



HAMPDEN TOWN COUNCIL
HAMPDEN MUNICIPAL BUILDING
AGENDA

MONDAY

JANUARY 7, 2019

7:00 P.M.

- A. PLEDGE OF ALLEGIANCE
- B. COUNCIL REORGANIZATION
 - 1. OATH OF OFFICE FOR COUNCILORS-ELECT – *Administered by Town Clerk, Paula Scott in accordance with Sec. 209, Town Charter*
 - 2. COUNCIL ELECTION OF MAYOR – *Presided over by Town Attorney, Ed Bearor in accordance with Sec. 204, Town Charter*
 - 3. ELECTION OF DEPUTY MAYOR – *Presided over by the newly elected Mayor in accordance with Sec. 204, Town Charter*
- C. CONSENT AGENDA
 - 1. SIGNATURES
 - 2. SECRETARY'S REPORTS
 - a. December 17th, 2018 Council Meeting Minutes
 - 3. COMMUNICATIONS
 - a. Correspondence from MMA highlighting financial position at end of fiscal year
 - b. Letter of support for a library grant through the Rose and Samuel Rudman Library Trust
 - 4. REPORTS
 - a. Finance Committee Minutes – December 3rd, 2018
 - b. Infrastructure Committee Minutes - October 22nd, 2018
 - c. Planning & Development Committee Minutes – none

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

d. Services Committee Minutes – none

D. PUBLIC COMMENTS

E. POLICY AGENDA

1. NEWS, PRESENTATIONS & AWARDS –

a. Year in review – a summary presentation of the priorities and accomplishments of 2018 and known and potential work plan and priorities for 2019– *presented by Town Manager Jim Chandler*

2. PUBLIC HEARINGS - None

3. NOMINATIONS – APPOINTMENTS – ELECTIONS

4. OLD BUSINESS

5. NEW BUSINESS

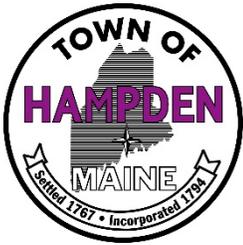
a. Committee assignments – *In accordance with Sec. 16 of Town Council rules*

F. COMMITTEE REPORTS

G. MANAGER’S REPORT

H. COUNCILORS’ COMMENTS

I. ADJOURNMENT



**HAMPDEN TOWN COUNCIL
HAMPDEN MUNICIPAL BUILDING
MINUTES**

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MONDAY
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DEC. 17th, 2018
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7:00 P.M.
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Attending:

Mayor McPike

Councilor McAvoy

Councilor Cormier

Councilor Wilde

Councilor Marble

Councilor Wright

Councilor Ryder

Town Manager Jim Chandler

Town Clerk Paula Scott

DPW Director Sean Currier

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

Resolution 2018-204

1. SIGNATURES

2. SECRETARY'S REPORTS

- a. **December 3, 2018**

3. COMMUNICATIONS

- a. **Renewal Victualer's Licenses – Angelo's, Pat's Pizza & Subway**

4. REPORTS

- a. **Finance Committee Minutes – 11/19/2018**
- b. **Infrastructure Committee Minutes – None**
- c. **Planning & Development Committee Minutes – None**
- d. **Services Committee Minutes – None**

C. **PUBLIC COMMENTS** - *None*

D. **POLICY AGENDA**

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

1. **NEWS, PRESENTATIONS & AWARDS** – *Mayor McPike asked out-going Councilor Cormier to come to the podium. He thanked him for his dedication and service to the Town of Hampden. Councilor Cormier was presented with a gift for a job well done.*
2. **PUBLIC HEARINGS** - *None*
3. **NOMINATIONS – APPOINTMENTS – ELECTIONS**
 - a. **Re-appointment of Walter Cupples to the Board of Appeals– referral from Finance & Administration Committee** – *Councilor McAvoy made a motion, seconded by Councilor Ryder to re-appoint Walter Cupples to the Board of Appeals. Unanimous, 7-0.*

Resolution 2018-205
 - b. **Re-appointment of Eugene Weldon to the Planning Board– referral from Finance & Administration Committee** – *Councilor McAvoy made a motion, seconded by Councilor Wright, to re-appoint Eugen Weldon to the Planning Board. Unanimous, 7-0.*

Resolution 2018-206
 - c. **Re-appointment of Peter Weatherbee to the Planning Board – referral from Finance & Administration Committee** – *Councilor McAvoy made a motion, seconded by Councilor Marble, to re-appoint Peter Weatherbee to the Planning Board. Unanimous, 7-0.*

Resolution 2018-207
 - d. **Re-appointment of Francis Pergolizzi to the Recreation Committee – referral from Finance & Administration Committee** – *Councilor McAvoy made a motion, seconded by Councilor Ryder, to re-appoint Francis Pergolizzi to the Recreation Committee. Unanimous, 7-0.*

Resolution 2018-208
 - e. **Re-appointment of Joshua Sargent to the Lura Hoit Pool Board of Directors – referral from Finance & Administration Committee** - *Councilor McAvoy made a motion, seconded by Councilor Marble, to re-appoint Joshua Sargent to the Lura Hoit Pool Board of Directors. Unanimous, 7-0.*

Resolution 2018-209

- f. **Re-appointment of Paula Scott as the Registrar of Voters – Pursuant to 21-A, MRSA § 101** – Councilor Wright made a motion, seconded by Councilor Marble, to re-appoint Paula Scott as the Registrar of Voters. Unanimous, 7-0.

Resolution 2018-210

- g. **Council confirmation of Paula Scott from Town Clerk to Assistant Town Manager/Clerk - referral from Finance & Administration Committee** – Councilor McAvoy made a motion, seconded by Councilor Wilde, to confirm the appointment of Paula Scott as the Assistant Town Manager. Unanimous, 7-0.

Resolution 2018-211

4. UNFINISHED BUSINESS

- a. **Request for authorization for the Town Manager to sign the MDOT/BACTS tri-party agreement regarding Rte. 1-A funding - referral from Finance & Administration Committee** – Councilor McAvoy made a motion, seconded by Councilor Marble to authorize Manager Chandler to sign the MDOT/BACTS tri-party agreement regarding Route 1-A funding. Unanimous, 7-0.

Resolution 2018-212

5. NEW BUSINESS

- a. **Request for authorization for the transfer of \$8,160.57 from the Personnel Reserve account (3-733-00) for the reclassification of the Town Clerk to Assistant Town Manager/Clerk – referral from Finance & Administration Committee** – Councilor McAvoy made a motion, seconded by Councilor Marble, to authorize the transfer of \$8,160.57 from the Personnel Reserve account for the reclassification of the Town Clerk to Assistant Town Manager/Clerk. Unanimous, 7-0.

Resolution 2018-213

- b. **Request for authorization for the expenditure of \$1,818.20 from Library Reserve account (3-763-00) for the installation of new LED lights– referral from Finance & Administration Committee** – Councilor McAvoy made a motion, seconded by Councilor Ryder, to authorize the expenditure of \$1,818.20 from Library Reserve account for the installation of new LED lights. Unanimous, 7-0.

Resolution 2018-214

- c. **Request for authorization for the expenditure of \$3,717.30 from the Environmental Trust, Income for the purpose of reimbursement of eligible stormwater management expenses – referral from Finance & Administration Committee – Councilor McAvoy made a motion, seconded by Councilor Wilde, to authorize the reimbursement from the Environmental Trust, Income, to reimburse for eligible stormwater management expenses, noted to be from FY 18. Unanimous, 7-0.**

Resolution 2018-215

- d. **Request for authorization for the expenditure of \$6,778.20 from the Environmental Trust, Income for the purpose of reimbursement of eligible stormwater management expenses – referral from Finance & Administration Committee – Councilor McAvoy made a motion, seconded by Councilor Wright, to authorize the reimbursement from the Environmental Trust, Income, to reimburse for eligible stormwater management expenses, noted to be from FY 19. Unanimous, 7-0.**

Resolution 2018-216

- e. **Council acceptance of Freedom Way as a town way – referral from Infrastructure Committee – Councilor Cormier made a motion, seconded by Councilor Marble, to accept Freedom Way as a town way. Unanimous, 7-0.**

Resolution 2018-217

- f. **MRC Board of Directors ballot – Mayor McPike made a motion, seconded by Councilor McAvoy, to nominate Karen Frazelle of Brewer for the MRC Board of Directors ballot. Motion carries, 6-0-1, with Councilor Wright abstaining.**

*Resolution 2018-218***E. COMMITTEE REPORTS**

P & D Committee – Councilor Ryder reported that the next meeting will be January 2nd, 2019

Services Committee – Councilor Marble reported that the next meeting will be

January 28, 2019.

Infrastructure Committee – Councilor Cormier reported that MRC withdrew their request for road acceptance. They are still having construction workers utilizing the road for parking. The security gate will also need to come down and they are not ready at this time.

Finance & Administration – Councilor McAvoy reported that all financial matters on tonight's agenda were heard and referred out of committee.

- F. MANAGER'S REPORT** – Manager Chandler thanked all staff and departments for their hard work throughout the course of the year. He acknowledged the work of Public Works and the early start on storm events this winter. He appreciates everyone's patience and spoke to the prioritization of the routes. Mr. Chandler thanked Councilor Cormier for his service to the Town. He reminded the public of the holiday office hours and wished everyone a happy and safe holiday.

G. COUNCILORS' COMMENTS

Councilor Ryder – Thanked Marc Cormier for serving as a Councilor. He stated it has been a pleasure having him on the Council and appreciates him giving of his time and for serving. He wished everyone Happy Holidays.

Councilor Wright – Thanked Councilor Cormier for his volunteer service to the Town of Hampden. She wished everyone a Happy Holiday and safe travels.

Councilor Marble – Stated that it is no shock to most that he and Councilor Cormier differ on perspectives and policies however it has been a pleasure working with him. He stated that Marc is a gentleman and living proof that people can disagree and still get along and respect each other.

Councilor Wilde – Thanked Marc for bringing the professionalism that he did, that it was much appreciated, and he will be missed. He thanked residents Brian and Susan Starbird for dropping off a box of toys for the Toys for Tots program that he is involved in. He thanked everyone that participation. He wished everyone a Merry Christmas and thanked the clerk for the Christmas card.

Councilor Cormier – Thanked the Council and stated he always felt like he was heard. He thanked the town staff and said they are second to none.

Councilor McAvoy – Told Mr. Cormier that he had very much appreciated him. He reminded people as they were doing their Christmas shopping to shop local and buy American. He wished everyone a Merry Christmas and a safe New Year.

- H. ADJOURNMENT** – With no other business to conduct, the meeting adjourned at 7:40 p.m.

Respectfully Submitted,



Paula A. Scott, CCM
Town Clerk



Maine Municipal Association
Risk Management Services
 60 Community Drive
 Augusta, Maine 04330-9486
 (207) 626-5583

December 13, 2018

Dear Members of the MMA Property and Casualty Pool:

Enclosed is your copy of the Pool's audited financial statement for the fiscal year ending June 30, 2018. The Pool currently has 368 municipal members and 98 quasi-municipal entities in the program.

The financial highlights for the combined Pool years and the developments in the fiscal year ending June 30, 2018 are:

- The Net Position as of June 30, 2018 was \$42,905,764, an increase of 1.2% over the prior year.
- Cash and investments totaled \$48,449,521, an increase of 3.7%.
- Operating revenues in FY 2018 totaled \$13,080,049, an increase of 1.7%.
- Operating expenses in FY 2018 totaled \$12,570,070, an increase of 3.5%.

Several coverage changes were made to the program for the current July 1, 2018 – June 30, 2019 policy period. The changes included expanding the Automobile Rental Reimbursement from 21 days to 30 days, increasing the maximum coverage for loss of use of mobile equipment to \$250 per day for 30 days, and eliminating the additional \$5,000 member retention when a Public Officials and Employment Liability claim includes back and/or future salary awards. This broadens coverage to include law enforcement officers and firefighters who render first aid or administer Narcan, increased the maximum flood and earthquake limit for any one member from \$5 million to \$10 million, and updated the formula to be used in case of a major flood or earthquake involving damage to multiple members.

We want to remind the membership of a service that is exclusive to Property & Casualty Pool members called "EPL Assist". "EPL Assist" is offered at no additional cost through Littler Mendelson, a national firm of attorneys specializing in Employment Law. The program includes a telephone and email hotline providing expert legal advice on issues surrounding employee discipline, wage and hour, disability accommodation and other employment related questions that our members often face, and includes a very robust website our members are also able to use. Resources include sample employment policies and practices, an HR forms library, sample employee handbooks, and free harassment training webinars for up to 10 supervisors or managers. Pre-registration is required. Information is available on the MEMUN.org website under Insurance services, Related Links and described as *Employment Practices Assistance Program*.

The Property and Casualty Pool Board is comprised of representatives from the local governments it serves, and the Directors know first-hand the financial pressures that many local governments are managing. The mission of the Pool is to provide a stable source of risk financing and loss prevention services. Risk Management Services is committed to the Pool's long term financial success. If you have any concerns, issues, or suggestions, please contact Michelle Pelletier, Director of Risk Management Services at 1-800-452-8786 or mpelletier@memun.org. She would be pleased to speak with you to answer any questions you may have about the program.

The Board wants to thank you for your participation and continued support of this program.

Sincerely,

Mary S. Sabins, Chair
 Property & Casualty Pool Board of Directors

Encl.



Jim Chandler, Town Manager

106 Western Avenue
Hampden, Maine 04444

Office: 207-862-3034

townmanager@hampdenmaine.gov

December 31, 2018

Rose and Samuel Rudman Library Trust
c/o Maine Community Foundation
245 Main Street
Ellsworth, Maine 04605

RE: Edythe Dyer Library Grant Application

To Whom It May Concern,

The purpose of this letter is to serve as formal documentation that the Town of Hampden's Edythe Dyer Library operates as a municipal department of the Town. The members of the Library Board of Trustees are appointed by the Hampden Town Council, and the Library's staff are employees of the Town.

The Library operates under the tax-exempt status of the Town and uses the Town of Hampden Federal Tax ID number: 01-6000190. Please call if you have any questions or require any additional documentation.

Thank you for your financial support of our Library. It is considered a tremendous asset to our community and we greatly appreciate your ongoing support.

Sincerely,

A handwritten signature in black ink that reads "Jim Chandler".

Jim Chandler
Town Manager

cc: Debbie Lozito, Librarian

FINANCE & ADMINISTRATION COMMITTEE MEETING

Monday December 3, 2018

6:00 P.M.

Hampden Town Office

MINUTES

Attending:

Chairman McAvoy

Mayor McPike

Councilor Cormier

Councilor Marble

Councilor Wright

Councilor Ryder

Town Manager Jim Chandler

Town Clerk Paula Scott

Eric Jarvi

Gerry Ouellette

1. Approval of Minutes
 - a. November 19th, 2018 – *Councilor Marble made a motion, seconded by Councilor Wright to approve the Nov. 19th minutes. Unanimous, 6-0.*
2. Review & Sign Warrants – *Committee members reviewed and signed the disbursement warrants.*
3. Unfinished Business
 - a. Council rules review – *standing item – Committee members discussed Article 4.5 and 4.6.*
4. New Business
 - a. Recommendation to Council regarding re-appointment of Gerry Ouellette to the Personnel Appeals Board – *Councilor Marble made a motion, seconded by Councilor Ryder, to recommend Council re-appoint Gerry Ouellette to the Personnel Appeals Board. Unanimous, 6-0. Councilor Marble thanked him for his service.*
 - b. Recommend Council 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 – *requested by Lt. Lundstrom – Mayor McPike made a motion, seconded by Councilor Ryder, to recommend authorization for \$1,152 from the Matching Grant Reserve account for the Town's share of the Safety Enhancement Grant. Unanimous, 6-0.*
 - c. Recommend Council adoption of Order 2018-04 Establishing Procedures for the Receipt of Gifts, Donations and Funds from Outside Sources – *pursuant to MRSA 30-A § 5652-5655 – Councilor Wright made a motion,*

Town of Hampden

seconded by Councilor Ryder, to recommend adoption of Order 2018-04. Unanimous, 6-0.

- d. Recommend Council acceptance of \$250 donation from the Hampden Cub Scouts Pack 41 to the Recreation Reserve account (3-767-00) – *requested by Rec Director Shelley Abbott – Mayor McPike made a motion, seconded by Councilor Marble, to recommend acceptance of the gift of \$250 from Cub Scout Pack 41 for the Recreation Reserve account. Unanimous, 6-0.*
 - e. 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 - Councilor Marble made a motion, seconded by Councilor Ryder, to recommend Council acceptance of \$966 in forfeiture from the above referenced court action for the police equipment replacement account. Unanimous, 6-0.*
 - f. Recommend Council abatement for uncollectable taxes – *requested by Barbara Geaghan, Tax Collector Barbara Geaghan – Councilor Marble made a motion, seconded by Councilor Wright, to recommend Council abate the uncollectable taxes for a demolished mobile home. Unanimous, 6-0.*
 - g. Review of BLS Penalty Decision – *Manager Chandler reported on the status of the BLS penalty decision and the reduction of fines.*
5. Manager's Items – *Manager Chandler outlined a request to the Council/Committee for office closure on Dec. 20th from 11:30 – 1:30 for the employee Christmas party, all day closure on Dec. 24th and closure at 3:00 on Dec. 31st. Unanimous consent.*
 6. Public Comment - *None*
 7. Committee Member Comments - *None*
 8. Adjournment – *With no other business to conduct, Chairman McAvoy adjourned the meeting at 6:55 p.m.*

Respectfully Submitted,

*Paula A. Scott, CCM
Town Clerk*

INFRASTRUCTURE COMMITTEE MEETING

Monday, October 22, 2018

MINUTES – DRAFT

Attending:

<i>Councilor Mark Cormier, Chairman</i>	<i>Town Manager, Jim Chandler</i>
<i>Councilor Terry McAvoy</i>	<i>Sean Currier, Public Works</i>
<i>Mayor McPike</i>	<i>Director</i>
<i>Councilor Ryder</i>	<i>Myles Block, Code Enforcement</i>
<i>Councilor Wright (partial attendance)</i>	<i>Sean Thies, CES</i>

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*