

HAMPDEN TOWN COUNCIL
HAMPDEN MUNICIPAL BUILDING
AGENDA

MONDAY

DECEMBER 4TH, 2017

7:00 P.M.

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

- A. PLEDGE OF ALLEGIANCE
- B. CONSENT AGENDA
 - 1. SIGNATURES
 - 2. SECRETARY'S REPORTS
 - a. November 6th, 2017 Council Meeting Minutes
 - 3. COMMUNICATIONS
 - a. Correspondence from the Recreation Committee to the Town Council regarding the Western Avenue Recreation Area
 - b. Notification regarding the pay-off of the 1997 General Obligation Bonds
 - c. Update on the October 30th wind event
 - d. Notification regarding the MRC annual membership meeting to be held Wednesday December 13th, from 3:00 – 5:00 at the Hampden Public Safety Training room.
 - e. Notification regarding the MDOT Region 4 Protective Coatings – Interstate Bridges Project
 - f. Notification regarding newly enacted Public Law 174 requiring inventory of nonproductive industrial/manufacturing sites
 - g. Renewal of Victualer's Licenses for Angelo's, Pat's Pizza and Subway
 - 4. REPORTS
 - a. Finance Committee Minutes – None
 - b. Infrastructure Committee Minutes – October 23, 2017
 - c. Planning & Development Committee Minutes – None
 - d. Services Committee Minutes – None
- C. PUBLIC COMMENTS
- D. POLICY AGENDA

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

1. NEWS, PRESENTATIONS & AWARDS
2. PUBLIC HEARINGS
3. NOMINATIONS – APPOINTMENTS – ELECTIONS
4. OLD BUSINESS
5. NEW BUSINESS
 - a. Request for Council authorization for the transfer of \$224,665.43, plus any amount added as a result of close-out of the FY17 Audit, from Recreation Clearing Account (1-199-01) to Recreation Area Reserve (3-767-00) for the purpose of completing transition from enterprise method of accounting to revenue and expense method of accounting for Recreation Department – *referral from Finance & Administration Committee*
 - b. Request for Council authorization for the transfer of \$58,452.92, plus any amount added as a result of close-out of the FY17 Audit, from Pool Clearing Account (1-111-05) to Pool Reserve (3-771-00) for the purpose of completing transition from enterprise method of accounting to revenue and expense method of accounting for Pool Department – *referral from Finance & Administration Committee*
 - c. Request for Council authorization for the expenditure of an amount up to \$2,592.00 from the Personnel Reserve Account (3-733-00) for the purpose of offsetting costs associated with payroll expenses for a temporary part-time worker – *referral from Finance & Administration Committee*
 - d. Request for Council authorization for the expenditure of an amount up to \$2,542.04 from the Municipal Building Reserve Account (3-702-00) for repairs to HVAC at Town Office – *referral from Finance & Administration Committee*
 - e. Request for Council authorization for the expenditure of an amount up to \$1,300 from the Municipal Building Reserve Account (3-702-00) for repairs to the leaking Town Office roof – *referral from Finance & Administration Committee*
- E. COMMITTEE REPORTS
- F. MANAGER'S REPORT

MONDAY

DECEMBER 4th, 2017

7:00 P.M.

G. COUNCILORS' COMMENTS

H. ADJOURNMENT



HAMPDEN TOWN COUNCIL
HAMPDEN MUNICIPAL BUILDING
MINUTES

MONDAY

NOVEMBER 6TH, 2017

7:00 P.M.

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

Attending:

Mayor Ryder

Councilor Sirois

Councilor McPike

Councilor Marble

Councilor Cormier

Councilor McAvoy

Town Manager Angus Jennings

Town Clerk Paula Scott

Resident Deborah Levine

Absent:

Councilor Wilde

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

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

1. SIGNATURES

2. SECRETARY'S REPORTS

- a. **October 16th, 2017 Council Meeting Minutes**

3. COMMUNICATIONS

- a. **Victualer's License renewal – Hannaford Supermarket #8417**
- b. **Boiler License renewal – Richard Golding**
- c. **MRC Newsletter**
- d. **Minutes to the Public Hearing for the Route 1-A and Grist Mill Bridge replacement project held September 27th**
- e. **Information regarding the Betsy Ann Ross House of Hope for Women Veterans and Their Children housing assistance**

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

4. REPORTS

- a. **Finance Committee Minutes – 10/02/2017**
- b. **Infrastructure Committee Minutes – 09/25/2017**
- c. **Planning & Development Committee Minutes – 10/18/2017**
- d. **Services Committee Minutes – 09/11/2017**

C. PUBLIC COMMENTS

D. POLICY AGENDA

1. NEWS, PRESENTATIONS & AWARDS

2. PUBLIC HEARINGS

- a. **Consideration of the proposed amendments to the Preamble, Article 1 Administration, Article 2 Activities Regulated by Ordinance, Article 5 Solid Waste and Article 8 Pool of the Town of Hampden Fees Ordinance –** *Councilor Marble made a motion, seconded by Councilor McAvoy, to open the public hearing at 7:01. Unanimous vote in favor. Manager Jennings summarized the exemption for non-profits and town projects and the changes in fees to hunting on town property, solid waste flow control and pool fees. The increase in pool fees is a direct result of the increase in minimum wage. There were no public comments. Councilor Marble made a motion, seconded by Councilor McPike to close the public hearing at 7:04. Unanimous vote in favor. Councilor Marble made a motion, seconded by Councilor McAvoy, to approve the proposed amendments to the Fees Ordinance. Unanimous vote in favor.*

3. NOMINATIONS – APPOINTMENTS – ELECTIONS

4. OLD BUSINESS

5. NEW BUSINESS

- a. **Council authorization for Eagle Scout candidate Levi Husson’s proposal to construct a Bocce court and benches at the VFW site for the benefit of the Special Olympics and the Town of Hampden**

– **referral from Services Committee** – *Councilor Marble explained that at the previous two Services meeting, Levi Husson presented his idea to build a Bocce court and benches at the VFW site as an Eagle Scout project. The Mayor recognized Deborah Levine of Canoe Club Road who stated that she thinks this is a wonderful idea for Hampden. There was no other discussion and Councilor Marble made a motion, seconded by Councilor Sirois, to authorize Levi Husson's project to build a Bocce court and two benches at the VFW site. Unanimous vote in favor.*

- b. **Council review and approval of proposed FY18 Service Charges – Recommended by Kelly Karter, Tax Assessor-** *Manager Jennings explained that the Town's attorney advised us to send out the new invoices as we normally would. If the current court appeal results in an abatement, we can revisit the new charges at that time. Councilor Marble made a motion, seconded by Councilor McAvoy, to send out the Service Charge bills for FY18. Unanimous vote in favor.*
- c. **Council authorization to exercise the Put Option for the sale of PERC ownership interests** – *Manager Jennings explained that for two decades the Town has had an equity stake in PERC which will end on April 1st, 2018. The Put Option allows us to sell our shares. Councilor McPike made a motion, seconded by Councilor Sirois to exercise the Put Option. Councilor McAvoy inquired about the type of returns we will get on the stock options, whether they would generate any income. Manager Jennings stated he had not researched that. He then stated that the motion should reference the Resolution and the specific language included in the packet. Councilor McPike amended his motion to approve Council Order 2017-02, to authorize the Town of Hampden to exercise the Put Option set forth in the sixth amended and restated agreement of Limited Partnership of Penobscot Energy Recovery Company, limited partnership. Councilor Sirois seconded the motion. Unanimous vote in favor.*
- d. **Request for authorization for the expenditure of \$6,720 from the Economic Development Reserve Account (3-727-00) for purchasing town center flags – referral from Finance & Administration Committee** – *Councilor Sirois reported that this referral came out of Finance Committee with an increased recommended amount of \$8,280. Councilor Sirois made a motion, seconded by Councilor McAvoy to authorize the expenditure of \$8,280 out of Economic Development Reserve Account (3-727-00) for the purchase of town center flags. Unanimous vote in favor.*
- e. **Request for authorization for the expenditure of \$6,800 from the Roads/Streets Reserve Account (3-761-00) for town center sidewalk/crosswalk engineering – referral from Finance & Administration Committee** – *Councilor Sirois reported that the Finance Committee recommended not using the funds for engineering, but rather to use the DOT specifications and put the money toward the*

buildout of two crosswalks, one to be lit and one not. Manager Jennings clarified that the lighting refers to a flashing beacon which was awarded to the Town through a grant applied for last spring. He will be working with DPW and Public Safety to determine which cross walk has the higher priority. Mayor Ryder recognized Deborah Levine of Canoe Club Road who stated that she is a huge fan of placing the beacon at the Cottage St. crosswalk due to the number of walkers, especially children, who utilize it going to and from school. Mayor Ryder stated that this will be back on the next Infrastructure Committee agenda which is a public meeting and to which she could attend and offer feedback about the placement of the beacon. Ms. Levine then thanked the Council for their time on this issue.

- f. **Request for authorization for contract extension with Woodard & Curran for the design for parking and permitting on the Lura Hoit Pool Site – referral from Finance & Administration Committee –** *Councilor Sirois stated that the Committee did not vote to make recommendation for contract extension. Committee members would like to review recent proposals and there needs to be a clear vision to the direction in which to go.*
- g. **Request for authorization for the expenditure of an amount up to \$51,000 from the Rec Area Reserve Account (3-767-00) for contract extension with Woodard & Curran for engineering services for parking and permitting on the Lura Hoit Pool Site –** *Councilor Sirois stated that the Committee did not authorize any expenditures as the contract was not extended at this time.*
- h. **Council referral to public hearing on November 20th, a proposed Zoning Map Amendment to reflect the proposed rezoning of a portion of parcel 33-0-11-A located at the intersection of US Route 202 and Coldbrook Road, from Residential A District to Commercial Services District –** *Councilor McPike made a motion, seconded by Councilor McAvoy, to refer the proposed Zoning Map Amendment to public hearing for November 20th. Unanimous vote in favor.*
- i. **Council referral to Public Hearing on November 20th, a proposed Zoning Ordinance Amendment to define Retail Marijuana, Retail Marijuana Store, Retail marijuana Social Clubs, Drug Store or Pharmacy and to amend existing Definitions relative to Retail Marijuana and related uses, with the intent to prohibit Retail Marijuana Stores and Retail Marijuana Social Clubs in the Town of Hampden –** *referral from Planning & Development Committee – Councilor McPike made a motion, seconded by Councilor McAvoy, to refer the proposed Zoning Ordinance amendments to public hearing for November 20th. Unanimous vote in favor.*
- j. **Council approval of the renewal of the liquor license for Pizza Gourmet –** *Councilor Sirois made a motion, seconded by Councilor Marble, to approve the liquor license renewal for Pizza Gourmet. Unanimous vote in favor.*

- k. **Request for tax abatement for property located at 501 Western Avenue for FY14-15, FY15-16 and FY16-17** – *Manager Jennings explained that the abatement is due to taxes incorrectly assessed due to a building permit that was for a two-story building. Councilor Sirois made a motion, seconded by Councilor McAvoy to abate the taxes for property located at 501 Western Avenue for fiscal years 2014 – 2017. Unanimous vote in favor.*

E. COMMITTEE REPORTS

Services Committee – Councilor Marble reported that the next Services Committee meeting is November 13th at 6:00 p.m.

Planning & Development Committee – Councilor McPike reported that the last meeting was November 1st at which time they voted to refer the marijuana zoning changes and the map to Council for Public Hearing. The Committee discussed the eventual transitioning to the new facility, the process of licensing haulers, and flow control. Discussed the Business Park covenants, and the process by which zoning amendments are made with the intent of streamlining it to make it more investor friendly.

Finance & Administration – Councilor Sirois reported that all items voted on tonight were discussed in Committee

Infrastructure Committee – Mayor Ryder reported that the Committee discussed sidewalk and crosswalk replacements, the cost of the Grist Mill Bridge project, the meter pit and flow monitoring as the bills don't often match the flow. Discussed the DOT resurfacing of Route 202 and 9 and made recommendation to purchase flags for the poles instead of lights.

- F. MANAGER'S REPORT** – *Manager Jennings gave a brief update on the impacts of last week's storm. He reminded everyone that polls are open from 7:00 a.m. until 8:00 p.m. on the 7th. The Transfer Station will be accepting brush until November 12th, at which time we will revisit. He reported that the Planner is back to work, that the FY17 Audit is ongoing, and that thanks to Deputy Treasurer Barbara Geaghan, the Quarterly Census reports are caught up.*

G. COUNCILORS' COMMENTS

Councilor McAvoy – Reminded everyone to shop local and buy American

Councilor Cormier – No comment

Councilor Marble – Stated that his thoughts are with those still without power

Councilor McPike – No Comment

Councilor Sirois – No comment

Mayor Ryder – Stated that he wanted to address the letter that was recently sent to residents of District 4. He stated that a few years ago, Council meetings were compared to Monday night fights and that he is pleased with the direction in which the entire Council has moved. He remarked that many people compliment the Council for being down to business. He refrained from commenting on specifics within the letter,

MONDAY

NOVEMBER 6th, 2017

7:00 P.M.

MINUTES

but stated that if anyone has any questions his number is in the phone book and he will be happy to speak with anyone.

- H. ADJOURNMENT** – *With no further business to conduct, Councilor Sirois made a motion, seconded by Councilor McAvoy, to adjourn at 7:30 p.m. Unanimous vote in favor.*

Respectfully Submitted,



Paula A. Scott, CCM
Town Clerk

B-3-a

f Hampden
RECEIVED

NOV 27 2017

Office of the
Town Manager

To: Hampden Town Council
From: Recreation Committee, Town of Hampden
RE: Western Avenue Recreation Area
Date: 22 November 2017

In 2015 the Hampden Recreation Department and Committee and completed a long term comprehensive plan for the Town of Hampden. That plan was forwarded to the Town Council and the Town Manager. One component of the plan included the further development of the Western Avenue Recreation Area.

In the Spring of 2017 the Town awarded a contract to Woodard and Curran to develop a design for parking and potential expansion of the recreational facilities on the town property that encompasses the Town Officers, Post Office, recreation fields, Lura Hoyt Pool, and the adjoining woods. As previous Town Councils did not take a long-term approach to the development of this property, with minimal water runoff abatement, no further development of this land will be permitted by the State if that development includes any non-permeable surface.

The current Council identified multiple needs, primary of which was safety, but also utilization of current resources for the benefit of the community and provided funding to a reserve account to facilitate concept and engineering specifications. Woodard and Curran received the initial contract to provide a multi-phased complete project, per council direction and to eliminate re-doing infrastructure, comply with state law, and allow the Town to incrementally develop the property in a prudent, cost-effective manner.

Through multiple community meetings, Services Committee meetings and Council meetings, the Recreation Committee (many members in attendance) are seeking clarification of the direction the council is moving in reference to the Western Avenue property and the adjacent lands. The following issues need clarification.

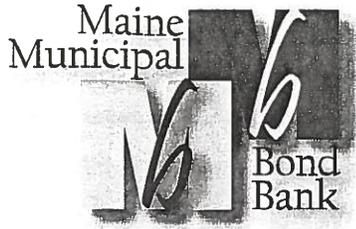
- a) The Recreation Director is charged with providing recreational programming for all residents of Hampden, but one of the largest, developed facilities, in its current state, cannot be fully utilized because of unaddressed safety issues: both parking and egress to Western Avenue. Is this still a viable concern of the Council?
- b) The original time-line for parking improvement, as identified by Council, was Fall 2018. This will require the Town to provide engineering specifications to open the bidding process, a three to four-month process, not including construction. Is the Council pursuing the Fall 2018 target date and what steps need to be taken with target dates?
- c) Over the last two years the Council has allocated and budgeted through the reserve fund, moneys to pursue conceptual and engineering plans as well as permitting for this project. While a portion of these funds have been utilized in creating the conceptual plans, in keeping faith with the community of these previously allocated funds, will the Council be authorizing engineering specifications and permitting to meet the timeline of Fall 2018 construction?

The longitudinal planning by the Council on other projects has resulted in fiscally responsible utilization of tax dollars. It is the hope of the Recreation Committee that the Council will continue to provide long term vision for the community through decisive actions to provide a safe environment and maximize utilization of already available resources, without incurring even greater expense through delay.

We look forward to your response.

Hampden Recreation Committee:

Steven Brown, James Dyer, Nancy Fenders, Jane Jarvi, Frank Pergolizzi, Jason Sharpe, Stephanie Shayne.



B-3-b

Michael R. Goodwin, *Executive Director*
Tel 207-622-9386
Fax 207-623-5359

November 15, 2017

Mr. Angus Jennings
Town of Hampden
106 Western Ave.
Hampden, ME 04444

Town of Hampden
RECEIVED

NOV 20 2017

Office of the
Town Manager

Dear Mr. Jennings:

Enclosed are the cancelled **1997 General Obligation - \$827,618.82 and \$672,381.18 bonds** acknowledging that the **Town of Hampden** made the final payment for these loans. The Maine Municipal Bond Bank appreciates having had the opportunity to be of service.

For years the Bond Bank has worked to ensure the lowest total cost of borrowing available to local governments with comparable credits anywhere in the country. The Bank's credit and the cooperative efforts of local governments that participate in the Bond Bank's loan programs have saved Maine local governments millions of dollars. The subsidy provided to our State Revolving Loan Fund borrowers achieves even greater savings for our water and sewer borrowers and has significantly impacted the development of much needed infrastructure throughout the state.

The SRF Program has benefitted from your sound financial practices.

If the Bond Bank can be of service in the future, please do not hesitate to call us.

Sincerely yours,

A handwritten signature in black ink, appearing to read "Michael Goodwin", is written over the typed name.

Michael Goodwin
Executive Director

Enclosures



Angus Jennings <townmanager@hampdenmaine.gov>

Update on Oct. 30th wind event

1 message

Michelle Tanguay <mtanguay@penobscot-county.net>
To:

Thu, Nov 30, 2017 at 8:24 AM

Good Morning,

During the week of November 13th, FEMA representatives were in the State of Maine doing preliminary damage assessments of public damages from the October 29/30th wind storm. In Penobscot County, EMA & Maine Emergency Management Agency (MEMA) officials brought them to the communities that had the highest amounts of damages so they could collect data/documentation to validate. Our intent was for them to confirm, initially, that we reached our threshold and could be included in the request for a Presidential Disaster Declaration.

We received the news that Penobscot County did reach our threshold. MEMA has put forth a request to Governor Paul LePage to request a Presidential Disaster Declaration for Maine and 12 counties.

If/When the Governor signs the request and puts forth to the President, that means that FEMA will schedule to return to Maine to meet with all communities who had damages. This will be more detailed than the preliminary meetings we conducted and they will require all documentation to support the Form 7 figures.

I will keep you posted as we go through this process but let me share with you what supporting documentation FEMA requested in the preliminary community assessments. This documentation will be requested again if your community put forth a Form 7 of damages during the storm. You may not have all of these items, but make copies of what you do have and keep with you. Please do not send the information to me.

- pay slips for employees during the storm (overtime for emergency protective measures, regular time for debris removal)
- invoices for all costs associated with the storm (including community shelters)
- policy's on procurement and/or bid processes
- insurance deductibles for public damage if applicable

B-3-d



ANNUAL MEMBERSHIP MEETING NOTICE

**Wednesday, December 13, 2017
3:00 P.M. – 5:00 P.M.**

**Hampden Town Office
Public Safety Training Room
106 Western Avenue, Hampden**

*Town of Hampden
RECEIVED*

NOV 30 2017

*Office of the
Town Manager*

The MRC's elected, volunteer Board of Directors is overseeing the implementation of an integrated municipal solid waste (MSW) disposal system of recycling and organics utilization for Post 2018 and the wind-up of the remaining contract term of the current disposal option at PERC.

During the Annual Meeting on December 13, 2017 at 3:00 p.m., we will provide detailed information of interest to all MRC members on the draft 2018 MRC operating budget, the wind up of the existing arrangements with PERC, and the status of implementation of the Post 2018 MRC/Fiberight Plan.

Our Annual Meeting is an important opportunity to discuss the MRC's plans and preparations for the significant changes facing all MRC members in 2018.

Please plan to have one or more representatives from your community attend this Annual Meeting, if possible.

Please contact Greg Lounder at 207-664-1700 or by e-mail at glounder@mrcmaine.org with any questions.

MRC ANNUAL MEMBERSHIP MEETING

Hampden Town Office
Public Safety Training Room
106 Western Avenue
Hampden, Maine 04444

Town of Hampden
RECEIVED

NOV 30 2017

Office of the
Town Manager

December 13, 2017
3:00 – 5:00 p.m.

AGENDA

1. Call to Order
2. Welcome & Opening Remarks – MRC President, Chip Reeves
3. Results of MRC Board of Directors Election
4. Overview of Preliminary FY 2018 Budget – MRC Treasurer, Sophie Wilson
5. Report on Wind Up of the PERC Partnership – MRC Advisors and Staff
6. Report on Fiberight, Hampden Facility Construction Progress and preparation for MSW acceptance and processing by April 2, 2018 – Craig Stuart Paul, Fiberight President and CEO
7. Report on the Post 2018 MRC monitoring role with its development partner Fiberight – MRC Advisors and Staff
8. Report on supporting the Joining Member Communities transition to the Fiberight facility in 2018 – MRC Advisors and Staff
9. Recognition of Service
10. Closing Remarks – MRC Members/Board of Directors
11. Adjourn

Public Meeting – Please Post



NEWSLETTER

Municipal Review Committee | 395 State Street | Ellsworth, ME 04605 | www.MRCMaine.org

ISSUE 6.4 | December 2017

Construction Progress

The Fiberight facility continues to make timely progress to meet their goals with mild weather working to their advantage. The structural steel for the 144,000 square-foot building has arrived, and the steel installation for the eastern half of the building is nearly complete. The sewer and water systems are being installed.

Fiberight reports that they are finishing up the year at a steady pace, and construction continues on schedule.



UPCOMING MEETINGS

Wednesday, December 13
3 PM: Annual Meeting
Hampden Town Office
106 Western Ave., Hampden

Wednesday, January 24
9 AM: Finance Committee Mtg
10 AM: Regular Board Meeting
Orono Town Office
59 Main Street, Orono

ABOUT THE MRC

The Municipal Review Committee (MRC) is a non-profit association of Maine communities led by an elected, volunteer board of directors. For more than 25 years, the member communities of the MRC, now numbering more than 180 cities and towns, have used the PERC waste-to-energy incinerator in Orrington to process their municipal solid waste (MSW). After 2018, the contracts with PERC will expire. The MRC has partnered with Fiberight to offer an innovative solution to recycle and process our MSW post 2018.

Visit www.mrcmaine.org or contact Greg Louder at 207-664-1700 or glouder@mrcmaine.org to learn more about the Municipal Review Committee and to add your name to our email contact list.

JOIN OUR EMAIL LIST & FOLLOW US ON SOCIAL MEDIA

MRC regularly sends updates and announcements by email to those who have signed up for our alerts. We also have active Facebook and Twitter accounts, and we've posted informative videos from recent meetings on our YouTube account. All of these are accessible from the homepage of our website, mrcmaine.org.



Reminder! Put Option Deadline December 15, 2017

Many member municipalities have already requested that the MRC exercise the Put Option on their behalf. While the technical deadline is December 15, 2017, we are requesting that Equity Charter Members send the request in ahead of the deadline. For more information including a template to the make the request, please visit our website at <http://mrcmaine.org/put-option/>.

Spreading the Good News

Executive Director Greg Louder has been busy spreading the good news about the new waste-to-energy facility in Hampden.

Greg and Craig Stuart-Paul, CEO of Fiberright LLC, spoke to members of the Maine Resource Recovery Association in Brewer on October 23rd. Craig informed the group that roadwork and other site preparation targets have been completed ahead of schedule. More than 115 communities have signed contracts with the MRC.



Greg also had the opportunity to present information about the trailblazing facility to the Joint Standing Committee on Environmental and Natural Resources earlier this month. (see picture above.) As the project rolls towards completion in 2018, MRC is actively preparing its members and the state at large for the innovative new process, while also reassuring community members that changes they experience will be small, incremental changes for the better.



Happy Holidays

The staff, board members, and partners at MRC wish everyone a Happy Holiday Season, and are looking forward to a bright 2018.

Update to MRC's Website

Have you ever tried to look back and find an email from the MRC that had links to certain documents? The MRC website under the News tab now has our emails to members, including links to the documents, to make finding the information you need easier. We have also updated our Frequently Asked Questions section on the website, which is done periodically to reflect the questions that we often hear. Check out the new links at <http://mrcmaine.org/news/> and <http://mrcmaine.org/frequently-asked-questions/>.



STATE OF MAINE
 DEPARTMENT OF TRANSPORTATION
 16 STATE HOUSE STATION
 AUGUSTA, MAINE 04333-0016

B-3-e

Paul R. LePage
 GOVERNOR

November 15, 2017

David Bernhardt
 COMMISSIONER

Angus Jennings, Town Manager
 Town of Hampden
 106 Western Avenue
 Hampden, Me 04444

Town of Hampden
 RECEIVED

NOV 20 2017

Office of the
 Town Manager

Subject: I-95 Bridges Pittsfield to Howland
 Protective Coating for Concrete Surfaces, Win Number: 21764.00

Dear Mr. Jennings,

The Maine Department of Transportation is currently working on the final design of a Substructure Protective Coating project for the bridges on the I I-95 corridor, WIN 21764.00. Advertisement of the subject project for competitive bids is scheduled for January 2018. We estimate that the construction would begin approximately in April 2018, and be completed by September 3, 2018.

The project is further described as: *Region 4, Protective coatings - Interstate bridges.*

The Contractor will be allowed to reduce traffic on I-95 to one 14' lane of traffic from Monday to Saturday from 8:00 p.m. to 6:00 a.m. for the following bridges:

- 5971 Access Rd/I-95 Bangor
- 5794 Hammond St/I-95 Bangor
- 5822 Essex St/I-95 Bangor
- 5800 I-95 NB/Stillwater Ave. Bangor
- 6411 Stillwater Interchange/I-95 NB Bangor
- 6412 Stillwater Interchange/I-95 SB Bangor
- 5934 Chase RD/I-95 Bangor

The Contractor may reduce traffic on I-95 to one 14' lane of traffic from 9:00 a.m. to 3:00 p.m. Monday to Thursday and from 9:00 a.m. to 12:00 p.m. on Friday for all other bridges.

We hereby request that you provide a copy of this notice to all municipal officials, employees and boards with responsibilities for utility and/or land-use planning/permitting, and that you post this letter on any municipal public bulletin boards, media outlets and/or municipal websites as a public meeting will not be held regarding this project unless specifically requested by the municipality.

Should you have any questions, concerns or other areas of interest, we would appreciate your comments and input. Please feel free to contact me at (207)-624-3336 or by e-mail at joseph.r.stilwell@maine.gov with any questions or concerns.

Sincerely,

Joseph Stilwell PE, Project Manager
 Bridge Program



PRINTED ON RECYCLED PAPER

B-3-f



PAUL R. LePAGE
GOVERNOR

STATE OF MAINE
DEPARTMENT OF ECONOMIC
AND COMMUNITY DEVELOPMENT



GEORGE C. GERVAIS
COMMISSIONER

November 22, 2017

Mr Angus G Jennings
106 Western Ave
Hampden, Maine 04444-1436

RE: MRDA inventory of sites available for redevelopment

Dear Mr Jennings,

The Maine Legislature recently passed Public Law 174, which directs the Maine Rural Development Authority (MRDA), in consultation with Maine Department of Economic and Community Development's Office of Business Development, to develop an inventory of nonproductive industrial or manufacturing sites Statewide: §13120-S. Inventory of nonproductive industrial or manufacturing sites

By January 1, 2018, and annually thereafter, the authority, in consultation with the Office of Business Development within the department, shall make or require an inventory to be made of all nonproductive industrial or manufacturing sites in the State that are available for redevelopment."

In support of this effort, we are asking for your assistance in providing our Office with a listing within your jurisdiction of any applicable nonproductive industrial or manufacturing sites available for redevelopment. You may email this information to us and we will add these sites to MRDA's inventory of locations available for redevelopment. We would preferably like to receive this list as an Excel file before the end of 2017 for presentation of our first inventory of sites.

Please include: Site's full street address, Name of Site (if applicable), Name of last business occupying the site, Year last in operation, type of business, number of employees formerly employed, Name and address of current site owner, acreage, square footage and description of buildings (if applicable), any additional noteworthy information about the site.

The Office of Business Development will compile this list and update it annually for presentation to the MRDA Board. Please contact me with any further questions.

Sincerely,

John Endicott, Director
Office of Business Development & Innovation
Maine Department of Economic and Community Development

Town of Hampden
RECEIVED
NOV 29 2017
Office of the
Town Manager

B-3-g

Town of Hampden
106 Western Avenue
Hampden, Maine 04444



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

November 30, 2017

Elisaveta Turla
102 Main Rd. South
Hampden, Me. 04444

RE: Victualer's license for Angelo's Restaurant

Dear Sir/Madam:

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,

Paula A Scott

Pat
Tov

Enc

VICTUALER'S LICENSE CERTIFICATE

No. 17-16

MUNICIPALITY OF HAMPDEN, MAINE

To all whom these presents may concern: Date: Nov 21, 2017

KNOW YE, that Elisaveta Turla, doing business as Angelo's Restaurant has been duly licensed as a Victualer at 102 Main Rd South in the Municipality of Hampden by said Municipality until 11/21, 2018, and has paid to the Municipal Treasurer the fee of One hundred Dollars (\$100.00).

[Signature]
Authorized Municipal Officer **CODE ENFORCEMENT OFFICER**

Town of Hampden
106 Western Avenue
Hampden, Maine 04444



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

November 30, 2017

Tina Carroll
662 Main Rd. North
Hampden, Me. 04444

RE: Victualer's license for Pat's Pizza

Dear Sir/Madam:

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,

Paula A Scott

Pat
Tov

Enc

VICTUALER'S LICENSE CERTIFICATE

No. 17-17

MUNICIPALITY OF HAMPDEN, MAINE

To all whom these presents may concern: Date: Nov 30, 2017

KNOW YE, that Tina Carroll, doing business
as Pat's Pizza has been duly licensed as a Victualer at
662 Main Rd North in the Municipality of Hampden by

said Municipality until 12/12, 2018, and has paid to the Municipal

Treasurer the fee of One hundred Dollars (\$100.00).

Myles W. Blawie
Authorized Municipal Officer

CODE ENFORCEMENT OFFICER

Town of Hampden
106 Western Avenue
Hampden, Maine 04444



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

November 30, 2017

Atif Sheikh
7 Western Ave.
Hampden, Me. 04444

RE: Victualer's license for Subway

Dear Sir/Madam:

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,

Paula
Town (

Enclos

VICTUALER'S LICENSE CERTIFICATE

No. 17-18

MUNICIPALITY OF HAMPDEN, MAINE

To all whom these presents may concern: Date: Nov 30, 2017

KNOW YE, that Atif Sheikh, doing business
as Subway has been duly licensed as a Victualer at
7 Western Ave in the Municipality of Hampden by said
Municipality until 12/12, 2018, and has paid to the Municipal Treasurer the
fee of One hundred Dollars (\$100.00).

Authorized Municipal Officer **CODE ENFORCEMENT OFFICER**

INFRASTRUCTURE COMMITTEE MEETING

Monday, October 23, 2017

MINUTES

Attending:

*Mayor David Ryder, Chair
Councilor Ivan McPike
Councilor Dennis Marble
Councilor Terry McAvoy
Councilor Mark Cormier
Town Manager Angus Jennings*

*DPW Director Sean Currier
Public Safety Director Joe Rogers
Town Clerk Paula Scott
Admin Asst. Danielle Simons
Kyle Corbeil, P.E., Woodard & Curran
Curt Slininger, Kiwanis
12 residents of the community*

Mayor Ryder called the meeting to order at 6 PM.

1. MINUTES – September 25, 2017 *Minutes were unanimously approved.*

2. OLD BUSINESS

- a. Announcement of MDOT award of flashing pedestrian beacon to Hampden; request for authorization of up to \$4,000.00 from the Streets & Roads reserve fund for engineering of new crosswalk across Route 1A with ADA complaint “landing areas” nears Irving Station and Hannibal Hamlin Place** – *Manager Manager Jennings explained the history behind the crosswalk by Cottage Street and 1A. This crosswalk is not ADA compliant and does not meet MDOT specifications; on one side of the road the crosswalk terminates within the Cottage Street traveled way and on the other side it terminates in a driveway to a single-family home. The Town was recently awarded a flashing set of pedestrian beacons. The goal is to add a new crosswalk between Hannibal Hamlin Place and the Kiwanis/Irving driveway and to install the pedestrian beacons.*

Mayor Ryder asked what is ADA compliant? Kyle Corbeil of Woodard & Curran stated that some crosswalks can't exist in certain terrain, the crosswalk must have a landing.

Mayor Ryder stated we have crosswalks that don't land anywhere. He referred to a crosswalk on Constitution Ave. Director Currier stated there are a number of crosswalks and we are taking them one at a time, focusing initially on those that receive a lot of foot traffic such as in the Town Center.

Councilor Marble stated he was not sure about the proposed location at Irving and Kiwanis, and a path to the VFW complex/fields.

Public comments:

Priscilla Bisher of Cottage Street spoke about the importance of have a crosswalk closer to the schools for the children to use.

Cheryl Morse of Main Road North spoke in favor of the crosswalk at Cottage Street.

Erica Bisher of Cottage Street spoke in favor of the crosswalk at Cottage Street and 1A.

Deanna Llerena of Main Road North spoke in favor of the Cottage Street crosswalk, and the safety for the people using it.

Quinton Bisher and Brody Simons both of Cottage Street spoke about no one stopping for them when they are at the crosswalk. They run across 1A from Cottage Street.

Councilor Marble asked if they would use the Irving crosswalk.

Frank Bisher of Cottage Street stated he thinks it is a dangerous situation.

Tony Llerena of Main Road North asked about the enforcement of people not stopping at crosswalks.

Christa Anderson 5 Cottage Street stated her husband was rear ended by the Cottage Street crosswalk when stopping for someone in the "unmarked" crosswalk.

Kyle Corbeil from Woodard & Curran explained about traffic calming, and how it helps to slow traffic down.

Mayor Ryder stated he would like to keep the Cottage Street crosswalk.

Chief Rogers stated that he could not stop people from using the side of the road with no sidewalk. Most of the accidents have been due to distracted driving in this area. Engineering, education, and enforcement was discussed. Chief Rogers said a blinking/flashing lights at the crosswalk is a good idea, it draws the attention of drivers more effectively than just a crosswalk.

Debra Levine stated she walks her dogs, and asked if you could have lights without the crosswalk.

Councilor McAvoy asked about a red light instead of yellow. Director Currier stated that it has to be yellow under MUTCD (Manual of Uniform Traffic Control Devices).

Priscilla Bisher of Cottage Street asked about a walking lane?

Town Manager Jennings said he would invite a price quote for engineering associated with two crosswalks – a new one near Kiwanis/Irving, and the existing non-compliant crosswalk at Cottage Steet. He will aim for the November 6th Finance Committee meeting.

- b. Update on sewer financial commitments to review whether available funds will cover anticipated projects including but not limited to the Grist Mill Bridge and Route 1A reconstruction costs; improvements to meter pit at the Bangor/Hampden line; collection system repairs or upgrades that may be identified by CCTV work; and costs for sewer pump stations; or whether additional revenues and/or borrowing authorization may be needed** – *Manager Jennings summarized the materials in the packet and updated the Committee on the sewer fund financial status. He expects that, when the FY17 audit is closed out, it will show approximately \$125,000 in revenues. Manager Jennings stated this is informational only, but that he will continue working with Director Currier to bring forward a specific proposal for Council authorization regarding how best to manage the FY17 revenues in light of current projects and system needs.*
- c. Summary of Hampden Capital Program work needed for FY19 budget cycle** – *Manager Jennings summarized the materials in the packet and gave an informational update to the Committee. When he began in 2015 the Capital Program hadn't been updated in almost a decade. While significant progress has been made, he said that there is a considerable amount of work to be done to get the Capital Program to where he would like it for the FY19 budget cycle. He said this should be a central focus of the Infrastructure Committee's work and that the Capital Program should be a standing item on the Committee's agenda.*
- d. Woodard & Curran engineering report on sewer meter pit at Bangor/Hampden line** – *Kyle Corbeil from Woodard & Curran gave a brief overview of the sewer meter pit report (in layman terms) for the Committee. Pit was installed below grade. Palmer-Bowlus needs right hydraulic conditions.*

Was installed in the early 1980's. Gravity line. Bangor has started to control their CSO's by throttling flow. This backs up the system.

Manager Jennings asked how does this throttling affect our cost? Kyle Corbeil stated it is difficult to estimate. You could record when they are throttling, historical SCADA information. The accuracy of the sewer flow was questioned.

The Committee agreed this item should be added to the Capital Program, with the cost estimates, so it can be reviewed with other sewer infrastructure needs.

- e. Update for MDOT public meeting regarding Route 1A and Grist Mill Bridge reconstruction** – *Manager Jennings stated this is informational, but he noted that the cost estimates had increased from \$4.65M to \$5.37M and that, since Hampden is responsible for 10% of costs, this would affect Hampden's costs. However he also noted that the MDOT Project Manager had informed him that the updated estimate is conservative; the actual costs won't be known until the project is put out to bid. The transcript and map of the project have been posted to the Town's website.*

3. NEW BUSINESS

- a. Update on MDOT Rte 9/202 (Western Ave.) resurfacing (ant. Summer 2018)** – *There are a couple items to work through with MDOT related to the proposed resurfacing, which is expected to happen instead of the BACTS projects that had been programmed for this stretch of road. The BACTS projects would have included a sidewalk, but also would have required a local cost match. The resurfacing project would not include a replacement sidewalk, but does not have a local cost match. If the Town would like to replace the sidewalk along Western Avenue, which is showing wear, this would be a local cost and would require coordination with MDOT.*
- b. Discussion of cost for spray foam insulation at Kiwanis Civic Center** – *Manager Jennings gave a brief summary stating the cost and benefits of insulating the Kiwanis, where the foundation is currently showing cracks that surely increase the building's heating cost. Councilor McAvoy asked if the holes could be filled. Mayor Ryder asked if we could do the cracks in the foundation. Director Currier stated that spray foam goes over surfaces better. He said that, while Kiwanis has made some investments in the property during its lease, some maintenance has been deferred. He said if it's Town property we ought to take some care of it. No decision was made regarding whether to proceed with the insulation.*

4. STAFF UPDATES

- a. Anticipated Fiberight correspondence regarding sewer rates –**
Manager Jennings said he expects that Fiberight may request different sewer rates. He said he does not see a basis for differing rates in the Sewer Ordinance, and further that, because of the Sewer Fund's financial condition, any reduction in rate would simply pass costs along to the other ratepayers, who are already absorbing significant rate increases. The Committee agreed, but also agreed with Manager Jennings that, if such a request is put forward, it could properly be considered by the Finance Committee if an Infrastructure Committee meeting is not pending.
- b. Confirmation of policy to install decorative flags on utility poles in Town Center instead of holiday lights this season –**
DPW will put the banners up. Councilor Marble made a motion to refer to Finance \$6730.00 for the banners, seconded by Councilor McAvoy. Vote was unanimous in favor.
- c. Update: MEPDES permit for CSO Maine Waste Discharge License, due Dec. 1 –**
This is a work item underway that is required every 5 years. The Town received assistance from Woodard & Curran for the previous report but Director Currier is working to complete this in-house.
- d. Update on DEP working group regarding potential new licensing requirement applicable to Satellite (sewer) Collection System –**
Director Currier stated that MDEP does not have authority to regulate satellite sewer collection systems such as Hampden. They are looking at fees. Must have certified operator, O & M Manual takes a year to create. Councilor Marble asked what date for the working group report. Director Currier stated January 1st. He said we are responsibly maintaining the system, and that new regulations would be targeted toward systems that don't have good management in place, but that Hampden would need to formalize and more extensively document its practices. This would divert limited staff time away from the actual work, as more time would be needed for paperwork. Councilor McAvoy asked if this could be a permit by rule, assuming we are doing it right. Director Currier stated there are areas where we would be seen as deficient, such as right now we have 4 pump stations that don't have backup generators.

5. PUBLIC AND STAFF COMMENTS – None.

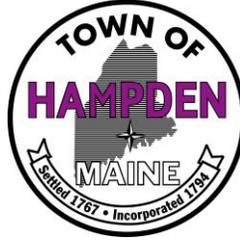
6. COMMITTEE MEMBER COMMENTS – *Mayor Ryder had concerns over a culvert on Old County Road sagging.*

7. ADJOURN

There being no further business, the meeting was adjourned at 8:00 p.m.

*Respectfully Submitted,
Angus Jennings, Town Manager*

Town of Hampden
106 Western Avenue
Hampden, Maine 04444



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

TO: Finance Committee and Town Council
FROM: Angus Jennings, Town Manager
DATE: November 30, 2017
RE: Transition from Enterprise to Revenue/Expense Budgeting

Please find enclosed the memo from the Auditor reviewed at the previous Finance Committee meeting.

Background: A review of Town financial records shows that the policy intent of “enterprise” budgeting was to provide a non-taxation revenue source for Recreation and Pool reserve needs instead of budgeting taxation funds into those reserve accounts. As a result, these are reported as “committed” funds in Town Audits.

“Enterprise” budgeting for Recreation began in the 1990s. A review of archived accounting filed dating back to FY05 shows that no budgeted funds were put toward Recreation Reserve over that period of time (although \$10,000 was budgeted toward the Playground Reserve in both FY05 and FY07, totaling \$20,000).

In FY17, \$80,000 was placed in the Recreation Reserve to fund the ongoing work related to the Pool/Town Building site. An additional \$10,000 was budgeted toward this account, for these purposes, in the FY18 Budget. These were the first budgeted funds added to the Recreation Reserve account since FY05, at least. (Access to pre-FY05 TRIO accounting records is not readily available).

“Enterprise” budgeting for Pool began in 2013. A review of adopted Town Budgets shows that, from FY05 through FY12, the Town’s operating budget committed \$10-15,000 per fiscal year to the Pool Reserve account (a total of \$110,000 over that time). No funds were budgeted toward Pool Reserve in FY13 through FY16. In FY17 and FY18, \$5,000 each year was placed in Pool Reserve toward the cost of repainting the pool interior.

Town budgeting over the period of time that “enterprise” budgeting was used supports other references (i.e. Town Manager memos, meeting minutes) that the “enterprise” method was intended *instead of* budgeting reserve funds. Funds budgeted toward Rec and Pool Reserves in FY17 and FY18 were toward specific initiatives (Pool site) and repairs (Pool painting), and do not begin to cover known and anticipated costs of future investments toward Rec and Pool facilities (as set out in the Capital Program).

In order to put the Town in a better position to absorb these future costs, and to maintain previous policy, and public commitments, regarding the use of Rec and Pool program proceeds, I recommend authorizing the transfers included on the agenda (from Rec Clearing to Rec Reserve, and from Pool Clearing to Pool Reserve). FY17 numbers will not be final until the Audit is complete.

James W. Wadman

Certified Public Accountant

Telephone 207-667-6500
Facsimile 207-667-3636

James W. Wadman, C.P.A.
Ronald C. Bean, C.P.A.
Kellie M. Bowden, C.P.A.
Wanese L. Lynch, C.P.A.
Amy E. Atherton, C.P.A.

Town of Hampden
RECEIVED

OCT 23 2017

Office of the
Town Manager

October 18, 2017

Town of Hampden
Town Council
106 Western Avenue
Hampden, ME 04444

The recreation enterprise fund and the pool enterprise fund are committed funds. Committed funds include fund balance amounts that are constrained for specific purposes that are internally imposed by the government through town council voting, and does not lapse at fiscal year-end. The town shows the activity for the fund in the general fund expense account. At year end these accounts are closed into the liability account on the general fund.

For financial statement purposes the recreation and pool enterprise funds have been reported as reserve funds. We are aware that, in the current fiscal year budget, the prior method of enterprise accounting for recreation and pool has been changed to standard expense and revenue budgeting. To complete this transition, in the accounting system it would make sense for the enterprise funds (which are reported in general ledger "clearing accounts" in the general fund) to be reported within the reserve fund. Votes of the Town Council to transfer the balance from the recreation enterprise fund into a recreation reserve fund, and to transfer the balance from the pool enterprise fund into a pool reserve fund, would be necessary to execute these transfers.

If you have any questions, please do not hesitate to contact our office.

Best regards,



James W. Wadman, C.P.A.

Town Budgeted Funds toward certain Reserve accounts, FY02-FY18

Acct	Reserve Account	FY02 Budget	FY03 Budget	FY04 Budget	FY05 Budget	FY06 Budget	FY07 Budget	FY08 Budget	FY09 Budget	FY10 Budget	FY11 Budget	FY12 Budget	FY13 Budget	FY14 Budget	FY15 Budget	FY16 Budget	FY17 Budget	FY18 Budget
3-767-00	Rec Area Res	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 80,000	\$ 10,000
3-768-00	Playground	\$ -	\$ -	\$ -	\$ 10,000	\$ -	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000
3-769-00	Rec/Conserv	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
3-771-00	Pool Facility	\$ -	\$ -	\$ -	\$ 10,000	\$ 10,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ -	\$ -	\$ -	\$ -	\$ 5,000	\$ 5,000

Source: Angus Jennings, Town Manager, 11/30/17

TO: Services Committee
FROM: Sue Lessard, Town Manager
DATE: June 4, 2015
RE: Enterprise Accounts

The purpose of this memo is to provide information requested by Councilor McAvoy in regard to the Recreation Enterprise Account. He asked for information related to when the Recreation Enterprise Account was established, by whom, and under what authority. Since the Recreation Enterprise account pre-dates me, I reached out to former Town Manager Marie Baker. She indicated that the Enterprise account was established as part of the budget process sometime in the mid 1990's when the Recreation Committee recommended that there be a full-time recreation director for the town.

I went back to Council minutes for the period from 1990 forward and found that the Enterprise Account was first listed as a separate account as part of the 1997 budget. The minutes from that time period do not do it in the form of any type of motion – it just separates the fee-based programming into a different account that would not lapse. I have attached minutes from 1996 and 1997 that discuss recreation expansion and a fund in which income would cover the expenses associated with personnel. I do not have any other documentation and from discussions with the former Manager, I do not think any exists.

When the Skehan Center was acquired as a lease by the Town and turned over to the Recreation department to run – the department was also tasked with covering all of the costs of it through generation of revenue by the facility and coverage of any deficit by funds that are generated through the Recreation enterprise account. At first all were maintained together, but there was a desire on the part of the Council to be able to see what the Skehan Center actually cost to operate and how many actual programs were run from that facility. If there is some other way that the Council wishes this information to be presented, I am happy to set that up so that you have it.

The Council did approximately the same thing in 2013 when, as part of the budget process it separated pool income and all of the pool operational costs except wages/benefits into an enterprise account designed to function in the same way that the Recreation Enterprise account functions.

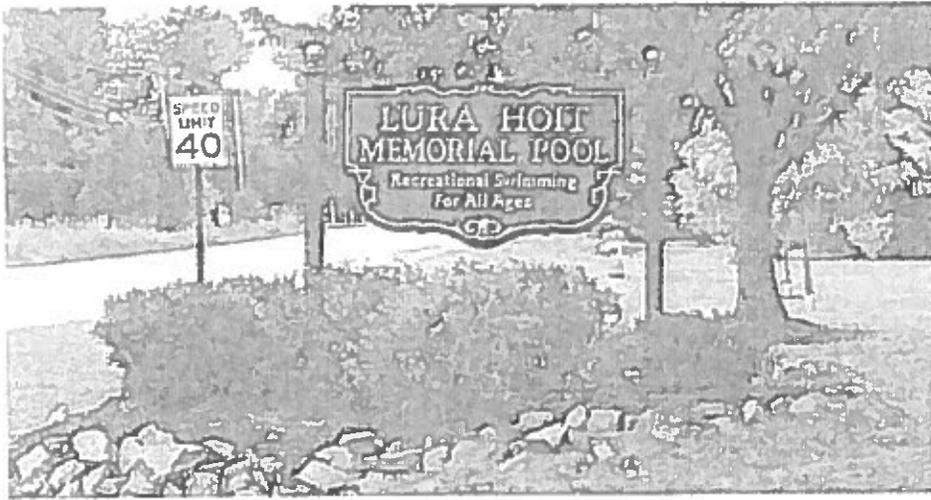
The main reason for the establishment of these accounts is so that any funds generated solely by one activity – recreation, or the pool – over above the costs of operating the programs - can be carried forward for use in replacement of capital items (tennis court improvements, major repair at the Skehan Center, etc. on the Recreation side and major pool repairs, on the pool side.

I have attached a sheet that shows the total budgets for the pool, recreation, the Skehan Center, and Rec Enterprise along with their funding sources. I hope that this is helpful.

TO: Hampden Town Council
FROM: Sue Lessard, Town Manager
DATE: May 14, 2015
RE: Skehan Center and Recreation Enterprise Budgets

I have included the two enterprise budgets for Recreation with this packet since the Recreation Department operating budget is on the agenda for review on Monday, May 18th. These two budgets are NOT part of the operating budget. They are fee supported and the remaining balances do not lapse at year end the way that the operating budget does. No property tax dollars are used to support these two budgets. The net positive balance between the two accounts is available for use to replace playground equipment, repair the tennis courts, purchase major equipment, or do needed major repairs to the Skehan Center.

Review of these budgets provides a clearer picture of what is offered through the Hampden Recreation department that is funded from fees.



New Budget Method for Lura Holt Pool Income and Expenses

During this year's budget review, the Hampden Town Council made the decision to change the manner in which the funding of the Lura Holt Pool was done, in order to make it more consistent with the manner of funding of other Town Recreation activities. Property taxation was raised to cover the cost of salaries and benefits for the people who work at the pool. All other expenses for the pool are to be covered by revenue generated by the use of the pool. These expenses include heating, electricity, supplies, maintenance, training, and equipment. Funds received from pool fees will be maintained in an enterprise account which allows them to remain dedicated to expenses generated by the pool from year to year. The Pool staff and Board of Trustees also work on outside projects and fundraisers to help cover the cost of operational and long term pool needs. Non-pool recreation is treated this same way, in that personnel expenses for the Director and Assistant Director are paid for through property taxation, but the cost of operation of all the programs and other personnel that work on those programs that are run by the department are paid for through program fees. ■

Hampden Garden Club to Sponsor Craft Fair

The Hampden Garden Club will hold its second annual craft fair from 10 a.m. to 2 p.m., October 27 at Harmony Hall, 24 Kennebec Road.

Fourteen talented artisans from this area will offer a wide variety of unique, handcrafted items. This is an ideal opportunity to do some early Christmas shopping for that very special one-of-a-kind gift. In addition, Garden Club members will be selling their famous homemade pies, usually only available at the spring plant and pie sale. Visitors to the Craft Fair will also have the opportunity to see the results of the club's recent restoration work on historic Harmony

Hall. The latest of these renovations was the replacement of the front porch and entry steps and the addition of a handicapped access ramp.

Also club members want to thank the residents of Hampden for donating their used plant pots at the plant pot box located at the Hampden transfer station. Thus far, 750 plant pots have been collected. These pots will be filled with plants to be sold next Spring at the club's Perennial Plant & Pie Sale on May 18, 2013. All proceeds from the sale will be used to continue the restoration of Harmony Hall. Thanks to everyone for your support of the Hampden Garden Club! ■

Hampden
1:22 PM

Current Account Status

D-5-6

11/29/2017
Page 1

G 1-199-01 GENERAL FUND / REC CLEARING

-224,665.43 = Beg Bal
0.00 = Adjust

0.00 = YTD Net
0.00 = YTD Enc

-224,665.43 = Balance

Per	Jrnl	Check	Date	Vendor-----	Description-----	RCB / Type	Debits	Credits
Totals-							0.00	0.00

Monthly Summary

Month	--Regular Entries--		--Balance Entries--	
	Debits	Credits	Debits	Credits
Totals	0.00	0.00	0.00	0.00

Current Account Status

G 3-767-00 RESERVE ACCT / REC AREA RES

-69,921.40 = Beg Bal
0.00 = Adjust

2,231.64 = YTD Net
0.00 = YTD Enc

-67,689.76 = Balance

Per	Jrnl	Check	Date	Vendor-----	Description-----	RCB / Type	Debits	Credits
08	0080	1880	08/02/17	00517 U.S. POSTAL	POSTAGE FOR POOL SITE	R AP	62.23	0.00
08	0102	1882	08/09/17	00539 WOODARD & CU	POOL/MUN BLDG SITE ASSESS	R AP	2,041.00	0.00
08	0102	1881	08/09/17	00517 U.S. POSTAL	RECREATION FIELD MAILING	R AP	584.66	0.00
08	0121	1884	08/16/17	00448 SNOWMAN, INC	POOL SITE LETTERS-GREEN	R AP	568.50	0.00
09	0239	1891	09/20/17	00539 WOODARD & CU	SCHEMATIC PLAN	R AP	4,682.75	0.00
10	0255	1894	10/11/17	00539 WOODARD & CU	MUN BUILD/POOL SITE PLAN	R AP	4,292.50	0.00
11	0384		11/13/17		11/13/2017 C/R	R CR	0.00	10,000.00
Totals-							12,231.64	10,000.00

Monthly Summary

Month	--Regular Entries--		--Balance Entries--	
	Debits	Credits	Debits	Credits
August	3,256.39	0.00	0.00	0.00
September	4,682.75	0.00	0.00	0.00
October	4,292.50	0.00	0.00	0.00
November	0.00	10,000.00	0.00	0.00
Totals	12,231.64	10,000.00	0.00	0.00

Current Account Status

G 1-111-05 GENERAL FUND / POOLCLEARING

-58,452.92 = Beg Bal 0.00 = YTD Net -58,452.92 = Balance
 0.00 = Adjust 0.00 = YTD Enc

Per	Jrnl	Check	Date	Vendor-----	Description-----	RCB / Type	Debits	Credits
Totals-							0.00	0.00

Monthly Summary

Month	--Regular Entries--		--Balance Entries--	
	Debits	Credits	Debits	Credits
Totals	0.00	0.00	0.00	0.00

Current Account Status

G 3-771-00 RESERVE ACCT / POOL FACILTY

-52,034.09 = Beg Bal 4,880.00 = YTD Net -47,154.09 = Balance
 0.00 = Adjust 0.00 = YTD Enc

Per	Jrnl	Check	Date	Vendor-----	Description-----	RCB / Type	Debits	Credits
09	0232		09/19/17		09/19/2017 C/R	R CR	0.00	5,000.00
09	0239	1890	09/20/17	00000 R & M PAINTI	INTERIOR REPAIR/REPAINT	R AP	10,180.00	0.00
10	0310	1899	10/18/17	00481 TOWN OF HAMP	REIMB EXP A/C-LEE BLDRS	R AP	5,200.00	0.00
10	0310	1898	10/18/17	00481 TOWN OF HAMP	REIMB EXP ACCT-BLUECOLLAR	R AP	2,800.00	0.00
10	0310	1896	10/18/17	01122 EATON PAVING	SIDEWALKS/CURBING/PAVING	R AP	8,675.00	0.00
10	0310	1895	10/18/17	00981 BLUE COLLAR	PAINTING BATHROOMS	R AP	1,605.00	0.00
10	0308		10/18/17		10/18/2017 C/R	R CR	0.00	18,580.00
Totals-							28,460.00	23,580.00

Monthly Summary

Month	--Regular Entries--		--Balance Entries--	
	Debits	Credits	Debits	Credits
September	10,180.00	5,000.00	0.00	0.00
October	18,280.00	18,580.00	0.00	0.00
Totals	28,460.00	23,580.00	0.00	0.00

D-5-c

Town of Hampden
106 Western Avenue
Hampden, Maine 04444



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

TO: Finance Committee and Town Council
FROM: Angus Jennings, Town Manager
DATE: November 29, 2017
RE: Request for authorization of expenditures from Personnel Reserve

This is a follow-up to my previous memo of April 26, which was taken up by the Finance Committee and Council at your May 1 meetings.

A Town employee received a medical diagnosis last spring that required some amount of time away from work for testing and treatment, and which will continue some additional time off. Time off has been provided, and will continue to be provided, in accordance with the Family and Medical Leave Act.

On May 1, the Council authorized funding from the Personnel Reserve fund to cover the cost of a temporary part-time worker in order to ensure staff coverage of key functions of this position during the remainder of FY17.

This memo is a request for Council authorization of an additional \$2,592.00 from the Personnel Reserve in order to offset the costs of this part-time coverage for FY18. This amount will cover hourly wages and required FICA/Medicare contribution for 144 hours during this period. Depending on the FMLA employee's status, an additional authorization may be requested in the future.

The current account balance in the Personnel Reserve is approximately \$35,621 which includes the \$25,000 added to this account as budgeted in FY18. The requested allocation will ensure continuity of operations while preventing the department's wage expense account from being overspent in FY18.

Current Account Status

G 3-733-00 RESERVE ACCT / WAGE STUDY

-10,621.20 = Beg Bal
0.00 = Adjust

-25,000.00 = YTD Net
0.00 = YTD Enc

-35,621.20 = Balance

Per	Jrnl	Check	Date	Vendor-----	Description-----	RCB / Type		Debits	Credits
09	0247		09/25/17		09/25/2017 C/R	R	CR	0.00	25,000.00
Totals-								0.00	25,000.00

Monthly Summary

Month	--Regular Entries--		--Balance Entries--	
	Debits	Credits	Debits	Credits
September	0.00	25,000.00	0.00	0.00
Totals	0.00	25,000.00	0.00	0.00

D-5-d



TOWN OF HAMPDEN
DEPARTMENT OF PUBLIC WORKS

106 WESTERN AVE.
HAMPDEN, ME 04444

TEL 862-3337

FAX 862-5067

November 29, 2017

To: Angus Jennings
From: Sean Currier
Subject: Municipal Building Reserve Fund Request

The Public Works Department is requesting approval to use Municipal Building Reserve funds (03-702-00) in the amount of \$198.00 to pay for the repair of the hot water heater at the Town Office. Penobscot Temperature Controls performed the repair in November which was an unexpected and unbudgeted expense as with the following requests.

We are also requesting Municipal Building Reserve funds (03-702-00) in the amount of \$323.04 for a repair / service call performed by Penobscot Temperature Controls to rectify the temperature in the Council Chambers. The air dryer for the pneumatic lines is not properly functioning and is in need of replacement. It was temporarily repaired to get the temperature to a reasonable level.

The third request is in the amount of \$243.00 for a weekend service call to Penobscot Temperature Controls. Apparently the heat in the entire building stopped functioning and Public Safety called PTC. After they were on site, they figured out that the computer controlling the system stopped communicating with the control module and simply needed to be rebooted. PTC thought that the interruption had been synonymous with the recent power outage fluctuations.

The fourth request for Municipal Building Reserve funds (03-702-00) are in the amount of \$78.00 for a repair / service call performed by Penobscot Temperature Controls to rectify the temperature in the Council Chambers again. The air dryer for the pneumatic lines malfunctioned again.

The last request is in the amount of up to \$1,700.00 for Penobscot Temperature Controls to repair/replace the pneumatic air system dryer. This is original building equipment that dries the air system that runs the zone valves controlled from the control module. The equipment is breaking down internally and routinely gets plugged which will result in more frequent service calls.

The total request for reserve funds from the Municipal Reserve account are in the amount of \$2,542.04

Thank you for your consideration.

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

Sean Currier

Penobscot Temperature Controls, Inc.
54 Nadine's Way
Hampden, ME 04444 US
(207) 945-9350
pentemp@myfairpoint.net



RECEIVED
NOV 20 2017

BY:.....

BILL TO
Town of Hampden
106 Western Avenue
Hampden, ME 04444

INVOICE 5634

DATE 11/16/2017 TERMS NET 30 Days

DUE DATE 12/16/2017

ORDERED BY
Same

LOCATION
Town Office

ITEM	DESCRIPTION	QTY	UNIT PRICE	AMOUNT
Labor - Dana	Hot water heater is smoking, fire dept. shut it down. Had to clean boiler fire sides. Heater start up and test out. Had to restart the three others boilers. All due to the storm.	3:00	60.00	180.00
Truck charge		1	18.00	18.00

TOTAL DUE \$198.00

Acct. No. 3-702-00

DEPARTMENT HEAD SIGNATURE _____
DATE _____

Thank-you for your business!!!!

Penobscot Temperature Controls, Inc.
54 Nadine's Way
Hampden, ME 04444 US
(207) 945-9350
pentemp@myfairpoint.net



RECEIVED
NOV 20 2017

INVOICE 5635

BILL TO
Town of Hampden
106 Western Avenue
Hampden, ME 04444

BY: _____

DATE 11/16/2017 TERMS NET 30 Days

DUE DATE 12/16/2017

ORDERED BY
Rosemary

LOCATION
Town Office

ITEM	DESCRIPTION	QTY	UNIT PRICE	AMOUNT
Labor - Dana	11.2-17; Council Chambers very warm. Tested. Found control air pressure was low and that lead to overheating problems. Found air dryer clogged up. Freed up for now and control air pressure is back to normal. Will price new air dryer. Checked outside A/C condenser and found it's fans were running when they should not be. Had to replace two fan control relays. Cycled equipment and check out.	4:30	60.00	270.00
Truck charge		1	18.00	18.00
Fan Relay 24 Volt		2	17.52	35.04

TOTAL DUE \$323.04

Acct. No. 3-702-00

DEPARTMENT HEAD SIGNATURE _____
DATE _____

Thank-you for your business!!!!

Penobscot Temperature Controls, Inc.
54 Nadine's Way
Hampden, ME 04444 US
(207) 945-9350
pentemp@myfairpoint.net



BILL TO
Town of Hampden
106 Western Avenue
Hampden, ME 04444

INVOICE 5663

DATE 11/29/2017 TERMS NET 30 Days

DUE DATE 12/29/2017

ORDERED BY
Dan, Fire Dept

LOCATION
Town Office

ITEM	DESCRIPTION	QTY	UNIT PRICE	AMOUNT
Labor - Dana	11-18-17; Saturday service call. Fire Dept. called, said building is cold. Found all heat was off. Found DDC system shut down. Was able to log onto system. Tested and reset controllers. System start up and heat is back on.	2:30	90.00	225.00
Truck charge		1	18.00	18.00

TOTAL DUE \$243.00

Thank-you for your business!!!!

Penobscot Temperature Controls, Inc.
54 Nadine's Way
Hampden, ME 04444 US
(207) 945-9350
pentemp@myfairpoint.net



BILL TO
Town of Hampden
106 Western Avenue
Hampden, ME 04444

INVOICE 5664

DATE 11/29/2017 TERMS NET 30 Days

DUE DATE 12/29/2017

ORDERED BY
Shawn

LOCATION
Town Office, Boiler room

ITEM	DESCRIPTION	QTY	UNIT PRICE	AMOUNT
Labor - Dana	11-29-17; Building warm. Low pneumatic air supply due to air dryer plugged up again. Talked with Shawn and will send over estimate for air dryer system replacement.	1:00	60.00	60.00
Truck charge		1	18.00	18.00

TOTAL DUE \$78.00

Thank-you for your business!!!!

Penobscot Temperature Controls, Inc.
 54 Nadine's Way
 Hampden, ME 04444
 (207) 945-9350
 pentemp@myfairpoint.net



ADDRESS

Town of Hampden
 106 Western Avenue
 Hampden, ME 04444

ESTIMATE 1129

DATE 11/02/2017

ORDERED BY

Shawn

LOCATION

Town Office / Boiler Room

QTY	ITEM	DESCRIPTION	UNIT PRICE	AMOUNT
		Building pneumatic air dryer for building controls is failing.		
1	Materials	Air dryer, 10 CFM # 3YA49 / HPR510	893.20	893.20
1	Shipping		50.00	50.00
1	Copper Fittings	Air lines, Flex, Fittings	100.00	100.00
2	Truck charge		18.00	36.00
7	Labor	Install new air dryer. Pipe connections. New unit start up. Disposal of old unit.	60.00	420.00
1	Materials	3/8" Pneumatic Air Filter	66.32	66.32
1	Materials	Air Tank Auto Drain	69.99	69.99
TOTAL				\$1,635.51

Accepted By

Accepted Date

Thank-you for your business!!!!

Current Account Status

G 3-702-00 RESERVE ACCT / MUNIC BLD

-24,762.89 = Beg Bal
0.00 = Adjust

-6,835.12 = YTD Net
0.00 = YTD Enc

-31,598.01 = Balance

Per	Jrnl	Check	Date	Vendor-----	Description-----	RCB / Type		Debits	Credits
08	0174		08/31/17		08/31/2017 C/R	R	CR	0.00	14,000.00
10	0255	1893	10/11/17	00194 HAMPDEN ELEC	FLOOR BOXES TO REG AREA	R	AP	380.00	0.00
10	0255	1893	10/11/17	00194 HAMPDEN ELEC	FLOOR BOXES TO REG AREA	R	AP	522.88	0.00
11	0353	1902	11/08/17	00194 HAMPDEN ELEC	WALL PACK LIGHTING	R	AP	3,298.00	0.00
11	0353	1901	11/08/17	00392 P D Q DOOR C	AUTOMATIC OPENER	R	AP	2,964.00	0.00
Totals-								7,164.88	14,000.00

Monthly Summary

Month	--Regular Entries--		--Balance Entries--	
	Debits	Credits	Debits	Credits
August	0.00	14,000.00	0.00	0.00
October	902.88	0.00	0.00	0.00
November	6,262.00	0.00	0.00	0.00
Totals	7,164.88	14,000.00	0.00	0.00

D-5-e



TOWN OF HAMPDEN
DEPARTMENT OF PUBLIC WORKS

106 WESTERN AVE.
HAMPDEN, ME 04444

TEL 862-3337

FAX 862-5067

November 30, 2017

To: Angus Jennings
From: Sean Currier
Subject: Municipal Building Reserve Fund Request

The Public Works Department is requesting approval to use Municipal Building Reserve funds (03-702-00) in the amount of \$1,300.00 to pay for the repair of the leaking Town Office roof. The existing flat portion of the roof surrounding the skylight was degraded and ripped rubber roofing. The repair was necessary due to the leaking roof damaging the interior building gypsum ceiling. Silicone roofing was applied by Gates Construction. This repair was unbudgeted and unexpected hence the reserve request.

Thank you for your consideration.

A handwritten signature in black ink, appearing to read "S Currier", is written above the printed name.

Sean Currier

Current Account Status

G 3-702-00 RESERVE ACCT / MUNIC BLD

-24,762.89 = Beg Bal
0.00 = Adjust

-6,835.12 = YTD Net
0.00 = YTD Enc

-31,598.01 = Balance

Per	Jrnl	Check	Date	Vendor-----	Description-----	RCB / Type		Debits	Credits
08	0174		08/31/17		08/31/2017 C/R	R	CR	0.00	14,000.00
10	0255	1893	10/11/17	00194 HAMPDEN ELEC	FLOOR BOXES TO REG AREA	R	AP	380.00	0.00
10	0255	1893	10/11/17	00194 HAMPDEN ELEC	FLOOR BOXES TO REG AREA	R	AP	522.88	0.00
11	0353	1902	11/08/17	00194 HAMPDEN ELEC	WALL PACK LIGHTING	R	AP	3,298.00	0.00
11	0353	1901	11/08/17	00392 P D Q DOOR C	AUTOMATIC OPENER	R	AP	2,964.00	0.00
Totals-								7,164.88	14,000.00

Monthly Summary

Month	--Regular Entries--		--Balance Entries--	
	Debits	Credits	Debits	Credits
August	0.00	14,000.00	0.00	0.00
October	902.88	0.00	0.00	0.00
November	6,262.00	0.00	0.00	0.00
Totals	7,164.88	14,000.00	0.00	0.00

