce the amount of waste that you produce in your home. Home composting, for example, is easy to do and not only reduces the waste stream, but produces usable garden fertilizer. The Town participates annually in the State Planning Office Home Composter Program by subsidizing the cost of home composters for interested Hampden residents. To find out more about home composting and when the next composter order will be placed - call Rosemary at 862-3337.

QUESTIONS? CALL ROSEMARY AT 862-3337.

TRANSFER STATION DECAL ISSUANCE POLICY

The Hampden Transfer Station is for the use of Hampden residential property owners and renters who occupy single family residential units or a residence in a multi-unit development of four or fewer units.

1. The vehicle registration of the vehicle on which the decal will go must be presented at the time of sticker issuance.
2. To qualify for a residential decal, a vehicle must be registered in Hampden. Residents who otherwise qualify for a sticker but who have company-owned vehicles not registered in Hampden, without the company name or logo on the vehicle, may receive a paper pass for that vehicle for the year for the \$10 fee.
3. Seasonal Residents must own single family residential property not used for rental purposes and provide proof of vehicle registration.
4. No stickers will be issued for commercial construction/contractor vehicles with company name or logo on the vehicle, regardless of place of registration.
5. Stickers will not be issued to trucks other than pickups with a regular pick-up bed of no more than 8 feet.
6. Transfer station decals must be permanently affixed to the inside of the windshield on the driver's side of the vehicle for which it was issued. Plate numbers on the decal must match the plate number on the vehicle.
7. Vehicles without a decal or appropriate paper pass will not be allowed access to the transfer station.

This policy was amended by the Hampden Town Council on 2/17/2009 and on 10/5/2015.