



HAMPDEN TOWN COUNCIL
HAMPDEN MUNICIPAL BUILDING
AGENDA

MONDAY

JULY 06, 2020

6:30 P.M.

- A. PLEDGE OF ALLEGIANCE
- B. APPROVAL OF AGENDA
- C. CONSENT AGENDA
 - 1. SIGNATURES
 - 2. COUNCIL MINUTES
 - a. 06/15/2020 – Town Council Meeting
 - 3. COMMUNICATIONS
 - a. Renewal Victualer License – Mac's Convenience Stores LLC
 - b. Letter of Robin R. Smith and Rosemarie Sovis
 - c. Charter Communication – Upcoming Changes
 - d. Correspondence submitted by County Commissioner Andre Cushing – Sample Penobscot County Communication Bond; July 2020 Sample Bond; and Presentation on step taken to identify PRCC upgrades.
 - 4. COMMITTEE MINUTES
- D. PUBLIC COMMENTS
- E. POLICY AGENDA
 - 1. NEWS, PRESENTATIONS & AWARDS
 - 2. PUBLIC HEARINGS
 - 3. NOMINATIONS – APPOINTMENTS – ELECTIONS
 - a. Town Council's confirmation of annual appointment of designated Town of Hampden Officials – pursuant to Title 30-A section 2526(2)
- F. COMMITTEE REPORTS
- G. UNFINISHED BUSINESS
 - a. Budget update
- H. NEW BUSINESS
 - a. Council Order 2020-01 Permitting Disbursement of Employee Wages and State Fees - *annual policy renewal.*

Note: Council will take a five-minute recess at 8:00 p.m.

MONDAY

JULY 06, 2020

6:30 P.M.

AGENDA

- b. Council Order 2020-02 Authorizing The Application of Property Tax Payments – *annual policy renewal.*
- c. Council Order 2020-03 Establishing Procedures For The Receipt of Gifts, Donations and Funds From Outside Sources – *annual policy renewal.*
- d. Request for authorization for the expenditure of \$53,972.15 from the Environmental Trust, income for reimbursement of eligible stormwater expenses – *requested by Sean Currier, Public Works Director.*
- e. Council approval for access from the Town’s right of way at Crosby Drive to property located at map 10 lot 11 for the purpose of business development - *requested by Amy Ryder, Economic Development Director.*
- f. Request for authorization for the expenditure of \$375,000.00 for a 2018 Freightliner; \$10,000.00 from an existing sewer reserve fund containing \$303,957 as a down payment until the FY21 budget is solidified, with the remaining balance of \$293,957.00 from FY21 sewer reserve account fund - *requested by Sean Currier, Director of Public Works.*
- g. Council approval for the placement of a park bench near the stream at Papermill Park - *requested by Sean Currier, Director of Public Works.*
- h. Consideration of a proclamation - Designation of July as Park and Recreation Month - *requested by Shelley Abbott, Recreation Director.*

I. MANAGER’S REPORT

J. COUNCILOR’S COMMENTS

K. ADJOURNMENT

Note: Council will take a five-minute recess at 8:00 p.m.

FOR THOSE THAT WISH TO PARTICIPATE IN THE
REMOTE HAMPDEN TOWN COUNCIL MEETING
ON JULY 06, 2020, AT 6:30 PM YOU MAY
PHONE IN USING THE FOLLOWING NUMBER
(FOLLOWED BY THE PIN #)

1-484-403-0667 PIN 462 583 824#

OR-

FROM A LAPTOP OR A DESKTOP, YOU MAY GO
TO THIS URL: [https://meet.google.com/sig-
sfzv-nnr?hs=122&authuser=0](https://meet.google.com/sig-sfzv-nnr?hs=122&authuser=0) AND JOIN US
THAT WAY

**INSTRUCTIONS ARE POSTED WITH THE AGENDA
AND SEPARATELY ON THE TOWN CALENDAR AT
WWW.HAMPDENMAINE.GOV**

Using Google Meet to Participate in Hampden Town Council Remote Meetings

How to join:

1. Town Council members will receive an email or a Google Calendar Invite with a link to join the meeting.
2. People interested in joining will need to go to the link posted on the town events calendar at www.hampdenmaine.gov.
3. Anyone can also join for audio-only participation by calling the number provided on the town events calendar and then entering the PIN provided followed by the # symbol.

Protocols for Remote Meetings:

1. Log in or call in at least 5 minutes before scheduled start of meeting.
2. For the audio portion, use either your phone or your computer microphone, not both.
3. Mute your phone or computer mic unless speaking. Remember to un-mute if you want to speak. To mute or unmute in Google Meet, click on the little microphone icon at the bottom of the screen; note you may need to move your mouse pointer around the bottom of your screen to get the bottom bar to appear.
4. Speak up if using a computer microphone or if using the speaker function on your telephone.
5. Do not rustle papers in front of your mic unless it's muted. Please minimize background noise.
6. If you're referring to a document, identify it including page or sheet number.
7. If using the video function, have a light source in front of you if possible. Try to avoid backlighting.
8. If you want to look good, have your camera mounted at eye level or above. Look at yourself on screen to check the lighting, camera position, what's in the background, etc. In Google Meet, you can do this "video check" when you open the program before you join the meeting.
9. If you are participating by audio only, identify yourself when speaking.
10. ALL votes will be by roll call.
11. After the meeting is adjourned, click on the red phone icon on the bottom bar to leave the meeting, or (obviously) just hang up the phone if that is how you are participating.

For detailed instructions on using Google Meet, please refer to their website:

support.google.com/a/users/answer/9282720?hl=en



HAMPDEN TOWN COUNCIL
HAMPDEN MUNICIPAL BUILDING
MINUTES

MONDAY

JUNE 15, 2020

6:30 P.M.

Attending:

Mayor Ryder

Councilor Jarvi

Councilor McAvoy

Councilor Marble

Councilor McPike

Councilor Wright

Councilor Wilde

Paula Scott, Town Manager

Gayle C. Decker, Town Clerk

Amy Ryder, Economic Developer Director

Sean Currier, Public Works Director

Mayor Ryder called the meeting to order at 6:30 p.m.

A. PLEDGE OF ALLEGIANCE

Mayor Ryder led the Pledge of Allegiance

B. APPROVAL OF AGENDA

Motion: *Councilor Wright moved to approve the agenda, seconded by Councilor Jarvi
Unanimous vote 7-0*

Resolution: 2020 - 102

C. CONSENT AGENDA

Motion: *Councilor McPike moved to approve the Consent Agenda, seconded by Councilor
Jarvi. Unanimous vote 7-0*

Resolution: 2020 – 103

1. SIGNATURES

2. COUNCIL MINUTES

- a. 06/01/2020 – Town Council Meeting
- b. 06/08/2020 – Town Council Workshop

3. COMMUNICATIONS

- a. Hampden Water District Letter – Re: Route 202 to Business Park Water Main
- b. Community Connector Service Changes
- c. Department of Transportation Letter – Subject: Carmel-Bangor, Pavement Preservation, Bridge Joint Rehabilitation; Interstate I-95 NB: Federal Project Number: 24119.00,23617.50
- d. Bangor Savings Bank Corporate Giving Program Grant – Awarded to the Recreation Department – Shelley Abbott, Recreation Director.

Note: Council will take a five-minute recess at 8:00 p.m.

MONDAY

JUNE 15, 2020

6:30 P.M.

AGENDA

4. COMMITTEE MINUTES

D. PUBLIC COMMENTS

E. POLICY AGENDA

1. NEWS, PRESENTATIONS & AWARDS

- a. Presentation of award for the Maine Municipal Association's Essay Contest to Alanna LaPointe, Reeds Brook Middle School.

Mayor Ryder recognized Alanna LaPointe and invited her to the podium. Mayor Ryder stated that this year 2019 and 2020 MMA put on an essay contest for all seventh grade students in the State of Maine, the theme of the essay was "If I Led My Community" and I am proud to say that Alanna was one of four that won the contest in the State. After Alanna read her essay Mayor Ryder congratulated her and presented her with her Certificate of Achievement from the Maine Municipal Association and award of a \$250.00 Visa Gift Card.

Councilor McPike stated that even though he sits on the MMA Executive Committee, the Executive Committee had nothing to do with this whatsoever. It was all done internally in the MMA. He didn't know that Alanna was a winner until they announced it. He congratulated Alanna on a good job.

- b. Presentation of the FY19 Audit by James Wadman, CPA

James Wadman, CPA addressed Council and presented FY19 Audit Report.

2. PUBLIC HEARINGS

3. NOMINATIONS – APPOINTMENTS – ELECTIONS

Town Manager Paula Scott addressed the Council to give an update on Elections. She wants to get the word out that it will be an in person Election and will be held at the Skehan Center. There is plans to add another dropbox that will be solely for absentee ballots. It is being encouraged to vote absentee.

Councilor McPike asked if the resource signs are available and can we put those out. Town Manager Scott stated that yes and that that is a good idea. She also informed that there is talk about doing a campaign on our website and Facebook as well.

F. COMMITTEE REPORTS

G. UNFINISHED BUSINESS

Note: Council will take a five-minute recess at 8:00 p.m.

MONDAY

JUNE 15, 2020

6:30 P.M.

AGENDA

H. NEW BUSINESS

- a. Consideration of an Emergency Ordinance Regarding Medical Marijuana Registered Caregiver Operations – requested by Karen M. Cullen, AICP, Town Planner

Motion: Councilor Jarvi moved to renew the current emergency ordinance regarding medical marijuana registered caregiver operations through August 14, 2020, seconded by Councilor Wright. Unanimous vote 7-0

Resolution: 2020 - 104

I. MANAGER'S REPORT

Town Manager Scott addressed Council with a synopsis of a couple of things that have taken place lately. (Town Manager Memorandum attached - Exhibit A)

Councilor McAvoy had a question about the communication that was forwarded to Jamie Holyoke from Keith Bourgoin relating to the charge, public safety fire charge that Councilor Jarvi has been interested in. Town Manager stated that she can't speak to his meaning in that sentence. She thinks basically, the intent of the answer was that the public fire service charges based upon what it would actually cost to run a water district and not what you actually generate for income. Councilor McAvoy would like, at some point, have Jamie or Keith Bourgoin come in and explain exactly what it is they're talking about.

J. COUNCILOR'S COMMENTS

Councilor McAvoy – Just my usual one. Shop local, buy American, do not buy Chinese made stuff ever. Goodnight Hampden.

Councilor Wright – No comment

Councilor Wilde – No comment

Councilor Marble – No comment

Councilor Jarvi – No comment

Councilor Ryder – I was driving in tonight to come to the meeting. I had to go by the Pink Garden in West Hampden and I was pretty amazed to see all the contributions that the people in this town do that garden. There was people there working tonight when I came in. We've had several local businesses donate their time, their money and I don't know how many different vehicles I've seen there over the course of months, working on that garden. It looks beautiful. It just makes me feel good. That's why Hampden is a community that is, for people that step up, donate their time, take an interest in the Town. It shows, it looks really nice and I'm proud to be a part of Hampden involved with those kinds of people that, you know, look out for the Town of Hampden. And that's my comment for tonight.

Note: Council will take a five-minute recess at 8:00 p.m.

MONDAY

JUNE 15, 2020

6:30 P.M.

AGENDA

- K. EXECUTIVE SESSION PURSUANT TO 1 M.R.S.A. SECTION 405(6)(F) – CONFIDENTIAL RECORDS – TO INCLUDE THE TOWN MANAGER AND THE DPW DIRECTOR

***Motion:** Councilor Jarvi - pursuant to 1 M.R.S.A. Section 405 (6)(F) I move Council to include the Town Manager and DPW Director move into executive session. Seconded. Vote by roll call was unanimous. 7-0.*

Resolution: 2020 – 105

Executive session entered at 7:05 p.m. No votes taken.

- K. ADJOURNMENT

Meeting adjourned at the conclusion of executive session.

Note: Council will take a five-minute recess at 8:00 p.m.

Exhibit A.



Memorandum

TO: Town Council
FROM: Paula Scott, Town Manager
DATE: June 15, 2020
RE: Manager's Report

-
- Although Clerks in the RSU were originally told that there would not be enough time to layout ballots for the July 14th election in order to have absentee ballots back in time, due to the diligence of our Clerk Gayle Decker, our vendor ES& S is in fact creating tabulator ballots and programming the flash drives. Once she was able to get the ballot content from the RSU, the signature of the board chair, and the confirmation from ES&S, the other towns quickly jumped on board. This was an incredible accomplishment by our Town Clerk, and I wanted to make sure to recognize that effort.
 - ED Director Amy Ryder has completed a grant application through the State's Shore and Harbor Grant program. If successful, this grant would fund at \$30,000 a portion of the \$65,000 needed for rip rap for erosion control at Turtle Head Peninsula where the historical site of the old Stern's lumber mill was.
 - Route 1A project is progressing well, is running on schedule, and at this point, the highway portion of the job is at 38% completion according to DOT. Base paving is tentatively scheduled for July 13th. The bridge portion is at only about 18% complete. The demo of the crib system, (the chipping and drilling for supports) started at the beginning of the month. They are installing cribwork for beams under the existing bridge to be used for bridge demo, working on shoulder box cuts and cross trench gravel replacement.

C-3-a

Town of Hampden
106 Western Avenue
Hampden, Maine 04444



Phone: (207) 862-3034
Fax: (207) 862-5067
email: info@hampdenmaine.gov

June 25, 2020

Mac's Convenience Stores LLC
Circle K
63 Main Rd North
Hampden, ME 04444

RE: Victualer's license

To Whom It May Concern:

Your application for your Victualer's License has been approved. Accordingly, I am enclosing the license, which under Section 5.A of the Town of Hampden Victualer's Ordinance, must be displayed in a place within the establishment where it can be readily viewed by any member of the public.

Please call if you have any questions.

Sincerely,

Jay C. Decker

VICTUALER'S LICENSE CERTIFICATE

No. 2020-11

MUNICIPALITY OF HAMPDEN, MAINE

To all whom these presents may concern: Date: June 26, 2020

KNOW YE, that Mac's Convenience Stores LLC,

doing business as Circle K has been duly licensed

as a Victualer at 63 Main Rd North Hampden, Me 04444 in the Municipality of

Hampden by said Municipality until June 26, 2021, and has paid to

the Municipal Treasurer the fee of \$ 100.00

Jay C. Decker
Authorized Municipal Officer Town Clerk

JUN 24 2020

C-3-b

June 23rd, 2020

Dear Mayor and Town Council Members,

We urge you to open up all Hampden businesses, declaring all businesses in Hampden essential. the Town of Windham has done this. It's a very good idea - a breath of fresh air. Our houses of worship need to be included in this definition also.

Thank you,

Robin R. Smith

Robin R. Smith 350 main Rd South
Rosemarie Lewis 350 main Rd South

C-3-C



June 25, 2020

Re: Charter Communications – Upcoming Changes

Dear Municipal Official:

Charter Communications, locally known as Spectrum, will be making changes to our channel lineup for customers in the Bangor channel lineup. On or around July 31, 2020, Public Access channels currently located on channel 1301 will be dual illuminated on channel 2, channel 1302 will be dual illuminated on channel 5 and channel 1303 will be dual illuminated on channel 7.

To view a current Spectrum channel lineup visit www.spectrum.com/channels.

If you have questions about this change, please feel free to contact us.

Sincerely,

Shelley Winchenbach
Director, Government Affairs
Charter Communications

400 Old County Road
Rockland, ME 04841

Project Facts

- ◇ **Penobscot County will be going to bond on July 14, 2020 for \$6,000,000.00 to upgrade the Public Safety Communication Infrastructure**
- ◇ Penobscot County has been utilizing this system since 1997.
- ◇ In 2004, Penobscot County Commissioners hired an independent consultant to do a review of the system.
- ◇ During that review they found;
 - Poor Coverage
 - Interference
 - Unreliable Paging for Fire/EMS
 - Occasional complete loss of communication
- ◇ It was determined that Penobscot County could not afford the cost of replacement in 2004.
- ◇ 16 years later, nothing has changed.
- ◇ The new system will increase coverage and performance for Public Safety agencies.
- ◇ 10 year warranty
- ◇ Additional sites to ensure that the system is reliable.

"When the public calls 9-1-1 for help, it is Penobscot RCC's emergency communications system that makes sure help gets there!"

BOND QUESTION #3

Do you favor a \$6,000,000 bond issue to upgrade the Penobscot Regional Communications Center's public safety communications system and local subsystems in order to fund an upgraded communications infrastructure for emergency medical services, fire and rescue services, and law enforcement throughout the region?

A "Yes" vote approves the issuance of up to \$6,000,000 in general obligation bonds of the County to finance an upgraded communications system.

A "No" vote opposes the bond issue in its entirety.

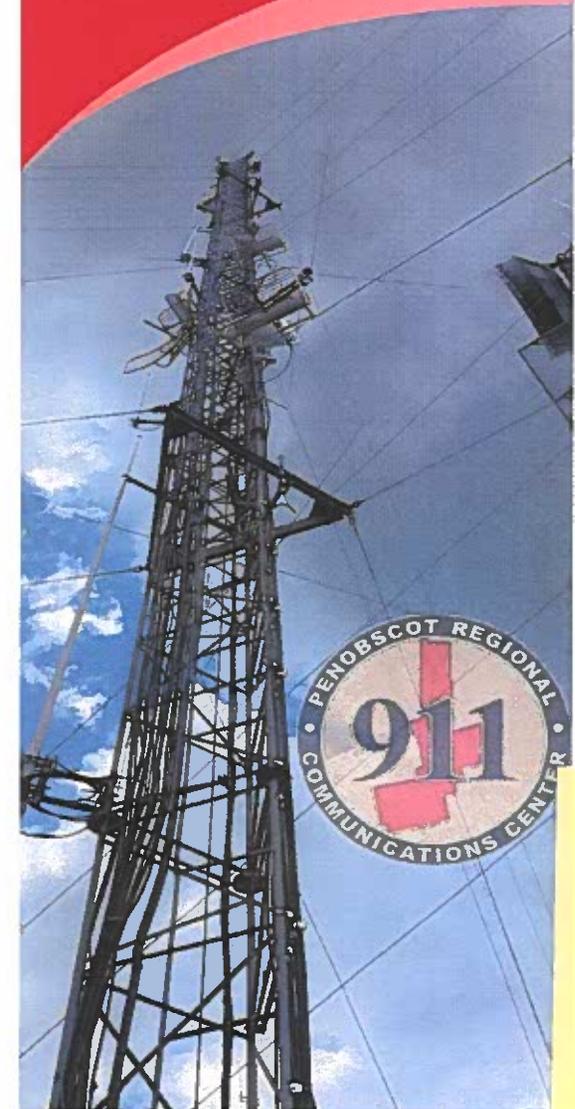
Penobscot Regional Communications Center

97 Hammond St
Bangor, ME 04401

Phone: 207-945-4636
E-mail: CLavoie@penobscot-county.net

Penobscot County 9-1-1 Radio Communications Upgrade

Basic Facts and Information



C-3-d



Project Goals

- ◊ Timely replacement of the Penobscot County Public Safety Radio System/Infrastructure.
- ◊ Maintain a system that is based on current technology and ensures compatibility and interoperability into the future.
- ◊ Improve responder radio coverage for Public Safety across Penobscot County.
- ◊ This project is the responsible way to fix the problem, creating an efficient and dependable communication system that works in our county to save lives.

Major Elements of the Proposal

- ◊ Updated repeaters with additional sites to amplify coverage
- ◊ Updated microwave path to achieve communication between tower sites
- ◊ Updated Dispatch Consoles
- ◊ 10 year warranty and service contract
- ◊ Additional frequencies to enhance management of emergencies

Financing Specifics

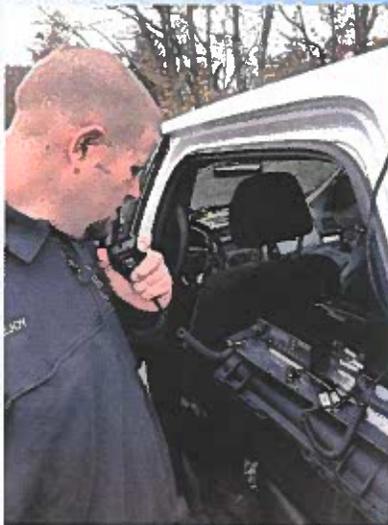
At an estimated interest rate of 2.65% for a ten (10) Year maturity, the estimated costs of this bond issue will be:

Principal: \$6,000,000.00

Interest: \$ 988,636.28

Total: \$6,988,636.28

This averages \$3.50 per \$100,000 assessed value based on the 2020 valuation.



The Existing Public Safety Radio System

- ◊ Outdated and prone to failure.
- ◊ No longer supported by the manufacturer.
- ◊ Difficult to obtain replacement parts needed for operation. We have to rely on eBay and third party vendors.
- ◊ Nearly 25 years old
- ◊ Does not have a redundant back-up.

Whose issue is this?

- ◊ **This is a public safety issue for all the citizens and agencies that need a single system; a system that works every time; one that is reliable and YOU can count on when you have an emergency.**
- ◊ The public safety radio system is at the core of a strong, unified public safety response system for the 65 Police, Fire and Ambulance agencies that we dispatch for.



Style No. 3N

SAMPLE

State of Maine Sample Ballot Special Referendum Election, July 14, 2020 and Penobscot County Referendum

<u>Instructions to Voters</u>	Question 2: Bond Issue	Bond Issue: Penobscot County
<p>To vote for a question, fill in the oval to the right of the YES or NO choice, like this: ●</p> <p>To have your vote count, do not erase or cross out your choice.</p> <p>If you make a mistake, ask for a new ballot.</p>	<p>Do you favor a \$105,000,000 bond issue for improvement of highways and bridges statewide and for multimodal facilities or equipment related to transit, freight and passenger railroads, aviation, ports, harbors, marine transportation and active transportation projects, to be used to match an estimated \$275,000,000 in federal and other funds?</p> <p>Total estimated life time cost is \$133,875,000 representing \$105,000,000 in principal and \$28,875,000 in interest (assuming interest at 5% over 10 years).</p> <p>A "Yes" vote <u>approves</u> the issuance of up to one hundred and five million dollars (\$105,000,000) in general obligation bonds to finance transportation-related activities.</p> <p>A "No" vote <u>opposes</u> the bond issue in its entirety.</p> <p style="text-align: right;">Yes <input type="radio"/> No <input type="radio"/></p>	<p>Do you favor a \$6,000,000 bond issue to upgrade the Penobscot Regional Communications Center's public safety communications system and local subsystems in order to fund an upgraded communications infrastructure for emergency medical services, fire and rescue services, and law enforcement throughout the region?</p> <p>Total estimated life time cost is \$6,988,636.28 representing \$6,000,000.00 in principal and \$988,636.28 in interest (assuming interest at 2.65% over 10 years).</p> <p>A "Yes" vote <u>approves</u> the issuance of up to \$6,000,000 in general obligation bonds of the County to finance an upgraded communications system.</p> <p>A "No" vote <u>opposes</u> the bond issue in its entirety.</p> <p style="text-align: right;">Yes <input type="radio"/> No <input type="radio"/></p>
<p>Question 1: Bond Issue</p> <p>Do you favor a \$15,000,000 bond issue to invest in high-speed internet infrastructure for unserved and underserved areas, to be used to match up to \$30,000,000 in federal, private, local or other funds?</p> <p>Total estimated life time cost is \$19,125,000 representing \$15,000,000 in principal and \$4,125,000 in interest (assuming interest at 5% over 10 years).</p> <p>A "Yes" vote <u>approves</u> the issuance of up to fifteen million dollars (\$15,000,000) in general obligation bonds to finance high-speed internet infrastructure.</p> <p>A "No" vote <u>opposes</u> the bond issue in its entirety.</p> <p style="text-align: right;">Yes <input type="radio"/> No <input type="radio"/></p>	<p>You Have Completed Voting</p>	

Penobscot Regional Communications Center

Integrity

Compassion



Professionalism

Team Spirit

The Penobscot Regional Communications Center serves as an Enhanced 911 Public Safety Answering Point (PSAP) and Dispatch Center providing a critical communications link between the Emergency Services personnel (Police, Fire, and Ambulance) and the citizens of Penobscot County. We will carry out our mission providing the highest level of customer service possible, utilizing the core values of Integrity, Compassion, Professionalism and Team Spirit.



Penobscot RCC was the busiest Public Safety Answering Point in the State of Maine in 2019

In 2019

911 calls – 63,830

Business Line Phone Calls – 289,301

Radio Traffic 1,523,360

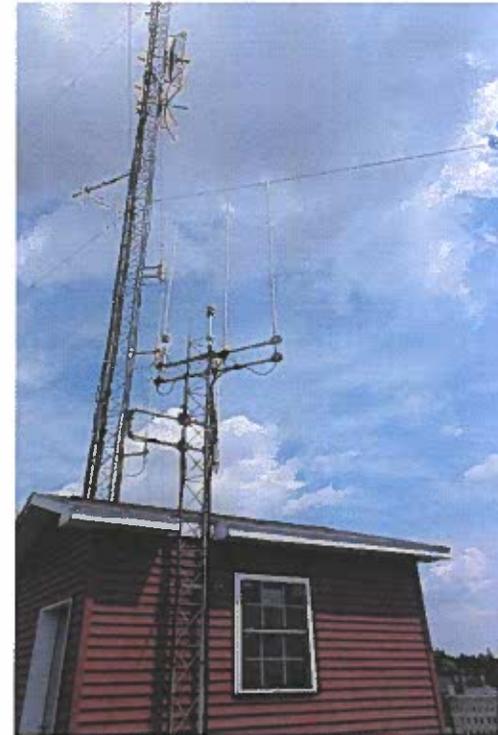
PRCC is responsible for dispatching for 65 agencies

Primary PSAP responsibility for Penobscot County and Landlines In Aroostook County – Total Population 225,795



Penobscot RCC Mission Critical Radio Communications System Upgrade

- In 2004 – 7 years after the implementation of Regional Dispatch, Penobscot County Commissioners hired a consulting firm to look at the issues revolving around Land Mobile Radio (LMR) Communications in our coverage area.



Penobscot RCC Mission Critical Radio Communications System Upgrade



That study revealed –

1. Poor Coverage
2. Interference
3. Unreliable Paging
4. Complete loss of communication on occasion

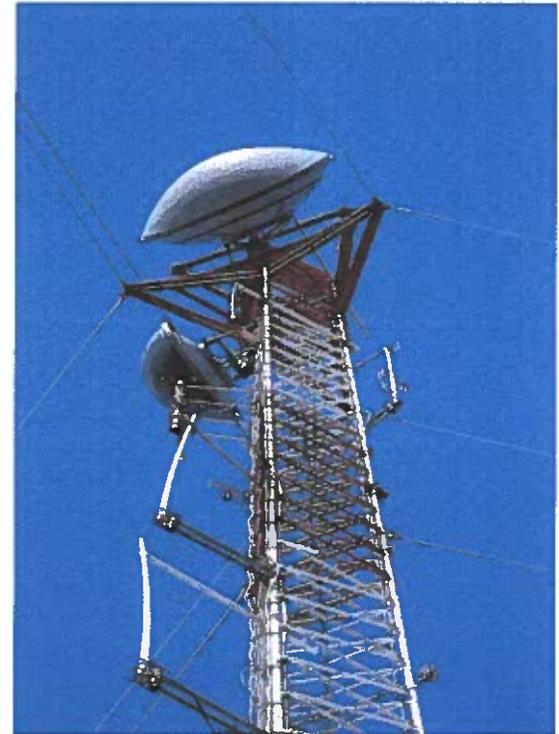
Penobscot RCC Mission Critical Radio Communications System Upgrade

- The estimated cost to fix the system in 2004 was \$26,725,376.00
- This project WAS NOT completed. It was determined the cost of the project was too great to afford



Penobscot RCC Mission Critical Radio Communications System Upgrade

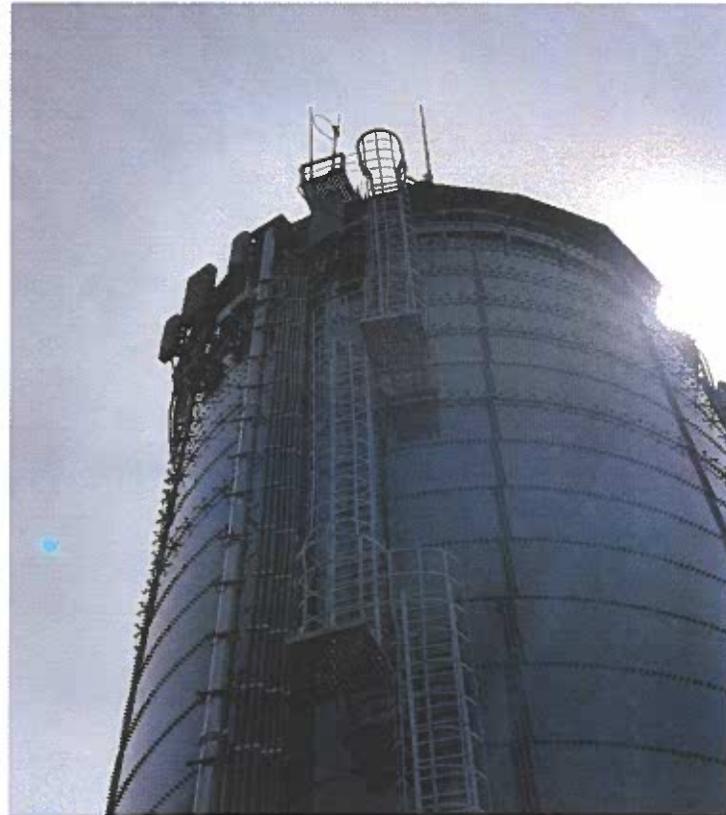
- In 2017, Penobscot County hired an independent consultant to do a study on our Land Mobile Radio (LMR) system.
- The study was to determine the most fiscally responsible solution for Penobscot County while still improving the coverage and reliability of the system
- 10 end user agencies participate in the Radio Upgrade Committee



Penobscot RCC Mission Critical Radio Communications System Upgrade

That study revealed –

1. Poor Coverage
2. Interference
3. Unreliable Paging
4. Complete loss of communication on occasion



Penobscot RCC Mission Critical Radio Communications System Upgrade

- Penobscot County utilizes a combination of analog repeaters with microwave hops to communicate between tower sites.
- Microwave Radio made by GE was discontinued as of December of 2012.
- Kenwood Analog Repeaters were discontinued as of September of 2017.



VHF/UHF FM Repeater-Base Units
TKR-150W50



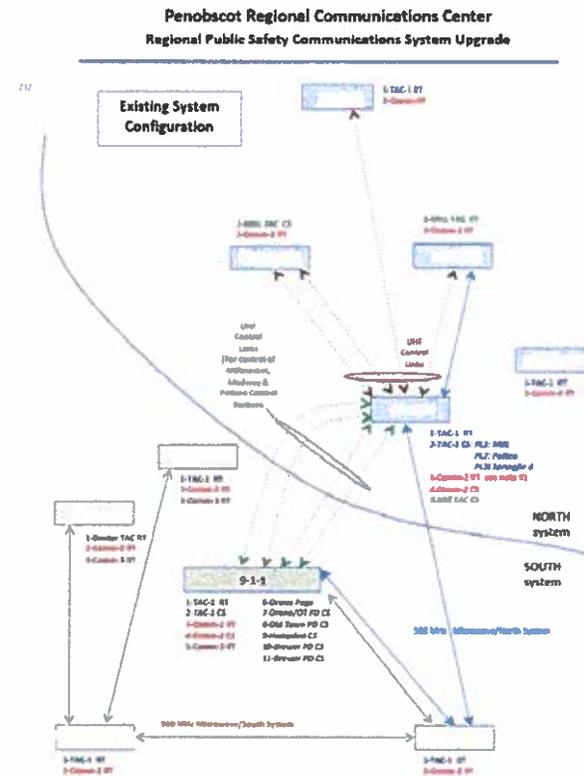
Penobscot RCC Mission Critical Radio Communications System Upgrade

- Since they are no longer manufacturing compatible equipment for our system, we are faced with purchasing equipment from 3rd party suppliers and/or on auction sites such as eBay.



Penobscot RCC Mission Critical Radio Communications System Upgrade

- No redundant backup of the microwave system
- No system alarm to notify of an outage
- Receiver/Transmitter sites are not “simulcast” meaning responders may have to manually switch between towers while responding to an incident

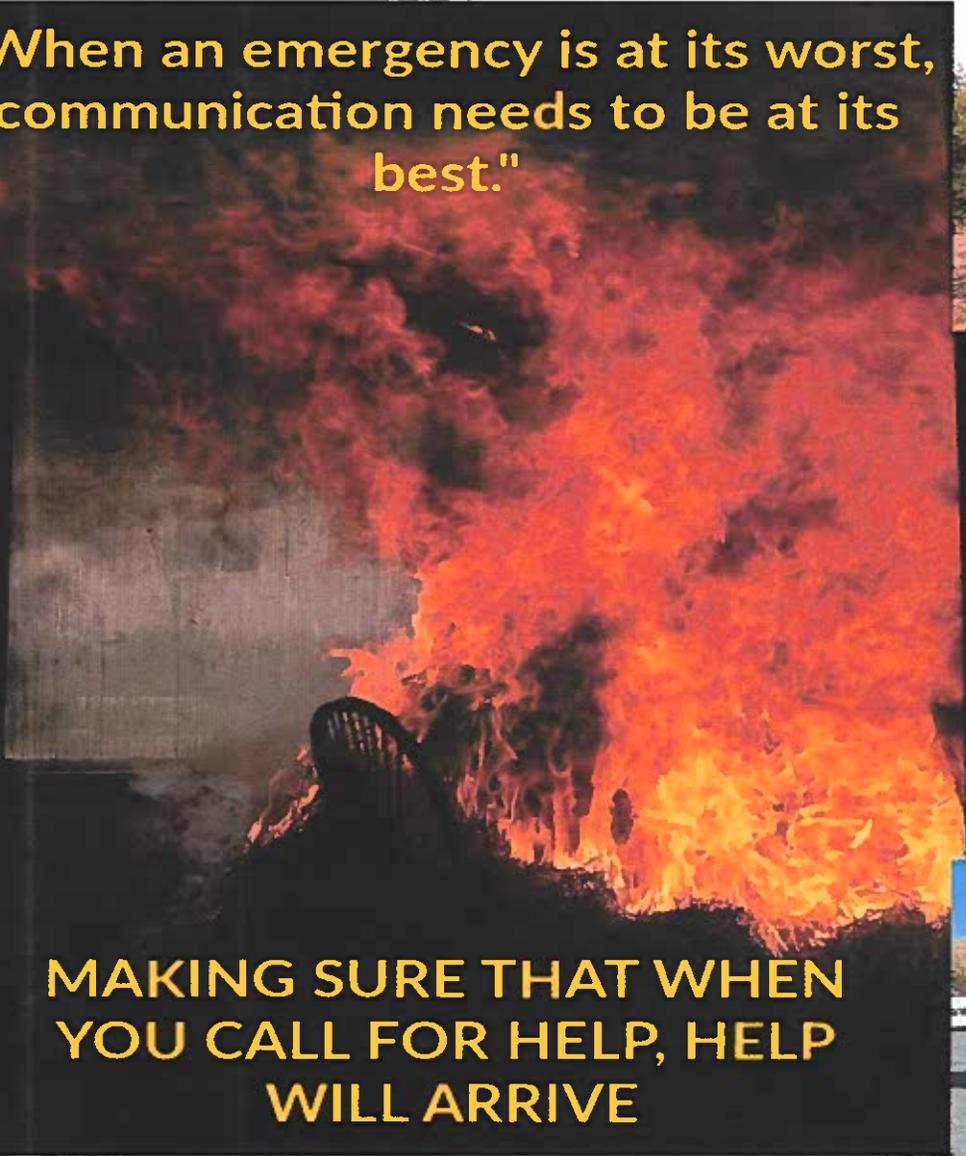
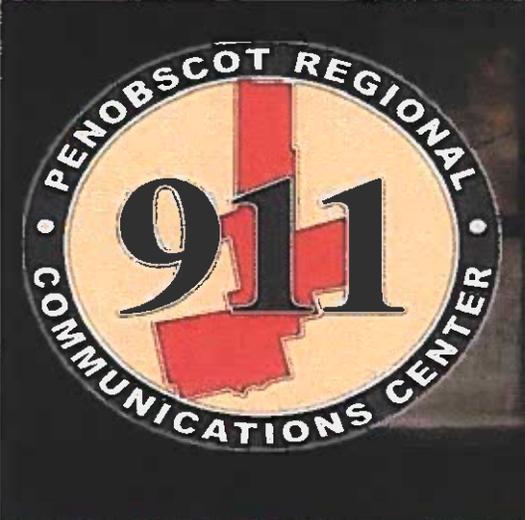


Penobscot RCC Mission Critical Radio Communications System Upgrade

- Penobscot County is going to bond on July 14, 2020 for \$6,000,000.00 to upgrade the equipment of our emergency communications infrastructure.
- The current system being utilized by our agency is no longer viable. It is time to fix this problem



**"When an emergency is at its worst,
communication needs to be at its
best."**



**MAKING SURE THAT WHEN
YOU CALL FOR HELP, HELP
WILL ARRIVE**

G-a



Memorandum

TO: Town Council
FROM: Paula Scott, Town Manager
DATE: July 2, 2020
RE: Budget update

During the budget process, and afterwards, there were some housekeeping suggestions made by both Council and staff which I wanted to address and which I have delineated below:

- Non-department utilities has been changed to non-department expenses

This is to accurately reflect that expenses in this cost center are still not attributed to just one department, but also that those expenses are for more than just utilities.

- Hydrant Rental has been changed to Public Fire Protection Charge

This is to accurately reflect the charge for the recovery of the cost of providing public water for fire protection

- Equipment Service Contracts within the IT budget has been changed to Contracts & Leases

This is to differentiate between that line item and Equipment Maintenance, Software/Licenses which appeared too similar

Other changes that I need to identify for your information are the following:

- The RSU budget was reduced once again at the June 10th RSU Board ratification vote to \$7,409,826 changing the percent of increase from 2.42% to 2.05%
- I reduced the Public Fire Protection Charge from \$505,000 to the actual assessed amount of \$496,918
- I moved the \$8,000 which was reduced from the Public Fire Protection Charge and added it to the Contingency line to be more in line with what I would have originally asked for sans covid-19. This made no change to the budget total.

- I added \$74,000 under Stormwater Compliance/Documentation for the additional amount needed to purchase the jet truck for stormwater and sewer
- I added \$74,000 as an offsetting revenue from the Environmental Trust
- I moved \$2,500 from Assessor Travel/Training line item and added it to vehicle expense so that I could change the Travel/Training line item to Contracted Services. This made no change to the budget total.
- I reduced the amount of Assessor wages by \$15,600 and moved it to the newly created Contracted Services which covers the cost of an independent Assessor. This is based on the standard rate of \$600 a day, two days a week for 13 weeks. This will take us through commitment and to the end of September, allowing for time after commitment to correct any errors and omissions. This made no change to the budget total.

H-a

David I. Ryder (4)
Stephen L. Wilde (1)
Dennis R. Marble (2)

TOWN OF HAMPDEN
IN THE TOWN COUNCIL

Terry McAvoy (3)
Ivan McPike (A/L)
Eric Jarvi (A/L)
Shelby Wright (A/L)

Order 2020-01
Adoption: July 6, 2020

ORDER PERMITTING DISBURSEMENT OF EMPLOYEE WAGES AND STATE FEES

ORDERED, that it shall be the policy of the Hampden Town Council to permit the disbursement of employee wages and benefits and money due the Department of Motor Vehicles, on a disbursement warrant signed by one Councilor. No disbursement other than wages and benefits, and Motor Vehicle fees may be made until a majority of Councilors have signed the disbursement warrant.

IT IS FURTHER ORDERED, that the Hampden Town Council, by their vote, designate Councilor _____ or Councilor _____ or Councilor _____ to sign the payroll and benefit/Department of Motor Vehicle warrant. This order shall be filed with the Municipal Clerk and Municipal Treasurer and must be renewed annually by vote of the Town Council.

Authorizing statute: MRS 30-A Section 5603, 2-A

This order is adopted on July 6th, for remainder of fiscal year 2021.

Town Clerk:

ORDERED by a majority of the Town Council:

Gayle C. Decker

H-6

Ivan P. McPike (Mayor, A/L)
Stephen L. Wilde (1)
Dennis R. Marble (2)

TOWN OF HAMPDEN
IN THE TOWN COUNCIL

Terry McAvoy (3)
David I. Ryder (4)
Shelby Wright (A/L)
Eric Jarvi (A/L)

Order 2020-02
Adoption: July 6, 2020

ORDER AUTHORIZING THE APPLICATION OF PROPERTY TAX PAYMENTS

ORDERED, that the Hampden Town Council hereby authorizes and directs the Tax Collector, pursuant to Title 36 MRSA, Section 906, to apply any tax payment received from an individual as payment for any property tax against outstanding or delinquent taxes due on said property in chronological order beginning with the oldest unpaid tax bill, provided, however, that no such payment may be applied to any tax for which an abatement application or appeal is pending unless approved in writing by the tax payer.

IT IS FURTHER ORDERED, that the Hampden Town Council hereby authorizes the Tax Collector, pursuant to Title 36 MRSA, Section 506, to accept prepayment of taxes not yet committed and to pay no interest there on.

This order is adopted on July 6th, 2020 for fiscal year 2021.

Town Clerk:

ORDERED by a majority of the Town Council:

Gayle Decker

Ivan P. McPike (Mayor, A/L)
Stephen L. Wilde (1)
Dennis R. Marble (2)

TOWN OF HAMPDEN
IN THE TOWN COUNCIL

Terry McAvoy (3)
David I. Ryder (4)
Eric Jarvi (A/L)
Shelby Wright (A/L)

Order 2020-03
Adoption: July 6, 2020

**ORDER ESTABLISHING PROCEDURES FOR THE RECEIPT OF GIFTS, DONATIONS
AND FUNDS FROM OUTSIDE SOURCES**

ORDERED, The Hampden Town Council hereby establishes procedures for the receipt and acceptance of monetary gifts, donations and funds to the Town of Hampden from outside sources.

IT IS FURTHER ORDERED, the Town Council directs the Treasurer, pursuant to Title 30-A MRSA § 5652-5655, to accept gifts from sources identified as citizens, estates and trusts, organizations, grantors, the State of Maine, and the United States and that these gifts shall be unconditional;

IT IS FURTHER ORDERED, that the Town Council authorizes the Treasurer to appropriate any funds received to specified or appropriate accounts or funds for public purposes and to disburse those funds as such.

This Order to be filed with the Municipal Clerk and the Municipal Treasurer and renewed annually by vote of the Town Council.

This order is adopted on July 6, 2020 for fiscal year 2021.

Town Clerk:

ORDERED by a majority of the Town Council:

Gayle Decker

H-d



Memorandum

TO: Town Council
FROM: Paula Scott, Town Manager
DATE: June 19, 2020
RE: E T Reimbursement

On June 18th, the Environmental Trust Committee met and reviewed invoices for stormwater expenses for reimbursement. These expenses were all approved as eligible expenses for reimbursement by the Environmental Trust Committee. Per the Trust parameters, these expenditures have to be authorized by Council.

EXHIBIT A
FORM OF CERTIFICATE OF TOWN

Bangor Savings Bank (Institutional Trustee)
c/o Julie A. Shephard, Account Administrator
5 Senator Way
Augusta, ME 04330

Re: Demand for Funds Pursuant to Trust Indenture Dated As of October 1, 1991 between Town of Hampden, as Grantor and Bangor Savings Bank, as Institutional Trustee (the "Trust Indenture")

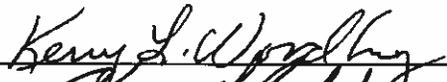
Gentlepersons:

This certificate is provided to you pursuant to the above-referenced Trust Indenture. Capitalized terms used herein without definition shall have the meaning set forth in the Trust Indenture.

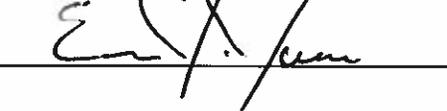
The undersigned do hereby certify:

1. That they are the Individual Trustees of the Trust.
2. The Individual Trustees have approved use of property held in the Fund for purposes set forth in the Trust Indenture, in the amount set forth below.
3. You are hereby directed to pay from the **Environmental Trust, Income** to the Town of Hampden the sum of \$53,972.15.

INDIVIDUAL TRUSTEES



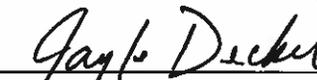




CERTIFICATE OF TOWN CLERK

The undersigned DOES HEREBY CERTIFY:

1. That he/she is the duly appointed and incumbent Clerk of the Town of Hampden, Maine.
2. That the foregoing certificate of the Individual Trustees was duly approved by a majority of the members of the Town Council of the Town of Hampden on 6-18, 2020.



Gayle Decker
Clerk, Town of Hampden

cc: Town of Hampden

H-e



Town of Hampden
Economic Development

MEMORANDUM

To: Town Counsel

From: Amy Ryder, Economic Development Director

Date: July 2, 2020

RE: Right of way access at Crosby Drive

A business owner is looking to purchase a piece of land that would require access off of Route 202. The lot being sought out for his business abuts Crosby Drive.

Crosby Drive was constructed within the town's 100' right of way when Maine Ground Developers sought and received permission from the town to construct the road.

Since Crosby Drive is not a town way, I am asking that counsel grant the land owner access to the 100' right of way that the town of Hampden has access to, so that the property can be developed for business in Hampden.

Thank you,

Amy Ryder

H-f



TOWN OF HAMPDEN
DEPARTMENT OF PUBLIC WORKS

106 WESTERN AVE.
HAMPDEN, ME 04444

TEL 862-3337

FAX 862-5067

July 1, 2020

To: Paula Scott
From: Sean Currier
Subject: Truck Purchase Request/Bid Process Waiver Request

In reviewing the audit and financial statements for the town, the Town Manger discovered an unusual line item. There was a sum of money left over from previous capital projects that is available for a capital project or capital equipment purchase in the amount of \$303,957.00

With the ever-increasing responsibilities of our MS4 program and a new 5-year permit pending from MeDEP, this is an opportunity to purchase a sewer/storm jet/vac truck that would allow us to address a multitude of required maintenance items in town. This truck would allow us to service our own sewer pump stations, properly clean the sewer collection system and storm drainpipes, vacuum catch basins and the holes for posts that hold our marina dock, hydro-excavate around utilities and much more. This would alleviate the need to hire a contractor to provide these services and improve our response to these items.

The cost proposal from Donovan Equipment, for the purchase of a 2018 Freightliner is \$375,000 delivered to the Town of Hampden Public Works facility. This is a slightly used, demo model that is very well equipped with items that they showcase.

I am requesting authorization to expend \$10,000 from an existing reserve fund containing \$303,957, as a down payment to hold the vehicle until the FY21 budget is solidified. The remaining balance of \$293,957 would be spent from the same account, which would allow us to close out the account. This payment would be sent to Donovan Equipment after the FY21 budget is approved along with a payment of \$71,043 (budgeted in FY21 in 10-10-22-05) to complete the purchase of the vehicle.

I would be happy to discuss the vehicle and its capabilities at your request.

Sincerely,

Sean Currier
Director of Public Works
Town of Hampden





TOWN OF HAMPDEN
DEPARTMENT OF PUBLIC WORKS

106 WESTERN AVE.
HAMPDEN, ME 04444

TEL 862-3337

FAX 862-5067

July 1, 2020

To: Paula Scott
From: Sean Currier
Subject: Papermill Park Bench Proposal

Sharyl White and Brian Probert of 81 Papermill Road would like to donate and install a park bench in their late daughter's name. They lost Sienna to cancer in 2018. Please find the attached letter describing their desire to install the bench.

I would like to recommend that Council consider their proposal in honor of their daughter.

Thank you for your time and consideration.

Sincerely,

A handwritten signature in black ink, appearing to read "Sean Currier".

Sean Currier
Director of Public Works
Town of Hampden

July 1, 2020

To Whom It May Concern:

When our family moved to 81 Papermill Road in Hampden, it didn't take us long to appreciate the hidden gem right next door that is Papermill Park. None of us enjoyed the park more than our daughter, Sienna, who delighted in swimming, kayaking, catching frogs and crayfish or just walking the dog. Unfortunately, we lost Sienna to cancer in 2018.

In memory of Sienna, we would like to purchase and install a park bench near the stream at Papermill Park. Ideally this would be a little-to-no-maintenance and vandal-resistant bench similar to what the city of Brewer has along the riverwalk (see attached photo). The exact location of the bench would be subject to input from the town of Hampden but we've taken the liberty of suggesting two sites (marked with grade stakes) and providing photographs of each. We also expect that the Town may have structural requirements for the concrete pad so we would be willing to work with the town's engineering firm or could probably get specs from the city engineer in Brewer to make sure the bench is safe and not subject to premature failure.

If you need clarification or additional information on the proposed project, please call Brian at 478-2931 or email at 2bprobert@gmail.com.

Thank you,

Sharyl White and Brian Probert







Designation of July as Park and Recreation Month

WHEREAS parks and recreation programs are an integral part of communities throughout this country, including the Town of Hampden and;

WHEREAS our parks and recreation are vitally important to establishing and maintaining the quality of life in our communities, ensuring the health of all citizens, and contributing to the economic and environmental well-being of a community and region; and

WHEREAS parks and recreation programs build healthy, active communities that aid in the prevention of chronic disease, provide therapeutic recreation services for those who are mentally or physically disabled, and also improve the mental and emotional health of all citizens; and

WHEREAS parks and recreation programs increase a community's economic prosperity through increased property values, expansion of the local tax base, increased tourism, the attraction and retention of businesses, and crime reduction; and

WHEREAS parks and recreation areas are fundamental to the environmental well-being of our community; and

WHEREAS parks and natural recreation areas improve water quality, protect groundwater, prevent flooding, improve the quality of the air we breathe, provide vegetative buffers to development, and produce habitat for wildlife; and

WHEREAS our parks and natural recreation areas ensure the ecological beauty of our community and provide a place for children and adults to connect with nature and recreate outdoors; and

WHEREAS the U.S. House of Representatives has designated July as Parks and Recreation Month; and

WHEREAS the Town of Hampden recognizes the benefits derived from parks and recreation resources

NOW THEREFORE, BE IT RESOLVED BY the Hampden Town Council that July is recognized as Park and Recreation Month in the Town of Hampden, Maine.

Given under our hand on the 6th day of July 2020

_____	_____
_____	_____
_____	_____
_____	_____