

HAMPDEN TOWN COUNCIL  
HAMPDEN MUNICIPAL BUILDING  
AGENDA

MONDAY

MARCH 6, 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. February 21st, 2017 Council Meeting Minutes
  - 3. COMMUNICATIONS
    - a. MMA Safety Grant Scholarship Program – Scholarship awarded to Lieutenant Lundstrom to attend the Fire Office III & IV Program
    - b. Roles of Elected Officials & Municipal Managers 2017 class brochure for class to be held on Tuesday, April 11, 2017
  - 4. REPORTS
    - a. Finance Committee Minutes – 02/06/2017 & 02/21/2017
    - b. Infrastructure Committee Minutes – 01/30/2017
    - c. Planning & Development Committee Minutes – 02/02/2017
    - d. Services Committee Minutes – 01/09/2017
  
- C. PUBLIC COMMENTS
  
- D. POLICY AGENDA
  - 1. NEWS, PRESENTATIONS & AWARDS
  
  - 2. PUBLIC HEARINGS

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

3. NOMINATIONS – APPOINTMENTS – ELECTIONS

4. OLD BUSINESS

5. NEW BUSINESS

- a. Request for authorization for the expenditure of \$250.00 from the Host Community Benefit Account for the purpose of paying for a second printing of Senior Yellow Pages – *referral from Services Committee*
- b. Service Fees – Abatement requests based on 2% revenue threshold – *referral from Finance & Administration Committee*

Community Housing of Maine, requested abatement \$1,794.62

OHI George Street, requested abatement \$1,265.83

OHI Patterson Road, requested abatement \$1,453.99

Penquis Mental Health Services, requested abatement \$1,744.63

The Housing Foundation, requested abatement \$15,606.11

- c. Approval of an application by Jeff's Catering and Bake Shop for an off-site liquor license for a catered event at Dennis Paper & Foodservice to be held May 20<sup>th</sup>, 2017
- d. Manager's memo recapping the Council Goals & Objectives session held on February 18<sup>th</sup>, 2017

E. COMMITTEE REPORTS

F. MANAGER'S REPORT

G. COUNCILORS' COMMENTS

H. ADJOURNMENT



B-2-a

HAMPDEN TOWN COUNCIL  
HAMPDEN MUNICIPAL BUILDING  
MINUTES

TUESDAY FEBRUARY 21, 2017 7:00 P.M.

6:30 p.m. – Finance & Administration Committee

*Attending:*

*Mayor Ryder*

*Councilor Sirois*

*Councilor McPike*

*Councilor Wilde*

*Councilor Marble*

*Councilor Cormier*

*Councilor McAvoy*

*Town Clerk Paula Scott*

*Thomas Dorrity*

*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 McAvoy, to accept the consent agenda. Unanimous vote in favor.*
  - 1. **SIGNATURES**
  - 2. **SECRETARY’S REPORTS**
    - a. **February 6th, 2017 Council Meeting Minutes**
  - 3. **COMMUNICATIONS**
    - a. **MS4 (Stormwater) Plan Year 3 Annual Report Response to DEP**
    - b. **DEP acknowledgement of Hampden’s completion of Plan Year 3 reporting requirements**
  - 4. **REPORTS**
    - a. **Finance Committee Minutes – 01/17/2017**
    - b. **Infrastructure Committee Minutes – None**
    - c. **Planning & Development Committee Minutes – 01/18/2017**
    - d. **Services Committee Minutes – None**

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

**C. PUBLIC COMMENTS - None**

**D. POLICY AGENDA**

**1. NEWS, PRESENTATIONS & AWARDS -**

**2. PUBLIC HEARINGS –**

**a. Consideration of the proposed amendments to the Fees Ordinance under Article 6 Recreation Fees – referred by Council – Mayor**

*Ryder opened the public hearing at 7:05 p.m. and explained to the public that due to the increase in minimum wage that was approved by voters in November 2016, recreation fees had to be increased in order to offset the cost. There was no public comment and the public hearing was closed at 7:06 p.m. Councilor McPike made a motion, seconded by Councilor Wilde, to approve the proposed amendments to the Fees Ordinance under Article 6, Recreation fees. Unanimous vote in favor.*

**3. NOMINATIONS – APPOINTMENTS – ELECTIONS**

**a. Appointment of Todd Hoffert to the Recreation Committee – referral from Services Committee – Councilor Marble made a motion to appoint Todd Hoffert to the Recreation Committee. Councilor McAvoy seconded the motion. Unanimous vote in favor**

**b. Appointment of Thomas Dorrity to the Board of Assessment Review – referral from Finance & Administration Committee – Councilor Wilde made a motion to appoint Thomas Dorrity to the Board of Assessment Review. Councilor McAvoy seconded the motion. Unanimous vote in favor.**

**Per agenda addendum: - Councilor McPike made a motion to appoint Thomas Dorrity to the Planning Board as an alternate. Councilor Wilde seconded the motion. Unanimous vote in favor.**

**a. Announcement of vacancy on RSU-22 Board of Directors due to resignation of Jason Sharpe, and review of Council procedure for filling RSU Board of Director vacancies pursuant to 20-A M.R.S.A. § 1254(3) and 1474(3) – Mayor Ryder explained to the public that the process by which RSU vacancies are filled are outlined in State law and mirrored in our Charter. This vacancy will be filled by the appointment by the Municipal Officers; however, the appointment is only until November. In November if someone wishes to serve, they have to take out papers. There**

*is an interest form for anyone wishing to fill this seat and the deadline is March 16<sup>th</sup>.*

#### 4. OLD BUSINESS

- a. **Authorization of Town Manager to issue Request for Proposals / Request for Qualifications for Design, Engineering and Permitting Services for Municipal Building and Pool Site – referral from Services Committee** – *Councilor Marble explained that this goes back at least two years when observations by Council and others revealed that there was a need for additional field space, and then parking during recreational activities. This has been discussed through several committees to the point that we now have a topographical survey and concept plan. The project will require DEP approval and permitting and this RFP would be to find a qualified individual or firm in order to do the next step for the permitting process. Councilor Marble made a motion for approval of the RFP for qualifications for design, engineering and permitting services for the municipal building and pool site. Councilor Sirois seconded the motion. Councilor McAvoy asked for a friendly amendment on the wording of the motion to state “authorize (the manager). Councilor Marble amended to authorize the town manager to issue the RFP for qualifications for design, engineering and permitting services for the municipal building and pool site. Councilor Sirois seconded the motion. Councilor McAvoy, Councilor Marble, Councilor Wilde, Councilor McPike, Councilor Sirois and Mayor Ryder voted in favor. Councilor Cormier voted in opposition. Motion carries.*

#### 5. NEW BUSINESS

- a. **Hampden Business Park – Renewal of Authorization to Sell agreement, including Business Park lot pricing, with Epstein Commercial Real Estate – referral from P&D and Finance Committees** – *Mayor Ryder reported that Planning & Development and Finance Committee both voted to approve sending this to Council to renew the sales agreement. Councilor McPike made a motion to authorize the renewal of the Authorization to sell agreement with Epstein Commercial Real Estate, including Business Park lot pricing. Councilor Wilde seconded the motion. Unanimous vote in favor.*
- b. **Request for authorization to sell the 2006 Sterling SL8500 dump truck and Council direction for the method of sale – requested by Sean Currier, DPW Director** – *Mayor Ryder explained that it was unanimous in Finance & Administration to sign a contract with Freightliner to sell the truck, less a 10% fee. Councilor McPike made a motion to authorize the sale of the 2006 Sterling SL8500 dump truck*

*without using the bid method, and to sign a contract with Freightliner of Maine to sell it on their lot with a 10% selling fee. Councilor Sirois seconded the motion. Unanimous vote in favor.*

- c. **Request for authorization for the expenditure of \$435.76 out of Municipal Building Reserve funds for the purpose of paying Penobscot Temperature Controls for boiler repair – referral from Finance & Administration Committee – Mayor Ryder stated that this was unanimous in Finance committee. Councilor Wilde stated that this will be an operational and not a reserve expense in the future. Councilor Marble made a motion to authorize payment to Penobscot Temperature Controls for boiler repair, and to take the funds from Municipal Building reserve account. Councilor Sirois seconded the motion. Unanimous vote in favor.**
- d. **Application for a renewal liquor license for Fresh Ginger, located at 64 Main Road North – Councilor McPike made a motion, seconded by Councilor Marble, to approve the application for a renewal liquor license for Fresh Ginger. Unanimous vote in favor.**

7:30 PM

- e. **Executive Session – pursuant to 1 M.R.S.A. § 405(6)(F) – Confidential Records – Mayor Ryder reported that this has been tabled for up to 30 days.**

## **E. COMMITTEE REPORTS**

Services – Councilor Marble reported that committee members received a report from IT on the website redesign. They have reviewed the topo survey and discussed the draft of the scope of services. Discussed the town's participation in the reprinting of Seniors without Walls. The Community Connector survey is on hold as the person who was supposed to survey ridership received a better offer. Discussed the offer from Bronco travel soccer regarding the 2017 soccer camp but did not reach an agreement. Discussed doing away with Pool and Recreation Enterprise accounts and moving toward true operating budgets. He also informed the public that there will be a community and volunteer forum on April 9<sup>th</sup> at Hampden Academy.

Planning & Development – Councilor Marble reported that the last meeting was cancelled due to snow. The meeting will be next Wednesday with the entire meeting dedicated to the review of the results of the market study.

Infrastructure – Councilor Sirois reported that there has not been a meeting since the last Council meeting.

Finance & Administration – Mayor Ryder reported that that expenditures, the sale of the truck and the sales agreement that were voted on tonight were all discussed in committee with referral to Council.

**F. MANAGER'S REPORT - None**

**G. COUNCILORS' COMMENTS -**

*Councilor Sirois – Stated that he would like to request an executive session at the next meeting to discuss items that have been brought to the attention of some Council members, and also to discuss a potential conflict of interest with one Council member. This would have to be determined prior to discussing those items. He is also requesting the Town's attorney be present.*

*Councilor McPike – No comment*

*Councilor Wilde – No comment*

*Councilor Marble – No comment*

*Councilor Cormier – No comment*

*Councilor McAvoy – Reminded everyone to shop local and buy American and wished Hampden good night.*

*Mayor Ryder – Informed the public that on the 18<sup>th</sup>, the Council had their goals and objectives meeting with the Manager and Department Heads to discuss planning for FY18. He also commented that he was appreciative to see people continuing to get involved with boards and committees. He stated that the budget season is coming up and that the public is always welcome at the budget meetings.*

**H. ADJOURNMENT –Councilor Sirois made a motion, seconded by Councilor McPike, to adjourn at 7:20 p.m. Unanimous vote in favor.**

*Respectfully Submitted,*



**Paula A. Scott, CCM  
Town Clerk**

B-3-a



**MAINE MUNICIPAL ASSOCIATION**

**Risk Management Services**

60 Community Drive  
PO Box 9109  
Augusta, Maine 04332-9109

Telephone No.  
(207) 626-5583  
(800) 590-5583 Maine Only  
Fax (207) 626-0513

February 22, 2017

Jason Lundstrom  
Town of Hampden  
106 Western Ave  
Hampden, ME 04444

Town of Hampden  
RECEIVED

FEB 27 2017

Office of the  
Town Manager

RE: Safety Grant "Scholarship" Program Application – SS-17-005

Dear Lieutenant Lundstrom:

Congratulations!!! We have reviewed your Risk Management Scholarship application for you to attend the Fire Office III & IV Program. We are pleased to approve an award of \$500.

Once the training has taken place, please send us the supporting receipts, proof of payment and proof of completion of the training so that we are able to reimburse you. The proof of completion and reimbursement request must be submitted no later than 1 year from the date of issue of the grant or the grant will be withdrawn. Funds may only be used for the training as applied for.

Any additional funding or grants received will be considered primary and reimbursement will not be made for scholarship costs that have also been paid for by other grant programs or funding sources. Any such funding must be reported to MMA with your reimbursement request.

If you have any questions, please call Jennette Holt at 624-0140. Congratulations on your scholarship! We appreciate your interest in workplace safety education.

Sincerely,

Don Vickery  
Loss Control Manager  
Risk Management Services

cc: Angus Jennings

## Training Information:

For an updated listing of educational offerings, please visit our website at [www.memun.org](http://www.memun.org) or call our automated training hotline at (207) 624-0117.

## Certification Information:

This course applies to the Maine Town, City and County Management Association Certification Program as 4 credits in the Elected Relations category.

### About MMA:



Maine Municipal Association  
60 Community Drive  
Augusta, ME 04330

*MMA is located off I-95, Exit 112A Northbound,  
Exit 112 Southbound, behind the*

*Augusta Civic Center  
1-800-452-8786  
Local Area (207) 623-8428*

[www.memun.org](http://www.memun.org)

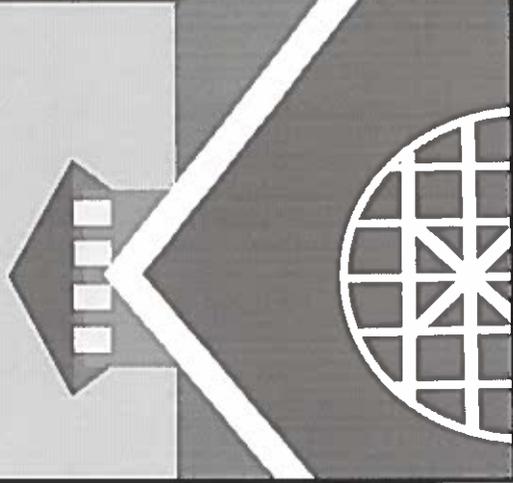
The Maine Municipal Association (MMA) is a voluntary membership organization offering an array of professional services to municipalities and other local governmental entities in Maine. MMA is a non-profit, non-partisan organization governed by an Executive Committee elected from its member municipalities. Founded in 1936, MMA is one of 49 state municipal leagues that, together with the National League of Cities, are recognized at all governmental levels for providing valuable services and advocating for collective municipal interests.

The Maine Municipal Association has a core belief that local government is a fundamental component of a democratic system of government. MMA is dedicated to assisting local governments, and the people who serve in local government, in meeting the needs of their citizens and serving as responsible partners in the intergovernmental system.

MMA's services include advocacy, education and information, professional legal and personnel advisory services, and group insurance self-funded programs.

## DIETARY REQUIREMENTS

We do our best to plan meals according to general dietary guidelines. If you have a specific dietary restriction, please call our office at least 5 business days prior to the start of the event. Please note that we are not able to accommodate onsite requests, as catering planning happens in advance of the event.



# Roles of Elected Officials & Municipal Managers

# 2017

Tuesday, April 11, 2017

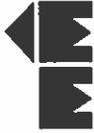
4:00 pm – 8:30 pm  
Hutchinson Center  
Belfast, ME



Presented By  
Maine Municipal Association

3 - 0 - 5

# 2017 Roles of Elected Officials & Municipal Managers



Maine Municipal Association

## Who Should Attend:

This workshop is geared for municipalities with Manager/Administrator form of government. Councilors, selectmen, managers and administrators: this workshop will focus on the differing roles and responsibilities of elected officials (selectpersons/councilors) and appointed officials (managers and administrators), including key responsibilities, legal requirements, personnel issues, communication and goal setting. It will help elected and appointed officials run an effective hiring process and understand their respective roles, their differing needs and how to work smoothly together. It will provide insight and understanding as well as specific ideas and tools to bring back to your municipality.

## Course Information:

Registration: 4:00-4:30 pm / Workshop: 4:30-8:30 pm / Light Meal (break): 6:00-6:30 pm

Topics Include:

- Clarity of Roles and Responsibilities • Open Communication • Understanding Mutual Needs
- Managing Expectations • Techniques and Protocols • Effective Hiring Process

**Pamela Plumb** is co-founder of Great Meetings! Inc. and co-author of "Great Meetings! Great Results, Practical Guide to the Preparation and Facilitation of Productive Meetings." She is also the principal in Pamela Plumb & Associates, which provides process, facilitation and organizational development consulting and training for a wide variety of public, non-profit and business clients. She helped develop and deliver the Governing Skills Program for the MMA and has worked with many local governments on long range planning, helping councils and school boards work together, and managing Council - Manager relations. Pamela also spent eleven years in local politics serving as a City Councilor and Mayor in Portland, Maine and served as President of the National League of Cities for a year.

**Don Gerrish** has been involved in all aspects of Town and City Management in the State of Maine for 37 years. He is retired from the Town of Brunswick after serving 19 years as its Manager. Don also managed the Town of Gorham for 10 years. He has also worked in Auburn and Rockland. In 1993 he was elected by his peers from all over the world to serve on the Board of the International City/County Managers Association as a Regional Vice-President and was chosen by the membership in 1996 to serve as the Association's President. This allowed him to travel throughout the United States and Europe meeting managers and discussing issues facing themselves and their communities.

Since joining Eaton Peabody Consulting Group Don has assisted communities in hiring managers. He has worked with a number of Town/City Councils and Boards of Selectmen to improve their working relationships with each other, the manager and municipal staff.

**David Barrett** is currently Director of Personnel Services and Labor Relations for the Maine Municipal Association, responsible for providing Human Resource and Labor Relations consulting to Maine cities and towns, and for managing the internal HR functions of the Association. He has worked at MMA since 1985, after graduating from Miami University in Oxford, Ohio with a degree in Public Administration and Political Science and graduate work at the University of Illinois in Labor Relations. Consulting responsibilities include extensive Search projects for Maine municipalities — primarily Town and City Managers, Collective Bargaining on behalf of client members, and training and other human resource projects.

## Registration/Confirmation/Directions:

Confirmation of class registration will be sent out one week prior to the start of the event. If an email has been provided, the confirmation will be sent electronically. If no email is on file, the confirmation will be mailed to the billing address provided on the registration form. Directions to the facility can be found on the MMA website at the following address: <http://memun.org/TrainingResources/Workshops/Training/DirectionsToEvents.aspx>.

## Questions/Cancellations:

Cancellation notification must be given in writing at least 72 hours before the session. Any cancellation received after the 72 hour deadline will be charged the full registration fee. All cancellations are subject to a \$10 administrative fee for processing. Please go to <http://www.memun.org/TrainingResources/Workshops/Training/Cancellations.aspx> to cancel. If you have any questions please contact the Educational Services Office at (800) 452-8786 or (207) 623-8428.

Visit [www.memun.org](http://www.memun.org) for updates & to register online

## Date & Location:

Belfast

Tuesday, April 11, 2017  
Hutchinson Center  
80 Belmont Avenue  
Belfast, ME 04915

## PRESENTERS:

**Pam Plumb**

Co-Founder of GreatMeetings! Inc.

**Don Gerrish**

Eaton Peabody Consulting Group

**David Barrett**

Director of Personnel & Labor Relations, MMA

**STORM POLICY:** If there is inclement weather, a decision to postpone will be made by 5:00 pm the day prior to the workshop. MMA encourages attendees to check the MMA website or call the training hotline at (207) 624-0117 before departing for any MMA events to ensure that the event schedule has not changed.

**ADA MESSAGE:** In order to ensure your complete participation, we would appreciate your informing us of any special requirements you may have due to a disability.

## 2017 Roles of Elected Officials & Municipal Managers

**FEE:** MMA Member Municipality/Patron: \$55.00  
Non-Member Municipality: \$110.00

Please make check payable to:  
Maine Municipal Association  
(Fee includes workshop materials and light meal)

**WEB:** You can register online on MMA's website: [www.memun.org](http://www.memun.org); or complete the form below and send via:

**FAX:** (207) 624-0128

**MAIL:** Maine Municipal Association  
ATTN: Educational Services  
60 Community Drive, Augusta, ME 04330.

Please register the following person(s) from: (municipality): \_\_\_\_\_

Billing Address: \_\_\_\_\_

Registrant Information:

Full Name: \_\_\_\_\_

Title: \_\_\_\_\_

Tel: \_\_\_\_\_

Fee:  \$55.00 (member)  \$110.00 (non-member)

Email: \_\_\_\_\_

Full Name: \_\_\_\_\_

Title: \_\_\_\_\_

Tel: \_\_\_\_\_

Fee:  \$55.00 (member)  \$110.00 (non-member)

Email: \_\_\_\_\_

Please duplicate form if registering more than two people.

**FINANCE & ADMINISTRATION COMMITTEE MEETING**

Monday February 6th, 2017

**MINUTES**

Hampden Town Office

*Attending:**Councilor Stephen Wilde, Chair**Councilor Mark Cormier**Councilor Dennis Marble**Councilor Terry McAvoy**Mayor David Ryder**Councilor Greg Sirois**Councilor Ivan McPike**Town Manager Angus Jennings**Lt. Jason Lundstrom**Chairman Wilde called the meeting to order at 6:00 p.m.*

- 1. Meeting Minutes – January 17th, 2017 - Motion by Councilor McPike**  
*seconded by Mayor Ryder to approve the meeting minutes. Motion passed 7-0.*
- 2. Review & Sign Warrants – Warrants were reviewed and signed.**
- 3. Old Business**
- 4. New Business**
  - a. Executive Session – Pursuant to 1 M.R.S.A. §405(6)(A) – Personnel Matters – The Committee agreed to postpone this item until the end of the agenda.**
  - b. Request for authorization for the expenditure of \$1,447.36 out of Matching Grant Reserve funds for the purpose of purchasing rescue equipment – requested by Lt. Jason Lundstrom – Motion by Councilor Marble seconded by Councilor McAvoy to recommend Council authorization of \$1,447.36 from the Matching Grants Reserve account. Motion carried 7-0.**
  - c. Request for authorization for the expenditure of \$195.83 out of Municipal Building Reserve funds for the purpose of paying Penobscot Temperature Controls for boiler repair – Motion by Mayor Ryder seconded by Councilor Sirois to recommend Council**

*authorization of \$195.83 from the Municipal Building Reserve account. Motion carried 7-0.*

- d. Request for authorization for the expenditure of \$481.00 out of Municipal Building Reserve funds for the purpose of paying PDQ Door for fire bay door repair – Motion by Councilor Marble seconded by Councilor Sirois to recommend Council authorization of \$481.00 from the Municipal Building Reserve account. Motion carried 7-0.**
- e. Discussion on the process for municipal officers to consider poverty or hardship tax abatement requests pursuant to Title 36, §841 – Manager Jennings said that materials were included in tonight's packet to review with the Committee the procedure to consider such abatement requests in anticipation that such a request would be placed on a future agenda for Council action.**
- f. Request for authorization for the expenditure of \$4,870.00 out of the Environmental Trust – Principal funds for the purpose of reimbursing Host Community Benefit account for December 2016 expenditure in that amount for Drumlin, LLC landfill post closure monitoring – referral from the Environmental Trust Committee – Councilor McPike, a member of the Environmental Trust Committee, summarized the Committee's referral and action. Motion by Councilor McPike seconded by Councilor Marble to recommend Council authorization of \$4,870.00 from the Environmental Trust – Principal funds for the purpose of reimbursing the Host Community Benefit account for a December 2016 expenditure in that amount for Drumlin, LLC landfill post closure monitoring. Motion carried 7-0.**
- g. Discussion and nomination of the recipient of the 2017 Hampden Spirit of America Foundation Tribute for outstanding community service – Manager Jennings summarized the program materials and the request to nominate a recipient of the 2017 Hampden Spirit of America Foundation Tribute for outstanding community service. The Committee members agreed they would consider whether they may wish to make a nomination, and that this would be continued to a future meeting.**
- h. Request from MRC Board for Town contribution toward costs of water line extension on Coldbrook Rd – The Committee discussed the request that the Town contribute \$167,000 or more toward the cost of infrastructure associated with the MRC/Fiberight project. The item will be taken up again at a future meeting once there is a response from MRC to the Town Manager's February 8 letter setting**

*out the Planning & Development Committee's expectations in order to consider such a request.*

**5. Public Comment – None.**

**6. Committee Member Comments – None.**

**4. b. Executive Session – Pursuant to 1 M.R.S.A. §405(6)(A) – Personnel Matters –** *There was a motion by Councilor Marble seconded by Councilor McPike to go into Executive Session to discuss personnel matters pursuant to 1 M.R.S.A. §405(6)(A). Chairman Wilde called for a voice vote. Councilor McAvoy – aye; Councilor Cormier – aye; Councilor Marble – aye; Chairman Wilde – aye; Councilor McPike – aye; Councilor Sirois – aye; Mayor Ryder – aye. The Committee convened in Executive Session. The Committee returned to open session for the purpose of adjourning the Committee meeting at 6:58 PM.*

## **5. Adjournment**

*There being no further business, the meeting was adjourned at 6:58 p.m.*

Respectfully submitted –  
Angus Jennings, Town Manager

**FINANCE & ADMINISTRATION COMMITTEE MEETING  
MINUTES**

Tuesday February 21st, 2017

6:30 p.m.

Hampden Town Office

*Attending:*

*Mayor Ryder*

*Town Clerk Paula Scott*

*Councilor McAvoy*

*Councilor Wilde*

*Councilor McPike*

*Councilor Cormier*

*Councilor Marble*

- 1. Meeting Minutes – February 6th, 2017 - Tabled**
- 2. Review & Sign Warrants**
- 3. Old Business - None**
- 4. New Business**
  - a. **Recommendation to Town Council regarding appointment of Thomas Dorrity to the Board of Assessment Review – Mayor Ryder reported that there is an addendum to the Council agenda for the appointment of Thomas Dorrity to the Planning Board as an alternate, as well as the BOAR and that he is seeking a referral for both positions. Councilor McPike made a motion to refer to Council the appointment of Thomas Dorrity to the Board of Assessment Review. Councilor McAvoy seconded the motion. Unanimous vote in favor. Councilor McPike made a motion to refer to Council the appointment of Thomas Dorrity to the Planning Board as an alternate. Councilor McAvoy seconded the motion. Unanimous vote in favor.**
  - b. **Hampden Business Park – Renewal of Authorization to Sell Agreement, including Business Park lot pricing, with Epstein Commercial Real Estate – Mayor Ryder stated that this was just a renewal and that nothing has changed since the agreement was last signed. Councilor Marble made a motion to refer the renewal of the Authorization to Sell Agreement to Council for approval. Councilor Wilde seconded the motion. Unanimous vote in favor.**

- c. Request for authorization to sell the 2006 Sterling SL8500 dump truck and Council direction for the method of sale – Mayor Ryder explained that in the interest of maybe getting a better price, Sean is requesting authorization to waive the bid process and sign an agreement with Freightliner for them to put the truck on their lot for sale. If they sell it, they would retain 10% of the price as their selling fee. Discussion followed with questions that will need to be answered as details are worked out, such as right to refuse an offer, what account the proceeds will be put in, and also whether the 10% is taken first, or if we will need to reimburse Freightliner the 10%. Councilor McPike made a motion to refer to Council the recommendation to waive the bid process and draft an agreement with Freightliner to sell the truck for us and retain 10% of the selling price as their fee. Councilor Wilde seconded the motion. Unanimous vote in favor.**
- d. Request for authorization for the expenditure of \$435.76 out of Municipal Building Reserve funds for the purpose of paying Penobscot Temperature Controls for boiler repair – Councilor Wilde made a motion to refer to Council the recommendation to pay for the boiler repair from Municipal Building reserves. Councilor Marble seconded the motion. Unanimous vote in favor.**
- e. Announcement of vacancy on RSU-22 Board of Directors due to resignation of Jason Sharpe, and review of Council procedure for filling RSU Board of Director vacancies pursuant to 20-A M.R.S.A. § 1254(3) and 1474(3) – Mayor Ryder stated that this was for informational purpose only, there is no action required. Under statute, and charter, a vacancy on the RSU Board of Directors is filled by the Municipal Officers. The appointment would only be until the November election.**

**5. Public Comment - None**

**6. Committee Member Comments - None**

**7. Adjournment – Councilor McAvoy made a motion to adjourn at 6:50 p.m. Councilor Marble seconded the motion. Unanimous vote in favor.**

*Respectfully Submitted,*

*Paula A. Scott, CCM  
Town Clerk*

## INFRASTRUCTURE COMMITTEE MEETING

Monday, January 30, 2017

6:00 P.M.

HAMPDEN TOWN OFFICE

## MINUTES

## Attending:

Mayor Ryder

Town Manager Angus Jennings

Councilor McPike

Town Clerk Paula Scott

Councilor Marble

DPW Director Sean Currier

Councilor Cormier

Councilor McAvoy

1. **MINUTES – December 27, 2016 Meeting** – Councilor McPike made a motion to approve the 12/27/2016 minutes. Councilor Marble seconded the minutes. Unanimous vote in favor.
2. **CORRESPONDENCE**
  - a. **Review of Town of Hampden grant application submitted to DEP on 1/16/17 regarding Old County Road culvert** – Manager Jennings reported that, if approved, this grant would fund the replacement of the culvert that would otherwise be funded by taxation. The request is for up to \$90,000.
  - b. **Review of outgoing correspondence to Environmental Trust Committee regarding potential funding for FY17 stormwater management expenses; and regarding potential reimbursement of eligible costs incurred in previous fiscal years** – Manager Jennings reported that the next meeting is Thursday at 10:00 a.m. There are two categories for expenditure for them to consider. One is a request for \$120,000, a partial reimbursement for incurred stormwater expenses in the current year. The second is a possible reach back for reimbursement of expenses since the Trust was last active in 2009. Those expenses total \$270,857.
  - c. **Review of cost estimate for force main across Souadabscook (associated with MDOT bridge replacement)** – Manager Jennings reported that the replacement of the bridge on Main Rd. North will be a part of the Route 1A project, however there is no cost share. The relocation of utilities is solely the Town's and Water District's responsibility. Until such time as the design and type of the bridge is known, we cannot get a clear estimate on the cost of relocating the water lines. It appears that even with bond approval in November of 2016, the Town will be approximately \$300,000 short of funds.
3. **OLD BUSINESS**

- a. **Sewer rates - review of anticipated FY18 expense budget and evaluation of potential rate increase - referral to Town Council for sewer rates public hearing** – Manager Jennings reviewed with Council objectives on sewer rate structure. The billing is showing that projected revenue is on track due to the rate increase. The last audited financials show that the Sewer fund will owe the General fund approximately \$550,000 by the end of FY17. Discussed former practice of paying previous year charges out of current budgets, billing errors, and whether or not the meter pit is calibrating accurately. Sean Currier stated that there needs to be a shut off in order to calibrate effectively and that there are issues on the design. He stated that there should not be a riser board with the flume unless it is calculated into the formula that is used to determine flow and that we will need the engineer to verify accuracy. Further discussion included current rates against consumption which would generate slightly more revenue than anticipated. A major variable on the expense side will be capital as well as the time period on repaying the interfund transfers. Sean presented his Capital improvement plan draft which included tank sealing, CCTV and flushing of lines to determine the state of the lines, meter pit study, and the need to upgrade. He informed members that he has met with Bangor to discuss their Capital plan so that both theirs and ours align. Council consensus was to keep focusing on numbers prior to the rate hearing.
- b. **Transfer station sticker policy** – Manager Jennings summarized the direction that came out of the working group. The first step is to consolidate all the various policies, rules, and regulations into one document that everyone uses. In working group they went over about 14 judgement type suggestions with a goal of getting policy direction. In a nutshell, the consensus was to move toward residency and/or being a property tax payer as the determining factor on obtaining a decal, and not the location of their car registration. Manager Jennings will complete the draft policy and bring it back for review.
- c. **Update on use of GPS units in DPW vehicles** – Manager Jennings reported that the GPS units are functioning and the reporting capability is working. Rosemary is being trained on the generation of reports. Sean went over recent data with the committee explaining what the various fluctuations were attributed to. The units have also provided information to refute resident complaints that certain roads had not been plowed. Members discussed being able to utilize the data year round and not just for storms and plowing. Discussion followed regarding use of certain trucks for different aspects of plowing, such as routes, dirt roads, efficiency, weather and temperatures. Councilors offered information on questions and complaints received by citizens regarding plowing to which Director Currier offered

explanations to those questions. Manager Jennings stated that the reporting functions can be customized and that Kyle will be able to pull various types of data from the system. After a bit more understanding of the units, data can be used for comparison to potentially contracting services. Councilors commended DPW and Manager Jennings for getting the units working.

3. NEW BUSINESS - None

4. PUBLIC AND STAFF COMMENTS - None

5. COMMITTEE MEMBER COMMENTS –

Mayor Ryder had concerns about chain of command within the Department of Public Works and the best utilization of the Foreman and the Director. He also has received inquiries from residents about plows not being down to clear slush, the wheeler not hauling snow, concerns about not widening properly, and trucks idling during the night hours. He stated that he wasn't expecting a response to these inquiries tonight, he just wanted to bring it to the Director's attention.

Councilor McAvoy commented that personnel need to check for decals at the transfer station each time a vehicle enters. Director Currier stated that the facility need to be upgraded to prevent a staff member from standing outside in sub-zero temperatures. Discussion followed regarding the lay out of the transfer station, and location of staff. Director Currier stated that the responsibility lies with him and will address the issues. Manager Jennings interjected stating that as Sean's supervisor the responsibility is ultimately his and that he has written these concerns down in order to check into them further. Mayor Ryder and Manager Jennings exchanged comments regarding a recent conversation over some of these issues and concerns. Manager Jennings explained chain of command as set out in statute and charter. As the conversation progressed, the clerk advised against getting into personnel issues. At this time, Councilor McPike made a motion to adjourn at 8:45 p.m. Councilor Marble seconded the motion. Unanimous vote in favor.

Respectfully Submitted,



Paula A. Scott, CCM  
Town Clerk



Town of Hampden  
**Planning and Development Committee**  
 Wednesday February 2, 2017, 6:00 pm  
 Municipal Building Council Chambers  
**Minutes**

Attending:

Committee/Council

Ivan McPike-Chair  
 Terry McAvoy  
 David Ryder  
 Stephen Wilde

Staff

Angus Jennings, Town Manager  
 Karen Cullen, Town Planner  
 Myles Block, Code Enforcement Officer

Public

None

Chairman McPike called the meeting to order at 6:00 pm.

1. Approval of January 18, 2017 Minutes – **Motion** to approve as submitted made by Councilor McAvoy with second by Mayor Ryder; carried 4/0/0.
2. Committee Applications: Thomas Dorrity, application for seat on the Planning Board. Mr. Dorrity was unable to attend the meeting; Chairman McPike who knows Thomas gave a brief summary of his background. **Motion** to accept Mr. Dorrity's application and refer to Town Council for recommended appointment as an Alternate on the Planning Board made by Mayor Ryder with second by Councilor McAvoy; carried 4/0/0. Manager Jennings noted this will be on the February 21<sup>st</sup> Town Council meeting agenda.
3. Updates:
  - a. Staff Report:
    - i. Planner Cullen handed out a map showing the traffic count data for the primary business areas of town, and noted that she had obtained the data from ME GIS and ME DOT for the entire town; this will be useful for many issues going forward.
    - ii. Manager Jennings gave a brief update on the status of the market study and noted that the agenda for the next P&D meeting (February 15<sup>th</sup>) will be focused on the report by the consultant. The Committee discussed recording for that meeting and decided to have it videotaped and possible broadcast live, as there is a lot of interest in this study. It was also noted that the report will be available online a few days prior to the meeting.
    - iii. Chairman McPike noted the Dollar General was opening February 4<sup>th</sup>. Discussion about attendance at a Grand Opening; Manager Jennings contacted Dollar General reps but did not hear back, will continue to look into it and notify Council if and when one will be held.

4. Old Business:

- a. Hampden Business Park Credit Enhancement Agreement (CEA) for Sargent Corp. Planner Cullen noted that the packet included the final version of the CEA, with the mark-up to show the changes since the last time the P&D had seen the document. Manager Jennings noted the first year of the CEA was discussed with Sargent; they said they would not be seeking Town acceptance before July. The TIF will start on July 1, 2017 and the CEA will begin on July 1, 2018.

5. New Business:

- a. Status of MRC/Fiberight: Manager Jennings gave an update on the water supply issues, noting there have been several meetings recently on the topic. At this point the MRC Board has directed Greg Louder to request a Town contribution to infrastructure costs in the amount of \$167,000. He noted his intention was for the P&D Committee to make a recommendation to the full Council whether to support the request (policy), and for the Finance Committee to make recommendations regarding the source of any funds to be contributed, if any. Manager Jennings noted that his memo (in the packet) lists six conditions that Council had discussed in the past, and other considerations could be added as the discussions move forward. He added that all of these have been discussed with the MRC Executive Director.

The Committee directed Manager Jennings to send a letter to MRC setting out the conditions for consideration of a Town contribution. They determined that no further action is needed from them tonight, but they did agree to continue moving forward with this request for funding.

- b. Hampden Business Park, renewal of Authorization to Sell Agreement with Epstein Commercial Real Estate. Planner Cullen said this agreement is different from the current one in that it includes all of the lots in the new section of the Park as well as the vacant lots in the front section. Manager Jennings said he has sent this to Sargent and has not received any comments back on it. It was also noted that the sale prices have changed on some of the lots. **Motion** to refer the Renewal of the Authorization to Sell Agreement with Epstein Commercial Real Estate to Town Council made by Mayor Ryder with second by Councilor McAvoy; carried 4/0/0.
- c. Code Enforcement – issues regarding civil liability and authority to require certain plans. Manager Jennings gave a brief summary of the background of this topic; two memos from the Town Attorney regarding these issues. The Code Enforcement staff is in agreement with these memos. Discussion on issues that have come up in the past; Code Enforcement Officer Myles Block said there are some situations with construction where the Codes don't provide clear-cut direction and additional engineered plans are necessary to determine compliance with the code. He added it doesn't happen very often. The committee agreed the authority for this exists in the Code; Manager Jennings noted it will be helpful to have the memo on file to help deal with questions or complaints in the future. Discussion regarding what types of construction projects needed what types of plans – many only need a sketch plan, not prepared by a registered engineer. It was also noted that requests for additional plans cannot be made to harass applicants. CEO Block explained

how he handles projects in or near the Shoreland Zoning Ordinance districts, advising applicants to ensure they are not within the district or are in compliance with those restrictions.

Regarding the liability memo, Manager Jennings said shortly after he was hired, the question of liability for the Code Enforcement staff was raised and this memo makes it clear that there is no liability exposure (other than gross negligence) to the town staff in the event that something happens to a building after it has passed inspections by the Town. Manager Jennings noted that staff is working on a brochure or flyer that will explain how our code staff works – scheduling, what inspections are needed, etc. This will be helpful, especially to those who are not regular customers here. CEO Block noted that the code staff works closely with contractors regarding needed inspections and their work schedule. It was also noted there is an inspections calendar online; it will be upgraded when the overall web site is upgraded.

- d. **Business Loan Program.** Planner Cullen gave a brief summary of the preliminary work staff had done to look into programs for assisting businesses through various types of loan assistance. Manager Jennings said he doesn't think this is the right time to do this, we should wait to see what happens with the MRC project, in addition the TIF revenues are insufficient to fund such a program. Three councilors felt this is not the right time to pursue this type of program; there are a lot of higher priorities and there isn't enough money in the TIF fund. Chair McPike said he thinks it is important to move forward with this so we have something to offer businesses; especially in the town center area where there are some buildings in desperate need of renovation. Planner Cullen noted that such a program is one implementation tool to address the needs of the town center, in addition to zoning, infrastructure, etc. By consensus the Committee decided to include this in the work plan discussions. Manager Jennings said he sees this playing out in two steps: 1) how much revenue does Council want to raise in TIF funds in the FY18 budget? and 2) how does Council want to allocate that money? Chairman McPike expressed concern about this getting lost in the shuffle; Mayor Ryder said that if this is on record in the work plan for a future year, it won't get lost.

6. **Zoning Considerations/Discussion:**

- a. **Planner Cullen gave a brief summary of the accessory apartment language she has drafted. Key points of the discussion were:**
  - On the issue of two family homes (duplexes) in the Residential A district: currently they are allowed only as a conversion of an existing house, and based on the criteria to allow them, they are essentially accessory apartments. The Committee felt that duplexes are not appropriate in the Residential A district since it is primarily single family neighborhoods; consensus to not allow two family (duplex) dwellings in the Residential A district. Planner Cullen noted that the proposed accessory apartment regulations will allow those units everywhere in town, including the Residential A district.
  - Regarding process, currently drafted as requiring a conditional use permit; while just requiring building permit is easier for the applicant, it is appropriate to have a public hearing to allow the neighbors to learn about the application and voice any concerns

they might have. With such information the Planning Board would be able to set specific conditions to mitigate the concerns to the greatest extent possible.

- Regarding occupancy of one of the units by the property owner, the committee agreed that there could be situations where an elderly person might prefer to live in the smaller of the two units and rent out the larger one; language will be edited accordingly.
- Planner Cullen will ensure that the definitions of accessory apartment and two family dwelling do not conflict.
- Discussion regarding potential requirement that properties applying for an accessory apartment be in full compliance with the dimensional requirements of the district; consensus that such a requirement would be too restrictive since it would prohibit such units on all nonconforming lots. However, want to ensure any additions do not increase the nonconformity.
- Concern about future potential for such properties to become two rental units; however the structure will look like a single family dwelling. It was also noted that usually zoning cannot prescribe any form of ownership (owner, condominium, renter).

Motion to refer the proposed accessory apartment amendment to Town Council for referral to the Planning Board by Councilor Wilde, with second by Mayor Ryder; carried 4/0/0. Manager Jennings noted this will be on the February 6, 2017 meeting.

- b. Planner Cullen gave a brief summary of the proposed amendments to the parking and signage requirements to provide flexibility. Key points of the discussion were:
- Manager Jennings said this will be an important amendment as it will provide needed flexibility to developers including in the town center where many lots are nonconforming. The zoning ordinance is very restrictive on the issuance of variances, and this will provide an avenue for flexibility when needed.
  - Parking requirements need to have flexibility for a number of reasons, including the number of spaces provided, shared parking, and design.
  - Parking management is as important in town centers as the number of spaces available.

Motion to refer the proposed amendments to allow flexibility in the parking and signage requirements to Town Council for referral to the Planning Board by Councilor Wilde, with second by Councilor McAvoy; carried 4/0/0. Manager Jennings noted this will be on the February 6, 2017 meeting.

7. Citizen Initiatives: None.

8. Public Comments: None.

9. Committee Member Comments: None.

10. Adjournment: Motion to adjourn at 8:05 pm by Councilor McAvoy; seconded by Mayor Ryder, carried 4/0/0.

Respectfully submitted by  
Karen Cullen, Town Planner

**SERVICES COMMITTEE MEETING****Monday, January 9, 2017****6:00 pm****MINUTES****Attending:***Councilor Dennis Marble, Chair**Mayor David Ryder**Councilor Ivan McPike**Councilor Mark Cormier**Councilor Terry McAvoy**Councilor Steven Wilde (arrived late)**Town Manager Angus Jennings**Recreation Director Shelley Abbott**Resident James Dyer**Jeremy Clay, Connector Bus staff*

*Chairman Marble called the meeting to order at 6 p.m.*

**1. MINUTES**

- a. **December 7, 2016** – *Motion by Councilor McPike seconded by Councilor McAvoy to approve the December 7 meeting minutes. Approved 5-0.*

**2. COMMITTEE APPLICATIONS**

- a. **Recreation Committee – James Dyer (new appointment)** – *Mr. Dyer thanked the Committee for the opportunity to be considered and spoke about his experience with athletics. There was a motion by Councilor McPike seconded by Councilor McAvoy to recommend Council appointment of James Dyer to the Recreation Committee. Motion passed 5-0.*
- b. **Recreation Committee – Jason Sharpe (reappointment)** – *There was a motion by Councilor McAvoy seconded by Councilor McPike to recommend Council reappointment of Jason Sharpe to the Recreation Committee. Motion passed 5-0.*

**3. OLD BUSINESS**

- a. **Update on date change for 2017 forum for community and civic organizations** – *Manager Jennings summarized his memo included in the meeting packet regarding a change of date to provide more advance time for outreach and preparation.*
- b. **Update on topographic survey of Pool site** – *Manager Jennings said that the topographic survey results should be received shortly and that the*

*next step would be preparing a scope of work to engage an engineer to begin the DEP permitting process. Mayor Ryder questioned the need for an engineer. Councilor McPike said that the basis for the need is permitting. Mayor Ryder said he would like more clarity regarding state DEP requirements and Manager Jennings agreed he would schedule a meeting to include relevant DEP staff.*

#### **4. NEW BUSINESS**

- a. Update on items from January 5 Recreation Committee meeting –** *There was discussion of the need for an overall department maintenance plan to set out the facilities maintenance needs, frequencies, staff or vendor resources needed, etc. Councilor McAvoy said he's particularly interested in understanding the overall costs of maintaining the Skehan Center.*
- b. Request for allocation of \$1,462.50 from Library Reserve fund for trapping and exclusion of squirrels from Library building –** *Manager Jennings summarized the materials in the packet. Mayor Ryder said that the cost looks too high, and said he thought DPW could have helped more with the situation. Motion by Councilor McPike seconded by Councilor Wilde to refer the request to the Finance Committee with a recommendation for authorization of \$1,462.50 from the Library Reserve fund for trapping and exclusion of squirrels from the library. Motion passed 5-1 with Mayor Ryder opposed.*
- c. Impact of recent minimum wage increase on Recreation Department (FY17); evaluation of current fee structure –** *Director Abbott summarized her review of the impacts of the voter-approved referendum raising minimum wage. She said she thought she could get by for the remainder of FY17 but estimated this would cost the Recreation Department about \$16,000 per year for the next two years. She recommended changing user fees to absorb these additional costs. The proposed fee structure includes a range that would allow adjustment of fees over time as the minimum wage increases step up. Motion by Mayor Ryder seconded by Councilor McAvoy to refer the proposed fee revisions to the Town Council with a recommendation for adoption. Motion carried 6-0.*
- d. Update regarding Community Connector Bus; age of Hampden bus and related maintenance expenses; participation in working group convened by Bangor –** *Manager Jennings summarized the materials in the packet regarding the age and condition of the bus serving the Hampden route, and the need for a decision this year regarding whether to fund a replacement or refurbished bus. Hampden resident and bus staff Jeremy Clay was present for the discussion.*

*Councilor McAvoy spoke in favor of eliminating the bus service. Councilor Marble said he'd like to better understand what the costs are based on. Mayor Ryder said we ought to hire someone to ride the bus to report on ridership solely within Hampden. Mr. Clay spoke about the bus financial model and the characteristics of the bus that serves this route. He said a low floor bus (as opposed to the current cutaway bus) would be better for ADA compliance. He said that the Town has the ability to change routes and frequency in order to meet its needs.*

*Councilor Marble asked if the route could be served by a 12 passenger van but Mr. Clay said that a vehicle that small could not be integrated into the overall system. Councilor McAvoy said that the bus we repair is for the system, not for Hampden. Councilor Wilde said that the bus is integral to our economic growth by providing access to jobs and workers.*

*Mayor Ryder said he had checked with a vendor about the cost to run a system ourselves, which would intersect with the broader Connector system, but that the estimated costs would be \$140,000 a year or more.*

*Councilor McPike said he wants to understand actual ridership so that decisions can be based on number of riders using the service. Councilor Wilde said the bus is important to some people's independence if they have mobility challenges or don't have access to a car.*

*Manager Jennings said he would work on securing someone to conduct a ridership review of the bus based on actual ridership and counting riders over a set period of time.*

**5. PUBLIC COMMENTS – None.**

**6. COMMITTEE MEMBER COMMENTS – None.**

*There being no further business, the meeting was adjourned at 7:29 PM.*

*Respectfully submitted –  
Angus Jennings, Town Manager*

D-5-a

Town of Hampden  
106 Western Avenue  
Hampden, Maine 04444



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

TO: Services Committee  
FROM: Angus Jennings, Town Manager  
DATE: February 9, 2017  
RE: Request from Gateway Seniors Without Walls for sponsorship of reprinting of Senior Yellow Pages

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Please review the attached request. I have reviewed this with Library Director Lozito, who reports that the ~65 copies of the first printing that were provided to the Library went like hotcakes, and are popular among seniors. I have also reviewed this with Sgt. Chris Bailey, who coordinates the Public Safety Advisory Committee, and he has found the publication of great value and relevance to Hampden's senior community.

I am looking for Committee input regarding whether there is support to allocate some amount of Host Community Benefit funds toward Hampden sponsorship of a second printing of the publication, which would include an opportunity to advertise within the publication. Alternatively, or in addition, I am reviewing budgeted expense lines to determine whether sponsorship at some level can be provided. Library Director Lozito and Public Safety Director Rogers have each indicated that they support allocating costs from their respective budgets as part of an overall Town sponsorship.



**GATEWAY SENIORS**  
*without walls* IN AFFILIATION WITH



9 Chestnut Court      Orono, Maine 04473      (207) 889-3031

January 23, 2017

Angus Jennings  
 Town Manager, Hampden  
 106 Western Avenue  
 Hampden, Maine 04444

**Town of Hampden  
 RECEIVED**

**JAN 31 2017**

**Office of the  
 Town Manager**

Dear Mr. Jennings,

Gateway Seniors Without Walls, a Maine licensed 501 (c)(3) charity, affiliated with the University of Maine Center on Aging, developed the Senior Yellow Pages (SYP) with assistance from students and staff at the Center on Aging, staff at the Eastern Area Agency on Aging, and students at the University of Maine. The 250+ page manual covers services for the elderly—local and state—in the Greater Bangor area. The listing is comprehensive; and the listed services include both contact information and special features. There are introductions to complex topics. The large type used throughout makes this manual user friendly for older people. A Table of Contents and Index allow people to find resources by name or by category. A spiral binding guarantees that the manual opens flat. The SYP is distributed free of charge to families, seniors, social service agencies, and other users. Many area libraries have retained reference copies for use by their patrons.

The Senior Yellow Pages was born in 2013 after Gateway Seniors analyzed data from focus groups that explored unmet community needs. Many focus group participants voiced confusion about what services were available in Greater Bangor and expressed the hope that Gateway Seniors would work on a remedy. The Senior Yellow Pages is our remedy. Ultimately, the manual provides seniors, their families, and their counselors with information about resources in Greater Bangor, making it more likely that seniors will be able to remain in their communities as they age and their needs change.

OVER >>>

Email: [gatewayseniorswithoutwalls@roadrunner.com](mailto:gatewayseniorswithoutwalls@roadrunner.com)  
 Websites: [www.gatewayseniorswithoutwalls.org](http://www.gatewayseniorswithoutwalls.org)    [www.senioryellowpages.org](http://www.senioryellowpages.org)

A thousand copies of the Senior Yellow Pages were printed in September 2016 and were placed at varied distribution centers throughout Greater Bangor (libraries, town offices, subsidized housing units, retirement communities, and social service agencies); those copies lasted only a few weeks. Gateway Seniors again has a long waiting list for the SYP; moreover, libraries, social service agencies, and churches throughout Greater Bangor have asked for many more copies to distribute.

We are writing to ask for your support for a second printing of the manual. A thousand copies are scheduled for printing at the end of February, 2017, and we are seeking commitments from donors to meet that schedule. In return for a donation, you may receive an ad in full color and copies of the Senior Yellow Pages to distribute.

Two articles about the Senior Yellow Pages appeared in the BDN; and the SYP has received widespread praise, including the following comments:

- "We received a few boxes of the Senior Yellow Pages. They are amazing! You did a great job." Administrator, HACOT, Old Town
- "I love the Senior Yellow Pages. Great work, much needed." Senior, Bangor
- "Your resource book for the greater Bangor area is FABULOUS! Could you please send me 10 more." Rehabilitation Manager, Maine Veterans Home
- "This is a great resource, thank you for all your hard work!" Librarian, Orono Public Library
- "I just finished going through your wonderful Senior Yellow Pages for edits and I must say you have done some incredible work! Kudos! I think this resource guide will be very helpful to those who use it, including the many helpers who look for resources on other people's behalf." Social Worker, PCHC

We ask you to let us know before February 15, 2017, if possible, whether (or not) you can help us out with the second printing of the Senior Yellow Pages. Please give us a call if you have questions (207-889-3031 or 207-466-8641). We'd be happy to talk with you further about any issues.

Best,



Ann Davidoff, Ph.D.

D-5-b

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: February 28, 2017  
RE: Service Charge Abatement Requests

In its October 17, 2016 meeting the Town Council approved the amount of Service Charges imposed pursuant to the Service Charge Ordinance. Charges were assessed to the seven properties identified at that time, in the approved amounts. To date, five of the assessed properties have sent payment, though each amount was less than the assessed amount, with the balance requested to be abated. Funds assessed and received to date are summarized as follows:

| Properties Subject to Service Charge   |                 |                 |                                  |                       |
|--|-----------------|-----------------|----------------------------------|-----------------------|
| As of: 2/28/2017   |                 | FY17            |                                  |                       |
| Property Owner   | Amount invoiced | Amount received | Difference (requested abatement) | Notes                 |
| Community Housing of Maine<br>177 Canaan Road (Map 5 Lot 27-A)                       | \$ 2,145.78     | \$ 351.16       | \$ (1,794.62)                    |                       |
| Medical Care Development, DBA Hampden Meadows<br>1282 Kennebec Road (Map 1 Lot 23-A) | \$ 5,386.85     | n/a             |                                  | Appeal filed 11/28/16 |
| OHI George Street<br>35 George Street (Map 23 Lot 70-C)                              | \$ 2,139.36     | \$ 873.53       | \$ (1,265.83)                    |                       |
| OHI Patterson Road<br>143 Patterson Road (Map 5 Lot 39)                              | \$ 1,662.39     | \$ 208.40       | \$ (1,453.99)                    |                       |
| Penquis Mental Health Services<br>1012 Carmel Road North (Map 1 Lot 31-A)            | \$ 1,992.51     | \$ 247.88       | \$ (1,744.63)                    |                       |
| The Housing Foundation<br>113 Western Ave (Map 31 Lot 8)                             | \$ 22,507.11    | \$ 6,901.00     | \$ (15,606.11)                   |                       |
| Acadia Hospital Corp/Aspenledge  | \$ 4,008.60     | n/a             |                                  | Appeal filed 12/7/16  |
|  | \$ 39,842.60    | \$ 8,581.97     | \$ (21,865.18)                   |                       |

Under the Service Charge Ordinance Sec. 6, "the municipal officers shall abate the service charge amount that is in excess of 2% of gross annual revenue."

A question arose regarding whether the 2% figure in the Ordinance referred to revenues of the property owner, or of the property itself. It is the latter. In other words, a showing

that the assessed charge exceeds 2% of the gross revenue derived from the property in question should be considered adequate to support an abatement.

It is recommended that the Council take action on each of the five pending requests for abatement.

The sixth and seventh properties have separately filed appeals with the Board of Assessment Review challenging the validity of the Ordinance as applied to those properties. Those appeals processes are proceeding.

## Jim Gwilym

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**From:** Angus Jennings <townmanager@hampdenmaine.gov>  
**Sent:** Tuesday, November 15, 2016 2:42 PM  
**To:** Jim Gwilym  
**Subject:** Re: Service charge on 177 Canaan Rd. MAP 5 / LOT 27 A

Jim,

The ordinance has not changed, and the 2% cap is still in effect. Upon receipt of payment of \$351.16, we'll bring forward the payment and the excerpt of the audited financial statement in order for the Council to formally approve an abatement on the basis of the 2% cap. We'll probably hold off until we receive payment (and/or abatement requests) from all seven property owners affected by this ordinance, so their vote may not occur until early 2017. From what you have submitted it appears that the \$351.16 will satisfy the requirement of the ordinance.

Feel free to call me with any questions.

Thanks,  
Angus

On Tue, Nov 15, 2016 at 2:33 PM, Jim Gwilym <[jim@chomhousing.org](mailto:jim@chomhousing.org)> wrote:

Dear Mr. Jennings,

I received a bill for this year in the amount of \$2,145.78. As with last year, I'm wondering if the 2% cap is in play again. Attached are our audited financial statements. Our Canaan Road property appears on page 30, and shows gross revenue of \$17,558. A calculated tax at 2% of that would come to \$351.16.

If you'd like any additional information about us, or this project, please let me know. We're a lean operation with a staff of 9 people and we can provide housing for more people with special needs by virtue of the fact that we are generally exempt from taxes. Every dollar counts to us, so if there's anything you can do, we would greatly appreciate it.

Thank you,

Jim

**From:** Angus Jennings [mailto:[townmanager@hampdenmaine.gov](mailto:townmanager@hampdenmaine.gov)]  
**Sent:** Thursday, November 12, 2015 8:02 AM  
**To:** Jim Gwilym <[jim@chomhousing.org](mailto:jim@chomhousing.org)>  
**Subject:** Re: Service charge on 177 Canaan Rd.

COMMUNITY HOUSING OF MAINE, INC.  
 COMBINING SCHEDULE OF REVENUE, SUPPORT AND EXPENSES - CHOM OPERATIONS  
 For the Year Ended June 30, 2018

|   | Allen Street | Andrea Street | Antonarium Drive | Biding Drive | Broadway  | Canaan    | Cedar Street | Chesics Street | Chester Street | Church St. | City Cookson House | Court St.   | Dillon Street | Fairfield Street | Fairview Avenue | Flagg Street | George Street | Calvert Street | Grace Street | Grand Street | Hammond Street | Sub Totals |             |
|---|--------------|---------------|------------------|--------------|-----------|-----------|--------------|----------------|----------------|------------|--------------------|-------------|---------------|------------------|-----------------|--------------|---------------|----------------|--------------|--------------|----------------|------------|-------------|
| <b>REVENUE AND SUPPORT</b>              |              |               |                  |              |           |           |              |                |                |            |                    |             |               |                  |                 |              |               |                |              |              |                |            |             |
| Rental Operations                       | \$ 23,622    | \$ 9,292      | \$ 18,540        | \$ 14,315    | \$ 51,218 | \$ 17,556 | \$ 24,947    | \$ 8,295       | \$ 23,318      | \$ 1,369   | \$ 84,028          | \$ 18,298   | \$ 20,008     | \$ 43,878        | \$ 21,881       | \$ 27,145    | \$ 18,380     | \$ 17,786      | \$ 24,182    | \$ 30,578    | \$ 55,820      | \$ 533,195 |             |
| Rental Revenue                          | -            | -             | -                | 27,712       | -         | -         | -            | 24,375         | -              | 22,227     | -                  | 38,692      | -             | -                | -               | -            | -             | 10,487         | -            | -            | -              | -          | 123,343     |
| Housing Assistance Payments             | -            | -             | -                | -            | -         | -         | -            | -              | -              | -          | -                  | -           | -             | -                | -               | -            | -             | -              | -            | -            | -              | -          | -           |
| Department of Veterans Affairs Per Diem | -            | -             | -                | -            | -         | -         | -            | -              | -              | -          | -                  | -           | -             | -                | -               | -            | -             | -              | -            | -            | -              | -          | -           |
| <b>Total Rental Operations</b>          | 23,622       | 9,292         | 18,540           | 42,027       | 51,218    | 17,556    | 24,947       | 33,590         | 23,318         | 23,616     | 84,028             | 58,988      | 20,008        | 43,878           | 21,881          | 27,145       | 18,380        | 28,253         | 24,182       | 30,578       | 56,820         | 656,578    |             |
| Other Support and Revenue               | -            | -             | -                | -            | -         | -         | -            | -              | -              | -          | -                  | -           | -             | -                | -               | -            | -             | -              | -            | -            | -              | -          | -           |
| Development Fee                         | -            | -             | -                | -            | -         | -         | -            | -              | -              | -          | -                  | -           | -             | -                | -               | -            | -             | -              | -            | -            | -              | -          | -           |
| Income from Investment in Projects      | -            | -             | -                | -            | -         | -         | -            | -              | -              | -          | -                  | -           | -             | -                | -               | -            | -             | -              | -            | -            | -              | -          | -           |
| Grants                                  | -            | -             | -                | -            | -         | -         | -            | -              | -              | -          | -                  | -           | -             | -                | -               | -            | -             | -              | -            | -            | -              | -          | 300         |
| Donations                               | -            | -             | -                | -            | -         | -         | -            | -              | -              | -          | -                  | -           | -             | -                | -               | -            | -             | -              | -            | -            | -              | -          | 300         |
| Interest Income                         | 15           | 4             | 20               | 48           | 28        | 2         | -            | 34             | 20             | 14         | 34                 | 40          | 47            | 22               | 25              | 11           | -             | -              | -            | -            | -              | 17         | 1,728       |
| Other Revenue                           | -            | -             | -                | -            | -         | -         | -            | 119            | -              | -          | 287                | 862         | -             | -                | -               | -            | 300           | -              | -            | -            | -              | -          | 300         |
| <b>Total Other Income/Expenses</b>      | 23,637       | 9,296         | 18,560           | 42,075       | 51,248    | 17,558    | 24,947       | 33,733         | 23,338         | 23,630     | 84,278             | 59,120      | 20,055        | 43,901           | 21,898          | 27,458       | 18,380        | 28,473         | 24,185       | 30,578       | 56,837         | 659,004    |             |
| <b>TOTAL REVENUE AND SUPPORT</b>        |              |               |                  |              |           |           |              |                |                |            |                    |             |               |                  |                 |              |               |                |              |              |                |            |             |
| <b>EXPENSES</b>                         |              |               |                  |              |           |           |              |                |                |            |                    |             |               |                  |                 |              |               |                |              |              |                |            |             |
| Rental Housing Expenses                 | 600          | 600           | 600              | 600          | 600       | 600       | 600          | 600            | 600            | 600        | 600                | 600         | 600           | 600              | 600             | 600          | 600           | 600            | 600          | 600          | 600            | 600        | 13,725      |
| Administrative                          | 2,801        | -             | -                | -            | -         | -         | 50           | 1              | -              | 28         | 2,071              | -           | -             | -                | 60              | 3,167        | -             | 22             | -            | 1,681        | 25             | 10,024     | 25          |
| Management Fee                          | -            | -             | -                | -            | -         | -         | -            | -              | -              | -          | -                  | -           | -             | -                | -               | -            | -             | -              | -            | -            | -              | -          | -           |
| Other Administrative Expense            | 3,591        | 600           | 600              | 600          | 600       | 600       | 600          | 601            | 600            | 681        | 2,971              | 600         | 600           | 600              | 600             | 3,787        | 600           | 622            | 600          | 2,281        | 1,225          | 23,719     | 600         |
| <b>Total Administrative</b>             | 6,392        | 600           | 600              | 600          | 600       | 600       | 650          | 602            | 600            | 769        | 2,971              | 600         | 600           | 600              | 600             | 3,787        | 600           | 622            | 600          | 2,281        | 1,225          | 23,719     | 600         |
| Operating                               | 3,115        | -             | -                | 3,752        | -         | 1,812     | 2,283        | 1,341          | 2,887          | 1,259      | 4,702              | 2,789       | 3,264         | 1,718            | 1,401           | 3,882        | -             | 3,478          | 2,008        | 1,307        | 4,754          | 45,083     |             |
| Electricity                             | 1,285        | -             | -                | 3,416        | -         | 1,787     | 2,048        | 444            | 1,859          | 955        | 4,184              | 1,878       | 1,818         | 1,113            | 1,134           | 1,824        | -             | 1,880          | 2,122        | 1,544        | 7,218          | 37,180     |             |
| Fuel                                    | 810          | 688           | -                | 1,877        | 3,261     | -         | 885          | 841            | 758            | 971        | 4,064              | 2,277       | 1,181         | 2,248            | -               | 1,746        | 873           | 558            | 787          | 1,551        | 2,187          | 28,569     |             |
| Water and Sewer                         | -            | -             | -                | -            | -         | -         | -            | -              | -              | -          | -                  | -           | -             | -                | -               | -            | -             | -              | -            | -            | -              | -          |             |
| Cable                                   | -            | -             | -                | -            | -         | -         | -            | -              | -              | -          | -                  | -           | -             | -                | -               | -            | -             | -              | -            | -            | -              | -          |             |
| Trash Removal                           | -            | -             | -                | -            | -         | -         | 1,534        | -              | -              | 862        | 2,720              | 842         | -             | -                | 360             | -            | -             | -              | 316          | 740          | -              | 8,458      |             |
| <b>Total Operating</b>                  | 5,208        | 688           | -                | 9,045        | 3,261     | 3,678     | 6,788        | 2,628          | 4,742          | 4,028      | 15,670             | 7,867       | 4,687         | 7,628            | 2,295           | 7,631        | 873           | 6,032          | 6,674        | 4,402        | 15,686         | 119,289    |             |
| Maintenance                             | 7,847        | 2,102         | 8,858            | 5,628        | 10,909    | 1,425     | 6,764        | 5,828          | 3,083          | 4,211      | 18,650             | 28,892      | 8,315         | 10,228           | 3,478           | 25,603       | 3,332         | 7,710          | 18,473       | 13,311       | 17,480         | 204,508    |             |
| Depreciation and Amortization           | 3,671        | 3,085         | 7,881            | 9,182        | 19,817    | 3,812     | 3,850        | 10,672         | 4,987          | 15,658     | 38,688             | 22,542      | 7,648         | 13,748           | 4,482           | 8,831        | 3,883         | 13,780         | 9,865        | 5,389        | 17,248         | 218,248    |             |
| Interest Expense                        | 2,430        | 4,844         | 5,209            | 815          | 12,617    | -         | -            | -              | 5,398          | -          | -                  | -           | -             | -                | 8,529           | -            | 3,832         | -              | 2,918        | -            | -              | 6,139      | 52,217      |
| General                                 | -            | 511           | 577              | 1,270        | 1,307     | 629       | 548          | 1,820          | 548            | 1,157      | 2,692              | 2,325       | 608           | 1,818            | 530             | 1,210        | 787           | 1,212          | 578          | 778          | 2,103          | 8,581      |             |
| Real Estate Taxes                       | -            | -             | -                | -            | -         | -         | -            | -              | -              | -          | -                  | -           | -             | -                | -               | -            | -             | -              | -            | -            | -              | -          |             |
| Property and Liability Insurance        | -            | -             | -                | -            | -         | -         | -            | -              | -              | -          | -                  | -           | -             | -                | -               | -            | -             | -              | -            | -            | -              | -          |             |
| <b>Total General</b>                    | 808          | 511           | 577              | 1,270        | 1,307     | 629       | 548          | 1,820          | 548            | 1,157      | 2,692              | 2,325       | 608           | 1,818            | 530             | 1,210        | 787           | 1,212          | 578          | 778          | 2,103          | 32,631     |             |
| <b>Total Rental Housing Expenses</b>    | 21,265       | 12,820        | 20,835           | 25,343       | 80,148    | 10,302    | 18,840       | 21,848         | 19,348         | 25,603     | 78,868             | 60,248      | 27,838        | 34,045           | 17,114          | 47,882       | 12,227        | 28,228         | 32,208       | 28,172       | 83,368         | 650,830    |             |
| Other Income/Expenses                   | -            | 3,100         | -                | -            | -         | -         | 8,296        | -              | -              | -          | -                  | -           | -             | -                | -               | -            | -             | -              | -            | -            | 10,208         | 21,594     |             |
| Development                             | -            | -             | -                | -            | -         | -         | -            | -              | -              | -          | -                  | -           | -             | -                | -               | -            | -             | -              | -            | -            | -              | -          |             |
| General Administration (Schedule 4)     | -            | -             | -                | -            | -         | -         | -            | -              | -              | -          | -                  | -           | -             | -                | -               | -            | -             | -              | -            | -            | -              | -          |             |
| Other Expense                           | -            | -             | -                | -            | -         | -         | -            | -              | -              | -          | -                  | -           | -             | -                | -               | -            | -             | -              | -            | -            | -              | -          |             |
| Sub-Ordinate Costs                      | -            | -             | -                | -            | -         | -         | -            | -              | -              | -          | -                  | -           | -             | -                | -               | -            | -             | -              | -            | -            | -              | -          |             |
| Development                             | -            | -             | -                | -            | -         | -         | -            | -              | -              | -          | -                  | -           | -             | -                | -               | -            | -             | -              | -            | -            | -              | -          |             |
| <b>Total Other Income/Expenses</b>      | 3,100        | 3,100         | -                | -            | -         | -         | 8,296        | -              | -              | -          | -                  | -           | -             | -                | -               | -            | -             | -              | -            | -            | 10,208         | 21,594     |             |
| <b>CHANGE IN NET ASSETS</b>             | \$ 372       | \$ (524)      | \$ (2,315)       | \$ (10,733)  | \$ 1,103  | \$ 7,258  | \$ (1,563)   | \$ (12,095)    | \$ (3,582)     | \$ (2,273) | \$ (112,580)       | \$ (24,283) | \$ (7,183)    | \$ (8,855)       | \$ (4,795)      | \$ (28,488)  | \$ (4,053)    | \$ (8,531)     | \$ (8,013)   | \$ (14,815)  | \$ (17,788)    | \$ (7,788) | \$ (28,778) |

Town of Hampden  
----- Receipt -----

THANK YOU VETERANS

11/22/16 10:42 AM ID:CMJ #8537-1  
TYPE----- REF--- AMOUNT  
ADMIN-MISC 351.16

Paid By: COMM HOUSING OF ME  
Remaining Balance: 0.00  
Have you licensed your dog?  
Check : 351.16  
21203 - 351.16

COMMUNITY HOUSING OF MAINE, INC. GENERAL CHECKING  
PORTLAND, MAINE 04101  
Town of Hampden

11/15/2016

351.16

21203

351.16

DETECTION CIRCLE REVEALS A LOCK WHEN TESTED

MEMO

CHOM  
Community Housing of Maine

COMMUNITY HOUSING OF MAINE, INC.  
GENERAL CHECKING  
ONE CITY CENTER, 4TH FLOOR  
PORTLAND, MAINE 04101

57-74452112

11/15/2016

PAY TO THE ORDER OF Town of Hampden

Three Hundred Fifty-One and 16/100

Town of Hampden  
106 Western Avenue  
Hampden, ME 04444

VOID

021203 212274501 0291 85908

HEAT SENSITIVE RED IMAGE DISAPPEARS WITH HEAT

11/15/2016

\$ \*\*351.16

DOLLARS

TD Bank

Security Features Included. FD Details on back.

Everything is Possible.



25 Freedom Parkway | Hermon, Maine 04401  
voice 207/848-5804 | fax 207/848-7978 | TTY/TTD 207/848-5804 | ohimaine.org | facebook.com/OHIMaine

November 8, 2016

Angus Jennings, Town Manager and Town Treasurer  
Town of Hampden  
106 Western Avenue  
Hampden, Maine 04444

**Town of Hampden  
RECEIVED**

**NOV 14 2016**

**Office of the  
Town Manager**

**RE: OHI FY 16 SERVICE CHARGES: 35 GEORGE STREET AND 143 PATTERSON ROAD**

Dear Mr. Jennings:

Enclosed you will find the financial information on these two properties for our fiscal year ending June 30, 2016. We have calculated our service fees to be \$873.53 and \$208.40 respectively which is based on 2% of gross income for each location. I have enclosed a check for these two properties in the amount of \$1081.93.

Should you need additional information please feel free to contact me at your earliest convenience.

Respectfully,

G. Kathy Smith, Assistant CEO  
OHI

OHI inspires people to recognize possibilities and lead meaningful lives.

OHI  
**SUMMARY OF PROFIT & LOSS**  
**35 GEORGE STREET**  
For the Twelve Months Ending Thursday, June 30, 2016

|                        |                                     | <u>ACTUAL YTD</u> |                  |
|------------------------|-------------------------------------|-------------------|------------------|
|                        |                                     | <u>2016</u>       |                  |
| <b>INCOME</b>          |                                     |                   |                  |
| 4010                   | GRANT REVENUE                       | \$7,260.00        |                  |
| 4020-+4055-+4056-+...  | SSA/SSI INCOME                      | 33,216.00         |                  |
| 4100                   | USDA INCOME - FOOD STAMPS           | 3,200.30          |                  |
|                        | <b>TOTAL INCOME</b>                 | <u>43,676.30</u>  | <i>2% 813.53</i> |
| <b>OCCUPANCY COSTS</b> |                                     |                   |                  |
| 5561                   | DEPRECIATION - BUILDING             | 8,819.48          |                  |
| 5566                   | INTEREST EXPENSE - MORTGAGE         | 4,795.17          |                  |
| 5410                   | FOOD                                | 17,574.04         |                  |
| 5105                   | FIDUCIARY FEES                      | 405.00            |                  |
| 5415                   | ELECTRICITY                         | 2,369.51          |                  |
| 5420                   | HEAT                                | 1,575.79          |                  |
| 5430-+5438-+5439       | BUILDING MAINTENANCE SUPPLIES       | 1,969.87          |                  |
| 5041                   | SALARY - MAINTENANCE                | 800.69            |                  |
| 5431-+5437             | GROUNDS MAINTENANCE                 | 920.02            |                  |
| 5435                   | WATER & SEWER                       | 3,548.94          |                  |
| 5440                   | EQUIP PURCHASE MINOR                | 1,087.54          |                  |
| 5445                   | EQUIP REPAIR & MAINT                | 109.06            |                  |
| 5455                   | TELEPHONE                           | 388.34            |                  |
| 5485                   | LINEN / BEDDING                     | 382.27            |                  |
| 5573                   | INSURANCE - FIRE                    | 986.70            |                  |
|                        | <b>TOTAL OCCUPANCY COSTS</b>        | <u>45,734.42</u>  |                  |
|                        | <b>INCOME OVER (UNDER) EXPENSES</b> | <u>(2,058.12)</u> |                  |

**OHI**  
**SUMMARY OF PROFIT & LOSS**  
**143 PATTERSON RD**  
**For the Twelve Months Ending Thursday, June 30, 2016**

|                        |                                     | <u>ACTUAL YTD</u> |            |
|------------------------|-------------------------------------|-------------------|------------|
|                        |                                     | <u>2016</u>       |            |
| <b>INCOME</b>          |                                     |                   |            |
| 4010                   | GRANT REVENUE                       | \$1,896.00        |            |
| 4020-+4055-+4056-+...  | SSA/SSI INCOME                      | 8,244.00          |            |
| 4100                   | USDA INCOME - FOOD STAMPS           | <u>280.26</u>     |            |
|                        | <b>TOTAL INCOME</b>                 | <u>10,420.26</u>  | 29% 208,40 |
| <b>OCCUPANCY COSTS</b> |                                     |                   |            |
| 5581                   | DEPRECIATION - BUILDING             | 6,104.36          |            |
| 5568                   | INTEREST EXPENSE - MORTGAGE         | 3,308.67          |            |
| 5410                   | FOOD                                | 3,314.21          |            |
| 5105                   | FIDUCIARY FEES                      | 90.00             |            |
| 5415                   | ELECTRICITY                         | 1,372.94          |            |
| 5420                   | HEAT                                | 1,442.12          |            |
| 5430-+5438-+5439       | BUILDING MAINTENANCE SUPPLIES       | 368.00            |            |
| 5041                   | SALARY - MAINTENANCE                | 42.16             |            |
| 5431-+5437             | GROUNDS MAINTENANCE                 | 350.00            |            |
| 5435                   | WATER & SEWER                       | 45.00             |            |
| 5440                   | EQUIP PURCHASE MINOR                | 34.86             |            |
| 5445                   | EQUIP REPAIR & MAINT                | 318.00            |            |
| 5455                   | TELEPHONE                           | 388.34            |            |
| 5573                   | INSURANCE - FIRE                    | <u>529.05</u>     |            |
|                        | <b>TOTAL OCCUPANCY COSTS</b>        | <u>17,707.71</u>  |            |
|                        | <b>INCOME OVER (UNDER) EXPENSES</b> | <u>(7,287.45)</u> |            |

| OUR REF. NUMBER | YOUR INVOICE NUMBER | INVOICE DATE | INVOICE AMOUNT | AMOUNT PAID | DISCOUNT TAKEN | NET CHECK AMOUNT |
|-----------------|---------------------|--------------|----------------|-------------|----------------|------------------|
| 183143          | PATTERSON/GEORG     | 11/10/2016   | 1,081.93       | 1,081.93    | 0.00           | 1,081.93         |

213692

**OHIO**  
 Helping people with disabilities live and work in their communities.

Finance Division (AF)  
 50 Jackson Street  
 Bangor, ME 04401  
 (207) 948-5864  
 Fax: (207) 948-5271

THE FACE OF THIS DOCUMENT CONTAINS A COLORED BACKGROUND AND A SECURITY VOID

BANGOR SAVINGS BANK  
 BANGOR, ME 04401

ES 284172

CHECK DATE: 11/10/2016  
 CHECK NUMBER: 213692  
 AMOUNT: \*\*\*\*\*1,081.93

PAY One Thousand Eighty-One and 93/100 DOLLARS

VOID AFTER 60 DAYS

TO THE ORDER OF HAMPDEN  
 106 WESTERN AVE.  
 HAMPDEN, ME 04444

*George E. Smith*  
 AUTHORIZED SIGNATURE

⑆ 2136921⑆ ⑆ 211274382⑆ 2010014889⑆

# Penquis Mental Health Association

572 Bangor Road, Dover-Foxcroft, Maine 04426

Richard Brown, CEO

Phone: (207) 564-2464

Fax: (207) 564-2404

---

December 13, 2016

**Town of Hampden  
RECEIVED**

**DEC 20 2016**

**Office of the  
Town Manager**

Angus Jennings  
Town Manager & Town Treasurer  
Town of Hampden  
106 Western Avenue  
Hampden, Maine 04444

Dear Manager Jennings:

The services fee charges for Penquis Mental Health for the 2016-2017 Hampden budget year should be based upon 2% of the gross annual revenue. Enclosed is the financial statement for the property at 1021 Carmel Road North for the period July 1, 2015 to June 30, 2016. Enclosed also is a check in the amount of \$247.88 representing 2% of the annual gross revenue for 1021 Carmel Road North.

Sincerely,



M. Dale Shaw

Chief Financial Officer

**PENQUIS MENTAL HEALTH  
INCOME STATEMENT FOR CARMEL RD.  
JULY 1, 2015 - JUNE 30, 2016**

SERVICE FEE

**REVENUE**

RENTAL INCOME

\$ 12,393.91

\$ 247.88

**EXPENSES:**

DEPRECIATION

\$ 5,093.00

INTEREST

\$ 6,218.38

INSURANCE

\$ 821.15

TAXES

\$ 261.38

TOTAL EXPENSES

\$ 12,393.91

NET INCOME

\$ -



Dale Shaw

Chief Financial Officer

|                      |                 |                   |            |        |          |
|----------------------|-----------------|-------------------|------------|--------|----------|
| HANTOW               | TOWN OF HAMPDEN | 00000000000001765 | 12/14/2016 | 3819   |          |
| CARMEL RD SERVICE FE | 12/13/2016      | \$247.88          | \$247.88   | \$0.00 | \$247.88 |
|                      |                 | \$247.88          | \$247.88   | \$0.00 | \$247.88 |

THE FACE OF THIS DOCUMENT HAS A COLORED BACKGROUND ON WHITE PAPER AND ORIGINAL DOCUMENT SECURITY SCREEN ON BACK WITH PADLOCK SECURITY ICON.

**PENQUIS MENTAL HEALTH ASSOCIATION**

572 BANGOR ROAD  
DOVER-FOXCROFT, ME 04428

**BANGOR SAVINGS BANK**

BANGOR ME 04401

52-7438/2112

3819

3819

12/14/2016

\$247.88

DATE

AMOUNT

Two Hundred Forty Seven Dollars And 88 Cents

PAY  
TO THE  
ORDER  
OF:

TOWN OF HAMPDEN  
106 WESTERN AVE.  
HAMPDEN ME 04444

  
AUTHORIZED SIGNATURE

Security features included. Details on back.

ME

⑈003819⑈ ⑆211274382⑆ 0580700934⑈

THE HOUSING FOUNDATION – HAMPDEN

NOTES TO FINANCIAL STATEMENTS  
(Continued)

JUNE 30, 2016

Town of Hampden  
RECEIVED

OCT 17 2016

Office of the  
Town Manager

NOTE 5: HUD RESTRICTED DEPOSITS (Continued)

**Tax and Insurance Escrow**

The Project makes monthly escrow deposits to a financial institution to fund future expected tax assessments and insurance premiums.

All of the reserves noted above are held in separate accounts and generally are not available for operating purposes.

NOTE 6: RESIDUAL RECEIPTS RESERVE

Use of the residual receipts reserve is contingent upon HUD's prior written approval.

NOTE 7: RELATED PARTY TRANSACTIONS

The Project has entered into a management contract with The Housing Foundation - M & D II, a related party. Management fees are limited to \$56 per unit per month. For the years ended June 30, 2016 and 2015, management fees were \$20,160 and \$19,500, respectively.

An informal maintenance agreement with The Housing Foundation - M & D II has also been executed causing maintenance work, cleaning and material reimbursements as well as vehicle operation and maintenance to be paid on an as needed basis. During the years ended June 30, 2016 and 2015, \$25,142 and \$24,151 of expenses were incurred for such services, respectively.

During the years ended June 30, 2016 and 2015, the Project was charged \$23,895 and \$22,275, respectively, by The Housing Foundation - M & D II for office support and office rent. The allocation of these charges was based on a time study performed by M & D II. The Project was also charged by M & D II \$3,807 and \$3,886 for the years ended June 30, 2016 and 2015, respectively, for computer, copier and miscellaneous administrative fees. Computer, copier and miscellaneous administrative fees are prorated based on the number of housing units managed.

During the years ended June 30, 2016 and 2015, the Project was charged \$20,544 and \$19,780, respectively, from The Housing Foundation – M & D II for the Project's Tenant Service Coordinator.

NOTE 8: PAYMENT IN LIEU OF TAXES (P.I.L.O.T.)

By reason of a decision of the Maine Supreme Judicial Court in 1987, The Housing Foundation - Hampden, which is financed under Section 223(f) of HUD's program, is exempt from real estate taxation. Although State law permits the imposition of a service fee, also known as a payment in lieu of taxes (P.I.L.O.T.), State law currently limits the amount of such service fee to 2% of gross rent revenues. Thus, for the years ended June 30, 2016 and 2015, the service fee was \$6,901 and 6,818, respectively.

# Walker & Dunlop, LLC

Memo 1 Parcel #2413

CHECK NO 000013352 52-153/112

Date 10/13/2016

Memo 2

\*\*\*\*\*\$6,901.00

Six Thousand Nine Hundred One And NO/100 Dollars

Pay To Town of Hampden  
106 Western Avenue  
Hampden ME, 04444

sm  
Bank of America, N.A.



⑈000013352⑈ ⑆011201539⑆ 2220077053⑈

RUB OR BREATHE ON THE PINK LOCK & KEY ICONS—COLOR WILL FADE AND THEN REAPPEAR ON AN AUTHENTIC CHECK—IF COLOR DOES NOT FADE DO NOT ACCEPT

| Loan Number | Invoice Number | Invoice Date | Parcel Number        | Policy Number   |
|-------------|----------------|--------------|----------------------|---|
| 301090334.0 |                |              | PILOT - Roe Village, | Town of Hampden<br>RECEIVED<br><br>OCT 17 2016<br><br>Office of the<br>Town Manager |

Comment:

Town of Hampden  
106 Western Avenue  
Hampden ME, 04444

For Office Use Only

| Batch | Source | File | Delivery | Backup | Add | Com |
|-------|--------|------|----------|--------|-----|-----|
| 8047  | 15     | A    | US       | Y      | REG | N   |

TOWN OF HAMPDEN

SERVICE CHARGE ORDINANCE

Sec. 1. Authority. This Ordinance is enacted pursuant to 30-A M.R.S.A. § 3001 and 36 M.R.S.A. § 652(1)(L).

Sec. 2. Purpose. The purpose of this Ordinance is to establish an annual service charge to recover the cost of providing municipal services, other than education and general assistance, to owners and/or occupants of certain institutional and organizational real property which is otherwise exempt from state or municipal taxation.

Sec. 3. Creation of Service Charge. An annual service charge is hereby established, effective with the municipal fiscal year commencing on July 1, 1992. The service charge shall be levied by the municipal officers against all residential property owned by an organization or institution if the property is otherwise totally exempt from property taxation and is used to provide rental income. The service charge shall not apply to student housing or parsonages.

Sec. 4. Calculation of Service Charge. The service charge shall be calculated according to the actual cost of providing municipal services to the property in question and the persons who use that property. Municipal services shall include, without limitation, the following: fire protection, police protection, road maintenance and construction, traffic control, snow and ice removal, sewer service, sanitation services, and any other services. For the purpose of this Ordinance, municipal services shall not include education and general assistance. The service charge for each property shall be determined in accordance with the following formula:

$$\frac{B}{V} \times JV = SC$$

where:

B = Budget for the current fiscal year for municipal services, except education and general assistance

V = Total taxable valuation of municipality for the current fiscal year

JV = Just Value of property in question

SC = Service Charge of property in question.

The Assessor shall provide the municipal officers with the following information at the time of the annual tax commitment: (1) list of property to which a service charge is applicable under this ordinance, (2) total taxable valuation of the municipality for the current fiscal year, and (3) the just value of the properties in question. The Town Manager shall provide the municipal officers with the amount of the budget for municipal services for the current fiscal year, along with a proposed service charge for each property based on the foregoing formula.

Sec. 5. Levy of Service Charge. The municipal officers shall levy the annual service charge on the tax exempt property subject to a service charge under this Ordinance, and shall establish a due date for payment of the same. The Treasurer shall send a statement to every affected property owner setting forth the amount of the service charge levied on the subject property.

Sec. 6. Limitation on Service Charges. The total service charges levied by the municipal officers under this Ordinance against any institution or organization shall not exceed 2% of the gross annual revenues of that institution or organization. Provided, however, that in order to qualify for the foregoing limitation, the institution or organization shall file with the municipal officers an audit of the revenues of the institution or organization for its last fiscal year which ended immediately prior to the municipal fiscal year for which the service charge was levied. The municipal officers shall abate the service charge amount that is in excess of 2% of the gross annual revenues.

Sec. 7. Collection. Unpaid service charges shall be collected in any manner available to the municipality, including, without limitation, the procedure provided in 38 M.R.S.A. § 1208, as may be amended from time to time.

Sec. 8. Use of Revenues. Revenues accrued from service charges shall be used, as much as possible, to fund the cost of providing the municipal services which were considered in calculating the service charges.

Sec. 9. Appeals. Any institution or organization may challenge the decision of the municipal officers to levy a particular service charge or the amount of a particular service charge by filing an appeal with the Board of Assessment Review. Such appeals shall be filed in writing with the Town Clerk within 60 days of the date on which notice is provided to the institution or organization by the Treasurer under Sec. 5 above indicating the amount of the service charge levied by the municipal officers. The Board of Assessment Review shall conduct a public hearing on the appeal and shall issue a written decision thereon within 60 days of the date that the appeal was filed with the Town Clerk. Failure to issue a decision on an appeal within 60 days of the date the application was filed shall be deemed to

be a denial thereof. The appeal shall be processed in accordance with all applicable laws or ordinances, and such rules of procedure as may be established by or for the Board of Assessment Review. Any decision by the Board may be appealed to Superior Court by an aggrieved party pursuant to Rule 80B of the Maine Rules of Civil Procedure.

Sec. 10. Severability. Should any provisions of this Ordinance be declared invalid by the Courts, such decision shall not invalidate any other provision of this Ordinance.

Adopted By Hampden Town Council: 5/18/92



D-5-c

State of Maine
Bureau of Alcoholic Beverages and Lottery Operations
Division of Liquor Licensing and Enforcement
8 State House Station
Augusta, ME 04333-0008
Telephone: (207) 624-7220 Fax: (207) 287-3434

Application for Catered Function By Qualified Catering Organization

License No.: 5507 Name of Qualified Caterer: Jeff's Catering and Bake Shop

Mailing Address: PO Box 377

Town/ City: Brewer State: ME Zip Code: 04412

Telephone: 207-989-1811 Fax: 207-989-7179

Title and Purpose of Event: Dennis Paper and Foodservice Expansion Celebration

Location of Event: Dennis Paper and Foodservice

Physical Address of Event: 101 McCaw Road

Town/City: Hampden State: ME Zip Code: 04444

Indoor Event Outside Event (IF OUTSIDE AREA, DIAGRAM MUST BE INCLUDED)

Describe specific indoor and/or outdoor area to be licensed: Under roped off tent in company parking lot

Date of Event: 5/20/2017 Time - From: 4:00 PM To: 12:00 AM

Number of Persons Attending: 250

Name of Sponsor: Eric Caldwell

Address: 101 McCaw Road Town/City: Hampden

State: ME Zip Code: 04444 Telephone Number: 207-947-1321

Signature of Licensee or Corporate Officer

03/02/2017

Melissa Nathan

Print Name of Licensee or Corporate Officer

FOR USE ONLY BY DIVISION OF LIQUOR LICENSING & ENFORCEMENT

RESTRICTIONS:

[ ] APPROVED

DATED:

[ ] NOT APPROVED

ISSUED BY:

**NOTE:**

**TO MUNICIPAL OFFICERS & COUNTY COMMISSIONERS:**

This application must be approved by the Municipal Officers of the municipality in which the function is to be held or, if held in an unincorporated place, by the County Commissioner. Title 28A, Section 1076, Subsection 7D grant authority for this approval without public notice.

Dated at: Hampden, Maine Penobscot ss  
City/Town (County)  
On: March 6, 2017  
Date

The undersigned being: Municipal Offices County Commissioners of the  
 City  Town  Plantation  Unincorporated Place of: Hampden, Maine

Hereby certify that we have given public notice on this application and held public hearing thereon as required by Section 653 Title 28A, Maine Revised Statutes and herby approve said application.

| Signature | Print |
|-----------|-------|
|           |       |
|           |       |
|           |       |
|           |       |

***72 Hours in Advance of Said Event or Gathering  
REQUESTED***

Licensed  
Tented  
Area

Dennis  
Paper  
warehouse

← R+ 202 →

**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:** March 2, 2017  
**RE:** FY18 Goal Setting

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As you know, the annual Town Council/Manager Goal Setting for FY18 took place on Saturday, February 18, and was attended by members of the Council as well as representatives from most Town Departments.

Please find attached the presentation materials from the session.

Presentations by the Town Manager and Department Heads were followed by questions from Councilors, then a brief recess. The remainder of the session was a discussion among the Council and Manager regarding policy objectives for FY18.

At Monday's meeting we can review the session outcomes so that these goals can inform the FY18 budget.

A photograph of a building at night, likely a town hall or community center, with snow on the ground and an American flag on a tall pole. The building has a gabled roof and a large window. The scene is illuminated by a bright light source, possibly a street lamp, creating a strong glow and casting shadows. The sky is dark, and there are some snow-covered trees in the background.

# Hampden Town Manager & Council Goal Setting for FY18

Saturday, February 18, 2017



# Goals for Goal Setting

- This morning:
  - Town Manager
    - Operational and Budget Trends
    - FY18 considerations
  - Town Manager
    - Status of Work Items in Current Work Plan
  - Staff and Department communication of successes, concerns and ideas / vision
  - Council/Manager questions
- Mid-morning:
  - Council / Manager review, refine policy items “on the table”
  - By motion, second and vote, policy items added to or removed from proposed priority lists
  - Follow-up: Manager / Committee Chairs / Mayor set out work plans
- If we'll be here much past noon, order lunch.



FY18 Budget Goal Setting

# FINANCIAL TRENDS

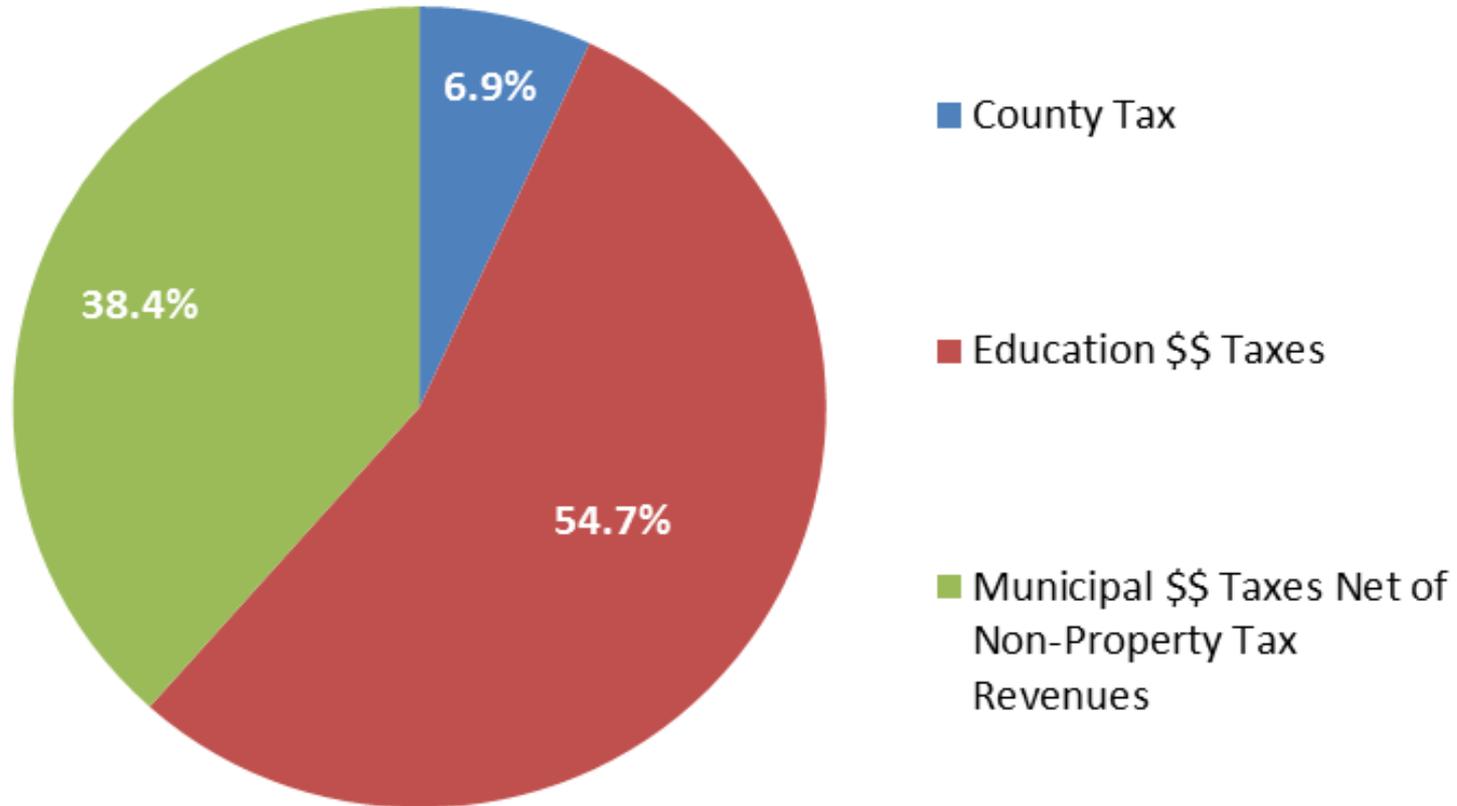


# FY17 Budget Changes from Prior Years

- Recent years drew from Fund Balance:
  - FY16 \$200,000
  - FY15 \$500,000
  - FY14 \$550,000
  - FY13 \$661,350
  - FY12 \$455,000
  - FY11 \$332,500
- FY17 budget did not rely on any draw from Unassigned Fund Balance or from Reserves in order to meet revenue targets
- Recurring cost items previously paid from HCB were included in expense budget
  - Debt service: \$108,097 (offset by \$95,569 debt service paid off in FY16)
  - Stormwater management
  - Decorations: Veterans Day, Christmas Lights
- However, FY17 did include some one-time revenues (i.e. Env. Trust)

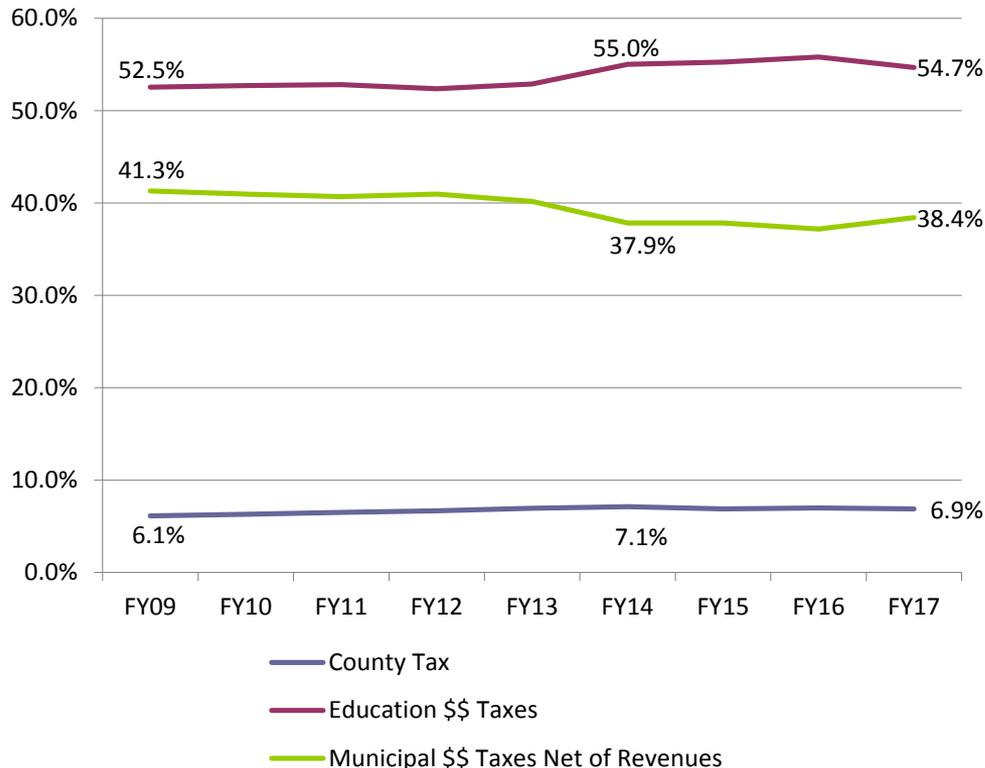


## Hampden Tax Expenses by Percent FY17



# Budget Trends: FY09-FY17

Taxpayer Funded Expense Trends, Hampden, RSU-22 and County

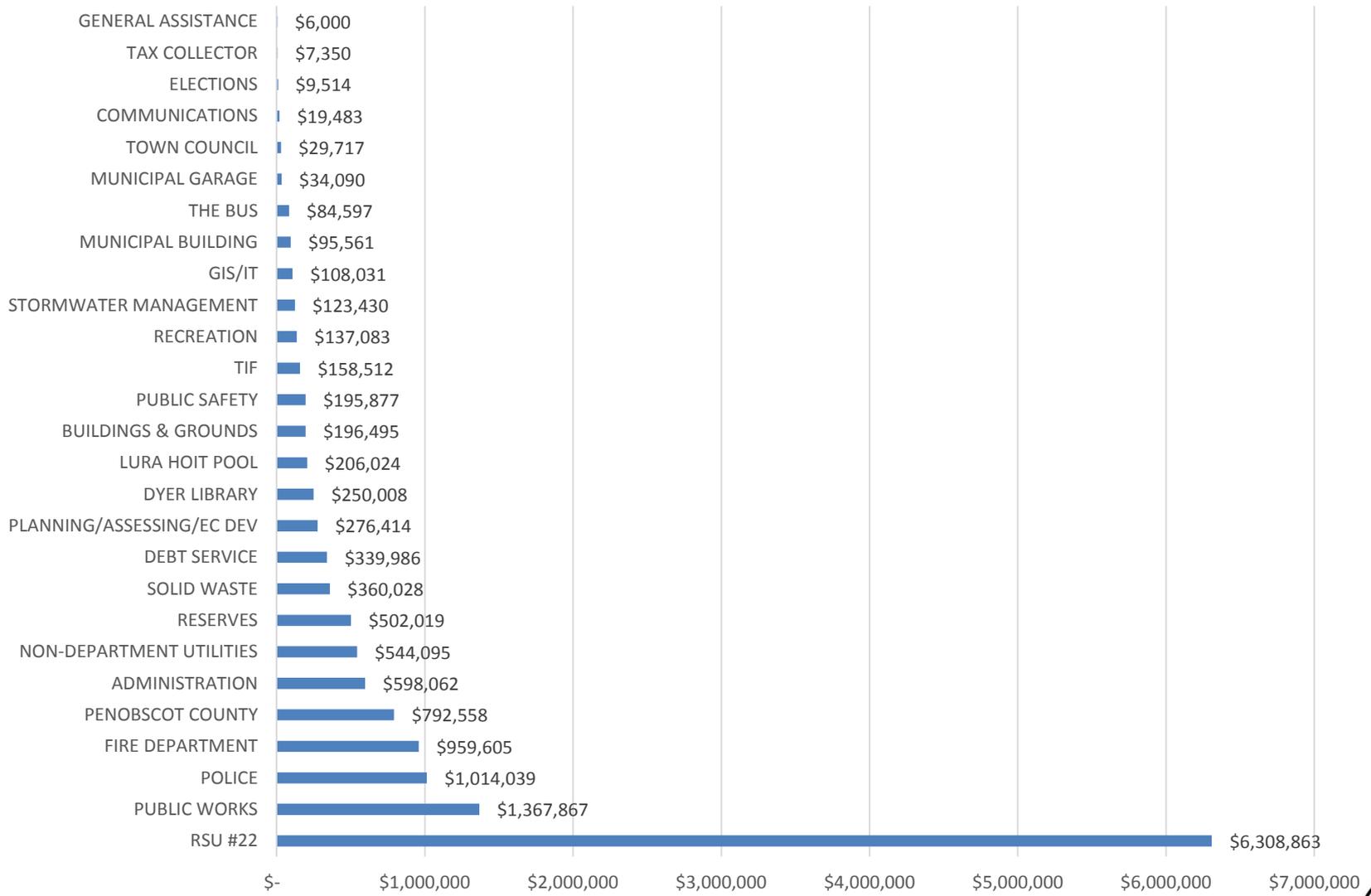


- Greater percentage of property tax dollars to RSU-22 and County
- Municipal percentage of property tax revenue steadily decreasing – though did increase in FY17
- FY09 to FY17
  - Town +3.4%
  - RSU +25.6%



# TOTAL APPROVED BUDGET FY17

## Town of Hampden



## RSU-22 Budget for FY17 by Cost Center

| <u>Cost Center</u>             | <u>FY17 Budget</u>   | <u>Percent</u> |
|--------------------------------|----------------------|----------------|
| Regular instruction            | \$ 10,543,490        | 35.1%          |
| Special Ed instruction         | \$ 5,192,694         | 17.3%          |
| Debt Service                   | \$ 4,027,212         | 13.4%          |
| Operations & Maintenance       | \$ 3,509,372         | 11.7%          |
| Student & Staff Support        | \$ 2,362,975         | 7.9%           |
| School Admin                   | \$ 1,289,810         | 4.3%           |
| Transporation (includes buses) | \$ 1,273,213         | 4.2%           |
| System Admin                   | \$ 765,781           | 2.5%           |
| Other instruction              | \$ 731,513           | 2.4%           |
| Career & Tech instruction      | \$ 385,175           | 1.3%           |
| All other                      | \$ -                 | 0.0%           |
| <b>TOTAL</b>                   | <b>\$ 30,081,236</b> |                |



# RSU-22

| Year                | Education \$<br>Taxes | Percent<br>change,<br>year to<br>year |
|---------------------|-----------------------|---------------------------------------|
| FY09                | \$ 5,024,922          | -0.1%                                 |
| FY10                | \$ 5,115,775          | 1.8%                                  |
| FY11                | \$ 5,145,806          | 0.6%                                  |
| FY12                | \$ 5,184,588          | 0.8%                                  |
| FY13                | \$ 5,299,962          | 2.2%                                  |
| FY14                | \$ 5,650,341          | 6.6%                                  |
| FY15                | \$ 6,033,040          | 6.8%                                  |
| FY16                | \$ 6,130,574          | 1.6%                                  |
| FY17                | \$ 6,308,863          | 2.9%                                  |
| % Change, FY09-FY17 |                       | 25.6%                                 |

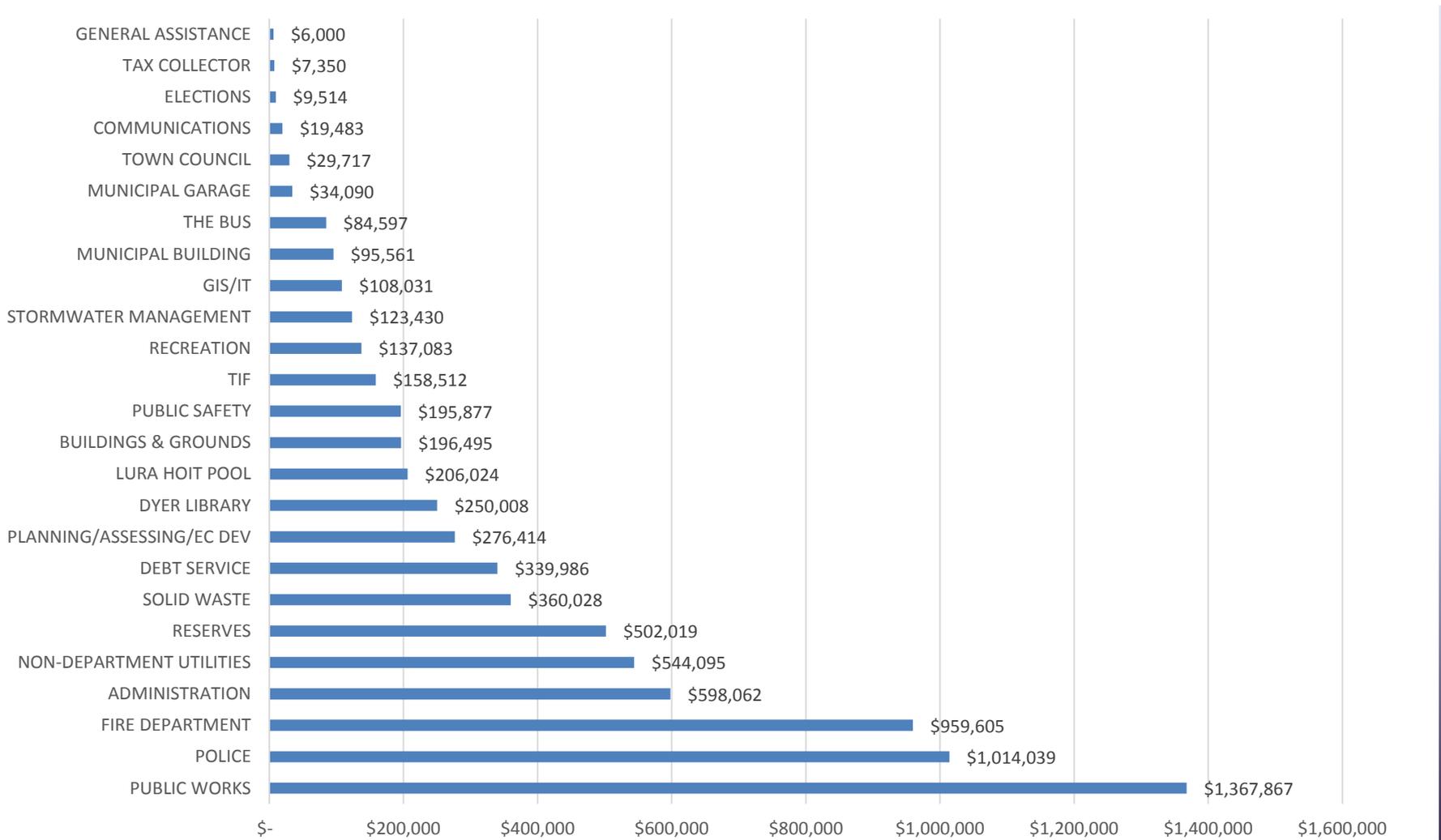
Source: Hampden Municipal Tax  
Rate Calculation Forms

- Meeting ongoing with RSU-22 Administration
- Council to seek Board engagement in FY18 budgeting (?)
- Four-town effort
- FY18 State Ed. Revs. to District unknown
- Manager goal: FY18 not the year for McGraw-Weatherbee



# APPROVED BUDGET, TOWN ONLY FY17

## Town of Hampden



# FY16 Town Budget: Top Costs

- Looking just at municipal budget, total compensation is largest expense (65%)
  - (Includes salaries, wages, health insurance, retirement, FICA/Medicare, Worker's Comp, Group Insurance, Life Insurance and Dental Insurance)
- Utilities/Fuel second largest expense (10%)
  - (Includes hydrant rental, fuel, electricity, telephone, internet costs, water and sewer)
- Reserve funds and Debt Service (5% each)
- Solid Waste (4%)
- Remaining costs (~16%)
- Not factoring offsetting fees/revs



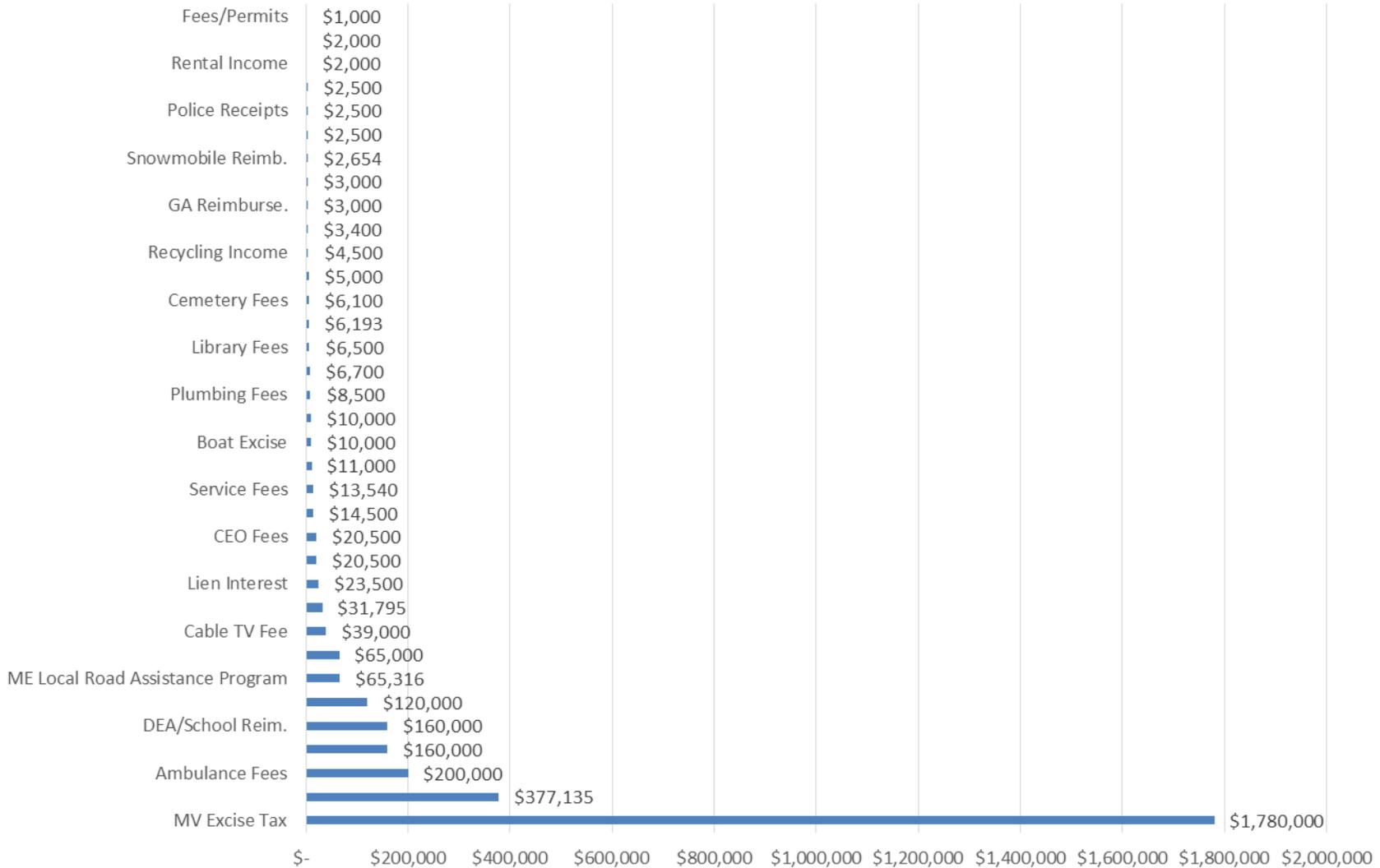
# Expense Budget Status Review

63.3% through FY17

- Only cost categories exceeding 63.3%:
  - Gen. Govt. (Admin through Econ Dev): 66.5% (driven by front-loaded insurance payments)
  - Non-Dept. Utilities 73.5% (driven by hydrant rental)
  - County Tax 100%
- Reserve accounts, 100% (transferred to Reserve – does not mean it's spent)
- **All budgeted departments on track to stay within approved budgets**



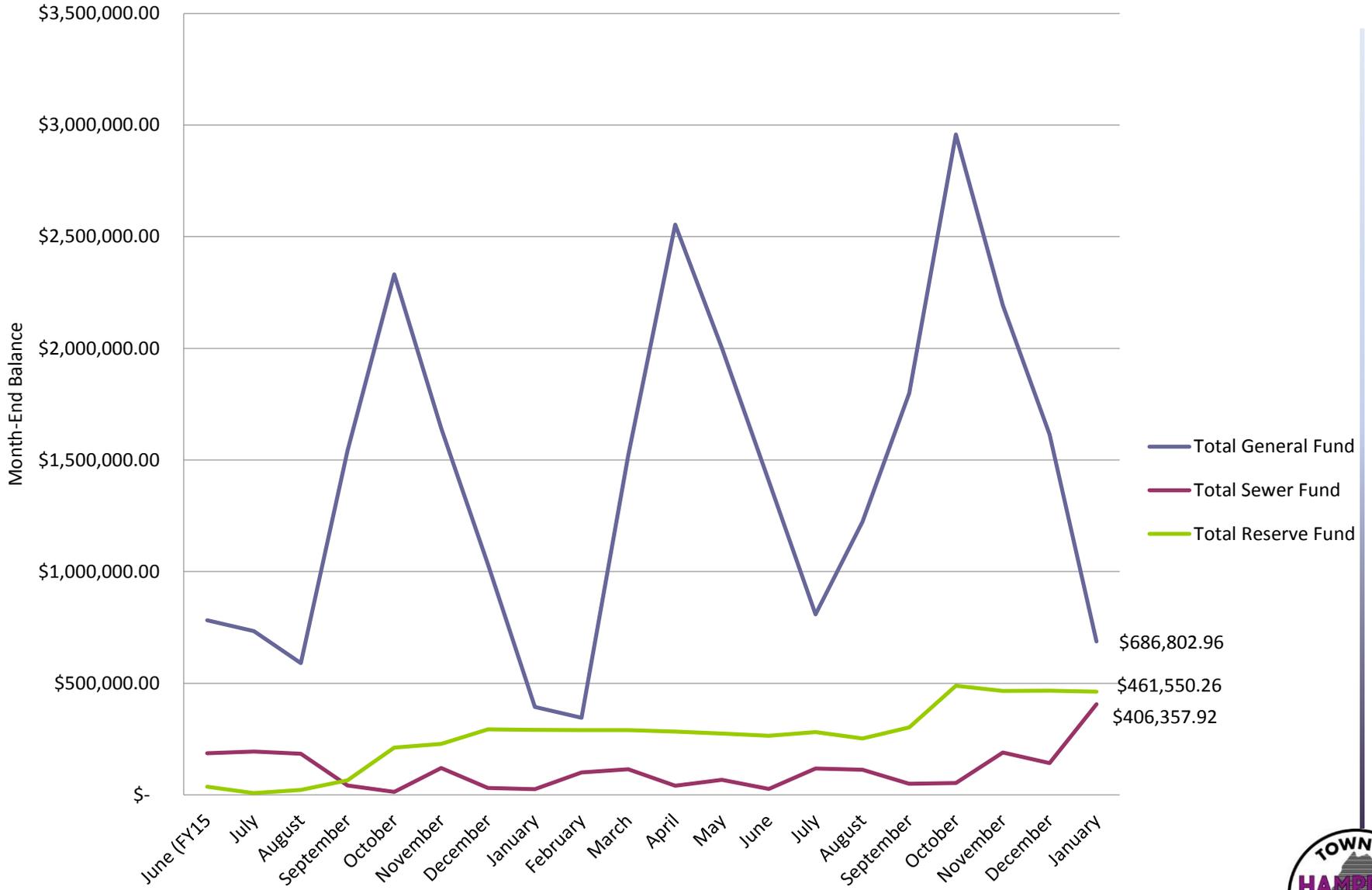
## Projected Non-Property Tax Revenues, FY17 Budget Town of Hampden



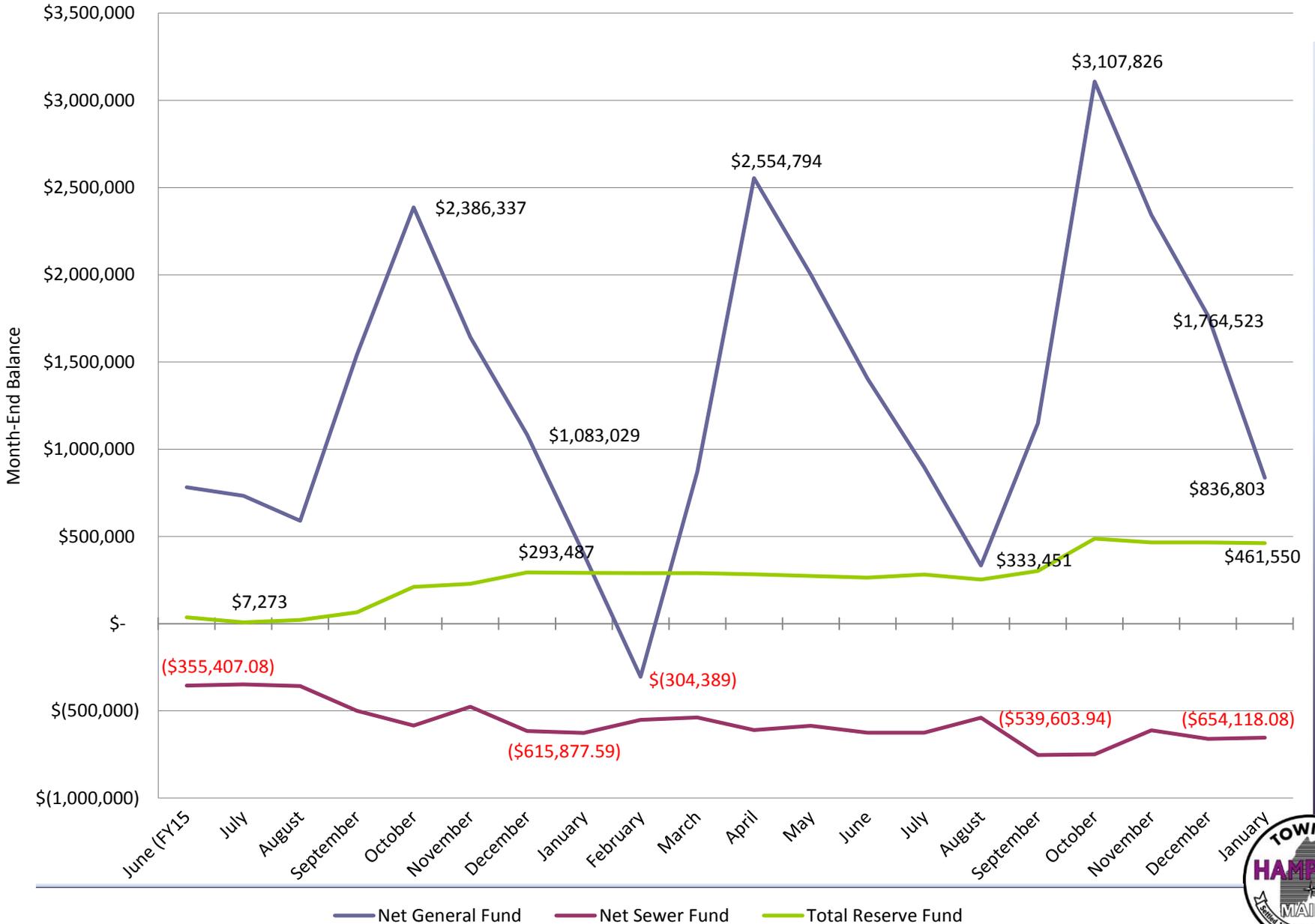
*Note: First budget in many years that does not include reserve or fund balance revenues.*



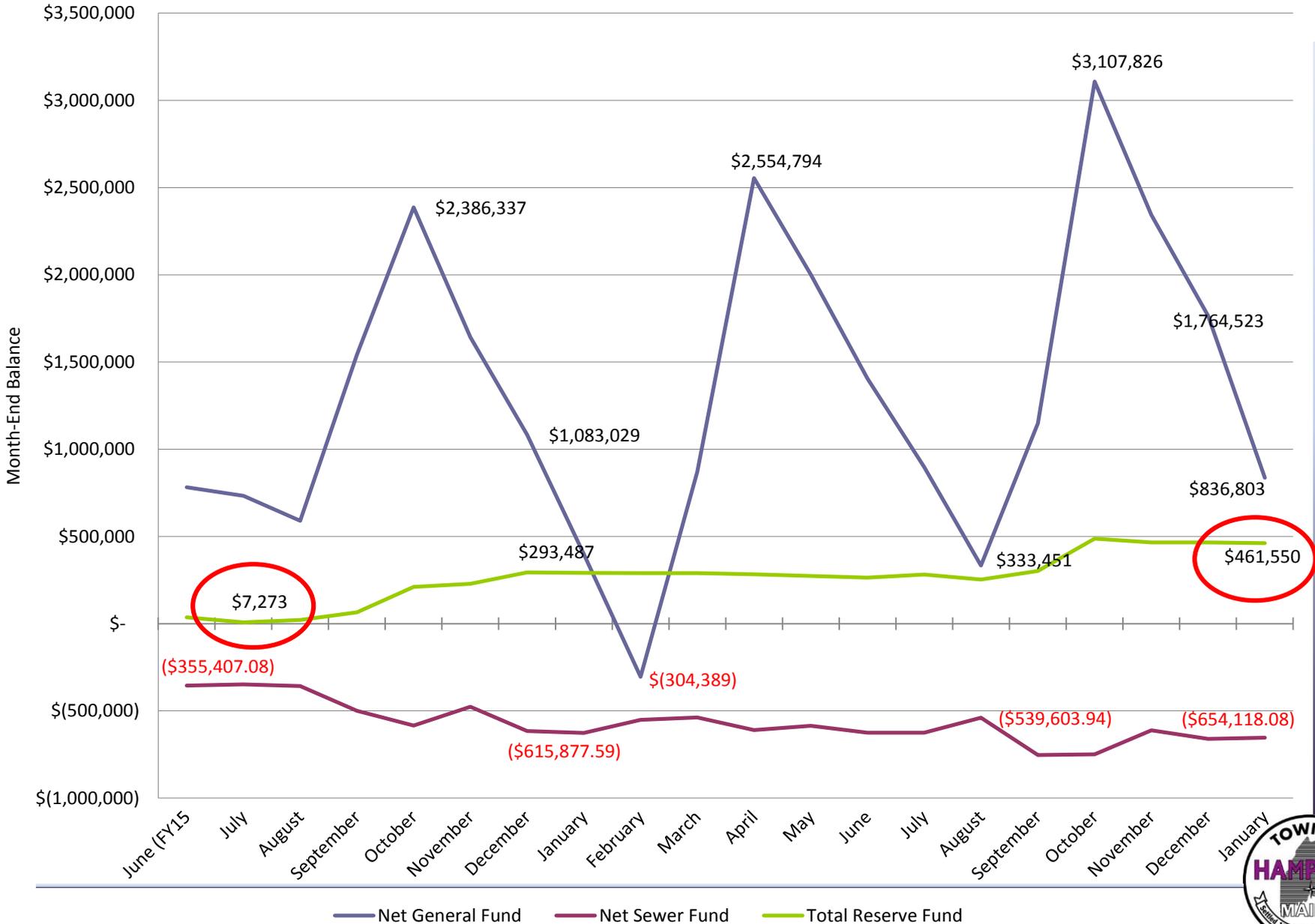
### Month End Bank Balances, June 2015 to January 2017, Town of Hampden



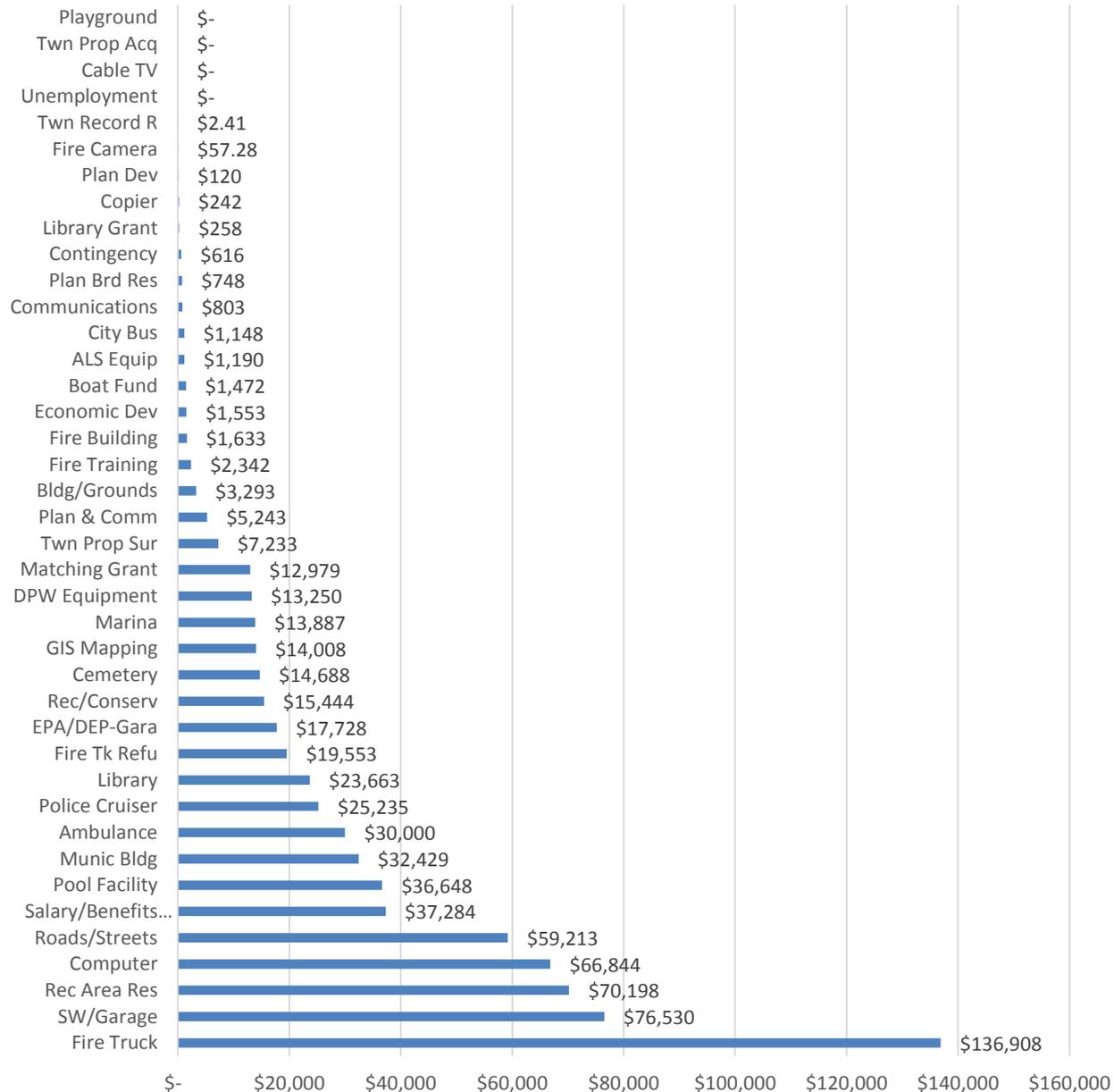
# Net Month End Bank Balances, June 2015 to January 2017, Town of Hampden



# Net Month End Bank Balances, June 2015 to January 2017, Town of Hampden



## Reserve Account Balances (Trio, 2/17/17)



*Trio shows combined reserve balance of \$744,443.*

*Jan. 31, 2017 Reserve Bank Balance: \$461,550 (delta attributable to interfund transfer balances.)*



# Status of Interfund Transfers

- Total Interfund Balances: \$1,609,481
  - Source, Auditor 2/7/17
- Affecting a total of 58 separate accounts: General Fund, Sewer Fund, Reserve Fund – expense accounts, revenue accounts, general ledger accounts
- Net total transfers needed: \$685,904
  - Source, Auditor 2/7/17



## Hampden Interfund Transfers, FY15 to date

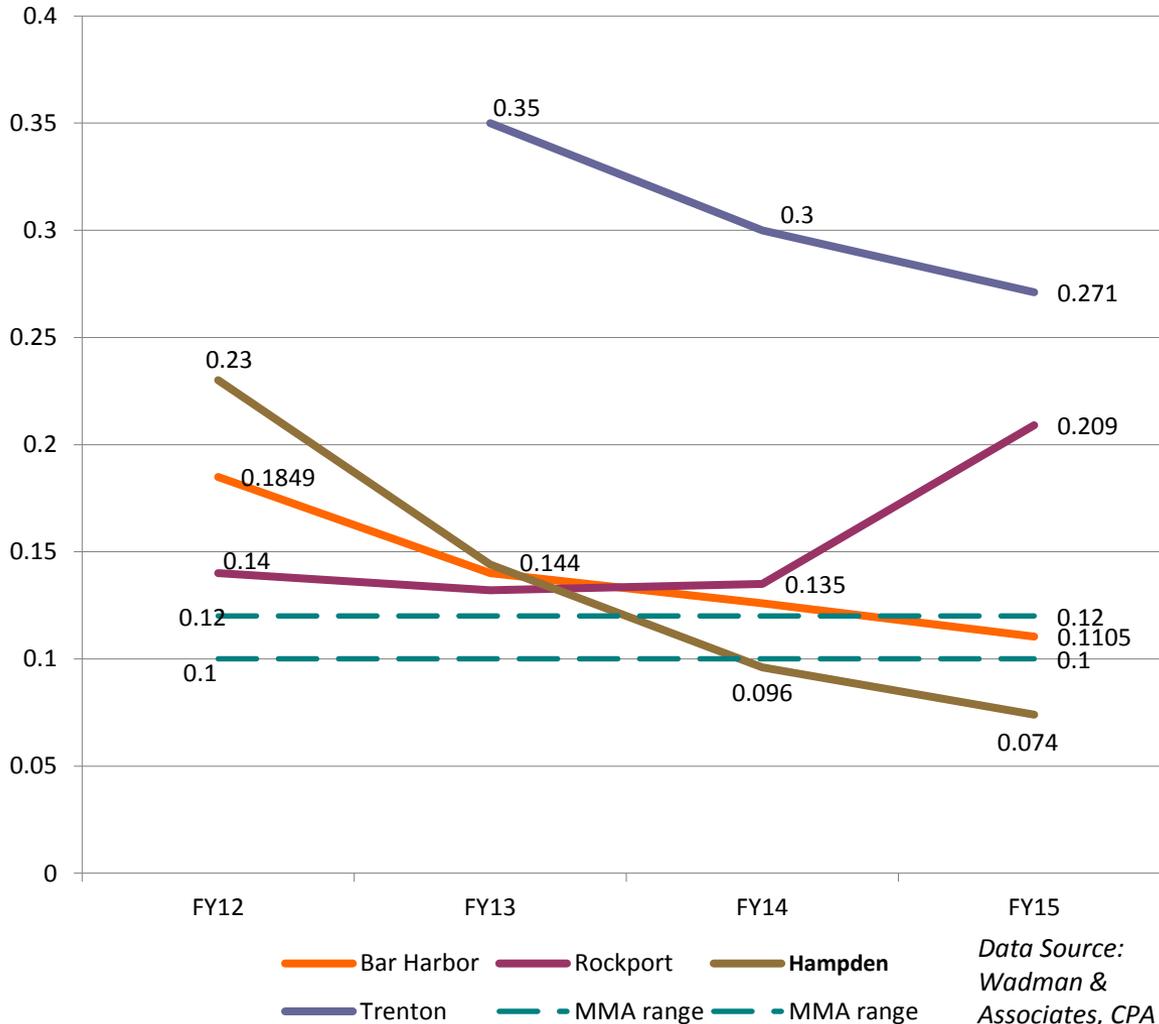
as of 1/17/17

|      |            | General Fund    |                        | Sewer Fund      |                      | Reserve Fund |                      | Net Effect |
|------|------------|-----------------|------------------------|-----------------|----------------------|--------------|----------------------|------------|
|      |            | Receivable      | Payable                | Receivable      | Payable              | Receivable   | Payable              |            |
| FY15 | 8/14/2014  |                 | \$ 300,000.00          | \$ (300,000.00) |                      |              |                      | \$ -       |
|      | 2/3/2015   | \$ (127.00)     |                        |                 | \$ 127.00            |              |                      | \$ -       |
|      | 5/19/2015  | \$ (169.14)     |                        |                 | \$ 169.14            |              |                      | \$ -       |
|      | 6/18/2015  | \$ (123,000.00) |                        |                 |                      |              | \$ 123,000.00        | \$ -       |
|      | 6/30/2015  | \$ (25,000.00)  |                        |                 |                      |              | \$ 25,000.00         | \$ -       |
|      |            | \$ (148,296.14) | \$ 300,000.00          | \$ (300,000.00) | \$ 296.14            | \$ -         | \$ 148,000.00        |            |
| FY16 | 8/19/2015  | \$ (230,000.00) |                        |                 |                      |              | \$ 230,000.00        | \$ -       |
|      | 10/14/2015 | \$ (55,000.00)  |                        |                 | \$ 55,000.00         |              |                      | \$ -       |
|      | 12/14/2015 | \$ (50,000.00)  |                        |                 | \$ 50,000.00         |              |                      | \$ -       |
|      | 1/14/2016  | \$ (5,000.00)   |                        |                 | \$ 5,000.00          |              |                      | \$ -       |
|      |            | \$ (340,000.00) | \$ -                   | \$ -            | \$ 110,000.00        | \$ -         | \$ 230,000.00        |            |
| FY17 | 7/21/2016  | \$ (90,000.00)  |                        |                 | \$ 90,000.00         |              |                      | \$ -       |
|      | 8/18/2016  |                 | \$ 90,000.00           | \$ (90,000.00)  |                      |              |                      | \$ -       |
|      | 9/22/2016  | \$ (150,000.00) |                        |                 | \$ 150,000.00        |              |                      | \$ -       |
|      |            | \$ (240,000.00) | \$ 90,000.00           | \$ (90,000.00)  | \$ 240,000.00        | \$ -         | \$ -                 |            |
|      |            | \$ (580,000.00) | \$ 90,000.00           | \$ (90,000.00)  | \$ 350,000.00        | \$ -         | \$ 230,000.00        |            |
|      |            |                 | <b>\$ (490,000.00)</b> |                 | <b>\$ 260,000.00</b> |              | <b>\$ 230,000.00</b> |            |



# Undesignated Fund Balance below recommended

## Unassigned Fund Balance Trends - Comparative

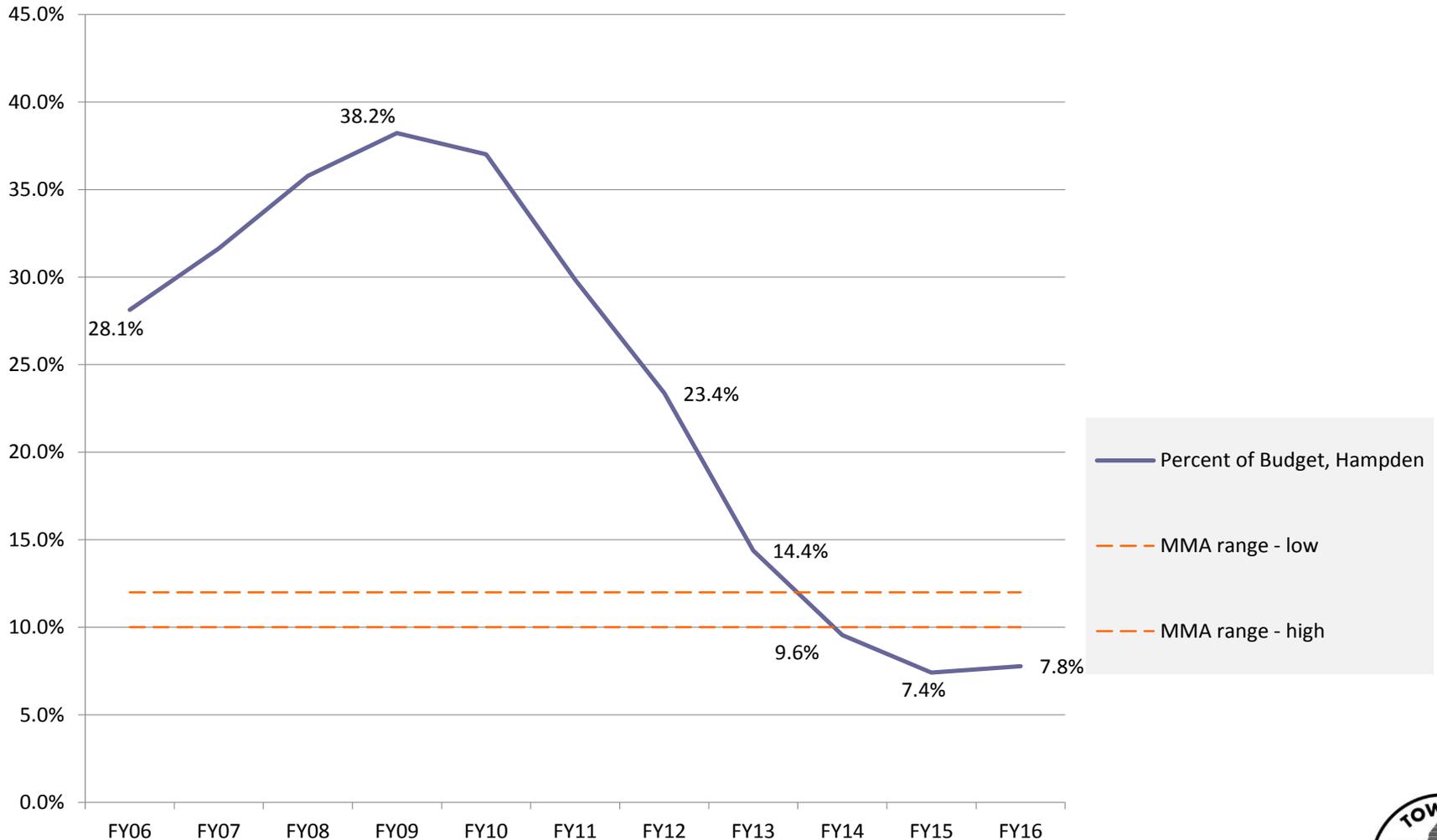


- MMA recommends maintaining balance of 10-12% of annual budget
- Hampden fell below 10% in FY14; at year-end FY15 fell to 7.4%
- FY16 and FY17 TAN will be continued need until interfund transfers resolved



# Due to FY16 Spending Below Budget, UFB Increased

## Hampden Unassigned Fund Balance as Percent of Budget



*FY16 not “final final” but provided by Auditor 2/17/17 and believed to be final*

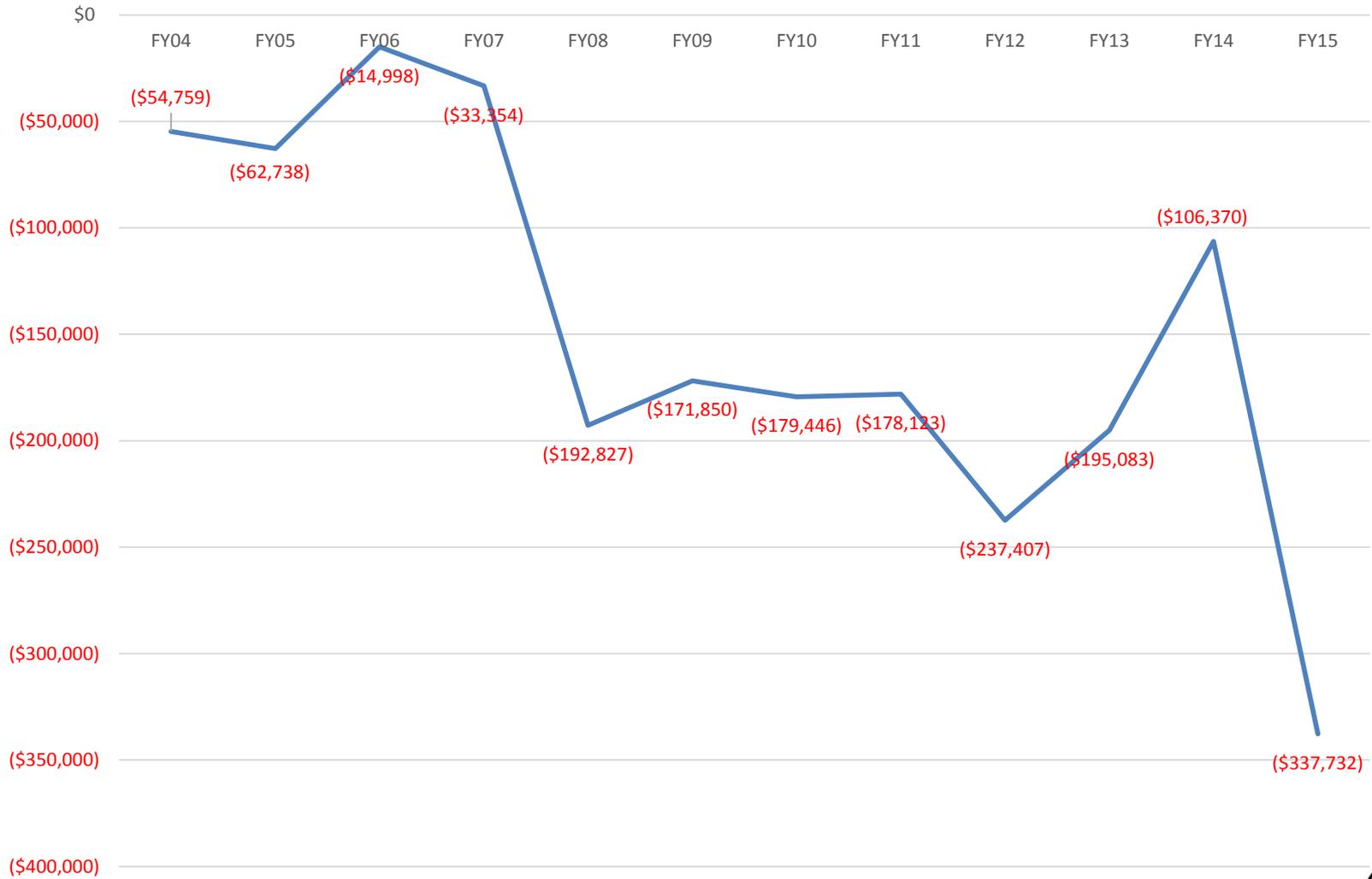


FY18 Budget Goal Setting

# CONTINUING IMPACT OF SEWER



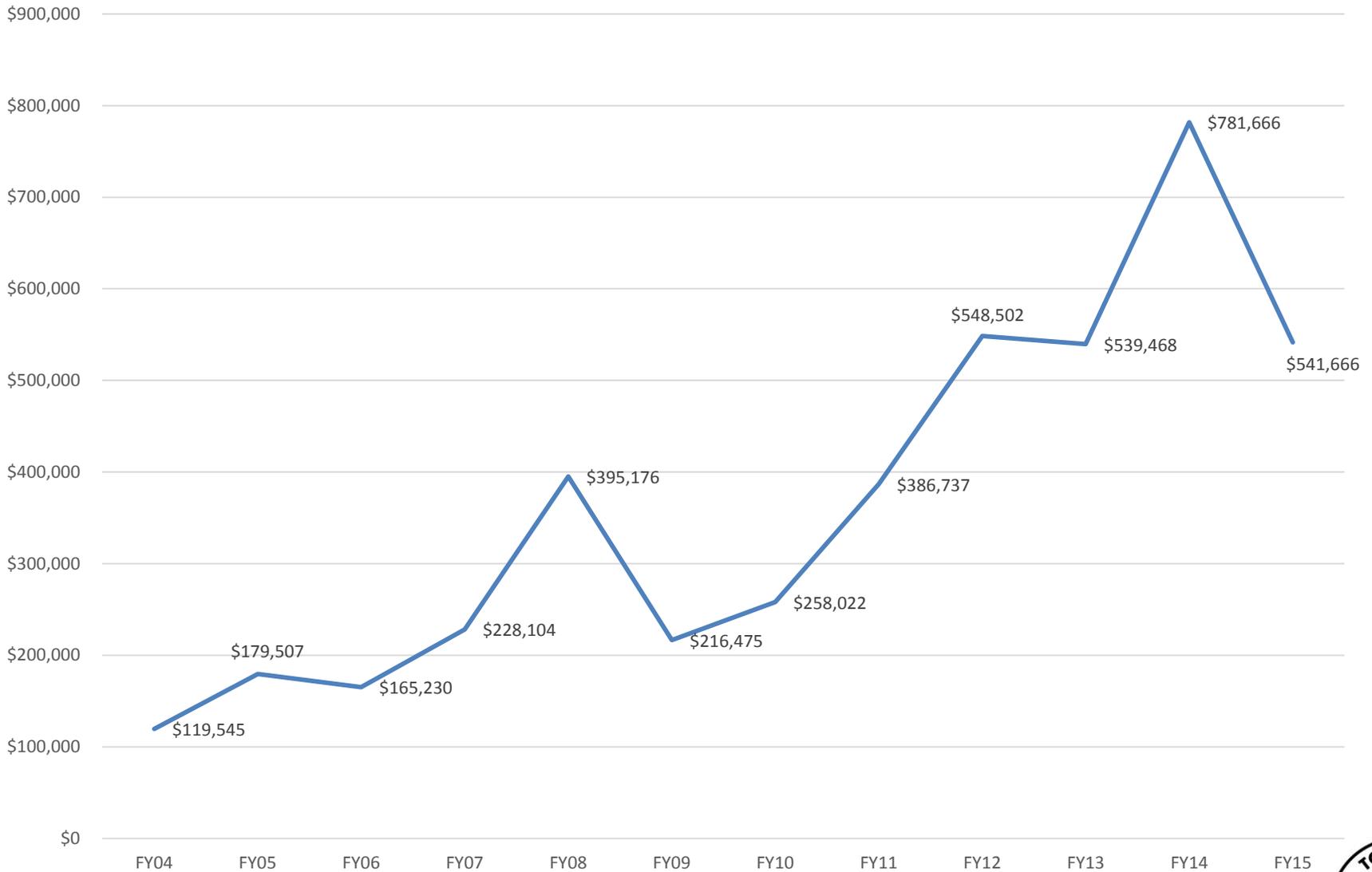
## Sewer Net Income (Loss) Before Contributions and Transfers, FY04-FY15 Town of Hampden



Source: Town of Hampden Audits (Exhibits E, F, G), FY04 to FY15



## Sewer Due to Other Funds, FY04 to FY15



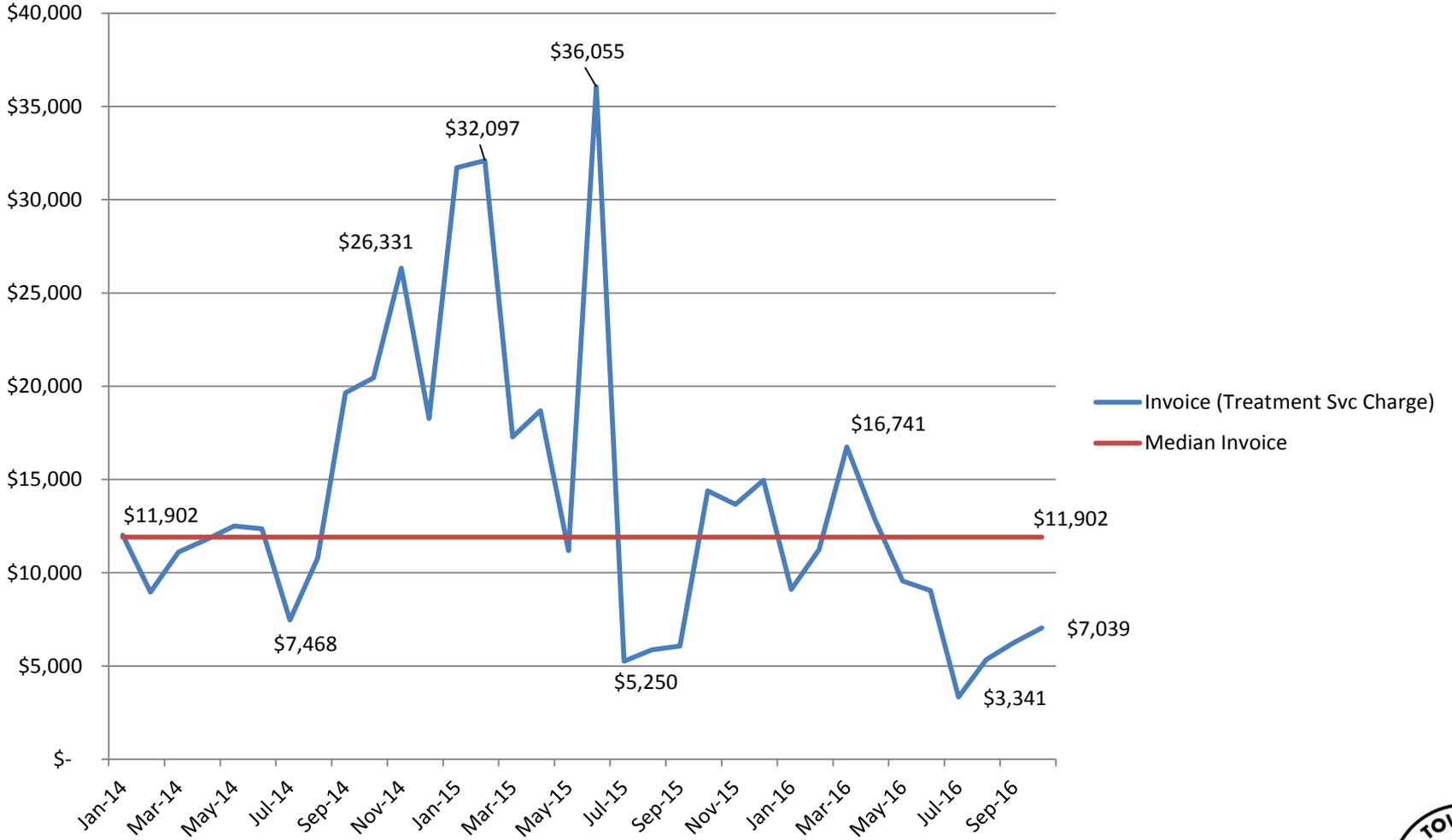
Source: Town of Hampden Audits, FY04 to FY15



## Sewer Billing Relative to Total Recorded Flows (Town Line), 2010 to 2016 Town of Hampden



# Bangor Sewer Treatment Charges to Hampden, Jan 2014 to Oct 2016



# Sewer: Summary Points

- Getting to the bottom of wide range of recorded flows is a top priority: now underway
- Regardless of findings, Inflow & Infiltration (I/I) known to be a significant problem
- Addressing problem will rely on continued sound financial management of sewer
- Also, resources need to be devoted to pursuing grants and other potential funding sources



# Sewer: Summary Points

- In FY17 Sewer Fund was restored to sustainable financial strategy
- Sewer treatment and pump station maintenance bills owed to City of Bangor are paid in full
- Relied on \$258k loan
- However, now that we're getting serious about capital planning, new costs becoming evident
- Jan. 2017 Bangor sewer capital invoice pending for \$183,717
- Will require borrowing; borrowing will require rate increase



FY18 Budget Goal Setting

# BUDGET FACTORS FOR FY18



# Budget Cost Factors for FY18

- RSU-22: Superintendent advises that Governor's proposed budget proposes 48 changes to school funding formula; "absolutely no way of knowing" FY18 budget impacts.
- The Bus: decision needed regarding operations; and reserve / capital funding
- Recent refinance of Business Park bond reduces payments in FY18-21 (\$18,097 savings FY17 to FY18)



# Budget Cost Factors for FY18

- Continued impact of health cost increases (10% increase took effect 1/1/17 which could be met with 5% FY17 increase because only affected half year)
- Potential increase in local share under MainePERS
- Impact of minimum wage increases (to be borne by rate increases, not taxation)
- Potential increase in excise tax revenues (~\$85,000) as Emera transfers its fleet (though full transfer not required until 2019)



# Budget Cost Factors for FY18

- TIF: could raise more in TIF revenue, then pay costs with TIF that would otherwise be budgeted from General Fund (no direct cost impact, but unquantified “tax shift” benefit)
- Cost impact of adopted policies
  - Driveway underdrain policy
  - (Potential change to Mailbox policy?)



# Cost/Operational Factors for FY18

## Impact of change from PERC to MRC for MSW

- Contingency budgeting if MRC not up and running on time (1/4 of year)
- Loss of PERC rebates, fourth quarter FY18 (\$65,000 in budgeted revenue FY17)
- Need to enforce Solid Waste Flow Control Ordinance

**3.6 Compliance By Haulers.** To the extent that Joining Member contracts with independent hauler or haulers to deliver MSW to the Facility, Joining Member shall be responsible for ensuring that all such haulers comply with the delivery requirements set forth in this Agreement including, but not limited to, the requirement that all MSW generated within the borders of Joining Member the collection and disposal of which is under its control be delivered to the Facility or to the Back-up Facility as contemplated by Section 6.2(d).



# Budget Cost Factors for FY18: Sewer

- Incorporating sewer debt service into revised sewer rates
  - Loan (\$258,810) closed Jan. 2017 will add \$40,543 to FY18 debt service
  - Loan (\$300,000) to be issued spring 2017 projected to add ~\$34k to FY18 debt service
- Potential need for Nov. 2017 referendum regarding debt authorization for sewer (Grist Mill bridge, at least)
- Work ongoing toward Spring 2017 sewer rate public hearing

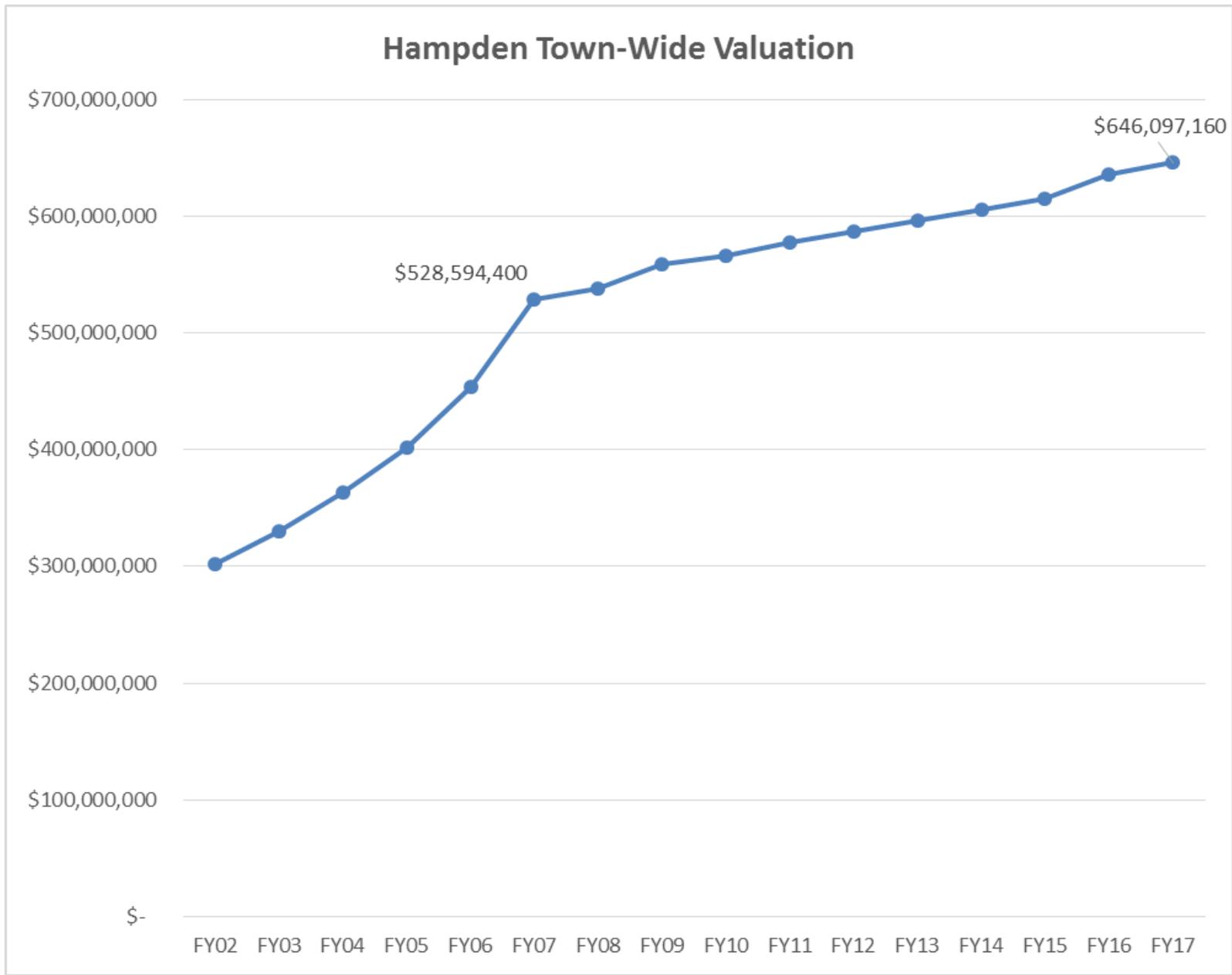


# Budget Revenue Factors for FY18

- Assessor working with Town Manager and providing regular updates of projections of FY17 new revenues based on close tracking of permitting and construction
- State Policy Effects
  - Municipal revenue sharing; Hampden numbers not yet known
  - Homestead Act law changes
- Council goal: targeted meeting with Augusta delegation



## Hampden Town-Wide Valuation

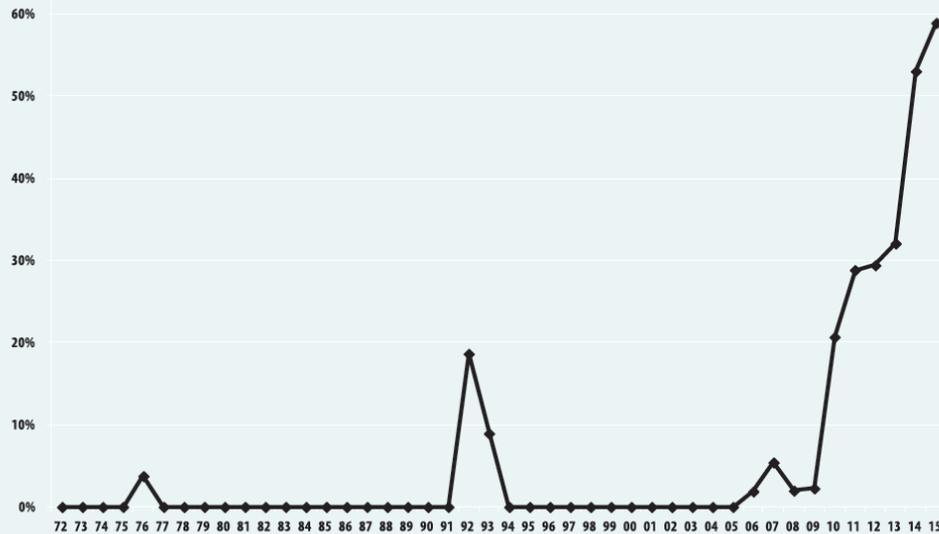


*At mil rate of \$18.20, an additional \$1 Million in valuation raises \$18,200 in property taxes*



# Budget Trend: Less State Support

Percent of Revenue Sharing Funds Redirected to State General Fund 1972-2015



Source: Office of Fiscal and Program Review; State Budget Documents.

- Municipal Revenue Sharing, which had long been fully funded per Statute, has increasingly been “raided” (MMA)
- In Hampden, fell from \$800k (FY10) to \$600k (FY13) to \$348k (FY16)
- Increased somewhat to \$377k in FY17

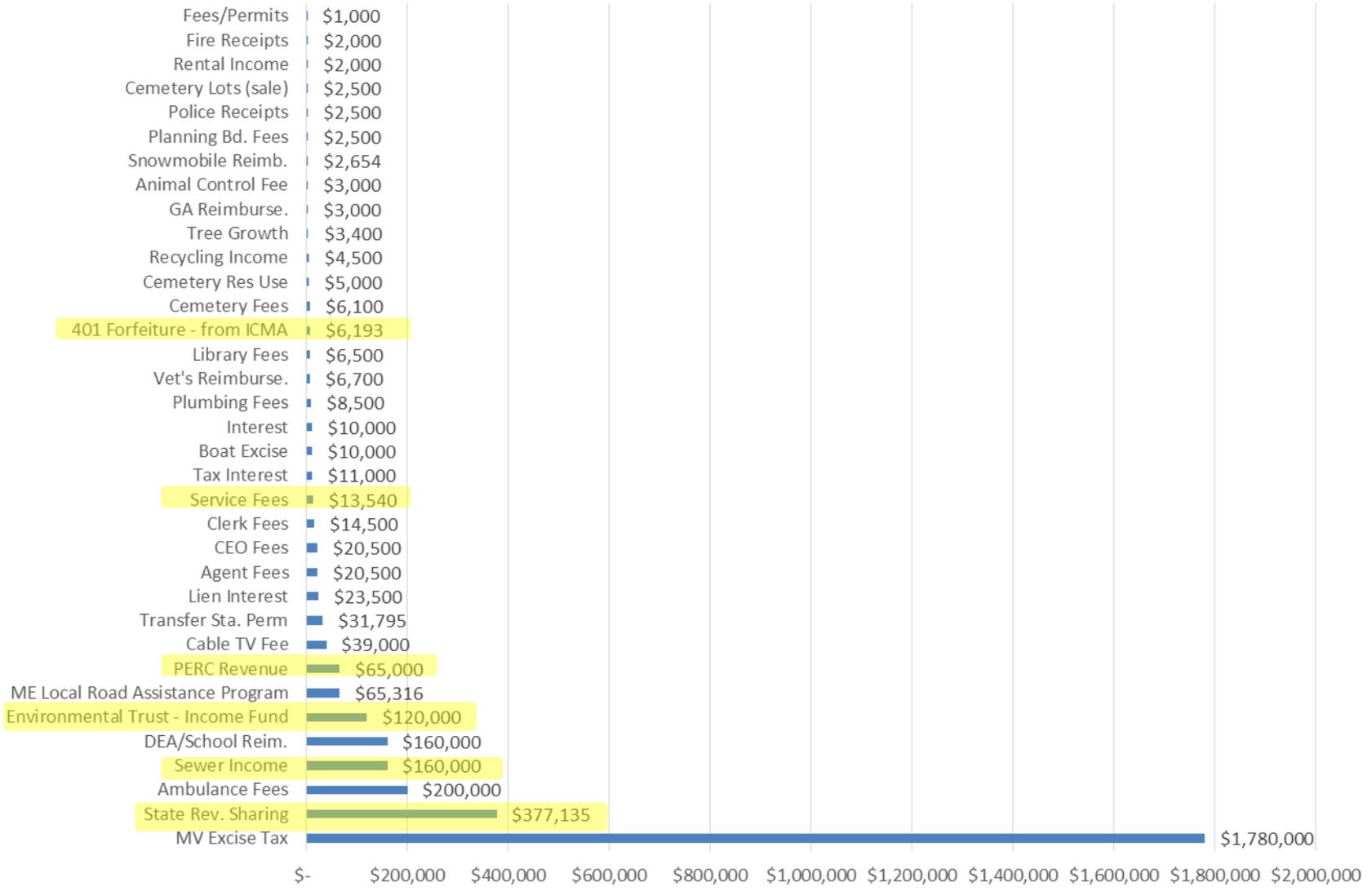


# Budget Revenue Factors for FY18

- Environmental Trust FY17 budgeted cost offsets (stormwater), \$120,000 in one-time revenue
- Stormwater: continue to contract; or bring most (if not all) in-house (would require Town Engineer). FY17 consultant costs \$29,350 to \$34,350
- Reduction of \$100,000 in sewer revenue (to General Fund)
- LED street light conversion: *potential* cost savings \$21,928/yr (wouldn't be in place full year)
- Service Charge Fees difficult to collect (two pending appeals; all that pay pay lesser amounts based on 2% cap)



## Projected Non-Property Tax Revenues, FY17 Budget Town of Hampden



*Potential or known significant FY18 changes for revenue categories shaded in yellow.*



FY18 Budget Goal Setting

# PERSONNEL MANAGEMENT



# Personnel Management

- Fundamental to role of Town Manager
- Labor
  - In FY16 137,437 total employee hours paid
  - Avg. 2,641 paid hrs/wk
  - (Actual hrs higher due to exempt employees)
- Framework: Town Ordinance, State and Federal Laws, Union Contracts, Employment Agreements, and Fair Labor Laws.
- Also, foster a positive professional environment.
- Updated Org Chart, job descriptions 90% complete
- Periodic workload issues associated with ACA and tax reporting; unemployment, workers comp or disability claims; garnishing wages etc.



# Personnel Management

- Administration staff highly competent; however full integration and training ongoing after high staff turnover
  - Past year, 4 of 6 Admin. staff changed
- Need for appointment of Deputies
- Evaluation of finance side of operations currently underway
- Public Safety Director identified staffing needs
- DPW department structure: roles & responsibilities; including reviewing administrative responsibilities and roles beyond Director
- Rec evaluating staffing
- Separate Planning from Assessing? Status of Economic Dev. Budget?
- Department Head budgets for review for Manager budget proposal



Policy Initiatives

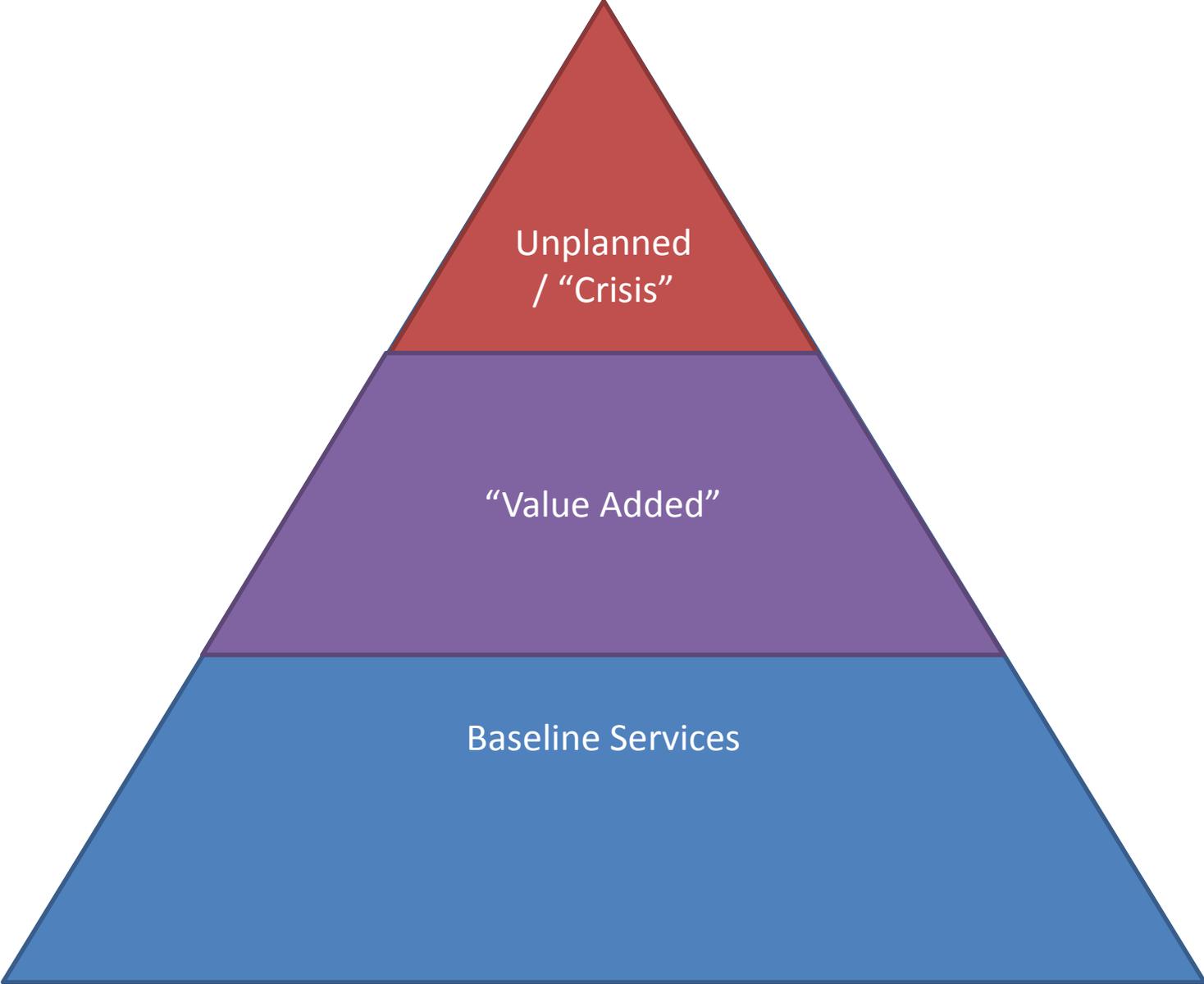
# PROJECT MANAGEMENT

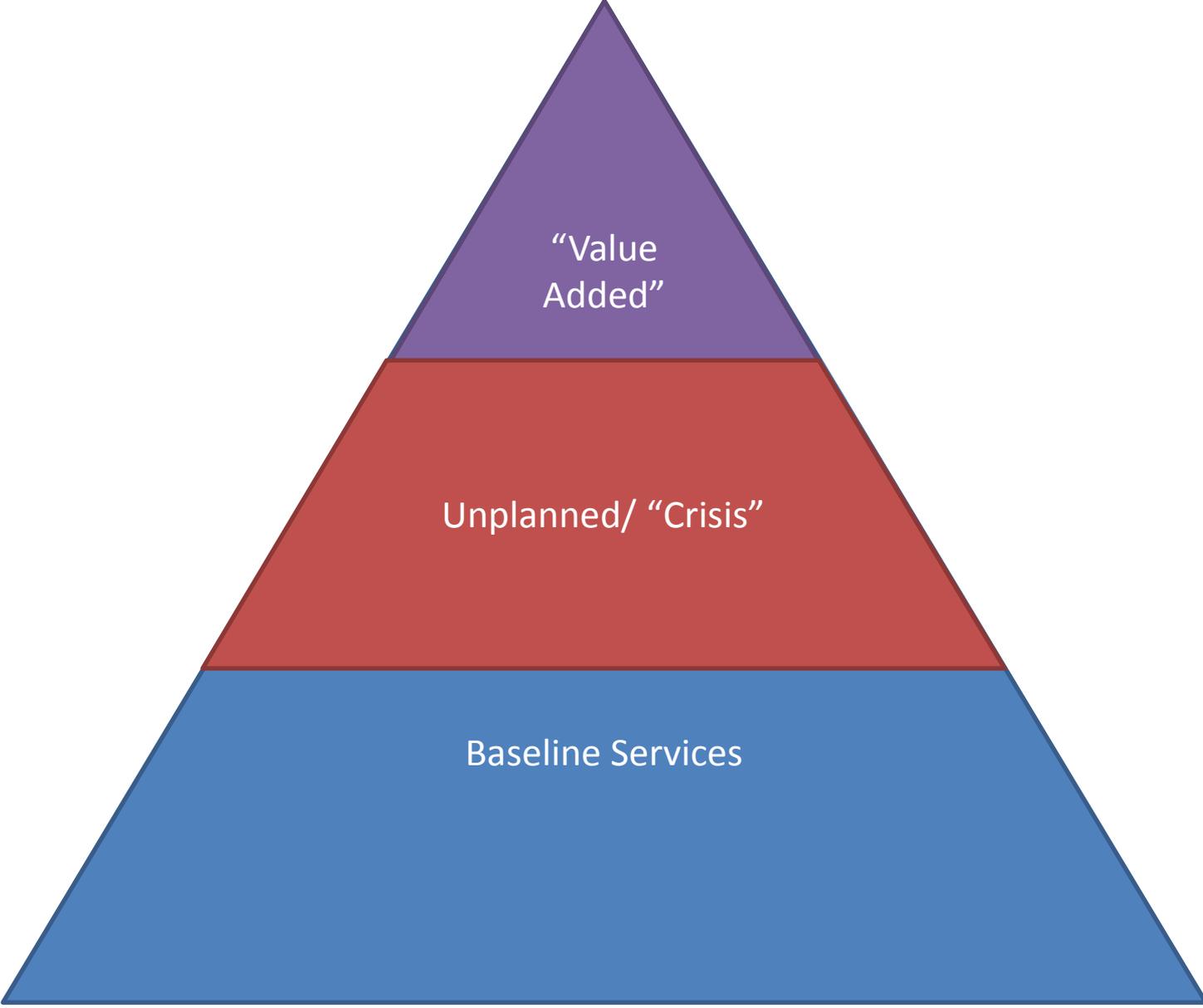


# Next Steps

- Hear from Department Heads and Staff
- Guidelines to consider:
  - What level of service do taxpayers expect?
  - For policy/reforms, Prioritization Matrix: Current/Future; and Level of Importance
  - Individual; then establish majority priorities







"Value  
Added"

Unplanned/ "Crisis"

Baseline Services



# Status of Work Items in Current Work Plan

- Handout 1:
  - Completed items (“Busytown” article)
- Handout 2:
  - Completed items (FY17)
  - Underway; expected to be complete by end of FY17
  - Underway; may or may not be complete by end of FY17
  - Underway; expected to continue into FY18
  - Suspended (FY17)



# Projected Work Items

FY18 (and/or beyond)

- Handout 3: Projected Work Items FY18 (and/or beyond)
- Councilors may motion to strike items on list of known items (or propose for post-FY18)
- Councilors may motion to add items to list of “known” items – if a majority, will be added to list and incorporated into work plan
- Follow-up: Manager / Committee Chairs / Mayor set out work plans (with timing)

