

HAMPDEN TOWN COUNCIL
HAMPDEN MUNICIPAL BUILDING
AGENDA

MONDAY

DECEMBER 18TH, 2017

7:00 P.M.

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

- A. PLEDGE OF ALLEGIANCE
- B. CONSENT AGENDA
 - 1. SIGNATURES
 - 2. SECRETARY'S REPORTS
 - a. November 20th, 2017 Council Meeting Minutes
 - 3. COMMUNICATIONS
 - a. Notification of the 2018 Penobscot County mil rate and amount of the Town of Hampden's valuation
 - b. Notification regarding an upcoming Board of Appeals meeting to be held on Tuesday, December 19th at 7:00 p.m.
 - c. Notification of award of an MMA Safety Enhancement Grant
 - d. Notification of an MDOT cyclical pavement resurfacing project for 2.53 miles of Coldbrook Road in the Spring/Summer of 2018
 - e. Notification of an MDOT cyclical pavement resurfacing project for 7.5 miles of Route 9 in the Spring/Summer of 2018
 - f. Summary of new election laws effective November 1, 2017 pertaining to the administration of elections
 - g. Notification of the maturation of two general obligation bonds
 - 4. REPORTS
 - a. Finance Committee Minutes – November 6th and November 20th
 - b. Infrastructure Committee Minutes – None
 - c. Planning & Development Committee Minutes – November 1st and November 15th
 - d. Services Committee Minutes – October 10th and November 13th
 - e. Environmental Trust Committee Minutes – September 12th
- C. PUBLIC COMMENTS
- D. POLICY AGENDA

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

1. NEWS, PRESENTATIONS & AWARDS –
 - a. Presentation of the Department of Public Safety Five-Year Plan –
presented by Sargent Bailey

2. PUBLIC HEARINGS - None

3. NOMINATIONS – APPOINTMENTS – ELECTIONS
 - a. Re-appointment of Michael Jellison to the Lura E. Hoit Memorial Pool Board of Trustees - *referral from Services Committee*
 - b. Re-appointment of James D. Feverston to the Lura E. Hoit Memorial Pool Board of Trustees – *referral from Services Committee*
 - c. Re-appointment of Yvonne Lambert to the Edythe L. Dyer Library Board of Trustees – *referral from Services Committee*
 - d. Re-appointment of Lowell T. Sherwood, Jr. to the Board of Assessment Review – *referral from Finance & Administration Committee*
 - e. Re-appointment of J.Kelley Wiltbank to the Planning Board – *referral from Planning & Development Committee*

4. OLD BUSINESS - None

5. NEW BUSINESS
 - a. Request for authorization for a budget adjustment of the FY18 budget, to transfer the amount of \$100,000 from Overlay into the Municipal Building Reserve (3-702-00) – *referral from Finance & Administration Committee*
 - b. Request for authorization for the expenditure of an amount up to \$100,000 from the Municipal Building Reserve (3-702-00) for the purpose of paying for mold remediation and related expenses – *referral from Finance & Administration Committee*
 - c. Request for authorization for waiver, pursuant to Sec. 4(a) of the Bid Procedure for Public Purchasing, to allow for the procurement of mold remediation and related expenses using a quotation system instead of an Invitation for Bids, to reduce the bidding cost and the amount of time needed for completion – *referral from Finance & Administration Committee*

- d. Request for authorization for the expenditure of \$1,000 from the Matching Grant Reserve (3-780-00) for the purpose of paying Hampden's share of a Safety Enhancement Grant for two SCBA masks – *referral from Finance & Administration Committee*
- e. Request for authorization for the expenditure of \$4,036 from the Environmental Trust, Principal for the purpose of reimbursement of eligible landfill post-closure monitoring expenses – *referral from Finance & Administration Committee*
- f. Request for authorization for the expenditure of \$1,275.95 from the Environmental Trust, Income for the purpose of reimbursement of eligible stormwater management expenses – *referral from Finance & Administration Committee*
- g. Request for authorization authorization for waiver, pursuant to Sec. 4(a) of the Bid Procedure for Public Purchasing, to allow for the procurement of a replacement dock at the Marina using a quotation system instead of an Invitation for Bids, due to a limited number of qualified vendors – *referral from Finance & Administration Committee*
- h. Request for authorization for an abatement of third quarter sewer charges for resident Seren Bruce at 29 Sunrise Lane – *referral from Finance & Administration Committee*
- i. Council approval of Council Order 2017-07, proposed amendments to the Transfer Station Decal Issuance Policy – *referral from Finance & Administration Committee*
- j. Council approval of Council Order 2017-08, proposed amendments to the Transfer Station Rules and Regulations – *referral from Finance & Administration Committee*

E. COMMITTEE REPORTS

F. MANAGER'S REPORT

G. COUNCILORS' COMMENTS

H. ADJOURNMENT



HAMPDEN TOWN COUNCIL
HAMPDEN MUNICIPAL BUILDING
MINUTES

MONDAY NOVEMBER 20TH, 2017 7:00 P.M.

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

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

Attending:

Mayor Ryder

Councilor Sirois

Councilor McPike

Councilor Wilde

Councilor Marble

Councilor Cormier

Councilor McAvoy

Town Manager Angus Jennings

Town Clerk Paula Scott

Resident Valerie Webster

- 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. None

3. COMMUNICATIONS

- a. Elected Officials Workshop registration form
- b. Notification of the IS 402-ICS for Elected Officials to be held December 13th at the Holden Town Office
- c. Notification of 2018 MMEHT insurance rates
- d. EMDC and Town of Hampden Community Technology Plan
- e. Committee assignment request forms
- f. Legal notice for information about changes to Spectrum channel line up
- g. Notification of a public meeting to be held on Tuesday, November 28th at the Hampden Town Office to discuss the future improvement of Twin Bridge
- h. Termination of Town of Hampden Properties TIF District

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

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4. REPORTS

- a. **Finance Committee Minutes – None**
- b. **Infrastructure Committee Minutes – None**
- c. **Planning & Development Committee Minutes – 11/01/2017**
- d. **Services Committee Minutes – None**

C. PUBLIC COMMENTS - None**D. POLICY AGENDA****1. NEWS, PRESENTATIONS & AWARDS****2. PUBLIC HEARINGS**

- a. **Consideration of the proposed amendments to Section 7.2 Definitions, to define Retail Marijuana, Retail Marijuana Store, Retail Marijuana Social Clubs, Drug Store or Pharmacy and to amend existing Definitions relative to Retail Marijuana and related uses, with the intent to prohibit Retail Marijuana Stores and Retail Marijuana Social Clubs in the Town of Hampden – referral from Council on November 6th – At 7:01, Councilor Sirois made a motion, seconded by Councilor McAvoy, to open the public hearing. Unanimous vote in favor. Mayor Ryder recognized resident Valerie Webster of 1325 Carmel Road North. She stated that she was under the impression that the legislation stated that if towns did nothing, it was approved. Manager Jennings stated that is how it would have been if the proposed legislation had not been vetoed. He stated that there remains some ambiguity, and that is what the Town is doing here, to try to clear it up. Ms. Webster questioned how the veto effects the town. Manager Jennings summarized the policy intent of the Council about the new marijuana legislation that the voters approved in 2016. He referenced the Council Resolution that was signed in April and explained that the purpose of this zoning amendment is to define uses and to change existing definitions to close any potential loopholes. After a few more questions regarding how the state law will affect the town, Councilor Sirois suggested that she contact her state representatives to understand what that goal is and clarified that the purpose of what we are doing tonight is to determine what we will be allowing at a local level. With no further discussion, at 7:04, Councilor Marble made a motion, seconded by Councilor McAvoy, to close the public hearing. Unanimous vote in favor. Councilor Sirois made a motion, seconded by Councilor McAvoy to approve the proposed zoning ordinance amendments to section 7.2 as written. Unanimous vote in favor, 7-0**

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- b. **Consideration of the proposed Zoning Map Amendment to reflect the proposed rezoning of a portion of parcel 33-0-011-A located at the intersection of US Route 202 and Coldbrook Road, from Residential a District to Commercial Services District – referral from Council on November 6th** – At 7:10 p.m., Councilor Marble made a motion, seconded by Councilor Sirois to open the public hearing. Unanimous vote in favor, 7-0. There were no questions or comments from the public. At 7:10 p.m., Councilor McAvoy made a motion, seconded by Councilor Marble, to close the public hearing. Unanimous vote in favor, 7-0. Councilor Marble stated for the public watching at home that there has been previous discussion in Planning & Development Committee meetings full of healthy dialogue with owners and citizens. Manager Jennings also stated that this is in keeping with the Comprehensive Plan which identifies this as a commercial area. With no further discussion, Councilor Sirois made a motion, seconded by Councilor McAvoy, to approve the Zoning Map amendment as proposed. Unanimous vote in favor, 7-0.

3. NOMINATIONS – APPOINTMENTS – ELECTIONS

- a. **Returns of Votes Cast and Town Clerk’s report on the November 6th, 2017 State Referendum and Municipal Election** – The Town Clerk recapped the election, stating that it was a lively election with much activity by petitioners, the PTO, and candidates. She thanked the Department of Public Safety for working around the influx of people, and thanked the Department of Public Works for their assistance in setting up and breaking down. For the Returns of Votes Cast, there were 1903 ballots cast for the State Referendum, and 1900 ballots cast for the Municipal Election. (Three absentee envelopes did not have local ballots in them.) Out of 5,761, this represents a 32% voter turnout.
- b. **Request form to fill an interim vacancy on the RSU 22 Board of Directors** – Councilors were reminded that the vacancy on the RSU 22 Board of Directors will be filled by Council until the next November election in 2018.
- c. **MRC Board of Directors election ballot** – Councilor McPike made a motion, seconded by Councilor McAvoy, to cast a vote for Kevin Howell of Carmel. Unanimous vote in favor, 7-0.

4. OLD BUSINESS - None

5. NEW BUSINESS

- a. **Request for Council authorization for the expenditure of an amount up to \$6,300 from Roads/Streets Reserve Account (3-761-00) for town center**

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crosswalk engineering – referral from Finance & Administration Committee – Councilor Sirois made a motion, seconded by Councilor Marble, to authorize the expenditure of up to \$6,300 for the purpose of town center crosswalk engineering. Mayor Ryder stated that the Town is not required to have engineered plans for a crosswalk. As previously discussed, the idea is to put this out with a Water District RFP and this would eliminate the little guy because the only ones bidding on the Water District job will be big contractors that lay pipe. If the Town doesn't like the contractor, we could refuse and put it out to bid ourselves so he doesn't see the urgency. He stated that since no paving can be done in January, this could be added to our Spring list of projects and solicit from our list of preferred vendors. Councilor McPike stated that this has been discussed back and forth and clarified that this authorization is for engineering only and not for the work. He asked the Manager to clarify that this can be added to the Water District RFP but that if we are not satisfied, we can bid the work separately, to which Manager Jennings agreed. Councilor McPike then stated that Manager Jennings does not agree that we don't need engineered plans, and asked him to explain. Manager Jennings stated that this issue goes back to last Spring. There have been visits on the site with the MDOT District Engineer out of Bangor who stated that they expect a plan set to go along with the work and has conveyed that expectation to us. Manager Jennings stated that when you go look at the site, there are questions that come up about grading, the appropriate landing for Cottage Street, and how the bump in the Irving's driveway will play into it. Questions have come up as to whether you need just one ramp up to the landing, or is a second one required for the exit off the landing. If there is an exit needed, where does the exit go? Does it tie into the existing sidewalk in front of the Irving station? Manager Jennings stated that these types of questions are the reason why he and the DPW Director feel it is important to have an engineer who can answer those questions and design it properly. Manager Jennings stated that most RFPs that involve any type of construction have a plan set so that you get an apples to apples comparison of the bids, and so that the bidders know exactly what they are bidding on. The site visit was part of the reason that we were successful in getting the flashing beacon. The location of the beacon must be in ADA compliance and that crosswalk needs to come into compliance. They do expect someone to design it and build it properly and we just don't have the skill set on staff to do that. Manager Jennings further stated that the number of projects that he and Sean can responsibly manage also plays a part in this and when you are dealing with compliance issues there is a lot of project management involved. He stated that therefore having a competent engineer on the project is very, very important. Councilor Marble stated for the public that although many Council meetings end up in consensus, or in near consensus, these are the types of things debated at Committee level, and that sometimes a little disagreement is healthy. He stated that there is probably no one else on the Council as qualified to discuss road construction as the Mayor is, but that we need to listen to the Town Manager whom we have hired to carry these things out. There was no further discussion and Mayor Ryder called for a vote on the motion on the floor. Councilor Sirois, Councilor Wilde, Councilor McPike, Councilor Marble, Councilor Cormier and Councilor McAvoy voted in favor. Mayor Ryder voted in

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opposition. Motion carries, 6-1.

E. COMMITTEE REPORTS

Services Committee – Councilor Marble reported that the Committee met last Monday and were presented with the technology plan to improve public infrastructure. The Committee was updated on the status of the cable consortium. The sidewalk issue was discussed at length, and they talked about hunting on town owned property. He reported that they were presented with the Department of Public Safety's five-year plan, and thanked the Department for their work.

Planning & Development Committee – Councilor McPike reported that the Committee was updated on the MRC/Fiberlight project, of which steel is starting to go up. This meeting was the first to begin discussion on the Business Park Covenants. He reported that the covenant package needs to be sorted out. Committee also discussed the zone change for Coldbrook Corners.

Finance & Administration – Councilor Sirois reported that Committee discussed the method of accounting at the Pool and Recreation Departments and about going from the enterprise method to the revenue & expense method like all other town departments. They discussed the sidewalk engineering and recommended the \$6,300 expense.

Infrastructure – Mayor Ryder reported that the next meeting is Monday at 6:00 p.m.

- F. MANAGER'S REPORT** – *Manager Jennings that the auditor will be here December 4th. He reported that he and staff had an extensive meeting with FEMA, MEMA and County Emergency Management to discuss the damages from the recent wind event. There may be potential to recoup some of our expenses. He reported that the Sand/Salt shed, which was also damaged in the wind event, has been removed from our insurance policy by our insurer. We won't be able to regain coverage until repairs are made upon the recommendation of a structural engineer. He reported that we have received notification of additional reporting requirements for holders of conservation easements which we are still evaluating, and reported that he and staff are working on requirements for the 2020 census. He reported that the Code Enforcement Officer's schedule has changed to be more available to those needing permits during the week. He reported that as of today we are now offering on-line dog licensing and turned it over to the clerk to elaborate. The Town Clerk reported that any resident who wishes to license their dog from home can log on to Maine.gov and follow the links for on-line licensing. You select your town from the menu and complete the transaction. The Clerk downloads the information from the State, imports it into our Trio system, and mails out the license & tag. This was done to provide another layer of convenience for the public.*

G. COUNCILORS' COMMENTS

Councilor McAvoy – Wished everyone a happy and safe Thanksgiving and reminded everyone to shop local and buy American

Councilor Cormier – No comment

Councilor Marble – Wished Happy Thanksgiving

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Councilor Wilde – No comment

Councilor McPike – Stated that he sits on the Penobscot County Budget Committee and he is impressed with what the County does for all the communities in Penobscot County at a savings for the towns. Right now, the jail is the biggest topic, it has outgrown its capacity and become a tremendous expense. The County is exploring its options to rehab the old YMCA versus a 40 million construction project. He stated he takes his hat off to the people that work there, and to Sherriff Morton who has done a good job. He wished everyone a Happy Thanksgiving

Councilor Sirois – Wished a Happy Thanksgiving

Mayor Ryder – Thanked all the voters in District 4 that put their confidence in him. He stated that there have been some ongoing issues that have come to a head and he feels it in his best interest, and the best interest of the town, to step down as Mayor and as Chair of the Infrastructure Committee. He stated Deputy Mayor McPike can step in until the first of the year. He then wished everyone a Happy Holiday.

- H. ADJOURNMENT** – *With no further business, at 7:40, Councilor McAvoy made a motion, seconded by Councilor Sirois to adjourn. Unanimous vote in favor, 7-0.*

Respectfully Submitted,



Paula A. Scott, CCM
Town Clerk



Penobscot County Treasurer's Office

Daniel Tremble, Treasurer

Judith A. Alexander, Finance Director

97 Hammond St.

Bangor, ME 04401-4998

(207) 942-8535 ext. 2201 * jalex@penobscot-county.net

December 4, 2017

Town of Hampden
RECEIVED

DEC 06 2017

Office of the
Town Manager

Dear Budget Committee Member:

Thank you for serving on our 2018 Penobscot County Budget Committee. At the meeting you had asked for the new mil rate. The 2018 mil rate is included on the enclosed listing of each town and what the budget equates to in county tax for each municipality. Also included is a comparative schedule of tax rates, valuations and tax levies from 1979 through 2018. Please keep in mind that the 2018 county tax figures and mil rate are based on 2017 valuations.

Sincerely,

A handwritten signature in cursive script, appearing to read "Judith A. Alexander".

Judith A. Alexander, M.B.A
Finance Director

Enclosure

County of Penobscot
2018 Taxes

BASED ON 2017 VALUATIONS

MUNICIPALITY	STATE VALUATION	2018		MUNICIPALITY	STATE VALUATION	2018	
		COUNTY TAX				COUNTY TAX	
Alton	41,900,000	59,298.14		Kenduskeag	76,950,000	108,901.96	
Bangor	2,553,900,000	3,614,356.28		Lagrange	30,200,000	42,739.95	
Bradford	64,800,000	91,706.91		Lakeville	68,600,000	97,084.79	
Bradley	111,700,000	158,081.21		Lee	57,400,000	81,234.21	
Brewer	718,900,000	1,017,408.95		Levant	159,400,000	225,587.69	
Burlington	37,300,000	52,788.08		Lincoln	294,800,000	417,209.85	
Carmel	175,500,000	248,372.89		Lowell	46,800,000	66,232.77	
Carroll	23,950,000	33,894.76		Mattawamkeag	41,650,000	58,944.34	
Charleston	67,300,000	95,244.99		Maxfield	8,050,000	11,392.60	
Chester	80,000,000	113,218.41		Medway	60,800,000	86,045.99	
Clifton	73,950,000	104,656.27		Milford	178,350,000	252,406.30	
Corinna	111,400,000	157,656.64		Millinocket	165,850,000	234,715.92	
Corinth	145,150,000	205,420.66		Mt Chase	36,300,000	51,372.85	
Dexter	217,600,000	307,954.08		Newburgh	104,450,000	147,820.79	
Dixmont	87,250,000	123,478.83		Newport	277,050,000	392,089.51	
Drew	4,900,000	6,934.63		Old Town	473,700,000	670,394.52	
East Millinocket	66,800,000	94,537.37		Orono	425,500,000	602,180.43	
Eddington	170,550,000	241,367.50		Orrington	356,350,000	504,317.26	
Edinburg	8,800,000	12,454.03		Passadumkeag	20,100,000	28,446.13	
Enfield	152,300,000	215,539.55		Patten	39,150,000	55,406.26	
Etna	70,550,000	99,844.49		Plymouth	77,800,000	110,104.91	
Exeter	62,800,000	88,876.45		Seboeis	11,250,000	15,921.34	

County of Penobscot
2018 Taxes

BASED ON 2017 VALUATIONS

MUNICIPALITY	2018		MUNICIPALITY	2018	
	STATE VALUATION	COUNTY TAX		STATE VALUATION	COUNTY TAX
Garland	50,500,000	71,469.12	Springfield	17,800,000	25,191.10
Glenburn	283,900,000	401,783.84	Staceyville	18,600,000	26,323.28
Greenbush	57,900,000	81,941.83	Stetson	90,300,000	127,795.28
Hampden	630,500,000	892,302.61	Veazie	231,200,000	327,201.21
Hermon	491,900,000	696,151.71	Webster	7,250,000	10,260.42
Holden	286,350,000	405,251.15	Winn	21,150,000	29,932.12
Howland	57,800,000	81,800.30	Woodville	22,050,000	31,205.82
Hudson	97,650,000	138,197.22	Penobscot Nation	9,050,000	12,807.83
			Unorganized Territory	333,750,000	472,333.06
			TOTAL	\$10,765,450,000	\$15,235,589
				2018 Mil Rate	
				Based on 2017	0.00141523
				Valuations	

**COUNTY OF PENOBSCOT
2018**

COMPARATIVE SCHEDULE OF TAX RATES, VALUATIONS AND TAX LEVY

<u>YEAR</u>	<u>TAX RATE PER \$1,000</u>	<u>% Change Previous Yr</u>	<u>VALUATION</u>	<u>% Change Previous Yr</u>	<u>TAX LEVY</u>	<u>% Change Previous Yr</u>
1979	0.604	-11.2%	1,705,848,998	12.11%	1,030,333	-0.42%
1980	0.623	3.1%	1,896,077,136	11.15%	1,180,454	14.57%
1981	0.712	14.4%	2,182,066,466	15.08%	1,554,068	31.65%
1982	0.678	-4.8%	2,463,728,129	12.91%	1,670,408	7.49%
1983	0.629	-7.2%	2,582,344,691	4.81%	1,624,295	-2.76%
1984	0.607	-3.5%	2,667,207,774	3.29%	1,618,995	-0.33%
1985	0.659	8.6%	2,732,779,438	2.46%	1,800,902	11.24%
1986	0.686	4.1%	2,865,430,193	4.85%	1,965,685	9.15%
1987	0.992	44.6%	3,030,350,000	5.76%	3,006,107	52.93%
1988	1.100	10.9%	3,264,150,000	7.72%	3,590,565	19.44%
1989	1.150	4.5%	3,736,600,000	14.47%	4,297,090	19.68%
1990	1.060	-7.8%	4,504,100,000	20.54%	4,774,346	11.11%
1991	0.930	-12.3%	5,213,800,000	15.76%	4,848,834	1.56%
1992	0.820	-11.8%	5,602,000,000	7.45%	4,593,640	-5.26%
1993	0.796	-2.9%	5,741,900,000	2.50%	4,570,552	-0.50%
1994	0.845	6.2%	5,747,500,000	0.10%	4,856,638	6.26%
1995	0.868	2.7%	5,733,850,000	-0.24%	4,976,982	2.48%
1996	0.884	1.8%	5,815,887,376	1.43%	5,141,244	3.30%
1997	0.872	-1.3%	5,876,108,894	1.04%	5,124,490	-0.33%
1998	0.885	1.5%	5,944,991,400	1.17%	5,261,317	2.67%
1999	0.898	1.5%	6,063,250,000	1.99%	5,444,799	3.49%
2000	0.931	3.6%	6,188,750,000	2.07%	5,759,490	5.78%
2001	0.975	4.8%	6,375,300,000	3.01%	6,215,918	7.92%
2002	1.066	9.3%	6,729,650,000	5.56%	7,173,807	15.41%
2003	1.107	3.8%	6,974,650,000	3.64%	7,720,938	7.63%
2004	1.109	0.2%	7,390,050,000	5.96%	8,195,565	6.15%

**COUNTY OF PENOBSCOT
2018**

COMPARATIVE SCHEDULE OF TAX RATES, VALUATIONS AND TAX LEVY

<u>YEAR</u>	<u>TAX RATE</u> <u>PER \$1,000</u>	<u>% Change</u> <u>Previous Yr</u>	<u>VALUATION</u>	<u>% Change</u> <u>Previous Yr</u>	<u>TAX LEVY</u>	<u>% Change</u> <u>Previous Yr</u>
2005	1.137	2.5%	7,930,150,000	7.31%	9,016,581	10.02%
2006	1.086	-4.5%	8,728,850,000	10.07%	9,479,531	5.13%
2007	1.087	0.1%	9,283,300,000	6.35%	10,090,947	6.45%
2008	1.058	-2.7%	10,106,600,000	8.87%	10,692,783	5.96%
2009	1.071	1.2%	10,479,100,000	3.69%	11,223,117	4.96%
2010	1.093	2.0%	10,722,200,000	2.32%	\$11,715,578	4.39%
2011	1.166	6.73%	10,718,400,000	-0.04%	\$12,499,852	6.69%
2012	1.158	-0.74%	10,687,200,000	-0.29%	\$12,370,826	-1.03%
2013	1.227	6.00%	10,398,750,000	-2.70%	\$12,759,266	3.14%
2014	1.255	2.26%	10,433,450,000	0.33%	\$13,090,614	2.60%
2015	1.262	0.61%	10,530,100,000	0.93%	\$13,292,215	1.54%
2016	1.284	1.70%	10,694,200,000	1.56%	\$13,728,184	3.28%
2017	1.324	3.14%	10,765,450,000	0.67%	\$14,252,466	3.82%
*** 2018	1.415	6.87%	10,765,450,000	0.00%	\$15,235,589	6.90%

*** BASED ON 2017 VALUATIONS

Sgt. T.D. Stewart Sgt. Scott Webber
 Sgt. Chris Bailey Inv. Joel Small
 Ofc. J.D. Burke Ofc. Ben Eyles
 Ofc. Shawn Devine Ofc. Marc Egan
 Ofc. Wm. Miller Ofc. David Mushrall



Lt. Dan Pugsley, Jr. Lt. Matt StPierre
 Lt. Jason Lundstrom CHL Joe Dunton
 FF Jared LeBarnes FF Matt Thomas
 FF Shaun McNally CEO Myles Block
 FF Matt Roope FF Chris Liepold
 FF Gavin Webb

Kandy McCullough, Office Manager

Chief Joseph L. Rogers, Director of Public Safety

POLICE FIRE EMS CODE ENFORCEMENT LOCAL HEALTH OFFICE

MEMORANDUM

To: Mayor Ivan McPike & Members of the Hampden Town Council
 Chairman Eugene Weldon & Members of the Hampden Planning Board

From: Myles Block, Code Enforcement Officer *MB*

Date: December 7, 2017

Re: Upcoming Board of Appeals Meeting

Town of Hampden
 RECEIVED
 DEC 06 2017
 Office of the
 Town Manager

Pursuant to 30-A M.R.S. § 4353 this memorandum is to notify the Town Council and Planning Board that there will be a Board of Appeals meeting Tuesday December 19, 2017. The meeting and public hearing will be held at 7:00pm in the Council Chambers of the Hampden Municipal Building. The Board will consider the following item:

Public Hearing:

Application for a general variance has been made by Rosanne Cyr & Hugh Porter regarding property located at 173 Canaan Rd, further identified as assessor's tax map 05 lot 027 for a decrease in setback requirements from 30 feet to 12 feet. The subject property, owned by Roseanne Cyr, is located in the Rural zoning district. The Board of Appeals will consider this item pursuant to Articles 6.2.2 of the Town of Hampden Zoning Ordinance and the Town of Hampden Board of Appeals Ordinance.

cc: Lt. Jason Lundstrom, Fire Inspector
 Jared LeBarnes, Building Official
 Karen Cullen, Town Planner
 Joseph L. Rogers, Director of Public Safety
 Angus Jennings, Town Manager
 File (05-0-027)



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
RMS Fax (207) 626-0513
Fax (207) 624-0127

October 30, 2017

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

RE: Safety Enhancement Grant Application for May 2017

Dear Lieutenant Lundstrom:

The selection committee has reviewed your application and is pleased to approve your request. This grant is to be used exclusively for purchasing two SCBA Masks, as stated in your application.

The grant is intended to cover two-thirds of your cost up to, but not exceeding \$2,000. When your project is complete, please send us proof of payment (cancelled check, treasurer's warrant, "paid" stamped invoice, etc.) so that reimbursement can be made. The grant must be used within one year from the date of this letter or it will be withdrawn.

We have enclosed a press release that may be used to announce your Safety Enhancement Grant to your community. If you have any questions, please call Jennette Holt at 624-0140 or contact me directly at 624-0165. Congratulations on your grant! We appreciate your interest in workplace safety.

Sincerely,

A handwritten signature in black ink that reads "Donald N. Vickery".

Donald Vickery
Loss Control Manager

Enclosed: Draft Press Release

cc: Angus Jennings

STATE OF MAINE
DEPARTMENT OF TRANSPORTATION
REGION 4
219 HOGAN ROAD
BANGOR, MAINE 04401-5603



Paul R. LePage
GOVERNOR

David Bernhardt
COMMISSIONER

November 30, 2017

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

Town of Hampden
RECEIVED

DEC 04 2017

Office of the
Town Manager

Subject: WIN 23318.00 Hermon – Hampden, Coldbrook Road – Cyclical
Pavement Resurfacing

Dear Angus:

The Maine Department of Transportation is planning to design and advertise the subject project in the spring/summer, 2018.

The project is further described as follows: Hermon to Hampden – Coldbrook Road, Beginning 0.04 of a mile southeast of Autocar Lane and extending southeasterly 2.53 miles ending at Route 202. The primary scope of work is a variable-depth shim and a 3/4" HMA surface course over existing pavement to maintain the serviceability and integrity of the pavement structure.

The purpose of this letter is to make the necessary notifications of the project to the abutters, municipal officials and occupants of the highway under the provisions of 23 M.R.S.A. § 3351. **We hereby request that you provide a copy of this notice to all municipal officials, employees and boards with responsibilities for utility and/or land-use planning/permitting, and that you post this letter on any municipal public bulletin boards, media outlets and/or municipal websites.**

If you have or plan to have knowledge of underground utility facilities within the limits of this project, please inform MaineDOT Region 4 Office as soon as possible in order that they may be properly considered during the design and construction of the proposed project. Properly located facilities are a consideration for protection against damage from construction operations.

Should you have questions, concerns or other areas of interest, we would appreciate your comments and input. You may contact me, Randall Barrows, Sr. Project Manager at 941-4754.

Sincerely,

Randall Barrows
Sr. Project Manager
Highway Program, Region 4



STATE OF MAINE
DEPARTMENT OF TRANSPORTATION
REGION 4
219 HOGAN ROAD
BANGOR, MAINE 04401-5603

Paul R. LePage
GOVERNOR

David Bernhardt
COMMISSIONER

November 30, 2017

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

Subject: WIN 23326.00 Newburgh – Hampden, Route 9 – Cyclical
Pavement Resurfacing

Town of Hampden
RECEIVED

DEC 04 2017

Office of the
Town Manager

Dear Angus:

The Maine Department of Transportation is planning to design and advertise the subject project in the spring/summer, 2018.

The project is further described as follows: Newburgh to Hampden - Route 9, Beginning 0.18 of a mile west of Chapman Road and extending easterly 7.50 miles. The primary scope of work is a variable-depth shim and a ¾" HMA surface course over existing pavement to maintain the serviceability and integrity of the pavement structure.

The purpose of this letter is to make the necessary notifications of the project to the abutters, municipal officials and occupants of the highway under the provisions of 23 M.R.S.A. § 3351. **We hereby request that you provide a copy of this notice to all municipal officials, employees and boards with responsibilities for utility and/or land-use planning/permitting, and that you post this letter on any municipal public bulletin boards, media outlets and/or municipal websites.**

If you have or plan to have knowledge of underground utility facilities within the limits of this project, please inform MaineDOT Region 4 Office as soon as possible in order that they may be properly considered during the design and construction of the proposed project. Properly located facilities are a consideration for protection against damage from construction operations.

Should you have questions, concerns or other areas of interest, we would appreciate your comments and input. You may contact me, Randall Barrows, Sr. Project Manager at 941-4754.

Sincerely,

Randall Barrows
Sr. Project Manager
Highway Program, Region 4

Laws Affecting Elections Enacted by the 128th Legislature (First Regular Session)

Eff. 11/1/17

Prepared by Division of Elections, October 2017

PL	45	An Act To Increase Voter Knowledge of Bond Issues
<i>Requires a copy of the Treasurer's Statement to be posted in each voting booth.</i>		
PL	141	An Act To Improve the Administration of Election Recounts
<ol style="list-style-type: none"> 1. <i>Provides that when a recount is requested for a statewide office, congressional office, statewide referendum or county office that encompasses more than one county, the Secretary of State may direct the State Police to retrieve ballots from certain jurisdictions so that the recount may be conducted in stages.</i> 2. <i>Provides for a new deposit and payment structure for recounts for statewide offices, congressional offices or county offices that encompass more than one county, such as District Attorney, so that a deposit is not required when the difference between the leading candidate and the requesting candidate is 1% or less of the total votes cast for that office or not more than 1,000 votes, whichever is less.</i> 3. <i>Provides that for recounts for a statewide office, congressional office or county office that encompasses more than one county when the percentage difference exceeds the threshold for a no-deposit recount, the requesting candidate must pay a deposit of \$5,000 or 10% of the estimated cost of the first stage of the recount, whichever is greater. If the recount does not change the result of the election, the candidate must pay the actual costs to the State of conducting the recount. If the recount reverses the election, the requesting candidate receives a complete refund.</i> 4. <i>Adopts a new deposit and payment structure for recounts of a statewide referendum that is the same as the one provided for statewide candidate recounts.</i> 5. <i>Provides that if recounts are requested for more than one office or referendum question that are on the same ballot for one or more jurisdictions, the Secretary of State may determine a process for counting the ballots for both of the offices or questions simultaneously.</i> 6. <i>Removes the provision allowing an undeclared write-in candidate to request a recount.</i> 		
PL	158	An Act To Implement the Recommendations of the Right To Know Advisory Committee Concerning Advance Payments of Costs for Public Records Requests
<i>Clarifies that under Maine's Freedom of Access Act, an agency or public official may require payment of all costs before providing a public record to a requester.</i>		
PL	191	An Act To Adjust the Procedure for Recounts in Certain Municipal Elections
<ol style="list-style-type: none"> 1. <i>Requires that a written request for a recount for an election for municipal office must be filed with the municipal clerk within <u>7</u> business days after the election.</i> 2. <i>Provides that a referendum recount in a municipality must be granted upon written application of 10% or 100, whichever is less, of registered voters in a municipality. (Current law requires the application to be made by 10% or 100, whichever is less, of persons whose names were checked off at the referendum election.)</i> 		
PL	246	An Act To Improve Voter Access to Information Regarding Referendum Questions on the Ballot
<i>Requires the municipal clerk to have one or more copies of the citizen's guide outside the guardrail and to post a notice in a conspicuous public area in the voting place indicating that the citizen's guide to the referendum election is available for voters to read (and where it is located) and that it provides helpful information regarding the referendum questions on the ballot.</i>		

Laws Affecting Elections Enacted by the 128th Legislature (First Regular Session)

Eff. 11/1/17

Prepared by Division of Elections, October 2017

PL	248	An Act To Amend the Election Laws
		<ol style="list-style-type: none"> 1. Provides that a voter may change or withdraw enrollment on the day of a primary election, but the application to do so is not deemed received until the next business day. 2. Specifies what information must be contained in an application to change enrollment. 3. Specifies that a municipality may charge a rental fee or janitorial service fee when the municipality provides space for a local caucus to meet. 4. Removes references to how an undeclared write-in candidate requests a recount as 21-A §737-A, subsection 2-A was repealed in another law (PL 2017, chapter 141). 5. Clarifies the types of licensed facilities at which municipal clerks are required to conduct absentee voting for the residents prior to an election (i.e. nursing homes of any size, and <u>licensed</u> level IV residential care facilities and <u>licensed</u> assisted living programs, both with <u>more than</u> 6 beds). 6. Corrects an omission in the districts for the Knox County budget committee. 7. Provides that the deadline for filing municipal nomination papers is the 60th day prior to election.
PL	254	An Act To Amend the Election Laws Relating to Party Qualification
		<ol style="list-style-type: none"> 1. Extends the date by which a party may qualify as a party by submitting an application to the Secretary of State with the required number of voters enrolled in the proposed party. 2. Provides that a party has 2 general election cycles to enroll the required number of voters to maintain party status. 3. Establishes an appeal process if the Secretary of State denies an application for party qualification. 4. Provides that the party qualification requirements apply retroactively to November 1, 2016
PL	277	An Act To Amend the Direct Initiative Signature Gathering Process
		<ol style="list-style-type: none"> 1. Authorizes the Secretary of State to suspend, revoke or refuse to renew the commission of a notary public who has allowed another person to use that notary public's commission. 2. Requires that a circulator sign a petition in the presence of a notary public or other authorized person to verify by oath or affirmation that the circulator personally witnessed all signatures to the petition. After administration of the oath or affirmation by the notary public or other authorized person, the notary public or other authorized person is required to sign the notarial certificate in the presence of the circulator. 3. Requires the notary public or other authorized person to maintain a log of the petitions for which the notary public or other authorized person administered the circulator's oath. 4. Provides that a notary public or other authorized person is prohibited from notarizing a petition for a direct initiative or people's veto if the notary public or other authorized person is employed or compensated by a petition organization or ballot question committee for any purpose other than providing notarial acts or if the notary public or other authorized person is a treasurer, principal officer, primary fundraiser or primary decision maker to a ballot question committee established to influence the ballot measure. 5. Authorizes the Secretary of State to invalidate a petition if the Secretary of State is unable to verify the notarization of that petition. 6. Directs the Secretary of State to establish a method to facilitate the acceptance of reports of suspected fraudulent signature gathering practices from members of the public.

UNITED STATES OF AMERICA
STATE OF MAINE
TOWN OF HAMPDEN
1997 GENERAL OBLIGATION BOND
(EQUITY LOAN)

MATURED

\$827,618.82

August 14, 1997

Town of Hampden, for value received, promises to pay to the Maine Municipal Bond Bank or registered assigns the principal sum of

EIGHT HUNDRED TWENTY SEVEN THOUSAND SIX HUNDRED EIGHTEEN
DOLLARS AND EIGHTY-TWO CENTS
(\$827,618.82)

principal installments, payable on November 1 of each of the following years in the amounts set forth below opposite such years, with each installment to bear interest from the date of the original delivery of this bond to the Maine Municipal Bond Bank and payment therefor until payment of such installment, at the rate per annum set forth opposite the respective installment, payable on May 1 and November 1 of each year, commencing May 1, 1998. All amounts due hereunder shall be paid on the first day of the month preceding the respective due dates.

<u>Year</u>	<u>Principal Amount of Installment</u>	<u>Interest Rate</u>
1998	\$41,380.94	0.00%
1999	\$41,380.94	0.00%
2000	\$41,380.94	0.00%
2001	\$41,380.94	0.00%
2002	\$41,380.94	0.00%
2003	\$41,380.94	0.00%
2004	\$41,380.94	0.00%
2005	\$41,380.94	0.00%
2006	\$41,380.94	0.00%
2007	\$41,380.94	0.00%
2008	\$41,380.94	0.00%
2009	\$41,380.94	0.00%
2010	\$41,380.94	0.00%
2011	\$41,380.94	0.00%
2012	\$41,380.94	0.00%
2013	\$41,380.94	0.00%
2014	\$41,380.94	0.00%
2015	\$41,380.94	0.00%
2016	\$41,380.94	0.00%
2017	\$41,380.96	0.00%

94MBD39CG

221109000

Principal and interest are payable at the principal office of State Street Bank and Trust Company, Boston, MA, or at its successor as Trustee under the Sewer and Water General Bond Resolution of the Maine Municipal Bond Bank adopted February 7, 1990.

This Bond is issued under authority of and pursuant to the Charter of the Town of Hampden and Section 5772 of Title 30-A of Maine Revised Statutes, as amended, and pursuant to action taken by the voters of the Town at the referendum duly called and held on April 16, 1996 and action taken by the Town Council at meetings duly called and held and any other applicable authority under the laws of the State of Maine with the proceeds to be used to finance capital costs relating to the Town of Hampden's use of the City of Bangor's wastewater treatment and collection system (the "Project"), and to repay a temporary note issued for the Project.

It is hereby certified that every requirement of law relating to the issue hereof has been duly complied with, that the Bond is a valid general obligation of the Town, and unless paid from other sources, is payable as to both principal and interest from ad valorem taxes of the Town. All acts, formalities and conditions essential to the validity of this Bond has been performed and complied with, and this Bond is within every debt and other limit and regulatory authorization prescribed by law.

This Bond is transferable only upon presentation to the Treasurer of the Town with a written assignment fully acknowledged and proved. No transfer hereof shall be effective unless made on the books of the Town kept by the Treasurer as transfer agent and noted hereon by the Treasurer with a record of payments as provided hereon.

IN WITNESS WHEREOF, the said Town of Hampden has caused its seal to be hereto affixed and this instrument to be signed in its name and behalf by its Treasurer and countersigned by a majority at least of its Town Council, as of the 14th day of August, 1997.

TOWN OF HAMPDEN

By: Marie G. Baker
Treasurer

Countersigned By: William J. Romano
Councilor (Mayor)

[Signature]
Councilor

[Signature]
Councilor

[Signature]
Councilor

[Signature]
Councilor

[Signature]
Councilor

William B. Gamble
Councilor

ATTEST:

Paula M. Newcomb
Clerk

CERTIFICATE OF REGISTRATION OF TRANSFERS

This Bond is registered in the name of the transferee noted hereon on the books of the Town kept by the Treasurer as transfer agent.

<u>Name of Registered Owner or Transferee</u>	<u>Date of Registration of Transfer</u>	<u>Date to Which Interest Paid</u>	<u>Date To Aggregate Principal Paid</u>	<u>Balance of Principal due</u>	<u>Signature of Treasurer</u>
Maine Municipal Bond Bank Augusta, ME	Aug. 14, 1997	None Paid	None Paid	All	<i>Marie G. Baker</i>

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UNITED STATES OF AMERICA
 STATE OF MAINE
 TOWN OF HAMPDEN
 1997 GENERAL OBLIGATION BOND
 (BOND LOAN)

MATURED

\$672,381.18

August 14, 1997

Town of Hampden, for value received, promises to pay to the Maine Municipal Bond Bank or registered assigns the principal sum of

SIX HUNDRED SEVENTY-TWO THOUSAND THREE HUNDRED
 EIGHTY-ONE DOLLARS AND EIGHTEEN CENTS
 (\$672,381.18)

in principal installments, payable on November 1 of each of the following years in the amounts set forth below opposite such years, with each installment to bear interest from the date of the original delivery of this bond to the Maine Municipal Bond Bank and payment therefor until payment of such installment, at the rate per annum set forth opposite the respective installment, payable on May 1 and November 1 of each year, commencing May 1, 1998. All amounts due hereunder shall be paid on the first day of the month preceding the respective due dates.

<u>Year</u>	<u>Principal Amount of Installment</u>	<u>Interest Rate</u>
1998	19,959.23	5.1760%
1999	20,992.32	5.1760%
2000	22,078.88	5.1760%
2001	23,221.68	5.1760%
2002	24,423.64	5.1760%
2003	25,687.81	5.1760%
2004	27,017.41	5.1760%
2005	28,415.83	5.1760%
2006	29,886.63	5.1760%
2007	31,433.56	5.1760%
2008	33,060.56	5.1760%
2009	34,771.78	5.1760%
2010	36,571.57	5.1760%
2011	38,464.51	5.1760%
2012	40,455.43	5.1760%
2013	42,549.41	5.1760%
2014	44,751.76	5.1760%
2015	47,068.11	5.1760%
2016	49,504.36	5.1760%
2017	52,066.70	5.1760%

94MBD3977

22109000

Principal and interest are payable at the principal office of State Street Bank and Trust Company, Boston, Massachusetts, or at its successor as Trustee under the Sewer and Water General Bond Resolution of the Maine Municipal Bond Bank adopted February 7, 1990.

This Bond is issued under authority of and pursuant to Section 5772 of Title 30-A of Maine Revised Statutes, as amended, and pursuant to action taken by the voters of the Town at the referendum duly called and held on April 16, 1996 and action taken by the Town Council at meetings duly called and held and any other applicable authority under the laws of Maine with the proceeds to be used to finance capital costs relating to the Town of Hampden's use of the City of Bangor's wastewater treatment and collection system the "Project"), and to repay a temporary note issued for the Project.

It is hereby certified that every requirement of law relating to the issue hereof has been duly complied with, that the Bond is a valid general obligation of the Town, and unless paid from other sources, is payable as to both principal and interest from ad valorem taxes of the Town. All acts, formalities and conditions essential to the validity of this Bond has been performed and complied with, and this Bond is within every debt and other limit and regulatory authorization prescribed by law.

This Bond is transferable only upon presentation to the Treasurer of the Town with a written assignment fully acknowledged and proved. No transfer hereof shall be effective unless made on the books of the Town kept by the Treasurer as transfer agent and noted hereon by the Treasurer with a record of payments as provided hereon.

IN WITNESS WHEREOF, the said Town of Hampden has caused its seal to be hereunto affixed and this instrument to be signed in its name and behalf by its Treasurer and countersigned by a majority at least of its Town Council, as of the 14th day of August, 1997.

TOWN OF HAMPDEN

By: Marie G. Baker
Treasurer

Countersigned By: William Roman
Councilor (Mayor)

[Signature]
Councilor

[Signature]
Councilor

[Signature]
Councilor

[Signature]
Councilor

[Signature]
Councilor

[Signature]
Councilor

ATTEST:

Bonnie M. Newcomb
Clerk

CERTIFICATE OF REGISTRATION OF TRANSFERS

This Bond is registered in the name of the transferee noted hereon on the books of the Town kept by the Treasurer as transfer agent.

<u>Name of Registered Owner or Transferee</u>	<u>Date of Registration of Transfer</u>	<u>Date to Which Interest Paid</u>	<u>Date To Aggregate Principal Paid</u>	<u>Balance of Principal due</u>	<u>Signature of Treasurer</u>
State Street Bank and Trust Company Boston, MA	Aug. 14, 1997	None Paid	None Paid	All	<i>Marie G. Baker</i>

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FINANCE & ADMINISTRATION COMMITTEE MEETING

Monday, November 6th, 2017

MINUTES

Hampden Town Office

Attending:

*Councilor Greg Sirois, Chair
Mayor David Ryder
Councilor Ivan McPike
Councilor Stephen Wilde
Councilor Mark Cormier
Councilor Terry McAvoy*

*Councilor Dennis Marble
Town Manager Angus Jennings
Assessor Kelly Karter
Rec Directory Shelley Abbott
Resident Allison Berube
About 4 residents*

Chairman Sirois called the meeting to order at 6:00 p.m.

1. Meeting Minutes

- a. **October 16th, 2017** – *Motion by Councilor Marble seconded by Councilor McAvoy to approve the minutes as written. Passed 6-0.*

2. Review & Sign Warrants – *Warrants were reviewed and signed.*

3. Old Business

4. New Business

- a. **Consideration of a recommendation to Council to exercise the Put Option for the sale of PERC ownership interests** – *Manager Jennings provided background based on the materials in the packet. Motion by Councilor Marble seconded by Councilor McAvoy to recommend that the Council exercise the Town of Hampden Put Option for the sale of its ownership interests in PERC. Motion passed 6-0.*
- b. **Recommend Council authorization for the expenditure of an amount up to \$6,720 from the Economic Development Reserve Account (3-727-00) for the purpose of purchasing town center flags – referral from Infrastructure Committee** – *Mayor Ryder summarized the recommendation in favor of this funding from the Infrastructure Committee, noting that the estimated cost to repair the electrical fixtures to allow safe installation of holiday lighting on the poles would be very costly. Manager Jennings clarified that the amount of requested authorization is \$8,280 which includes the*

amount added to the reserve account in the FY18 budget plus the previous balance in that account. There was a motion by Councilor McPike seconded by Councilor McAvoy to recommend Council authorization of \$8,280 from the Economic Development Reserve Account for the purpose of purchasing town center flags. Motion passed 6-0.

- c. Recommend Council authorization for the expenditure of an amount up to \$6,800 from the Roads/Streets Reserve Account (3-761-00) for the purpose of town center sidewalk/crosswalk engineering** – *Manager Jennings summarized the materials in the meeting packet. Mayor Ryder expressed support to add two crosswalks in the Town Center (at Cottage Street and at the Kiwanis driveway) but said that MaineDOT doesn't require engineered plans, and that he does not support the funding request. He said he recommends that we get construction quotes and put the funds toward constructing the crosswalks. There was discussion among the Councilors and Manager regarding whether engineered plans would be needed. Resident Allison Berube said that if the contract is written correctly that the contractor would absorb the responsibility to ensure ADA compliance. Mayor Ryder said it's all spelled out in the MDOT specs. There was a motion by Councilor Marble seconded by Councilor McAvoy to recommend Council authorization of the requested funding. The motion failed 0-6.*
- d. Recommend Council authorization for contract extension with Woodard & Curran for the design for parking and permitting on the Lura Hoit Pool Site** – *Manager Jennings summarized the cost proposal received from Woodard & Curran to bring the parking lot and stormwater features through the DEP and site plan approval processes. This had been requested by the Services Committee at its October meeting. He said the existing contract with W&C provides that the contract can be extended, but also provides the Town the option to re-bid services. The Services Committee had indicated that they intended to stay with W&C, but at that time had not received the cost proposal. Manager Jennings said he thinks the cost proposal is somewhat higher than people expected, but his discussions with Jim Wilson provided context for the cost, as Woodard & Curran has not taken a project through the Site Location of Development permit process for less than mid \$60,000 range. Mr. Wilson had described to Manager Jennings that the cost drivers included the overall site stormwater design, and taking into account potential future use of the site. The depth of the current pipeline crossing the site is an important control point, and if there were fields above the pipeline in the future this would affect elevations, grading, and stormwater management design throughout the site. Although a future field is not*

part of what is presently being proposed, Mr. Wilson told Manager Jennings it was his recommendation that this approach would best preserve the Town's future options for the site and would best advance the initial Town direction within this process which was to design things with the long-term in mind so that piping and stormwater structures would not need to be torn up and redone in the future. Manager Jennings said that the proposed fee of \$51,000 was a lot of money, no question about it.

Chairman Sirois asked for clarification as to the current agenda item. Manager Jennings said the current item is to consider authorizing an extension of the contract, and the next agenda item relates to the authorization of reserve funding based on the cost proposal.

Councilor McAvoy expressed confusion about whether the proposal takes into account the pipeline. Manager Jennings said that it does take into account the pipeline, so that this would be taken into account if additional development occurred on the site in the future. Manager Jennings said that if the parking is the last thing the Town ever does on the site, that the engineering costs could be lower.

Councilor McAvoy said that fields have nothing to do with impervious surface or stormwater runoff. Manager Jennings said that fields do have different stormwater runoff patterns than wooded area. He acknowledged that fields are not impervious surface, but that their location and elevation would affect runoff patterns. Paved area to serve the fields would also be a factor.

Councilor McPike said he also feels lost and is trying to get his arms around it. He said he's looking for a cost figure. He asked will it cost \$51,000 to tell us what it will cost us? Manager Jennings said no, that is the cost to get it through DEP permitting and local Site Plan Review, which would take the design work to date to an engineering level, which would refine the construction cost estimates. The estimated construction cost estimates already provided by Woodard & Curran are the best available information, but would be more refined and more accurate based on additional detailed engineering.

Councilor Marble said we need engineered plans in order to get DEP permitting. He asked, if the Town were to switch vendors, what might be lost and if this is a concern? Manager Jennings said that the contract provides that the work products created to date belong to the Town and are not proprietary, so could be transferred to another vendor. He said that, if the Council didn't change the conceptual plan W&C prepared, he didn't think it would be a significant cost impact,

but would impact staff time in terms of scoping and bidding out the next phase of work.

Chairman Sirois said that in order to move the process forward we need to either proceed with Woodard & Curran or seek another vendor. Manager Jennings said yes, a professional engineer will need to create and stamp the plans.

Councilor McPike said if we don't want to spend that amount of money, this whole thing stops? Manager Jennings said that we would need to figure out if there is another way forward and said he's open to suggestions. He said Mr. Wilson had represented to him that the cost proposal he provided was, in his opinion, realistic.

Mayor Ryder said if we cut our losses with Woodard & Curran we could bring them back at a later date. He said he plans to vote no.

Councilor McAvoy was surprised that the potential future fields was part of Mr. Wilson's thinking since he thought it was made very clear at the Services Committee meeting that the scope was only for the parking and stormwater. Manager Jennings said Mr. Wilson understands the direction is just the parking, but that his understanding of the Town's objectives is that whatever is done would not need to be torn up and redone in the future if a future Council wanted to do more on the site. Manager Jennings acknowledged to Councilor McAvoy that Mr. Wilson may be looking at this in a way that he as a Councilor may think is outside the scope but that Mr. Wilson is trying to be responsive to the objective in the initial scope. Manager Jennings said that whether Mr. Wilson got that right is subject to debate.

Councilor McAvoy said that, at the public meetings, he didn't hear more people supporting fields than those not supporting the work. Councilor McPike said he thought they would be given two costs, one for the parking and stormwater and another to also do fields, and that he now sees it will cost \$51,000 to get that information. Mayor Ryder said no, we wouldn't even get that, the scope now is limited to just parking and stormwater. Manager Jennings confirmed that is correct, the cost would include engineering the parking and stormwater, including stormwater management for current uses on site constructed since 1973, and would take that through DEP and local permitting. Manager Jennings referred to language in the proposal that says "if during DEP kickoff or design we identify environmental impacts not currently anticipated, or if DEP asks that the Post Office site be reviewed, we will meet with you to refine our approach including fee impacts." Manager Jennings said he didn't initially

understand the language and saw it as a risk factor so had followed up with Mr. Wilson, and Mr. Wilson clarified that the Moyse Environmental review was focused on undeveloped areas of the site that may be developable. For example, Moyse did not flag wetlands on the east side of the Town Office. The W&C proposal was clarifying that, if DEP asked for additional review of environmental areas such as those, this would add cost and would add permitting time. Certain types of analysis, such as vernal pools, can only be done during a certain time of year, and this could result in delays that could affect the potential to be in a position to construct parking prior to the fall 2018 season. He said Mr. Wilson did not expect this, but that it was important that the Town understand this could happen. Manager Jennings described that potential – for DEP to require additional wetlands delineation, for example – as the biggest risk factor he sees to the overall project timeline. Other than that, the timeline will depend on when we get someone under contract for the next phase of engineering and permitting.

Chairman Sirois called for any further discussion or public comment.

Resident Allison Berube complimented the Committee on their critical thinking. She appreciates the work that has been done. She said the cost per parking spot was extremely high. After the \$51,000, then we have to construct the stormwater, all before we can add a single parking spot. She supports voting this down tonight, to look at other options. She would support the Town looking into buying the 25 acre parcel across from her house on Main Road North as a better option for fields. She also said people could park at the Town Office and walk to the Pool site fields. She thanked the Councilors for their hard work.

Motion by Councilor McPike seconded by Councilor Marble to recommend Council authorization to extend the contract with Woodard & Curran for engineering and permitting at the Lura Hoit Pool site. Motion failed 0-6.

- e. **Recommend Council authorization for the expenditure of an amount up to \$51,000 from the Rec Area Reserve Account (3-767-00) for the purpose of contract extension with Woodard & Curran for engineering services for parking and permitting on the Lura Hoit Pool Site** – *There was a motion by Councilor McPike seconded by Councilor Marble to recommend the requested funding. The motion failed 0-6. Manager Jennings asked that the Committee provide some direction as to whether this matter would next be considered at the November Services Committee meeting. Mayor Ryder said that would be too soon and it was agreed this would be*

considered again at the December meeting of the Services Committee. Councilor Marble said that we had contracted with Woodard & Curran because they're more knowledgeable than the Town regarding the DEP permitting process, and he said he doesn't want to lose the value of the work that has been done and would like to build on that work. Mayor Ryder said we're not mothballing anything, but we want to see if there's a better way to move forward.

- f. Referral to Council for referral to Public Hearing, a proposed Zoning Map Amendment to reflect the proposed rezoning of a portion of parcel 33-0-11-A located at the intersection of US Route 202 and Coldbrook Road, from Residential A District to Commercial Services District – referral from Planning & Development Committee – Councilor McPike, Chairman of the P&D Committee, said that the Committee is supportive of the proposed rezoning. Motion by Councilor McPike seconded by Councilor Marble to refer to Council for referral to public hearing proposed zoning amendments related to recreational marijuana. Motion passed 6-0.**
- g. Referral to Council for referral to Public Hearing, a proposed Zoning Ordinance Amendment to define Retail Marijuana, Retail Marijuana Store, Retail Marijuana Social Clubs, Drug Store or Pharmacy and to amend existing Definitions relative to Retail Marijuana and related uses, with the intent to prohibit Retail Marijuana Stores and Retail Marijuana Social Clubs in the Town of Hampden – referral from Planning & Development Committee – Motion by Councilor McPike seconded by Councilor Marble to refer to Council for referral to public hearing proposed zoning amendments related to recreational marijuana. Motion passed 6-0.**
- h. Request for a tax abatement for property located at 501 Western Avenue for FY 14-15, FY 15-16 and FY 16-17 – Assessor Karter summarized the materials in the meeting packet. Motion by Councilor Marble seconded by Councilor McAvoy to recommend Council approval of the requested tax abatements for the years noted and in the amounts recommended by the Assessor. Motion passed 6-0.**

5. Public Comment – None.

6. Committee Member Comments – None.

7. Adjournment

There being no further business, the meeting was adjourned at 6:51 PM.

Respectfully submitted – Angus Jennings, Town Manager

FINANCE & ADMINISTRATION COMMITTEE MEETING

Monday, November 20th, 2017

MINUTES

Hampden Town Office

Attending:

*Councilor Greg Sirois, Chair
Mayor David Ryder
Councilor Terry McAvoy
Councilor Stephen Wilde*

*Councilor Mark Cormier
Councilor Dennis Marble
Councilor Ivan McPike
Town Manager Angus Jennings
Town Clerk Paula Scott*

Chairman Sirois called the meeting to order at 6:30 p.m.

- 1. Meeting Minutes** – *None.*
- 2. Review & Sign Warrants** – *Warrants were reviewed and signed.*
- 3. Old Business**
- 4. New Business**
 - a. Auditor's letter regarding completing the process to move from the method of enterprise accounting to revenue and expense accounting in the recreation and pool departments** – *Manager Jennings summarized the Auditor's memo in the packet, noting that the recommended transfer of funds was part of completing the transfer away from enterprise budgeting. He said he is not seeking a Council vote tonight but that this item will be placed on the next agenda for action. Councilor Marble said that it sounds pretty straightforward. Manager Jennings said that his understanding is that the Council's policy intent in establishing enterprise budgeting in the first place was to make funds above expenses available for recreation and pool uses. Councilor McAvoy asked whether the funds could simply be put into the General Fund instead of reserve and Manager Jennings said that the Council has the authority to put the funds into the General Fund. Manager Jennings noted that a representative from the Auditor's firm would be present at the next meeting to answer questions.*
 - b. Recommend Council authorization for the expenditure of an amount up to \$6,300 from the Roads/Streets Reserve Account (3-761-00) for town center crosswalk engineering – referral from**

Services Committee – *There was a motion by Councilor Marble seconded by Councilor McAvoy to recommend Council authorization for the expenditure of an amount up to \$6,300 from the Roads/Streets Reserve Account for town center crosswalk engineering. Motion passed 6-1 with Mayor Ryder in opposition.*

- c. Town Manager’s Financial Summary Report** – *Manager Jennings said that the report in the packet demonstrates month-end bank balances over the past couple of years and shows a generally positive trend. He said he is continuing to work on a format for periodic reporting to the Finance Committee and that this will be part of it. He noted that the bank balances do not reflect a true picture of financial resources because they do not factor in funds that are there because of interfund transfers, TANs, etc., but that he has a different report that he updates regularly that does include this information. This item was informational and no action was taken.*

5. Public Comment – *None.*

6. Committee Member Comments – *None.*

7. Adjournment

There being no further business, the meeting was adjourned at 6:42 PM.

Respectfully submitted –
Angus Jennings, Town Manager



Town of Hampden
Planning and Development Committee
 Wednesday November 1st, 2017, 6:00 pm
 Municipal Building Council Chambers
Minutes

Attending:

Committee/Council

Ivan McPike-Chair
 Terry McAvoy
 David Ryder
 Dennis Marble
 Mark Cormier

Staff

Angus Jennings, Town Manager
 Myles Block, Code Enforcement Officer

Chairman McPike called the meeting to order at 6 pm.

1. **Approval of October 18th, 2017 Minutes** – *Motion to approve as submitted made by Councilor McAvoy with second by Councilor Marble; carried 5-0.*
2. **Committee Applications:** None.
3. **Updates:**
 - A. **MRC/Fiberight** – *Manager Jennings provided an update regarding the project timeline and there was discussion among the Committee members. CEO Block provided an updated regarding site work to date. Committee discussion focused on the requirements associated with implementing the updated Solid Waste Flow Control Ordinance, including the requirement to notify local businesses and institutions regarding the new destination for MSW after April 1, 2018, and how these communications could best be handled. Manager Jennings said that the MRC Exec. Director has talked about MRC preparing "model" documents (i.e. hauler licensing forms, sample correspondences to haulers and to local businesses) so that 110 municipalities can implement the changes with some consistency, but a timeline isn't known. It was acknowledged that there could be challenges in enforcing the Flow Control Ordinance.*
 - B. **Staff Report** – *Manager Jennings summarized the materials in the meeting packet, including the update of ongoing/pending development activity.*
4. **Old Business:**
 - A. **Update on potential commercial development at northeast corner of Coldbrook Road and Route 202;** *update on agreement to engage consultant to support new TIF District proposal to facilitate development; review potential boundaries of potential TIF District – Manager Jennings summarized the materials in the meeting packet. There*

was discussion about the potential District boundaries. Mayor Ryder suggested including several additional parcels along Coldbrook Road. The Committee members unanimously agreed with these changes. Manager Jennings said that an updated map would be reviewed at the next meeting, and that the TIF consultant would be present to begin discussion of other aspects of the TIF District. Manager Jennings reminded the Committee of the November 8 Planning Board public hearing regarding the proposed zoning map amendment. Mayor Ryder and Councilor Marble confirmed that they would join the Manager in attending the public hearing.

- B. Review of approved consultant work scope and schedule to prepare amendments to the Business Park Covenants and associated zoning amendments; review draft outreach to Business Park owners –**
Manager Jennings summarized the materials in the meeting packet. The Committee appreciated the detail in the schedule and all agreed that it will be important to maintain the project schedule.

5. New Business: None.

6. Zoning Considerations/Discussion:

- A. Discussion of zoning amendment process including the role of the Planning Board and its Ordinance Committee; preparation for November 8 Planning Board meeting –**
Manager Jennings summarized the materials in the meeting packet. He circulated a draft letter to the Planning Board and asked the Councilors to take a couple of minutes to review the draft to be sure it effectively communicated the issues. The Councilors read the draft letter, and all agreed it was appropriate to send as is. The Committee discussed the importance of aligning the Planning Board process relative to zoning amendments with the Council's goals regarding timeliness of amendments. Manager Jennings said the letter would be included in the November 8 Planning Board meeting packet. Mayor Ryder and Councilor Marble confirmed that they would join the Manager in attending the meeting.

7. Citizens Initiatives: None.

8. Public Comments: None.

9. Committee Member Comments: None.

10. Adjournment: There was a motion by Councilor Marble seconded by Councilor McAvoy to adjourn at 7:03 pm. The motion carried unanimously.

*Respectfully submitted –
Angus Jennings, Town Manager*



Town of Hampden
Planning and Development Committee
Wednesday November 15, 2017, 6:00 pm
Municipal Building Council Chambers
Minutes

Attending:

Committee/Council

Ivan McPike-Chair
Terry McAvoy
Dennis Marble

Staff

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

Public

Noreen Norton, TIF Consultant

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

1. Approval of November 1, 2017 Minutes – **Motion** to approve as submitted made by Councilor McAvoy with second by Councilor Marble; carried 3/0/0.
2. Committee Applications: none.
3. Updates:
 - a. **MRC/Fiberight:** Manager Jennings reported that there isn't much new information from the most recent bi-weekly call. The completion date for the MRF processing continues to be a topic of discussion. He added the closing date for the debt financing is estimated to be by Christmas. He also noted it appears they will be seeking a different sewer rate at some point in the future. CEO Block reported the building construction continues; the building is roughly one-quarter built.

Chairman McPike noted the entire length of the roadway has curbing, with only one opening for stormwater runoff.
 - b. **Staff Report:**
 - i. Planner Cullen noted the list of development projects is in the packet, and added the Hannaford and Bouchard site plans have been approved.
 - ii. Planner Cullen reported on the MMA's workshop on marijuana legislation which she attended today. The legislative committee had worked on amendments to the

Act over the last 7 months or so, and although the legislature passed it, they did not override the Governor's veto. As it stands, the law will take effect Feb 1, 2018 unless the legislature enacts another moratorium to extend that date.

Planner Cullen summarized the key points from today's session:

1. there is language in the law that says if you have a cultivation facility, you can open a retail store – that store is exempt from other regulations on retail marijuana stores. Since Hampden wants to allow cultivation but not allow retail stores, this is a problem. It may get addressed in future amendments to the Act, but at this point that's an unknown.
 2. Each municipality needs to ensure they have the resources necessary to enforce whatever regulations they adopt locally, since there is no state enforcement of local regulations – they will deal with state licensing issues and that's it.
 3. We should discuss with the owners in the Hampden Business Park what their thoughts are on allowing any marijuana activity in the park (cultivation, product manufacture, or testing).
 4. At this point, given the unknown future of the state law, it is recommended that municipalities adopt ordinances to either prohibit or place a moratorium on whatever retail marijuana activities make sense. In Hampden, this would be a moratorium on cultivation, product manufacture, and testing.
- iii. Manager Jennings noted that the TIF Policy included in the packet is the correct one; it came to staff's attention recently that the one posted on the Town's website does not reflect amendments approved in August 2015. The issue of the \$1,000 application fee was addressed in those amendments, and while there are other things that may need tweaking, nothing is a front-burner issue and so we will not be proposing any amendments at this time.

4. Old Business:

- a. Hampden Business Park Covenants – Manager Jennings noted that our consultants are working on this now, and we had sent letters to business and property owners informing them of the efforts now underway. We would like their input and noted there are several opportunities for people to attend P&D meetings to participate; tonight was meant to be the first of those but no one is here. Manager Jennings also said that owners are required to get 30 days advance notice before amendments take effect. He added that there is no requirement for consent, but the Town would take into consideration any concerns received prior to making any changes. Finally, we are expecting a discussion with the consultant at the December 6th meeting regarding what (in the current document) should be kept, eliminated, modified, or moved to the zoning ordinance.
- b. Potential Coldbrook Corners TIF – Manager Jennings invited Noreen Norton, consultant on this project, to the table to discuss it with the Committee. The main points of the discussion were:

- i. Manager Jennings noted the map in the packet shows the boundaries after adding several parcels on Coldbrook Road, the result of previous discussion with the P&D Committee. It was noted two of those (newly added) parcels are in the Rural district; there may be a need to revise the zoning in the future, after discussion with the owners of those parcels.
- ii. Noreen noted a minimum of 25% of the area designated in the TIF District has to be intended for commercial development; other uses are permitted (in accordance with the applicable zoning).
- iii. The committee agreed generally with the objectives but requested modification of the language for the first one to not be developer-specific and to encompass other potential development, including potential mixed use development and senior housing (which would respond to the results of the market study).
- iv. The project list should be broad to allow flexibility, since we don't know what needs may arise in 15 or 20 years. Should include traffic improvements which can include paving. Discussion about adding the right-of-way on Coldbrook Road easterly to Main Road North, specifically to allow use of TIF funds to repave that stretch of road. There was a question which Noreen with research regarding the use of TIF funds for sewer infrastructure, given the fact that sewer is an enterprise fund (as is water).
- v. The committee agreed that the duration of the TIF should be the full 30 years allowed by the state, to allow flexibility in the future, especially given the potential for several of these parcels to not be proposed for redevelopment for years. Noreen noted that if the town wished to end it sooner, that is a possibility as long as there are no active credit enhancement agreements.
- vi. Prior to discussion on a potential CEA for Southstreet Development, Manager Jennings and Noreen Norton should meet with the developer. Note that the TIF and CEA are separate documents.
- vii. This will be discussed again at the December 20th P&D meeting.

5. New Business: None.

6. Zoning Considerations/Discussion: Manager Jennings noted that he and several councilors had attended the November 8th planning board meeting to discuss the need for modifications to the Planning Board's process regarding zoning ordinance amendments. Councilor Marble reported that he told the Board that Town Council is trying to make the town friendlier to business and housing developers while respecting the work the (planning board) volunteers do, but Council is concerned that some amendments seem to take a long time to get through the board's process. He added his impression was that the message was taken as somewhat of a threat to the planning board's culture. Manager Jennings added that he believes this may be the only item on the December 13th agenda, and suspects the board may look at amending their bylaws to formalize

the Ordinance Committee. He suggested it might be sensible to amend the zoning ordinance to change the time requirement for planning board recommendation for amendments referred to the planning board from the town council; perhaps from the current 90 days from date of that referral to 45 days from the next regularly scheduled planning board meeting. The council wants to allow the planning board to do their due diligence without taking too long.

7. Citizen Initiatives: None.
8. Public Comments: None.
9. Committee Member Comments: None.
10. Adjournment: **Motion** to adjourn at 7:50 pm by Councilor McAvoy; seconded by Chairman McPike, carried 2/0/0. [Councilor Marble had left at approximately 7:40 pm.]

*Respectfully submitted by
Karen Cullen, Town Planner*

SERVICES COMMITTEE MEETING

Tuesday, October 10, 2017

MINUTES

Attending:

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

*Rec Director Shelley Abbott
Jim Wilson, P.E., Woodard & Curran
Levi Husson & parents
Jane Jarvi
Jason Sharpe
Jim Dyer
James Lee
Other residents*

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

1. MINUTES

- a. **September 11, 2017** – *Motion by Councilor McAvoy seconded by Mayor Ryder to approve the meeting minutes. Approved 6-0.*

2. COMMITTEE APPLICATIONS – *None.*

3. OLD BUSINESS

- a. **Discussion of potential next steps in Pool site evaluation and design; potential referral of one or more phases of concept plan(s) to Town Council for authorization of continued work toward engineering and site permitting for parking and potential expanded recreational facilities on Lura Hoyt Pool and Municipal Building Site** – *Chairman Marble introduced the agenda item and turned it over to Manager Jennings, who summarized the materials in the packet and set out questions for Committee discussion. [See memo dated October 5, 2017, attached.] Chairman Marble asked members of the audience to listen to one another's perspectives, and opened the discussion by inviting Councilor comments.*

Councilor Cormier said that, consistent with his approach to spending money, he is in favor of doing nothing. Councilor McAvoy agreed. Mayor Ryder asked whether stormwater infrastructure would need to be designed in order to get through DEP permitting. Jim Wilson, the engineering consultant on the project, said that anything proposed for construction would need to be engineered. He said the DEP permit is good for 4 years, but can be extended to 7 years for a small fee (about

\$100). The duration of the permit refers to when construction must begin. He noted that prior development on the site had not triggered the need for DEP approval under the Site Location of Development permit.

Councilor McPike asked, if we proceed with parking now, but want to add fields in the future, what would be involved. Mr. Wilson said that the permitting and design costs are somewhat higher for a smaller project, as a percentage of overall project budget. If a larger buildout was permitted by DEP, after 7 years DEP may want to look at it again, but this is unknown and would depend on whether regulations had changed during those 7 years, as well as what DEP staff may or may not do administratively. Councilor McPike asked for further clarification, and Mr. Wilson said that, in order to proceed with phase 1 (parking only), the design for full buildout would need to be at the 75% engineering level in order to establish grading and elevations that would be suitable for drainage design to take into account future buildout. He said the cost estimates he provided were in the right range.

Mayor Ryder asked to confirm that it would cost \$360,000 to build Parking Lot A (on the plan set)? Mr. Wilson said yes, that is the estimate through construction.

Councilor Wilde said he'd like to see the issue go to a public (referendum) vote before proceeding with Phase 1. Mayor Ryder said he wanted to get the permitting and stormwater plan, cut the trees, and grade the land (noting that DPW could haul in tailings). He said that spending \$360,000 for Phase 1 was not what he had in mind. He said we can live with a gravel parking lot for a while. Chairman Marble called for public comment.

James Lee from Sawyer Road said he wants to see any construction work bid out, and that having a bid document ensures that everyone is working with the same specifications. He said his biggest issue with the whole thing has been the community center. He said that Woodard & Curran had access to the community center plans from Hermon. He said that residents want to see the proposed plan for a community center.

Mayor Ryder said that we haven't officially had a proposed plan. He said he spoke with Hermon, got copies of their plan from [engineer] Jeff Brown. He said no one has any idea how that would proceed, and that it's all speculation at this point. He said that, if the stormwater was designed taking into account the area shown on the plan as a building footprint as impervious surface, it wouldn't need to be ripped out if that area was made impervious (whether by a building, parking lot or otherwise) in the future.

Mr. Lee said he likes some things about the plan but doesn't like that the Town is \$8 million in debt.

Mayor Ryder said we should get the permitting done.

Jim Dyer from the Recreation Committee said he had attended about 6 meetings on this subject, and commended Manager Jennings for providing the project background and framing the issues at each meeting. He commended Jim Wilson for coming up with thought provoking plans for a challenging site. He said there is lots of information, and everything seems pretty clear. Parking is a safety issue. Town recreation programs have seen major growth in participation. He has two primary interests: safety, and maximizing recreation opportunities. He said he thinks it makes sense to plan for the future (regarding stormwater design), noted that parking is a one-time expense, and encouraged the Services Committee to support the funding for permitting and design.

Jason Sharpe from the Recreation Committee expressed support for the plan, saying it's dangerous to have cars parked on Western Ave. He said he joined the Rec Committee for the kids. He remembers community projects when he was young, when volunteers did things with rakes and mowers. He supports moving forward with the plan, noting that due to current parking limitations only 2 of the 3 fields on the site can be used. We've cut the space by 1/3, and simply by bringing a third field back into use we could increase space by 50 percent. He noted that funds are set aside for the permitting.

Councilor McAvoy said the initial intent was parking. What he doesn't agree with is what it's become. He said it should be pulled back to parking.

Councilor McPike said what we're looking at is permitting. Mayor Ryder noted that, if the stormwater was designed for 150 spaces, we could build a lesser number – say 50 spaces – if that's what we have money for. Jim Wilson said that is correct.

Councilor McPike noted that some issues arise due to a general distrust of government. He said we have a responsibility to look ahead. There are moving parts ahead – the Skehan Center, the Library. As a community we need to have these discussions. He said he thinks we ought to continue with permitting for parking to allow us full use of the current facilities.

Mr. Dyer said it's a parking issue and a community facilities issue. He said the robocalls have been divisive, and said let's solve that safety issue.

Mayor Ryder said he'd like Woodard & Curran to prepare a budget proposal to bring the plan through permitting and design. Mr. Wilson spoke about the design and permitting process.

Councilor McAvoy said he's confused about phasing, noting that there were 2 options presented. Manager Jennings said that the low cost (parking only) and the high cost (full buildout) were presented a "bookends" to illustrate the range of potential costs. Councilor McAvoy said he never understood that each subset was a phase of a larger plan. He said the plan should not show something if it's not actually proposed.

Chairman Marble said he thinks it is healthy that things are changing as we go through a public process.

Mr. Wilson said that Phase 1 is a subset of full buildout, and that his firm was tasked with determining the full build potential of the site. He said it is up to the Council to determine what is Phase 1. Councilor Wilde said that Woodard & Curran has done an exceptional job, and has done everything we asked them to do.

Jane Jarvi from the Recreation Committee said that prior Councils have done things to skirt the regulations, and that this Council has taken the longer view. She said the park at the Pool site was done with volunteer labor and grants. She urged the Committee to not go for a BMW or Cadillac, but for a Ford. Once we get the stormwater permitted, we can build parking. If one person is injured with the current situation, the Town liability is greater because the safety issue has already been identified. She said that Manager Jennings, Jim Wilson, and Rec Director Abbott have done a tremendous job.

Councilor Wilde said he remembers the safety issue, and that parking lots can create safety concerns too. He said the concept plan is a good starting point for a 20 year plan, but let's start with the parking issue. He said it would be easier to support spending the money if he know what the voters want. He said it's a lot of money and needs to go to the voters.

Mayor Ryder said that the money for permitting has already been budgeted.

Mr. Lee asked if money has already been budgeted toward constructing parking and Chairman Marble said no. Manager Jennings clarified that if the permitting were to be completed, and there was still money in this Recreation Reserve account, the funds would be eligible to be put toward construction costs if so voted by the Council. Mr. Lee said he would donate time and labor toward building the parking.

Councilor McPike said he supports the full build plan, and is fully in favor. He said he hoped that at some point it would go to referendum or otherwise be funded.

Mayor Ryder asked if Mr. Wilson could give us costs for both – for permitting Phase 1 only, and for permitting the full buildout? Mr. Wilson said yes, noting that the design would be to a level needed for permitting, but would not result in construction bid documents.

Manager Jennings said that the Committee will need to establish a direction so that Woodard & Curran will have the information needed in order to prepare a scope of work and cost proposal. Mayor Ryder made a motion to invite Woodard & Curran to propose 2 costs, and Councilor McPike seconded. The vote was a tie, with Councilors McAvoy, Cormier and Wilde voting in opposition. As a tie vote, the motion did not pass.

Manager Jennings said he'd like to put the Council in a position to move forward, one way or another.

Councilor Wilde said why don't we just get a quote to proceed with permitting on the parking? Why get 2 quotes? He said that safety is the primary issue, and that voters should have a say.

Motion by Councilor Wilde, seconded by Councilor McAvoy, to invite a cost proposal to proceed with permitting and design for Phase 1 only.

During discussion on the motion, Councilor McAvoy asked to clarify that Phase 1 only included parking, and stormwater to address the current uses on site. Mr. Wilson said yes, noting that with no wetland filling (which would be needed for full buildout), the Army Corps of Engineers would not be involved and that there is more to design and permit in the full build scenario.

Mayor Ryder said that, if we decide to do the parking, could we cut trees and stump other areas? He said there are cost savings to bring in someone to cut and stump a larger area. Mr. Wilson said there would be wetlands impacts in some areas, but other areas you could get into with no wetlands impacts. Councilor McAvoy asked how many trees would need to be cut for Parking Lot A, and Mr. Wilson said that the layout of the lot overlays some area that is currently wooded.

There was a vote on the motion (to invite a cost proposal to proceed with permitting and design for Phase 1 only), and the vote passed 5-1 with Councilor Cormier opposed.

- b. Discussion of Town role in Hampden Children's Day and recommended changes for 2018 –** *Chairman Marble summarized the Committee's policy direction at its previous meeting – which was to reduce Hampden staff time to work related to the Parade and necessary coordination between the Parade and Children's Day – and reported on a*

recent meeting between him, Manager Jennings, and Janet Hughes and Tom Brann from the HCD Committee. He said the meeting was positive, and that the next steps underway are to clarify for the HCD Committee what work items that Town staff has done in the past but would not do for the 2018 event. The Services Committee verified that this is the direction they'd like the Town to go.

4. NEW BUSINESS

- a. Eagle Scout Service Project Proposal: bocce court and two benches at VFW complex to benefit the Town of Hampden and the Special Olympics of Maine – Levi Husson, Eagle Scout Candidate – Chairman Marble invited Mr. Husson to present his proposal. Mr. Husson presented his proposal. There was a motion by Councilor Wilde seconded by Councilor McAvoy to refer to Council a recommendation to authorize Levi Husson and other volunteers to construct a bocce court and two benches at the VFW property. Motion passed 6-0.**

5. PUBLIC AND STAFF COMMENTS – None.

6. COMMITTEE MEMBER COMMENTS – None.

There being no further business, there was a motion by Councilor McAvoy seconded by Councilor McPike to adjourn and the meeting adjourned at 7:46 PM.

*Respectfully submitted –
Angus Jennings, Town Manager*

SERVICES COMMITTEE MEETING

Monday, November 13, 2017

MINUTES

Attending:

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

*Kyle Severance, GIS/IT Coordinator
Public Safety Director Joe Rogers
Sgt. Chris Bailey
Lt. Jason Lundstrom
Tracy Thibodeau, Maine Ground Dev.
Mark Andrews, resident
Other residents*

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

1. MINUTES

- a. *October 10, 2017 – Meeting minutes were unavailable, the item was tabled.*

2. COMMITTEE APPLICATIONS – None.

3. OLD BUSINESS

- a. **Presentation of Town of Hampden Community Broadband Technology Plan, prepared by Axiom Technologies with Eastern Maine Development Corporation – Kyle Severance, GIS/IT Specialist** – *Mr. Severance summarized the grant results, which included information gathering from providers regarding areas of coverage, and surveys to businesses and residents. He said that broadband will attract millennials, and that the information learned from the work to date will help the Town if it applies for grant applications in the future. Chairman Marble invited questions. Councilor McAvoy asked about the cable franchise fee, which Mr. Severance said is a 3% surcharge on cable bills but is allowed to go as high as 6%. Councilor Sirois asked what the money is used for, and Manager Jennings said it goes into the revenue budget and indirectly offsets the Town's Communications budget. Chairman Marble said he sees the broadband issue as related to options and fairness, noting that today there is a great disparity in service in different parts of town. Manager Jennings commended Mr. Severance on his work administering the grant. It was noted that the consultant will attend the next meeting of the Services Committee.*

- b. **Update on Penobscot Valley Cable Consortium** – *Manager Jennings asked if the Committee thought we should let our legislators know that the practice known as “channel slamming” is a concern. The Councilors agreed. Councilor McAvoy said he doesn't see any value in having a cable franchise agreement.*

- c. **Discussion of Town Center crosswalks and potential to coordinate construction bidding with Hampden Water District's pending replacement of water main between Cottage Street and Western Ave.** – *Chairman Marble introduced the topic by saying there had been a 6-0 vote against authorizing reserve funding for engineering, but referenced the Council Rules speaking about a Council partnership with staff. Mayor Ryder said he didn't think engineering was needed. Manager Jennings said he intends to authorize engineering out of an appropriate operating budget and does not require reserve funds, though would use them if made available. Councilor Cormier said he understands the Manager's argument in favor of engineering. Councilor McPike asked Chief Rogers if he would prefer to see two sets of blinking pedestrian lights – at Cottage and at the Kiwanis driveway. Chief Rogers said yes, if funded and if allowed by MaineDOT. Chairman Marble said that any bid process coordinated with the Water District should specify the costs just for the crosswalk(s). Motion by Councilor Sirois seconded by Councilor Cormier to recommend Council authorization of up to \$6,800 from the Streets & Roads reserve fund to support engineering for the crosswalks. Motion passed 5-1 with Mayor Ryder in opposition.*

4. NEW BUSINESS

- a. **Presentation of Hampden Public Safety Five-Year Strategic Plan, 2018-2023** – *Sergeant Chris Bailey and Lt. Jason Lundstrom* – *Chairman Marble introduced the representatives from Public Safety and commended their departments. Manager Jennings provided brief background regarding the work that would be presented tonight, and recommended that Councilors note in particular the Departments' goals that may be budget related. Sergeant Bailey approached the podium and presented the 5-year plan included in the meeting packet. He said that work on it started about a year ago, and was reviewed during monthly supervisors' meetings and was reviewed by the Public Safety Advisory Committee. It describes where we're at, where we want to be, and how we plan to get there. Councilor McPike said he thinks residents of Hampden feel very safe and secure. He asked how do we measure a reduction in crime, what levers do we control and how do we measure progress? Sgt. Bailey said we will never eliminate crime but we can always increase our diligence. He discussed strategies such as hot spot mapping, creative use of unmarked cars, and public education. He said that Hampden's crime rate is traditionally the lowest in Penobscot County.*

Councilor McPike said sometimes goals are set so high as to be unachievable. Lt. Lundstrom said a lot of benchmarks are set by the National Fire Prevention Association. Improving response times is always a goal, and he noted that some changes can be made at no additional cost.

Chairman Marble noted that impaired daytime driving seems to have increased, and Sgt. Bailey said it has. Councilor McPike asked about TeleCare and Sgt. Bailey described this involves volunteers reaching out to older residents by phone. Councilor Sirois commended Sgt. Bailey, Lt. Lundstrom, Chief Rogers and said we're very fortunate to have the team we have. Chief Rogers said that Sgt. Bailey in particular was very diligent in his work and deserves a lot of credit; Sgt. Bailey said it was a team effort and everyone helped.

b. Hunting on Town-owned land – policy review and discussion –

Chairman Marble began the discussion by noting that he doesn't think that detailed regulations or an ordinance was where we were going. He said he wanted to hear different point of view, and said we'd like to keep things reasonably informal. Manager Jennings summarized how his office administers permissions to hunt on town land, including the recent interaction between a hunter and the Ammo Park caretaker which highlighted some issues. He said parking is a challenge; there is informal parking but because this isn't authorized parking he has concerns about mapping the potential parking locations. Chief Rogers said that the first couple of hundred feet of Crosby Road is public and may offer a space for limited parking.

Manager Jennings noted that the area is not posted "no hunting" so hunting is allowed. He noted the trails shown on the hunting map and said that, because those aren't publicly maintained, he suggests removing them from the map so as not to suggest that it's an active recreation area.

Chairman Marble called for public comments. Tracy Thibodeau of Maine Ground Developers thanked Manager Jennings for bringing this issue forward for discussion. He said that contractors, business owners and church parishioners want to feel safe. He said MGD would like not to see hunters in the back area. He said their property caretaker/guard service has done a good job securing the MGD property. He said the church pastor has a big concern and wants people safe. He said people need to be given an access point to the land that's not off Crosby Way.

Chairman Marble said he thinks it's the Town's job to figure out how to accommodate different groups' usage of public land, including as much freedom as can be provided and protection of public safety.

In response to Mr. Thibodeau's concerns about hunting in proximity to the access drive, Mayor Ryder said that people hunt next to Meadow Road and Patterson Road and that this is no different. Mr. Thibodeau said that the Church is responsible for maintenance of Crosby Way and there should be a give and take with the Town. Mayor Ryder said that if people are going to break the law (regarding hunting on Sundays, or in proximity to buildings) they're going to do so anyway. Councilor McPike asked if Maine Ground Developers can prohibit hunting on its property, and Mr. Thibodeau said they have already marked it "no hunting." Chairman Marble said we shouldn't try to replace State law regarding hunting with local regulations, but thought that some signage notifying the public that hunting is authorized on the property could be helpful. Chief Rogers said that if a buffer from the road is established as a "no hunting" zone that permissions to hunt could be revoked if this is violated. Resident Mark Andrews said that he has spoken with the pastor and that the pastor does not think that periodic litter on the site is the result of hunters.

Mr. Thibodeau said he would like to see a no hunting buffer zone along the access drive. Manager Jennings said that Maine Ground Developers has made a substantial investment in its property and that the Town wants to be a good neighbor. Chief Rogers said that he wouldn't be opposed to a buffer. The Committee took no action, noting that we are almost to the end of this year's hunting season.

- 5. PUBLIC AND STAFF COMMENTS** – *Manager Jennings shared information and expressed the Town's condolences regarding the recent passing of Director Currier's mother. The Committee members shared in expressing condolences.*
- 6. COMMITTEE MEMBER COMMENTS** – *Councilor Cormier noted that the hunting materials indicate that firearms discharge within 300 feet of a building is not allowed; he clarified that it may be allowed with the permission of the building owner. Manager Jennings said he would have the hunting map book corrected.*

There being no further business, there was a motion by Councilor McAvoy seconded by Councilor McPike to adjourn and the meeting adjourned at 7:25 PM.

*Respectfully submitted –
Angus Jennings, Town Manager*

**HAMPDEN ENVIRONMENTAL TRUST
COMMITTEE MEETING**

Tuesday September 12th, 2017

2 P.M.

HAMPDEN TOWN OFFICE

MINUTES

Attending:

Ken White, Chair

Councilor Ivan McPike, Committee Member

Kerry Woodbury, Committee Member

Angus Jennings, Town Manager

Jessica Albee, Office Clerk

Matt Reynolds, Pine Tree Landfill post-closure monitoring consultant

1. Call to Order

Chairman White called the meeting to order at 2:05 PM

2. Approval of Meeting Minutes – June 19, 2017

It was moved and seconded that the Meeting Minutes from June 19, 2017 be approved. Approved by unanimous consent (2-0) at 2:06 PM

3. Review of financial statements from Institutional Trustee (Bangor Savings Bank), since March 31, 2017

No questions or comments were made on the financial statements.

4. Review of proposed FY18 costs for reimbursement or payment from Environmental Trust, Income

- a. General Fund payments for Stormwater Management totaling \$13,140.97 from July 1 to Sept. 6, 2017**

Councilor Ivan McPike made the motion to approve paying the \$13,140.97 out of the Environmental Trust Income account, and Committee member Kerry Woodbury seconded the motion. All in favor was yes at 2:09 PM.

5. Meeting with Pine Tree Landfill post-closure monitoring consultant Matt Reynolds, PE, of Drumlin, LLC; presentation of findings, discussion of Town role in post-closure monitoring

Introductions were made with Matt Reynolds from Drumlin. Pine Tree looked at possible problems that can happen to the landfill, and likelihood it will happen again. It was mentioned that the state DEP holds escrow if Casella doesn't do what they need to be doing to close the landfill. There was discussion within the group of how much money is in the DEP Trust, and it is believed to be around 30 Million. The Environmental Trust is also available if needed, but the DEP would be the first ones to step in. The presentation that Matt shared with the group was on Water quality and the Environmental side. He said that his colleague Steve Rabasca of SoilMetrics was responsible for the Engineering and Construction side. It was mentioned that in the 1970's the Sawyers made a dump and it was eventually changed into a landfill. The original landfill wasn't lined, but the new landfill that was built piggybacked on the original and is fully lined. They eventually made an Asbestos disposal area. There is extra monitoring in this area. Gas extraction wells have also been put through the landfill as well as through the perimeter of the landfill.

In 2006 an agreement was made with DEP and the Town that the landfill was to be closed by 2010. The closure consists of a final grading and covering. To be able to accomplish this, trenches were created to increase drainage, and Leachate Recirculation was created which increases moisture and creates gas production to go to an Energy Facility, and in turn accelerates settlement and stabilization of the landfill. Leachate break outs were discovered and it was decided not to use the trenches rather than looking further into it. The spots that were leaking don't appear to be affecting the environment. There is ongoing monitoring on the settling and stability. Everything should compact, and monitoring indicates that the landfill is performing as designed. There are two main items that Matt looks at on the Environment side and that is leakage to groundwater, and Gas migration in unsaturated soil. Collection wells and perimeter drains collect water, and gas is also collected, "vacuumed out" and sent to an energy plant. There is also monitoring of resident wells. Councilor McPike asked Matt how much gas isn't being captured. Matt said that before gas was likely leaking out but now with the steps Casella has made the goal is to keep gas within the landfill, but some can still come up through the soil into the air, or dissolve in ground water. The hope is that the landfill will stabilize in 30 years. Methane levels should go down and keep going down. There are five water quality corrective actions which includes Leachate, cover, liners, gas extraction and wells. It was also mentioned that the levels of Arsenic seem to be

going up at the landfill. This is common in landfills, but most recent data shows the increasing trend isn't happening anymore. Matt mentioned in year ten or so we will have enough data to push Casella to be more aggressive in closing the landfill if needed.

6. Set date for next quarterly meeting

It was confirmed that the next quarterly meeting of the Environmental Trust will be on December 12, 2017 at 2 PM.

7. Adjourn

It was moved and seconded that the Environmental Trust meeting adjourn. Approved by unanimous consent at 3:20 PM.

*Respectfully submitted,
Jessica Albee, Office Clerk*

Hampden Public Safety



FIVE-YEAR STRATEGIC PLAN

2018-2023

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Introduction

Hampden Public Safety is a progressive public safety agency providing police, fire, emergency medical and code enforcement services for the citizens of Hampden. Our core belief is to work in partnership with the community to provide services that enhance the quality of life for all citizens. To assist in identifying and providing those services, Hampden Public Safety endorses a thorough and complete strategic planning process.

The strategic planning process seeks to answer the following questions:

1. Where are we now? (What are our strengths, weaknesses, opportunities and threats?)
2. Where do we want to be? (5 years)
3. How will we get there? (What are our goals? What is our plan to reach those goals?)
4. How will we know when we get there? (What are our performance measures?)

A strategic plan is used to set priorities and allocate resources toward a common goal. It's intended to serve as a guide, subject to adjustments, to reflect the changing environments in which the agency must operate. An effective strategic plan not only guides toward a common goal, but identifies when success has been accomplished.

The employees of Hampden Public Safety are committed to using the strategic plan as a guide to accomplish the vision of the agency, "To enhance the quality of life for all citizens."

Strategic Planning Methodology

1. Complete a SWOT analysis (Strengths, Weaknesses, Opportunities and threats). A SWOT analysis is a comprehensive assessment of the internal and external factors that affect the agency and its ability to provide public safety services.
2. Hampden Public Safety Supervisors meet monthly to discuss agency issues. The broad strategic goals were developed over several months of discussion and deliberation on the future direction of Hampden Public Safety.
3. Supervisors met with employees and received feedback on specific objectives for each of the goals. The objectives are the specific tasks and activities identified to assist the agency in obtaining the goals.
4. The Hampden Public Safety Advisory Committee reviewed the goals and were given the opportunity to provide feedback and input. The committee is made of citizens who meet regularly to discuss, support and provide input on a variety of public safety issues.
5. Supervisors collated the input from employees and citizens. The goals and objectives were finalized and composed into a workable plan.
6. Progress made toward attainment of goals and objectives will be discussed at each monthly supervisor meeting. If needed, modifications to the plan can be made then.

Hampden Public Safety Today

Hampden Public Safety provides police, fire, emergency medical and code enforcement for the citizens of Hampden. The department is led by a Public Safety Director.

Police Department: Consists of 11 full-time officers and several reserve officers. There are three Sergeants, one of which is assigned to Hampden Academy as the School Resource Officer. One of the full-time officers is assigned to the Maine Drug Enforcement Agency and another has the role of Investigator. The Investigator handles sex crimes and other complex criminal investigations. There are 1.5 officers per 1,000 residents. In 2014, the national average was 2.3 and the New England average was 2.2.

Fire Department: Consists of 11 full-time employees, most licensed at the paramedic level and several call (part-time) firefighters. There are three lieutenants with one responsible for fire inspections. Two other paramedic/firefighters are responsible for code enforcement and building inspections.

- **Fire Inspector/Health Inspector-** Reviews all fire and life safety issues. Investigates Health Officer related complaints and serves as the alternate Building Inspector and Code Enforcement Officer.
- **Code Enforcement Officer/Plumbing Inspector-** Reviews all land use, shore land use and other zoning related issues. Review, permit, and inspect all internal plumbing and SSWD installations. Manages Code Enforcement Division workflow and serves as an alternate Fire and Building Inspector.
- **Building Inspector-** Reviews any Maine Uniform Building and Energy Code (MUBEC) issue. Review, permit, and inspect all buildings for MUBEC Compliance and serves as an alternate Plumbing Inspector.

Geography/Population Trends

The Town of Hampden is located along the Penobscot River, has 39 square miles and approximately 101 miles of roadways. Hampden is home to Regional School Unit #22 which comprises the towns of Hampden, Winterport, Newburgh and Frankfort. Currently there are approximately 2,200 students in the school district. Hampden has a significant residential base with several small sub-divisions scattered throughout the community. Hampden is home to several businesses ranging from local hardware stores, to a Federal Postal Processing Plant. Hampden has two large fuel companies and a trucking company responsible for hauling heavy industrial fuels, chemicals, and building materials. Hampden will soon be home to a 144,000 sq. ft. solid waste processing and recycling facility.

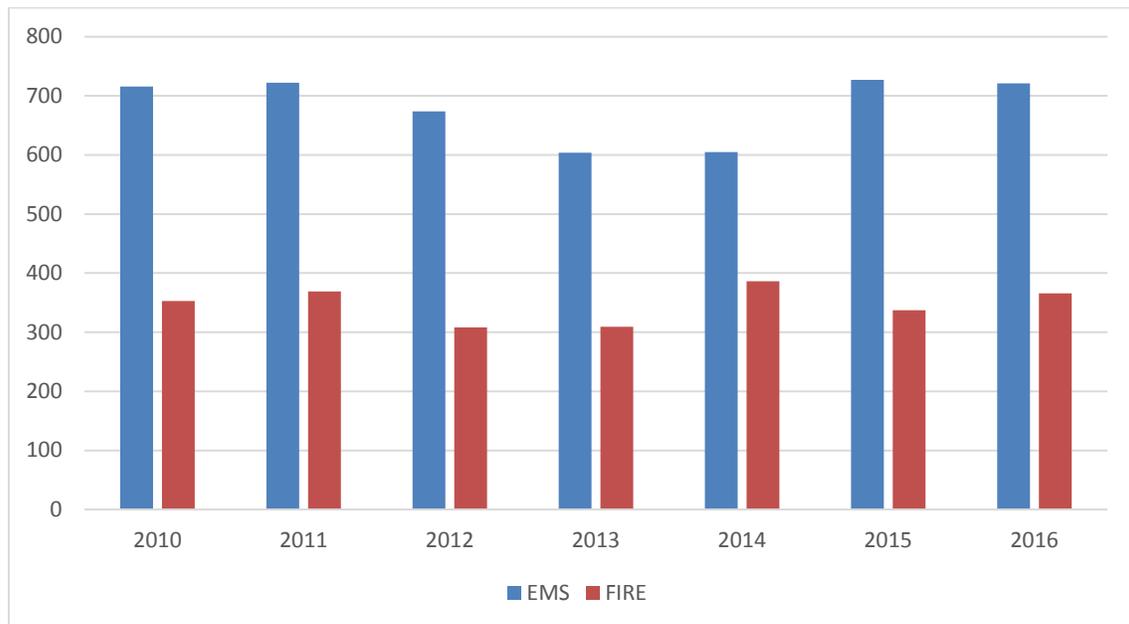
The population of the Town of Hampden grew from 6,328 in 2000 to 7,257 in 2010, an increase of approximately 15%. The estimated population in 2014 was 7,392.

In January of 2017, OnlyInYourState.com highlighted the 10 best cities in Maine to raise a family. Hampden was chosen as #1.

Workload Trends

Fire/EMS

Hampden Fire/EMS-2010-2016

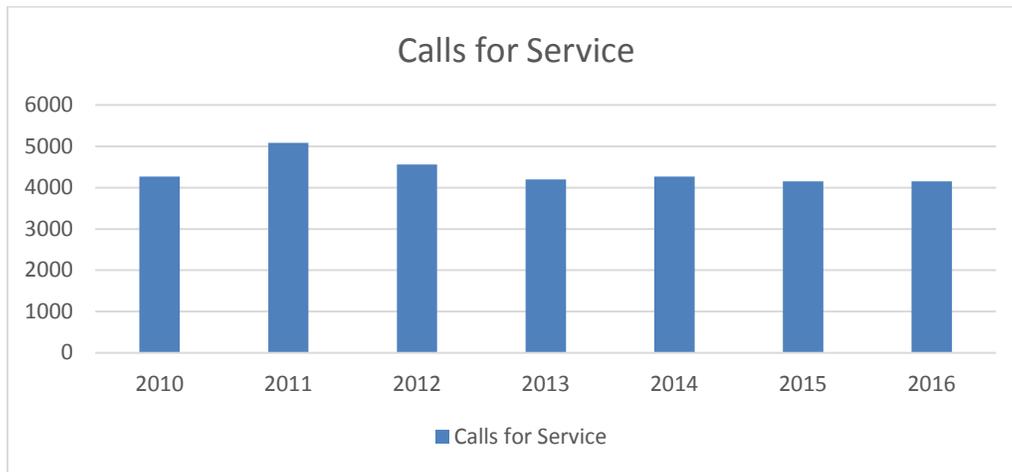


The calls for service, as measured by a computer-aided dispatch program, ranged between a low of 308 in 2012 to a high of 369 in 2011. Fire calls for service include building and cooking fires, hazardous material spills and other incidents requiring the response of a fire engine.

The EMS calls for service, also measured by a computer program, ranged from a low of 604 in 2013 to a high of 727 in 2015. In 2012, Hampden Ambulance stopped conducting primary Advanced Lifesaving Support to neighboring communities. This likely accounted for a brief reduction in calls from 674 in 2012, to 604 in 2013 and 605 in 2014. The call volume increased substantially in 2015 to 727. EMS calls for service include personal injury accidents, medical emergencies, search and rescue and other citizen requests for transport to the hospital.

Workload Trends: Police

Police-2010-2016



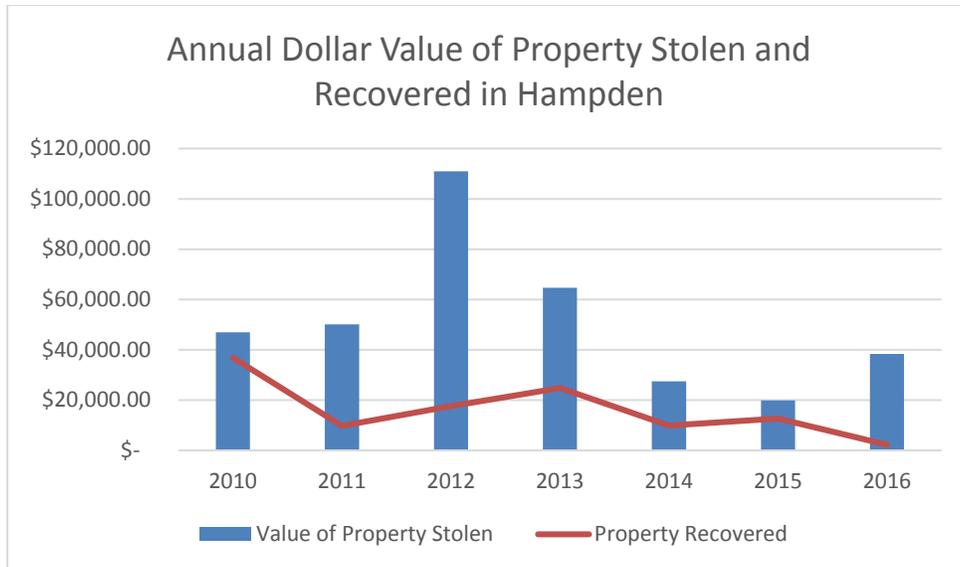
Total Hampden Police Department calls for service, as measured by the Penobscot County wide computer-aided dispatch (CAD) program, ranged from a 4148 in 2015 and 2016 and 5084 in 2011. Calls for service include any report to Hampden Public Safety, criminal charges, citizen assists and self-initiated activity.

Crime Trends - Index Crimes



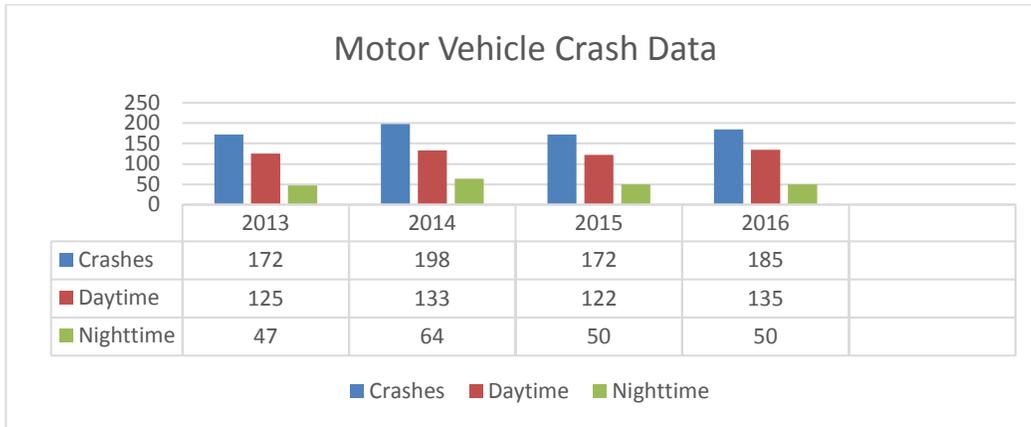
The FBI collects data from all law enforcement agencies. This program is known as “UCR” (Uniform Crime Reporting). The data collected is **limited to the offenses of murder, forcible rape, robbery, assault, burglary, larceny, motor vehicle theft, and arson**. The data is used to measure trends and distribution of crime throughout the country.

The crime index offenses were chosen for measuring purposes because combined, they represent the most common problems. Crimes are further broken down into a violent crime category (murder, forcible rape, assault, and robbery), or a property crime category (burglary, larceny, motor vehicle theft, and arson).



It's important to note that UCR data collected is based solely on police investigation as opposed to final dispositions. One should also keep in mind that there is a vast array of crimes committed daily that do not fall into either of the two recognized UCR categories; and therefore, are not indexed under this program. More information about the UCR Program may be found here: http://www.maine.gov/dps/cim/crime_in_maine/cim.htm

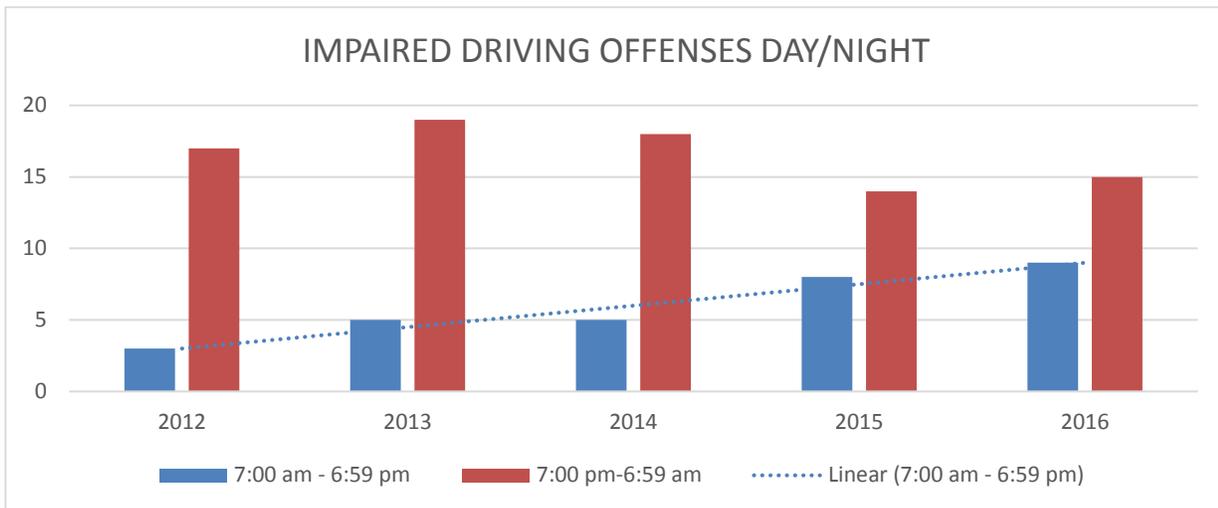
Traffic Trends



Motor vehicle crashes have been consistent over the past four years.

Driving/Operating Under the Influence

Between 2012 and 2016, Hampden saw an average of 22.4 arrests per year for driving under the influence of intoxicants. One component changed dramatically in 2015 and 2016, when we saw increase in the number of offenses occurring during the daytime hours (7:00 am – 7:00 pm). The number of OUI offenses occurring during the daytime hours ranged from 10-17.39% between 2012-2014. However, in 2015, that percentage skyrocketed to 36.36%; and then increased even further, to 37.5% in 2016.



The fact that more people are driving while impaired, and doing so during the hours that businesses and schools are open, is a serious, community-wide safety concern.

Moving Violations

Between 2010 and 2016, Hampden Police Department issued nearly 12,000 traffic citations and warnings. This included nearly 900 citations for speeding and more than 200 seatbelt citations.

Capital Improvement and Equipment

A key component to a multi-year strategic plan is to identify capital improvement projects and long-range equipment needs. Hampden Public Safety has identified the following projected expenditures:

<u>ITEM</u>	<u>APPROX. COST</u>	<u>REPLACEMENT DATE</u>
Police Vehicle	\$17,000	2017-2018
Radios	\$30,000	2022-2025
Fire Engine	\$400,000+	2023
Air Bottles	\$10,000	2020
Ambulance	\$200,000	2026
Thermal Imaging Camera	\$10,000	2016-2018
Handguns	\$6,000	2019-2020
Cardiac Monitor x 2	\$80,000	2028
Pickup Truck	\$40,000	2018-2020

Grants

Hampden Public Safety has been extremely successful over the last several years in securing grants for equipment, training, and enforcement-related activities. The following is a list of some of the equipment obtained through grants:

- Brush Truck-\$118,750
- Repeater, antenna, and associated communication equipment -\$6,311
- Taser-\$777
- Ballistic Shield-\$1,136
- Air Packs-\$59,850
- Physical Fitness-\$7,952
- Cascade System-\$38,000
- Jaws of Life-\$44,888
- Turnout Gear-\$16,378

Hampden Public Safety personnel will continue to seek grant opportunities to further enhance the equipment, training and ultimately the service to our citizens.

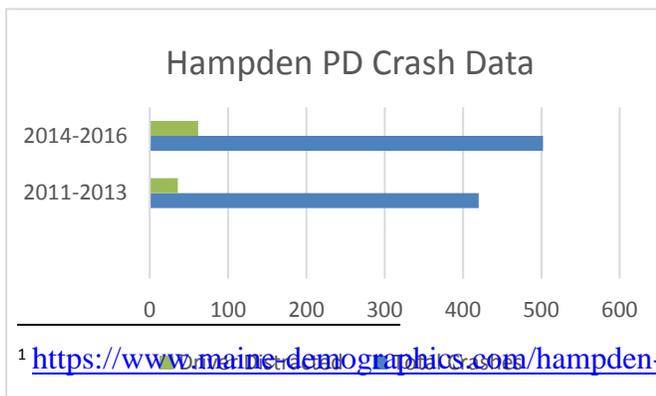
Emerging Activity

Fraud: The use of the internet, cell phones and other technology to facilitate criminal activity has increased over the last several years. Scammers attempt to obtain personal and bank account information under false pretenses and/or through intimidation.

Alzheimer's/Dementia: The State of Maine has the highest median age in the country. (44.2) The median age for residents of the Town of Hampden is 42.6.¹ Hampden Public Safety has seen an increase in Alzheimer's and Dementia related calls for service. The calls include medical emergencies and search and rescue.

Opiate Epidemic: In 2016, the State of Maine averaged one overdose death per day, totaling 376. This is a 39% increase over 2015, when 272 deaths were recorded.² The Hampden Police Department began carrying Narcan in each of its vehicles in 2016. Narcan has been administered fourteen times by Hampden Public Safety personnel since 2012, including twice by a police officer; and 2,380 times across the State of Maine in 2016 alone. This number is up from 1565 in 2015.³ The Town of Hampden has experienced two Fentanyl related overdose deaths since 2015. The opiate epidemic has also been a factor in criminal activities such as burglaries and thefts.

Distracted Driving: In 2015, 3477 people were killed and 391,000 were injured in motor vehicle crashes resulting from distracted driving⁴. In 2016, there were 3,395 crashes in Maine attributed to distracted driving. Of those, 191 were fatalities. 20% of the 3,395 crashes involved a driver talking, texting, or otherwise operating an electronic device.⁵



In Hampden, we have seen an increase in the number of crashes caused by distracted drivers. Between 2011 and 2013, 8.6% of the total crashes were determined to have been caused by distracted driving. Between 2014 and 2016, that percentage increased to 12.4%.

¹ <https://www.maine-demographics.com/hampden-demographics>

² <http://bangordailynews.com/2017/02/02/news/state/a-deadly-record-maine-averaged-more-than-an-overdose-death-per-day-in-2016>

³ <http://www.pressherald.com/2017/04/11/maine-breaks-record-for-drug-overdose-deaths-in-2016/>

⁴ National Highway Traffic Safety Administration

⁵ <http://wgme.com/features/drive-safe/pay-attention-7-stats-about-distracted-driving-you-cant-ignore>

Community Services

Hampden Public Safety endorses a customer service philosophy toward its citizens. The following services are offered:

- Residential and business property checks.
- Fingerprinting for employment
- Telecare Program (See Appendix #1)
- Good Neighbor Program (See Appendix #2)
- School Resource Officer at Hampden Academy
- Chimney Inspections
- Blood Pressure Clinics
- CPR/First Aid Courses
- EMS Clinical Rotation Site
- Rx Drug Collection
- Hampden Public Safety Citizen Advisory Committee
- Coffee with Hampden Public Safety (See Appendix #3)
- Motor vehicle lockouts
- Smoke Alarm/Red Cross Program (See Appendix #4)

Our Vision

To enhance the quality of life for all citizens.

Our Mission

The Hampden Public Safety Department is committed to creating a safe environment for all citizens. This is done by working in partnership with the community to identify and resolve public safety concerns. All Hampden Public Safety employees are devoted to providing professional and progressive fire, medical and police services.

Statement of Values

Hampden Public Safety employees will:

- Be accountable and responsive to the public.
- Display a high level of integrity in the performance of their duties.
- Be honest, sincere and compassionate.
- Strive for excellence.
- Treat citizens and co-workers with respect.
- Promote safety in all aspects of the job.
- Work cooperatively with citizens to address public safety concerns.

Goals

1. **CRIME:** A reduction in crime is an expectation of citizens. This can be done by building trust and developing partnerships with the community. Reducing crime increases the feeling of safety and improves the quality of life for all citizens.
2. **COMMUNITY OUTREACH:** Building partnerships with the community is an essential component of an effective public safety department. Actively seeking opportunities to engage citizens builds trust and legitimacy thus improving the effectiveness of public safety services.
3. **TRAFFIC SAFETY:** In 2014, over 32,000 lives were lost in the United States as a result of a traffic crash. The impact of these tragedies adversely affects states, communities, neighborhoods and families. Hampden Public Safety will work with citizens to promote vehicle, bicycle and pedestrian safety.
4. **RECRUITMENT AND RETENTION:** Hiring and retaining highly skilled, trained and community minded employees is a core component to the success of Hampden Public Safety. Supporting individual growth and skill development will empower employees to provide an exceptional public safety service to the community.
5. **PRE-INCIDENT PLANNING:** Identifying and recognizing hazardous situations before a critical incident occurs is essential to the safety of the community. Hampden Public Safety will collaborate with organizations, businesses, schools and other entities to identify and develop plans to prevent, mitigate, respond to and recover from hazardous incidents.
6. **RESPONSE TO SERVICE:** A safe and timely response promotes the protection of lives and property. Hampden Public Safety will monitor and strive to improve the response time to calls for service.
7. **PUBLIC EDUCATION:** Providing educational opportunities to all demographics of the community is essential. A citizen armed with public safety knowledge can reduce the risk of becoming a victim of crime and/or a fire and medical related incident.
8. **TECHNOLOGY/EQUIPMENT:** Technology is constantly evolving and expanding. Hampden Public Safety will seek to utilize the latest technology advances in order to engage and educate citizens.
9. **PROMOTE HEALTH AND WELLNESS:** Healthy employees are more productive and able to provide the highest quality service to citizens. Hampden Public Safety will promote and encourage a healthy lifestyle for all employees.

Plan for Attainment

GOAL 1: Crime

1.1 Reduce crime, the fear of crime, and the causes of crime to help improve the quality of life for all citizens.

Performance Measures:

- Uniform Crime Reports
- Crime Rates
- Clearance Rates
- Spillman Data
- Citizen Surveys

Objectives:

- Attend area crime and drug meetings, and disseminate information to all officers.
- Utilize drug intelligence information to obtain search warrants and build cases.
- Conduct more vigorous bail searches, particularly when affiliated with felony offenses.
- Improve citizen notifications related to crime trends, possibly utilizing the electronic sign.
- Identify crime trends more quickly and make patrol adjustment accordingly.
- Promote Tip Line on Facebook, Twitter, Hampden Highlights, etc.
- Investigate the acquisition of a tracking dog.
- Use Hot Spot mapping to monitor crime trends.
- Provide officer training on crime scene processing. All officers should attend a basic crime scene processing course.
- Obtain Maine Law Enforcement Accreditation.

GOAL 2: Community Outreach

2.1 Build trust and legitimacy through continued conversations with citizens, and work with the community to identify and resolve public safety concerns.

Performance Measures:

- The number of community outreach opportunities
- Social Media
- Citizen Advisory Committee
- Citizen Surveys

Objectives:

- Use social media to notify residents of crime trends.
- Improve public safety website.
- Put vignettes on social media.
- Link website to Facebook.
- Encourage citizens to follow us on social media applications. Put information on business cards.
- Post pictures of public safety employees on social media.
- Provide information to residents via the town newsletter.
- Conduct citizen survey every 3 or 4 years. (*See Appendix 5 for Sample of 2011 Survey*)
- Determine and keep updated a list of community resources. (food cupboards, drug resources)
- Host an Open House annually with demonstrations to highlight equipment and skills.
- Continue to promote smoke detector installation program with American Red Cross.
- Investigate other social media opportunities.
- Continue and expand the Good Neighbor Program.
- Host an annual Citizen Public Safety Academy.

GOAL 3: Traffic Safety

3.1 Reduce the number of injuries and property damage related to traffic crashes.

Performance Measures:

- The number of traffic crashes
- The number of traffic related contacts, i.e. warnings, summonses etc.
- The number of traffic stops

Objectives:

- Develop a traffic safety policy that assigns responsibilities to responders.
- Pursue traffic related grants, focusing on one each year.
- Consistently use the electronic sign.
- Conduct directive patrols in high-crash zone areas. Monthly reports on dates, times and locations.
- Provide traffic-related information to the public through the website, Facebook, and other social media.
- Consistently evaluate high traffic and crash areas. Communicate with the Department of Transportation regarding engineering and signage issues, etc.
- Encourage active traffic law enforcement.

GOAL 4: Recruitment and Retention

4.1 Hire and retain highly skilled, trained, and community-minded employees, and support their personal growth and skills development.

Performance Measures:

- Monitor longevity and turnover.
- Review size and caliber of applicant pools.
- Utilize employee evaluations and encourage feedback.

Objectives:

- Maintain pay and benefits at competitive rates, and slightly above other similar agencies.
- Allow employees to seek training to develop skills and knowledge.
- Accentuate benefit package in job advertisements.
- Continue monthly training program for call department members.
- Implement a “Career Day” at Hampden Academy or UTC with involvement of the Live-in student.
- Actively advertise call department opportunities via social media.
- Increase full-time fire/EMS staffing to 12-13 employees.
- Increase full-time police staffing to 12 employees.

GOAL 5: Pre-incident Planning

5.1 Identify and develop plans to prevent, mitigate, respond to, and recover from hazardous incidents.

Performance Measures:

- The number of hazards identified.
- The number of plans developed.
- The number of hazardous incidents.

Objectives:

- Gather information, building layouts, and hazards within the business community.
- Complete pre-plans for 75% of businesses in town.
- Plan for catastrophic events such as ice storms, chemical spills, etc.
- Conduct active shooter training every two years.
- Review and modify responses to alarms when necessary. (residential and banks)
- Provide education and training to pharmacies and banks regarding robberies, and coordinate response plans with them.

GOAL 6: Response to service

6.1 Respond to calls for service in a safe and timely manner.

Performance Measures:

- The number of public safety vehicle traffic crashes.
- Response times.

Objectives:

- Fire and EMS personnel shall maintain a two-minute exit from the building during day shifts, and three minutes on night shifts.
- Improve run cards to quickly facilitate activation of adequate resources.
- Ensure PRCC has current response information. (hydrant locations, identifications, GPM, etc.)
- Help increase the number of addresses clearly marked with numbers by promoting the house numbering program on the website and social media.

GOAL 7: Public Education

7.1 Provide public safety related educational opportunities to all citizens to help improve safety and reduce crime.

Performance Measures:

- The number of educational opportunities provided.
- The demographics reached.
- The number of citizens attending educational opportunities.
- Spillman data.
- Uniform Crime Reports.

Objectives:

- Begin and maintain a relationship with the Hampden Business Association.
- Consistently provide public safety educational programs at the junior high level.
- Increase use of social media and website for educational purposes.
- Provide on-going communication with citizens regarding current public safety trends.
- Implement monthly CPR/First-Aid classes to citizens.
- Visit each school a minimum of three times annually for public education.
- Host quarterly sessions with the elderly communities to provide information and education. Reach out to senior housing locations.
- Promote Home Box.

GOAL 8: Technology

8.1 Implement technology to enhance community engagement and the effectiveness of public safety services.

Performance Measures:

- Timely fulfillment of FOAA requests.
- The number of technological advancements.

Objectives:

- Install a monitor in the apparatus bay to track responding resources.
- Acquire proximity access for station doors.
- Acquire automatic timers with close features for apparatus bays.
- Make officers aware of NESPIN and MIAC equipment. Provide a list.
- Acquire a use-of-force simulator. Seek grant funds.
- Acquire Body Worn Cameras. Seek grant funds.
- Acquire more sophisticated and elaborate cameras for the police vehicles. Send someone to training on the use.
- Acquire mapping equipment for accident reconstruction. Seek grant funds. Send someone to training on the use.
- Acquire crime scene processing kits for each police vehicle.
- Obtain Hot Spot Mapping software to assist with tracking crime and crash trends.
- Update the roads layer sent to the State of Maine Office of GIS to include speed limits.
- Acquire an “I am Responding” computer in the television room and apparatus bay.

GOAL 9: Promote Health and Wellness

9.1 Create a work environment where good health and wellness is encouraged and promoted.

Performance Measures:

- Reduction in work place injuries.
- Reduction in the use of sick time.
- Successful completion of physical fitness standards.

Objectives:

- Develop a measurable wellness program.
- Host a wellness seminar annually and discuss topics including PTSD and dealing with stress, etc.
- Improve the hearing protection policy.

- Utilize Wellness Works programs through Maine Municipal Association. Present at the yearly public safety training.
- Promote the use of the Lura Hoit Pool.
- Provide more incentives to reach fitness goals. In lieu of the yearly assessment, employees provide documented gym sessions for a pre-determined period.
- Hire a fitness instructor to provide education on fitness and nutrition, along with the option of individual meetings to formulate fitness plans.
- Offer extra incentive to employees who complete the yearly assessment in the 70th percentile.

Hampden Public Safety Recommends TELECARE Program for Elderly Residents Living Alone

Hampden Public Safety has partnered with TELE CARE, a free daily call reassurance program offered to area elderly residents living alone.

We recognize that aging is not always graceful, and it certainly isn't easy. We all want to remain independent for as long as possible. Knowing that someone will speak with you (or your loved one) every Monday through Friday is a comforting reassurance.

TELECARE is absolutely free. A volunteer will have daily telephone contact with the enrolled member (Monday-Friday). If they are unable to reach you, they will let us know; and we will stop by your residence to see if you need assistance.

It is our goal to deliver the highest quality progressive services possible to all members of our community. The Good Neighbor Program was implemented in an effort to better serve residents with memory or cognitive impairments. We believe the TELE CARE program is an excellent additional layer of protection for our residents.

We urge all elderly folks living alone to take advantage of this free service.

TELECARE services are provided through Rosscare, an EMHS Member. For more information, or to enroll in the program, please contact them directly at 973-7848, or visit their website, www.rosscare.org.

Should you have any questions or concerns, please contact Sergeant Bailey at 862-4000, or email us at publicsafety@hampdenmaine.gov.

Appendix #1 – Telecare Program

GOOD NEIGHBOR PROGRAM

Purpose: Hampden Public Safety would like to provide support to families affected by Alzheimer's, related Dementia or other memory or cognitive impairment issues. This voluntary program is used to identify, monitor and assist families with the safety of their loved one.

How do I get started? The person with Alzheimer's, related Dementia or other memory or cognitive impairment issues, or an authorized person, can begin the process of enrolling the affected person in the Good Neighbor Program. The authorized person must submit documentation evidencing that person's authority, such as a Power of Attorney, Guardianship, or Advance Directive. The process begins by submitting a completed Participant Form to Hampden Public Safety.

Where do I get the Participant Form? The form is available at Hampden Public Safety; 106 Western Ave or on the website at <http://www.hampdenmaine.gov>.

What happens after the Participant Form is completed? The information on the Form will be made available to public safety personnel should the person become lost or reported missing. A member of Hampden Public Safety will also meet with the person and /or family to assist with providing resources if needed. The information on the Participant Form will be kept confidential by the Town of Hampden to the greatest extent permitted by law, including the privacy of health information under the Health Insurance Portability and Accountability Act (HIPPA).

How could the Good Neighbor Program be helpful? The person with Alzheimer's, related Dementia or other memory or cognitive impairment issues may leave that person's residence or other location either on foot or in a vehicle and be unsure how to get back. If someone calls to report the person missing, Hampden Public Safety will already have most of the required information, including a recent photo. This will expedite the search process and significantly increase the chances of bringing the person home safely.

Who qualifies for the Good Neighbor Program? Any Hampden resident with Alzheimer's, related Dementia or other memory or cognitive impairment issues.

Is there any cost to participate in the Good Neighbor Program? No. This is a service provided by Hampden Public Safety.

How long do I stay in the Program? The affected person will remain in the Program until the person, or an authorized person, provides the Town with written notice of withdrawal from the Program. Hampden Public Safety personnel will periodically contact the affected person, or the authorized person, to make sure that the information on the Participant Form is still accurate. The photo may also be updated.



Appendix #2 – Good Neighbor Program

*Coffee Break Café
is pleased to host a coffee session with
Hampden Public Safety.*

TUESDAY, JULY 18, 2017 7:30 AM – 8:30

Coffee Break Café, 75 Main Road North, Hampden

This is a wonderful opportunity for community members to meet and talk with some of Hampden Public Safety's personnel in a casual, relaxed, social setting.

- Do you have concerns about crime or traffic problems in your neighborhood?
- Would you like information about smoke detectors or fire extinguishers?
- Have elderly family or friends in town and wonder what resources are available?
- Need tips on the safe disposal of medications or diabetic sharps?
- Going away and need us to check on your home while vacant?

We encourage folks to stop by and join us for a cup of coffee. We welcome your questions, comments, concerns and criticism. We value your opinions, and rely on them to develop our services on community needs, and to ultimately attain our Vision—To enhance the quality of life for all citizens.

WE HOPE TO SEE YOU THERE!

Appendix #3 – Coffee with Public Safety

Smoke Alarms Save Lives

The Red Cross in Maine and
Hampden Public Safety are working
together to provide
FREE smoke alarms!

Smoke alarms
reduce your
chances of dying
in a fire by nearly
50 percent.

Hampden Public
Safety will install
**FREE smoke
alarms** and help
you create an
emergency escape
plan.



American Red Cross
Maine

To schedule an appointment for installation, call Hampden
Public Safety at 207-862-4000.

Appendix #4 – Smoke Alarm Program

Hampden Public Safety 2011 Satisfaction Survey

Police Synopsis

How much of a problem are the following issues in Hampden?

- Speeding (84.9%-moderate/big problem)
- Distracted Driving (73.6%-moderate/big problem)
- Drug Usage/Trafficking (72.4%- moderate/big problem)
- Underage Drinking (61.9%- moderate/big problem)

What police services do you feel are important to Hampden?

- Crime prevention programs (91.5%-important/very important)
- Checking on the welfare of senior citizens (91.5%-important/very important)
- Criminal investigation (91%- important/very important)
- Education programs in grades K-12 (90.8%- important/very important)
- Traffic enforcement (85.2%- important/very important)
- Drug enforcement (84.2%- important/very important)

How much impact do you think the following have in reducing crime around your property?

- Reduced availability of illegal drugs. (56.3%-big impact)
- More visible police presence. (47.4%-big impact)
- Willingness of citizens to report (41.9%-big impact)

Based on your personal experience with Hampden police officers, how would you rate them in the following categories:

follow-up, courteousness, response to initial call, knowledge, professionalism, respect for citizens, problem solving and appearance.

- All categories above 60% for good.
- Professional appearance was the highest at 79.6% for good.

How would you rate the overall performance of the police department?

- 74% of respondents rated overall performance as “good”.

Do you feel the police department is helping to raise the quality of life?

- 73.7% of respondents indicated “yes” on this question.

Appendix #5 – 2011 Satisfaction Survey Synopsis

Fire/EMS Synopsis

Based on your personal experience with Hampden Fire/EMS, how would you rate them in the following categories:

follow-up, courteousness, response to initial call, knowledge, professionalism, respect for citizens, problem solving and appearance.

- All categories above 69% for good.
- Response to initial call was the highest at 81.5% for good.

Which fire/ems services do you feel are important?

- Educational programs in grades k-12 (96.5%- important/very important)
- Community relations (96.5%- important/very important)
- Fire Extinguisher training (95.8%- important/very important)
- Fire prevention programs for adults (91.9%- important/very important)
- CPR/AED courses (91.9%-important/very important)
- Chimney inspections (90.4%- important/very important)
- 40% of respondents felt walk-in blood pressure checks was not important.

How would you rate the overall performance of the fire/ems department?

- 89.3% of respondents rated the overall performance as “good”.

To what extent do you know the firefighters/EMS providers?

- 13.1% know them by name
- 35.7% know them by face
- 51.2% don't know them at all

Do you feel the fire/ems department is helping to raise the quality of life?

- 80% responded with “yes”.

All things considered, I am happy with Hampden Public Safety.

- 78.5% agree
- 10.1% slightly agree
- 5.1% slightly disagree
- 6.3% disagree



Check One: Initial Application Reappointment Application

TOWN OF HAMPDEN
APPLICATION FOR TOWN BOARDS AND COMMITTEES

NAME: Jellison Michael L.
LAST FIRST MI

ADDRESS: 13 Summer Hampden 04444
STREET TOWN ZIP

MAILING ADDRESS (if different): _____

TELEPHONE: 862-3153 207-307-1174
HOME WORK CELL

EMAIL: mikejellison@yahoo.com

OCCUPATION: Retiree

BOARD OR COMMITTEE PREFERENCE:
FIRST CHOICE: LURA HOIT MEMORIAL POOL 12/4/17

SECOND CHOICE (OPTIONAL): _____

How would your experience, education and/or occupation be a benefit to this board or committee?

Are there any issues you feel this board or committee should address, or should continue to address?

3 YEAR

BOARD OF ASSESSMENT REVIEW
PERSONNEL APPEALS BOARD
LURA HOIT MEMORIAL POOL
HARBOR COMMITTEE

DYER LIBRARY
RECREATION COMMITTEE
BOARD OF APPEALS
HISTORIC PRESERVATION COMMISSION

5 YEAR
PLANNING BOARD

DEC 05 2017

FOR TOWN USE ONLY		Date Application Received: _____
COUNCIL COMMITTEE ACTION: <u>Services</u> - referred to Candidate	DATE: <u>12/11/17</u>	
COUNCIL ACTION: _____	DATE: <u>12/18/17</u>	
<input type="checkbox"/> NEW APPT	<input type="checkbox"/> REAPPOINTMENT	DATE APPOINTMENT EXPIRES: _____



Check One: Initial Application Reappointment Application

TOWN OF HAMPDEN
APPLICATION FOR TOWN BOARDS AND COMMITTEES

NAME: FEVERSTON, PhD James D
LAST FIRST MI

ADDRESS: 55 Dudley St Hampden, ME 04444
STREET TOWN ZIP

MAILING ADDRESS (if different): SAA

TELEPHONE: 207.863.4647
HOME WORK

EMAIL: jfeverston@roadrunner.com

OCCUPATION: College Vice President / Academic Dean - Retired

BOARD OR COMMITTEE PREFERENCE:
FIRST CHOICE: POOL Board
SECOND CHOICE (OPTIONAL): -

How would your experience, education and/or occupation be a benefit to this board or committee? Nine years plus active pool board of trustees member. Served as treasurer many years. Chief fundraiser for Susan G. Abraham Memorial Scholarship.

Are there any issues you feel this board or committee should address, or should continue to address? Continue fundraising activities to support pool programs and projects.

3 YEAR

BOARD OF ASSESSMENT REVIEW
PERSONNEL APPEALS BOARD
LURA HOIT MEMORIAL POOL
HARBOR COMMITTEE

DYER LIBRARY
RECREATION COMMITTEE
BOARD OF APPEALS
HISTORIC PRESERVATION COMMISSION

5 YEAR
PLANNING BOARD

FOR TOWN USE ONLY
Date Application Received: DEC 04 2017
COUNCIL COMMITTEE ACTION: Services - referred DATE: 12/11/17
COUNCIL ACTION: DATE:
NEW APPT REAPPOINTMENT DATE APPOINTMENT EXPIRES:



Check One: Initial Application Reappointment Application

TOWN OF HAMPDEN
APPLICATION FOR TOWN BOARDS AND COMMITTEES

NAME: LAMBERT LAST YVONNE FIRST M MI
ADDRESS: 226 MAIN RD N STREET HAMPDEN TOWN 04444 ZIP

MAILING ADDRESS (if different):

TELEPHONE: 207-945-9873 HOME WORK

EMAIL: lambert8068@roadrunner.com

OCCUPATION: RETIRED

BOARD OR COMMITTEE PREFERENCE:

FIRST CHOICE: DYER LIBRARY

SECOND CHOICE (OPTIONAL):

How would your experience, education and/or occupation be a benefit to this board or committee? The # of years I have already served, further education in Library Science, work experience of 45+ years in school system, medical office & hospital, people skills.

Are there any issues you feel this board or committee should address, or should continue to address?

3 YEAR

BOARD OF ASSESSMENT REVIEW
PERSONNEL APPEALS BOARD
LURA HOIT MEMORIAL POOL
HARBOR COMMITTEE

DYER LIBRARY
RECREATION COMMITTEE
BOARD OF APPEALS
HISTORIC PRESERVATION COMMISSION

5 YEAR
PLANNING BOARD

NOV 29 2017

FOR TOWN USE ONLY
Date Application Received:
COUNCIL COMMITTEE ACTION: Services - referred DATE: 12/11/17
COUNCIL ACTION: DATE: 12/18/17
NEW APPT REAPPOINTMENT DATE APPOINTMENT EXPIRES:



Check One: Initial Application Reappointment Application

TOWN OF HAMPDEN
APPLICATION FOR TOWN BOARDS AND COMMITTEES

NAME: Sheewood Lowell T. Je
LAST FIRST MI

ADDRESS: 63 Griffin Ave Hampden 04444
STREET TOWN ZIP

MAILING ADDRESS (if different): Same

TELEPHONE: 745-7932- cel HOME WORK

EMAIL: tsmhs@ask.com

OCCUPATION: Retired

BOARD OR COMMITTEE PREFERENCE:
FIRST CHOICE: Bd of Assessment (Review)

SECOND CHOICE (OPTIONAL): None

How would your experience, education and/or occupation be a benefit to this board or committee? Ask the Assessor

Are there any issues you feel this board or committee should address, or should continue to address?

3 YEAR

- BOARD OF ASSESSMENT REVIEW
PERSONNEL APPEALS BOARD
LURA HOIT MEMORIAL POOL
HARBOR COMMITTEE
DYER LIBRARY
RECREATION COMMITTEE
BOARD OF APPEALS
HISTORIC PRESERVATION COMMISSION

5 YEAR
PLANNING BOARD

FOR TOWN USE ONLY
Date Application Received: DEC 04 2017
COUNCIL COMMITTEE ACTION: Finance + Admin - referred DATE: 12/18/17
COUNCIL ACTION: DATE: 12/18/17
NEW APPT REAPPOINTMENT DATE APPOINTMENT EXPIRES:



Check One: Initial Application
 Reappointment Application

TOWN OF HAMPDEN

APPLICATION FOR TOWN BOARDS AND COMMITTEES

NAME: WILTBANK Joseph Kelley
LAST FIRST MI

ADDRESS: 69 Cottage Street HAMPDEN 04444
STREET TOWN ZIP

MAILING ADDRESS (if different): _____

TELEPHONE: 207-862-6190 _____
HOME WORK

EMAIL: Kelley.WILTBANK@MAINE.EDU

OCCUPATION: Retired

BOARD OR COMMITTEE PREFERENCE:
FIRST CHOICE: PLANNING BOARD

SECOND CHOICE (OPTIONAL): BOARD OF APPEALS

How would your experience, education and/or occupation be a benefit to this board or committee? Current Planning Board Member; retired ATTORNEY WORKING in the public arena familiar with municipal law, including ZONING but primarily public records and RIGHT TO KNOW laws; and government/private property rights.

Are there any issues you feel this board or committee should address, or should continue to address? updating ORDINANCES and close working relations with Council in the community's behalf.

3 YEAR

- BOARD OF ASSESSMENT REVIEW
- PERSONNEL APPEALS BOARD
- LURA HOIT MEMORIAL POOL
- HARBOR COMMITTEE

- DYER LIBRARY
- RECREATION COMMITTEE
- BOARD OF APPEALS
- HISTORIC PRESERVATION COMMISSION

5 YEAR
PLANNING BOARD

FOR TOWN USE ONLY		Date Application Received: <u>NOV 30 2017</u>
COUNCIL COMMITTEE ACTION: <u>P&D</u>	DATE: <u>12/6/17</u>	
COUNCIL ACTION: _____	DATE: _____	
<input type="checkbox"/> NEW APPT	<input type="checkbox"/> REAPPOINTMENT	DATE APPOINTMENT EXPIRES: _____

2017

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: December 13, 2017
RE: Mold in the Public Safety and Town Office building

Following up on staff concerns, expressed over time, regarding interior air quality in the Public Safety building, we hired a building inspector to conduct an inspection and run some samples of what appeared to be mold. We received the enclosed report on Nov. 30 which confirms the presence of mold in many locations. The report recommends that a licensed mold remediation company be retained to address the issue.

The exercise room on the lower level has been closed due to the presence of black mold.

The initial scope of review was limited to the Public Safety building, not the Town Offices, and we wanted to look at remediation of the entire building. We initially requested a proposal for additional investigation and recommendations by a separate firm, with the intent that this would lead to a specific scope of work that could be put out to bid. However, the cost proposal was nearly \$7,000 and, upon contacting a licensed mold remediation vendor, we decided to provide them access to the building so they could evaluate the problem and propose remediation based on their findings.

On Friday, December 8, we met with Eastern Mold Remediation, who spent over 6 hours reviewing the building and have since provided us a proposal for remediation. The proposal is 30 pages, quite detailed, including measurements of each room's dimensions, specific proposed remediation for each room, indoor humidity testing, etc., at a proposed cost of nearly \$95,000.¹ This is more than triple what we have available in the Municipal Building Reserve, and is not the complete cost since other post-remediation work would be needed (electrical, replacing carpet, replacing floor tile, etc.).

Based on the orders of magnitude costs, I see two potential options to ensure that we receive competitive pricing:

1. Prepare a detailed scope, then seek bids. We do not have the expertise on staff to do so, and this would require some cost in order to manage the scoping and bidding process.
2. Alternatively, we could prepare a more limited description of the problem, include the McClarie report as an attachment, and invite each prospective vendor to perform their own inspections based on the same access to the building that was

¹ I have not included the Eastern Mold proposal in the meeting packet so as not to potentially disadvantage them within a future purchasing process.

provided to Eastern Mold, and propose their own approach to remediation. Each prospective vendor would be invited to propose both a scope and budget. This would not result in an “apples to apples” comparison, because different vendors may recommend different remediation. However, this is the recommended approach to purchasing, in order to move forward more quickly and to avoid the need for up-front costs.

I therefore request Council authorization to waive the Bid Procedures for Public Purchasing pursuant to Sec. 4(a), to allow us to solicit quotations from at least three prospective vendors, rather than preparing a detailed scope and formal RFP. Due to the anticipated cost of the work, the award of a contract to a specific vendor would come back before the Council for approval.

I also seek Council approval of a budget adjustment in order to transfer \$100,000 from FY18 Overlay to the Municipal Building Reserve for the purpose of mold remediation and related expenses. The FY18 mil rate resulted in an overlay amount of \$234,508 which would be reduced by the requested budget adjustment. By leaving the current balance in the Municipal Building Reserve (\$31,598) intact, this would not reduce the funds available for other anticipated reserve funding projects including the public safety flooring (\$20k of the balance is earmarked for this purpose) and \$5k earmarked for future roof replacement.

Finally, I request Council authorization of Municipal Building Reserve funds in the amount of \$100,000. This is not expected to cover the complete costs of remediation, but would allow us to proceed in good faith with inviting vendor proposals.

The authorized reserve funding would also be eligible for costs related to mold remediation, many if not all would probably not be included in the primary work scope. A preliminary list of potential (or known) related costs follows:

Other Costs related to Mold Remediation

- Duct cleaning
- HVAC system cleaning
- Additional ventilation in lower level (new ceiling fans)
- Replace stained or damaged ceiling tiles (included in proposed Eastern scope)
- Electrical services to swap out motion sensor switches for improved ventilation
- Staff overtime as necessary to prepare the building for remediation, remove all files and re-file, etc.
- Potential security company or staff time to monitor the building during contractor work. (Eastern’s proposal was based on their weekend and 24-hour shift rate).
- Contractor to remove floor tiles, carpet, base molding, etc.
- Materials
 - o Floor tile, carpet etc.
 - o Replacement equipment (treadmill, TV, mattresses, mattress covers, fans)
- Possible future dehumidification
- Plastic totes for all existing files
- Potential housing for live-in – fire intern
- Cost of potential closure of town office during anti-microbial treatment

If any of these related costs would exceed \$10,000, the Council may be requested to separately authorize purchasing via a quotation system in favor of an RFP.

We expect some disruption of Town operations will be unavoidable to accommodate the work, which may include limited closure of the building or certain departments. Once a vendor is selected we would put together a schedule with the goal of getting the work done efficiently while minimizing disruptions.

We have submitted information to our Property/Casualty Insurer, MMA, and we expect that insurance may cover up to \$50,000 of costs. We hope to have more definitive information on the insurance coverage before Monday's meeting.

McClarie Building Inspections, LLC

P.O.Box 2684

Bangor, ME 04402

Tel: 207-735-8800

Town of Hampden
RECEIVED

NOV 30 2017

Office of the
Town Manager

November 27, 2017

Mold Inspection Report

Client: Town of Hampden
Inspection Site: Hampden Public Safety Building
Hampden, ME 04444

Summary

At the request of the client, a mold inspection was performed at the above property on November 17, 2017. Air samples were taken outside of the front and back doors to establish a baseline for the site. This is done because there are no set guidelines for mold from the EPA like there is for radon. Air samples were taken inside the building in the following areas: at the back of the fire bay, men's locker room, right bedroom on the lower level, women's locker room, fitness room, dispatch, end of hall by the bedrooms on the main level, and in Chief Rogers office. Tape lift samples were taken in the following areas: above the ceiling in the fire bay, the air vent at the top of the ramp from the fire bay, the air vent in the men's locker room, the wall in the women's locker room, the water stain on the ceiling of the fitness room, the water stain on the ceiling of Chief Roger's office, the air vent in the dispatch area, and the air vent in the lobby. Conditions during the sampling were as follows; outside temperature was 45 degrees. Relative humidity outside was 62%. Indoor temperatures were between 65 degrees and 70 degrees. Relative humidity inside was 31-36 %. All samples were sent to Northeast Labs for analysis. A copy of the lab report is attached to this report. Also included with the report are a Fungal and Mold Glossary, and a page from the Home Health Standard with formulas on determining whether fungal reservoirs exist in the building.

Following are some bullet points from the air sampling and tape lift results:

- The primary areas with the heaviest mold spore counts were the men's locker room, the women's locker room, and the fitness room.
- Cladosporium counts (air samples) were high in the women's locker room, the fitness room, and very high in the men's locker room.
- The only site where Chaetomium was found was in the fitness room.
- Chaetomium can grow under the same conditions as Stachybotrys (Black mold), and when they are detected in amplified quantities in the indoor air, it might be a sign that conditions exist conducive to Stachybotrys growth.
- Stachybotrys (black mold) was found on a tape lift sample taken from a stain on the fitness room ceiling.
- Cladosporium, Alternaria, and Ulocladium are considered major indoor allergens which can lead to symptoms ranging from hay fever to asthma. All three of these were found in many tape lifts and air samples.

After reading the lab report and researching the types of molds present, it is recommended that a licensed mold remediation company be consulted and/or hired to further investigate and do whatever is necessary to make the building safe for occupancy.

Inspected by: *Steven C. McClarie* 11/27/17

Steven C. McClarie

InterNACHI Inspector # NACHI11010101

McClarie Building Inspections, LLC

Client: McClarie Building Inspections
Address: 15 Eighteenth St
Bangor, ME 04401

Date Sampled: 11/17/2017
Date Received: 11/20/2017
Date Reported: 11/22/2017
Project Name: Hampton
Project Number: 14058

1-800-244-8378 Phone
1-207-873-7022 FAX
227 China Rd., Winslow,
Maine 04901
www.NeLabServices.com
NEL report ID 101707257-74

S.O.P 4.3.24

Sample Type: SPORE TRAP

Analysis Report - Spore Trap Direct Exam

Sample Description	1 Side Entrance		2 Lower Entrance		3 Back Wall of Bay		4 Mens Locker Room		5 Right Bedroom	
Sample Number	101707257		101707258		101707259		101707260		101707261	
Volume Sampled	150		150		150		150		150	
Background Debris	1		1		4		3		4	
	Raw Ct.	Ct./m3	Raw Ct.	Ct./m3	Raw Ct.	Ct./m3	Raw Ct.	Ct./m3	Raw Ct.	Ct./m3
Total Mold Spores & Fragments	32	850	36	960	5	130	68	1,800	5	130
Alternaria					1	27			1	27
Ascospores	13	350	16	430						
Basidiospores	18	480	12	320	2	53				
Chaetomium							55	1,500		
Cladosporium			4	110			7	190		
Mycelial Fragments							6	160		
Myxomycetes/Smuts			2	53	1	27			1	27
Ulocladium									3	80
Unknown Spores	1	27	2	53	1	27				
Comments										

(1) Debris Rating Scale: 0 = No trace visible; 5 = Contiguous debris. Background debris levels greater than 3 indicate poor visibility for the analyst reading the slide, which can result in under-counting of small spores such as those from members of the Aspergillus/Penicillium-like group.
Note: Values may not appear to be additive due to rounding of numbers. 100% of Sample Trace examined for anomolies, spore clusters and Stachybotrys / Memnionella spores.
Reporting limits vary depending on amount of air sampled. 30L - 133 counts/m³, 75L - 53 counts/m³, 150L - 27 counts/m³.

No discernable field blank was submitted with these samples.

Report Reviewed By:



Brett Goodrich, Manager, Environmental Microbiology Dept.

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Client: McClarie Building Inspections
 Address: 15 Eighteenth St
 Bangor, ME 04401

Date Sampled: 11/17/2017
 Date Received: 11/20/2017
 Date Reported: 11/22/2017
 Project Name: Hampton
 Project Number: 14058

1-800-244-8378 Phone
 1-207-873-7022 FAX
 227 China Rd., Winslow,
 Maine 04901
 www.NeLabServices.com
 NEL report ID 101707257-74

S.O.P 4.3.24

Sample Type: SPORE TRAP

Analysis Report - Spore Trap Direct Exam

Sample Description	6 Womans Locker Room		7 Fitness Room		8 Dispatch		9 End of Hall By BR's		10 Chiefs Office	
Sample Number	101707262		101707263		101707264		101707265		101707266	
Volume Sampled	150		150		150		150		150	
Background Debris	3		3		4		3		4	
	Raw Ct.	Ct./m3	Raw Ct.	Ct./m3	Raw Ct.	Ct./m3	Raw Ct.	Ct./m3	Raw Ct.	Ct./m3
Total Mold Spores & Fragments	41	1,100	19	510	6	160	3	80	9	240
Alternaria	1	27								
Ascospores	1	27	4	110						
Basidiospores	13	350	2	53						
Chaetomium			1	27						
Cladosporium	20	530	6	160	1	27				
Mycelial Fragments			2	53	1	27			6	160
Myxomycetes/Smuts										
Ulocladium	2	53	1	27	1	27	1	27	1	27
Unknown Spores	4	110	3	80	3	80	2	53	2	53
Comments										

(1) Debris Rating Scale: 0 = No trace visible; 5 = Contiguous debris. Background debris levels greater than 3 indicate poor visibility for the analyst reading the slide, which can result in under-counting of small spores such as those from members of the Aspergillus/Penicillium-like group.
 Note: Values may not appear to be additive due to rounding of numbers. 100% of Sample Trace examined for anomolies, spore clusters and Stachybotrys / Memnionella spores.
 Reporting limits vary depending on amount of air sampled. 30L - 133 counts/m³, 75L - 53 counts/m³, 150L - 27 counts/m³.

No discernable field blank was submitted with these samples.

Report Reviewed By:

Brett Goodrich

Brett Goodrich, Manager, Environmental Microbiology Dept.

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**Analysis Report
Direct Microscopic Exam**

Client: McClarie Building Inspections
Address: 15 Eighteenth St
Bangor, ME 04401

Date Sampled: 11/17/2017
Date Received: 11/20/2017
Date Reported: 11/22/2017
Project Number: 14058
Project: Hampton
NEL report ID 101707257-74

SOP: Tape 4.3.25 Swab 4.3.26 Bulk 4.3.27

Lab Number	Sample Type	Description	Background Debris (1)	Mold Growth (2)	Comments
101707267	TAPE LIFT	1 Ceiling In Bays	3	4 Ulocladium	
101707268	TAPE LIFT	2 Vent At Top Of Ramp	2	4 Cladosporium	
101707269	TAPE LIFT	3 Vent In Locker Room	3	5 Cladosporium	

Qualitative Scale: ND = Not Detected; 1 = Lowest (Trace); 5 = Highest (Heavy or Highly Abundant Presence)
*= Spores only, no growth structures present.

- (1) Background particles include organic and inorganic debris from a variety of sources, and generally occur as a result of settling from an airborne state.
- (2) Mold observed with associated vegetative structures (unless otherwise indicated). In addition to a relative numerical abundance rating, molds present are identified to the highest level possible. Mold growing at level 4 or above could obscure the visibility of other, smaller mold growing under and/or within the heavily growing mold.

Report Reviewed By:



Brett Goodrich, Manager, Environmental Microbiology Dept.

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**Analysis Report
Direct Microscopic Exam**

Client: McClarie Building Inspections
Address: 15 Eighteenth St
Bangor, ME 04401

SOP: Tape 4.3.25 Swab 4.3.26 Bulk 4.3.27

Date Sampled: 11/17/2017
Date Received: 11/20/2017
Date Reported: 11/22/2017
Project Number: 14058
Project: Hampton
NEL report ID 101707257-74

Lab Number	Sample Type	Description	Background Debris (1)	Mold Growth (2)	Comments
101707270	TAPE LIFT	4 Womens Locker Room	2	4 Cladosporium	
101707271	TAPE LIFT	5 Ceiling In Fitness Room	2	4 Stachybotrys	
101707272	TAPE LIFT	6 Chiefs Office Ceiling	3	3 Ulocladium	

Qualitative Scale: ND = Not Detected; 1 = Lowest (Trace); 5 = Highest (Heavy or Highly Abundant Presence)
* = Spores only, no growth structures present.

- (1) Background particles include organic and inorganic debris from a variety of sources, and generally occur as a result of settling from an airborne state.
- (2) Mold observed with associated vegetative structures (unless otherwise indicated). In addition to a relative numerical abundance rating, molds present are identified to the highest level possible. Mold growing at level 4 or above could obscure the visibility of other, smaller mold growing under and/or within the heavily growing mold.

Report Reviewed By:



Brett Goodrich, Manager, Environmental Microbiology Dept.

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**Analysis Report
Direct Microscopic Exam**

Client: McClarie Building Inspections
Address: 15 Eighteenth St
Bangor, ME 04401

Date Sampled: 11/17/2017
Date Received: 11/20/2017
Date Reported: 11/22/2017
Project Number: 14058
Project: Hampton
NEL report ID 101707257-74

SOP: Tape 4.3.25 Swab 4.3.26 Bulk 4.3.27

Lab Number	Sample Type	Description	Background Debris (1)	Mold Growth (2)	Comments
101707273	TAPE LIFT	7 Vent in Dispatch	3	N.D.	
101707274	TAPE LIFT	8 Vent In Lobby	4	N.D.	

Qualitative Scale: N.D. = Not Detected; 1 = Lowest (Trace); 5 = Highest (Heavy or Highly Abundant Presence)
* = Spores only, no growth structures present.

- (1) Background particles include organic and inorganic debris from a variety of sources, and generally occur as a result of settling from an airborne state.
- (2) Mold observed with associated vegetative structures (unless otherwise indicated). In addition to a relative numerical abundance rating, molds present are identified to the highest level possible. Mold growing at level 4 or above could obscure the visibility of other, smaller mold growing under and/or within the heavily growing mold.

Report Reviewed By:



Brett Goodrich, Manager, Environmental Microbiology Dept.

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Ship samples to: Phone: 1(800) 244-8378
 227 China Road Email: info@nelabservices.com
 Winslow, Maine 04901 Website: www.nelabservices.com

Chain of Custody Record Environmental Microbiology Analysis

Client: <i>MCClarke Building Inspections</i>					Lab Use Only	
Address: <i>P.O. Box 2684</i>						
City, State, Zip: <i>Bangor, ME 04402</i>						
Contact: <i>Steve McClarne</i>						
Phone: <i>735-8800</i> Fax: _____						
Email: <i>mccclarkebuildinginspections@gmail.com</i>					Project #: <i>14058</i>	Project Name: <i>Hampden</i>
Sampled by: <i>Steve McClarne</i>					Report by: Fax <input type="checkbox"/>	Email <input checked="" type="checkbox"/> Regular Mail only <input type="checkbox"/>
Turnaround*: <input checked="" type="checkbox"/> Standard (2-Day)			Next Day (as available)		RUSH - Same Day (surcharge applies)	
Sample Type Codes						
AC = Air Culture Plate		BS = Bulk Solid		RCS = RCS Air Strip		ST = Spore Trap
AND = Anderson Plate		BURK = Burkard/Allergenco Slide		SAS = SAS Plate		T = Tape Lift
AOC = Air-O-Cell Cassette		D = Dust		S = Surface Swab		W = Water
				WC = Wall Cavity (air)		WP = Wipe
						O = Other (describe)
Sample Information						
Lab No.	Sample Identification	Type	Date/Time	Volume/Area	Analysis Requested**	
<i>101707257</i>	<i>1) Side Entrance</i>	<i>AOC</i>	<i>11/17 9:16</i>	<i>150 L</i>	<i>Mold</i>	
<i>58</i>	<i>2) Lower Entrance</i>	<i>AOC</i>	<i>11/17 9:21</i>	<i>150 L</i>	<i>Mold</i>	
<i>59</i>	<i>3) Back Wall of Bay</i>	<i>AOC</i>	<i>11/17 9:42</i>	<i>150 L</i>	<i>Mold</i>	
<i>60</i>	<i>4) Mens Locker Room</i>	<i>AOC</i>	<i>11/17 10:10</i>	<i>150 L</i>	<i>Mold</i>	
<i>61</i>	<i>5) Right Bedroom</i>	<i>AOC</i>	<i>11/17 10:55</i>	<i>150 L</i>	<i>Mold</i>	
<i>62</i>	<i>6) Womens Locker Room</i>	<i>AOC</i>	<i>11/17 10:58</i>	<i>150 L</i>	<i>Mold</i>	
<i>63</i>	<i>7) Fitness Room</i>	<i>AOC</i>	<i>11/17 11:16</i>	<i>150 L</i>	<i>Mold</i>	
<i>64</i>	<i>8) Dispatch</i>	<i>AOC</i>	<i>11/17 11:43</i>	<i>150 L</i>	<i>Mold</i>	
<i>65</i>	<i>9) End of Hall by BES</i>	<i>AOC</i>	<i>11/17 11:58</i>	<i>150 L</i>	<i>Mold</i>	
<i>66</i>	<i>10) Chiefs Office</i>	<i>AOC</i>	<i>11/17 12:10</i>	<i>150 L</i>	<i>Mold</i>	
Spore Traps - Brand & Type (e.g. Cyclex slide, AirOO-Cell Cassette, Laro-100, etc.):						
Air Culture Plates - Sampler & Type (e.g. Anderson N6, SAS-100, etc.):						
Special sample information, testing or reporting instructions:						

Custody Record				
Date	Time	Samples relinquished by:	Samples received by:	Comments
<i>11/18/17</i>	<i>9:00</i>	<i>Steve McClarne</i>	<i>Bangor Post Office</i>	
			<i>11/20/17 10:30 EWL</i>	

*Turnaround times are for Direct-Exam analysis only and are contingent on daily workload; culture sample turnaround is 5-6 business days. Please contact NEL prior to submitting samples for same-day turnaround.
 **Analysis Requested. Please describe or use NEL Analysis Code.

NORTHEAST LABORATORY SERVICES
SAMPLE RECEIPT CONDITION REPORT

Client: McClaire Building Inspections

NEL Sample Number/Range: 101707257-74

Project: Hampton

Tracking Number: 9505 5137 6519 7322 1406 25

Date/Time Received: ^{EWL 11/20/17} 11/20/17 1030 Initials: EWL

Rush? Yes No TAT

INDOOR AIR QUALITY

- | | Yes | No |
|------------------------------------|-------------------------------------|--------------------------|
| 1. Is the COC properly filled out? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 2. Do sample labels match the COC? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 3. Are samples in good condition? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

Comments: _____

CONTROLLED

Data Interpretation

Non-Viable Sampling Data

The following table is used for assessing, based on non-viable sampling if there is a reservoir of mold contamination indoors. This is done by comparing spore types detected in indoor samples to the outdoor samples. Based on the test data from the laboratory, determine which category the sampling results fall into. Where multiple samples are taken at different locations in a home, use the worst case results for determining how many points a house gets in grading sheet section of this document. Note: The test results from each sampling location are to be averaged and then compared to determine the worst case location.

Spore Types	Indoor Fungal Reservoir Unlikely	Cannot Exclude Indoor Fungal Reservoir	Indoor Fungal Reservoir Likely
Outdoor spore types	IA < 1.2X total OA	IA < 2X total OA	IA > 2X total OA
Penicillium/Aspergillus	IA < OA + 300	IA < OA + 800	IA > OA + 800
Stachybotrys	IA < OA	IA < OA +10	IA > OA + 10
Chaetomium	IA < OA	IA < OA +20	IA > OA + 20
Mycelium fragments	IA < OA + 150	IA < OA + 300	IA > OA + 300
Σ Diverse spores	IA < OA + 400	IA < OA + 800	IA > OA + 800

Values are in spores/m³

IA = indoor air OA = outdoor air

Reference: *Spore trap matrix*, German government's mold assessment and remediation guideline presented the 10th annual VDB fungal conference. Cited in *Indoor Environment Connections* by Peter Sierck.

Viable Sampling Data

The following matrix is used for assessing indoor environments based on viable mold sampling following the direction under Non-viable sampling data.

Indoor Fungal Reservoir Unlikely	Cannot Exclude Indoor Fungal Reservoir	Indoor Fungal Reservoir Likely
<p>With the exception of <i>Cladosporium</i>, no individual organism > 50 CFU/ M³ of the total</p> <p>Average of indoor samples <300 CFU/M³</p>	<p>With the exception of <i>Cladosporium</i>, no individual organism > 50 CFU/ M³ of the total</p> <p>Average of indoor samples >300 CFU/M³</p>	<p><i>Stachybotrys</i> is detected</p> <p>or</p> <p><i>Aspergillus</i>, <i>Penicillium</i> or other water-damage indicator type molds > 50 CFU/ M³ outdoor levels</p> <p>or</p> <p>A species of mold detected indoors in amounts ≥10x outdoor level of same species</p> <p>or</p> <p>Average of indoor samples 1000 CFU/m³</p>

Reference: The Indoor Air Quality Association (IAQA) has a guideline of 300 CFU/m³ maximum for culturable fungi. However, the >300 CFU/m³ is not intended to represent a threshold value having a medical or health significance, nor is it necessarily representative of an unacceptable indoor environment. Rather, it is intended to be a "reactionary threshold" to incite further investigation as to the cause of what is considered to be an above average concentration for culturable indoor fungi.

**Hampden Public Safety
Fire Department**

To: Hampden Town Council

From: Hampden Fire Department

Date: December 6, 2017

Re: Maine Municipal Association Safety Enhancement Grant- Award Notification

Maine Municipal Association Safety Enhancement Grant- Award notification and request to use grant matching funds to purchase awarded equipment.

The Hampden Fire Department has been notified by Maine Municipal Association that we have successfully secured grant funding for (2) Scott Sight SCBA masks with built in thermal imaging camera. **The total cost of this project is \$3,000.00 MMA's share is \$2,000.00. The Town of Hampdens share is \$1,000.00.** If approved by the council, the \$1000.00 would be funded from the matching grant account. The Fire Department is looking for council approval to move forward with this project as it will be a huge asset to our operation.



The Ed MacDonald
Safety Enhancement Grant Application

Name: Jason Lundstrom Title: Lieutenant
Entity (City/Town etc.): Hampden Department: Fire Department
Mailing Address: 106 Western Ave City: Hampden ME Zip: 04444
Phone: (207) 974-9783 Cell Phone: Same



If you have not read all of the instructions, please do so now!

Please describe the safety equipment/services you are considering purchasing. Include the intended purchase, installation or completion date for your project.

Why is this safety equipment/service needed? (You are welcome to attach additional sheets). If this is to replace old or obsolete equipment please attach photos. *Photos are required for ergonomic equipment requests.*

How will this safety equipment/service help to reduce workplace injuries and provide your entity with a safer work environment? (Use additional page if necessary)

Cost (or quote) of equipment/service. (Attach to application).

Have you committed funds for your portion of this activity? Yes No

Have you applied for or received grants or funding from other sources for this endeavor? Yes No

If Yes, from whom: _____ Amount (\$): _____

Jason Lundstrom Date _____
Applicant Signature Date
Jason Lundstrom
Print Name
Lieutenant
Title

Angus Jennings Date 2/26/17
Key Official Signature Date
(City/Town Mgr./Selectperson)
Angus Jennings
Print Name
Town Manager
Title

For further information regarding this program, please contact our:

Loss Control Technician at 1-800-590-5583

Please send the completed application & supporting documents via email to safetygrants@memun.org, or fax to 207-624-0127 or mail to:

Maine Municipal Association, Risk Management Services

Attn: Loss Control Department

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

(Please keep a copy for your records)



HAMPDEN PUBLIC SAFETY

Police - Fire - EMS
106 Western Avenue
Hampden, Maine 04444
Phone 207-862-4000



MMA Safety Enhancement Grant Hampden Fire Department

The Hampden Fire Department is considering the purchase of (2) Scott Sight SCBA masks. Our purchase would include the following:

- (2) Scott Sight SCBA Masks with built in thermal imaging camera



- **Total Project Cost- \$3000.00**
- **Town of Hampden Share- \$1000.00**
- **MMA Safety Enhancement Share- \$2000.00**
- The purchase of this equipment would be made within 30 days of receiving grant funds for this project.

Why is the requested equipment needed and how will it reduce the frequency and/or severity of workplace injuries?

The Hampden Fire Department recognizes the safety of their employees as a top priority. We specifically chose Scott Sight SCBA masks as our focus for this project as we know that the use of the masks will directly reduce the occurrence of workplace injury and increase life safety. By purchasing SCBA masks with built in thermal imaging capability we are enabling our firefighters to rapidly locate downed firefighters in zero visibility conditions. All of our firefighters wear the same size SCBA mask, meaning that the requested equipment can be worn by all members of the department at different times stretching the grant funds to benefit the entire department. In addition to being able to locate downed firefighters, we will be able to locate fire in walls and void spaces otherwise not visible to the human eye. Another benefit of the Scott Sight mask is the ability to work hands free. With the thermal camera located in the SCBA mask firefighters can work with both hands making rescues enhancing the overall safety of the firefighter and the victim being rescued.

The Hampden Fire Department responds as the Rapid Intervention Team (RIT Team) to many mutual aid departments. The goal of the RIT team is to rescue downed firefighters. If awarded, our plan is to place one mask in service in our rapid intervention pack to be worn by the leader of the RIT team. This will increase the proficiency and the overall safety of our firefighters and is directly tied to improving life safety. The second mask would be placed in a protective SCBA mask bag and would be assigned to the Fire Officer on duty. We carefully considered how we would use the masks before submitting this proposal. We are very confident that the proposed product will enhance the overall safety of our firefighters. This product drastically enhances our situational awareness and allows us to operate safer than we ever have before.

In conclusion, the proposed Scott Sight SCBA masks will undoubtedly help to minimize the potential for injury and lost time on the job. Firefighting is an inherently dangerous job, but with the right tools we can drastically reduce the risk to our firefighters. We sincerely appreciate your consideration and ask you to look favorably on our request.

****Included in this application is a product informational sheet from Scott Safety as well as a quote for the requested equipment.

Quote



Industrial Protection Services, LLC

220 Ballardvale St, Wilmington, MA 01887

125 Roberts Rd Ste 4, South Portland, ME 04106

www.ipp-ips.com

Date: 27-Sep-2017

Bill To: Chief Joseph Rogers
Hampden Fire Department
106 Western Avenue
Hampden, Me 04444
207-862-4586
N/A

Ship to: Chief Joseph Rogers
Hampden Fire Department
106 Western Avenue
Hampden
Me 04444
207-862-4586

Salesperson		Shipping Method	Purchase Order No	
Jon Marshall		UPS Gnd	Required	
Qty	Item #	Description	Each Price	Line Total
2	201582-01	Scott Sight-Full Kit Medium 5-Strap	\$1,500.00	\$3,000.00

Jon Marshall

Email: jmarshall@ipp-ips.com

Cell: 207-751-5945 Fax: 978-658-0257

Quoted Freight Charges

Total \$ 3,000.00

SCOTT SIGHT

When you wear Scott Sight, you get more than constant thermal vision. You get your hands back. That's because unlike other hand held thermal imaging cameras, Scott Sight combines a camera with a display in the face piece without the need for reaching down and lifting a camera up. Firefighters now have both hands free for effective communication, victim extraction and carrying tools.

Firefighters have used hand-held thermal imaging cameras since the 1990s to see through the thick smoke often encountered during fires. Advancements in thermal imaging technology have now reduced the size of the components and enabled new applications. Scott Sight's revolutionary design integrates a lightweight camera and display in the firefighter's mask, keeping the thermal image in view at all times.



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[SERVICE](#)
[Login](#)
[Register](#)

Scott Sight Mobile Configuration Application

Available for download on IOS or Android - Configures IMD to customize brightness, icon layouts, temperature displays and display colors.

NEW! Simultaneous Power Off - Power off both the In-Mask Display (IMD) & TIC by a single button press on the IMD.

NEW! IMD instantaneous On - Power the IMD on with a one second push on the IMD power button.

NEW! Standby Mode - Activate Standby Mode with a single push of the TIC power button.

Enhanced situational awareness - improved hot zone accountability.

Powerful and light - At 8 1/2 ounces you won't even know it's there.

Fits any AV-3000 HT facepiece - Buy altogether as a completed kit or upgrade your current AV-3000 HT facepiece.

In-mask display - See a clear image unobstructed by the environment.

Adjustable display - Configurable to your line of sight.

Minimum four-hour battery life - Powered by simple, everyday AAA batteries.

NIOSH Certified to NFPA 1981, 2013 ed, NIOSH 42CFR Part 84, UL 913 6th ed, ATEX, IECEx and IP 66/67

[Documents](#) [Additional Information](#) [Related Products](#)

Additional Product Information

Scott Sight in the News:

Design Week - New firefighter's mask design lets wearers battle blazes better.
Digital Trends - In-mask thermal imaging helps firefighters find victims trapped in burning buildings.
Engadget - Firefighter mask offers hands-free thermal imaging.
Fire Apparatus Magazine - Editor Chris Molisone checks out the new Scott Sight.
Firefighter Nation - Breakthrough show for Scott Safety at FDIC 2016.
Fox News (Local) - Raytown fire department gets new masks with built-in thermal imaging cameras.
Fox News (National) - In-mask thermal imaging helps firefighters find victims trapped in burning buildings.
Gizmodo - This thermal imaging helmet gives firefighters Predator vision.
Gizmag - Scott Sight mask gives firefighters hands-free vision.
Popular Mechanics - New mask puts thermal imaging right in a firefighter's field of view.
The Science Explorer - Newly developed firefighter mask contains built-in thermal imaging.
Trend Hunter Tech - The Scott Sight mask allows for hands-free thermal imaging.

EXHIBIT A
FORM OF CERTIFICATE OF TOWN

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

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

Gentlepersons:

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

The undersigned do hereby certify:

1. That they are the Individual Trustees of the Trust.
2. The Individual Trustees have approved use of property held in the Fund for purposes set forth in the Trust Indenture, in the amount set forth below.
3. You are hereby directed pay to **Town of Hampden, General Fund** the sum of \$4,036.00 from Environmental Trust, Principal.

INDIVIDUAL TRUSTEES

Kerry L. Woodbury

Renett A. White

[Signature]

CERTIFICATE OF TOWN CLERK

The undersigned DOES HEREBY CERTIFY:

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

 Printed Name: _____
 Clerk, Town of Hampden

cc: Town of Hampden

Eligible Costs Incurred, Proposed for Environmental Trust Reimbursement

Date	Paid	Vendor	Purpose	Expense	Category of Stormwater Management Cost					Source of Proposed Reimbursement			Date to Env. Trust	
					Maintenance	Compliance Documentation	Supplies	Contracted Services	Training/Travel	Principal	Income	Receipt		
07/01/17	08/16/17	Bangor Area Stormwater Group	2017-18 membership dues	\$ 4,000.00		\$ 4,000.00					\$ 4,000.00	Y	9/12/2017	
06/14/17	07/19/17	National Stormwater Center	Training fees for 2 employees to attend 2-day training	\$ 1,548.00				\$ 1,548.00			\$ 1,548.00	Y	9/12/2017	
07/12/17	08/02/17	E.J. Prescott	Pipe/materials for culverts	\$ 180.00	\$ 180.00						\$ 180.00	Y	9/12/2017	
07/19/17	08/09/17	E.J. Prescott	MDOT blanket	\$ 720.00		\$ 720.00					\$ 720.00	Y	9/12/2017	
07/21/17	08/09/17	Whitmore Contracting Inc.	Griffin Ave culvert replacement	\$ 4,185.00			\$ 4,185.00				\$ 4,185.00	Y	9/12/2017	
07/21/17	08/09/17	E.J. Prescott	MDOT blanket	\$ 540.00		\$ 540.00					\$ 540.00	Y	9/12/2017	
08/15/17	09/13/17	E.J. Prescott	Materials for stormdrain ditch lining erosion control	\$ 813.60		\$ 813.60					\$ 813.60	Y	9/12/2017	
08/22/17	09/13/17	E.J. Prescott	Materials for stormdrain ditch lining erosion control	\$ 813.60		\$ 813.60					\$ 813.60	Y	9/12/2017	
09/04/17	09/06/17	Sean Currier	Mileage and expenses for DPW Director and Code Enf. Officer to attend 2-day stormwater training, Portland	\$ 340.77				\$ 340.77			\$ 340.77	Y	9/12/2017	
<hr/>														
06/14/17	07/19/17	National Stormwater Center	Training fees for 2 employees to attend 2-day training	\$ (1,548.00)				\$ (1,548.00)			\$ (1,548.00)	N/A ¹	12/12/2017	
08/09/17	09/13/17	NASCO	Write-on bags for sampling	\$ 62.15		\$ 62.15					\$ 62.15	Y	12/12/2017	
08/22/17	09/28/17	Harriman Sons	Digging out Patterson Rd culvert	\$ 900.00			\$ 900.00				\$ 900.00	Y	12/12/2017	
09/14/17	09/20/17	00134 Drumlin LLC	TECHNICAL CONSULTANT	\$ 4,036.00						\$ 4,036.00		Y	12/12/2017	
10/03/17	10/25/17	E.J. Prescott	Pipe/materials for culverts	\$ 838.40	\$ 838.40						\$ 838.40	Y	12/12/2017	
10/04/17	10/25/17	E.J. Prescott	Pipe/materials for culverts	\$ 419.20	\$ 419.20						\$ 419.20	Y	12/12/2017	
11/01/17	11/15/17	State of Maine	MS4 General Permit fee for Plan Year 5	\$ 185.00		\$ 185.00					\$ 185.00	Y	12/12/2017	
11/09/17	11/29/17	E.J. Prescott	Pipe/materials for culverts	\$ 419.20	\$ 419.20						\$ 419.20	Y	12/12/2017	
											YTD reimbursed to General Fund: \$ 13,140.97			
											Total proposed for reimbursement to General Fund (12/12/17): \$ 5,311.95			
											Total proposed for reimbursement to General Fund: \$ 18,452.92			
											YTD		For 12/12/17	
											Total from Principal \$ 4,036.00		\$ 4,036.00	
											Total from Income \$ 14,416.92		\$ 1,275.95	
											Budgeted revenue \$ 72,345.00		FY18 Town Budget	
											Remaining budgeted revenue (FY18) \$ 53,892.08			

¹ Note: This expense was reimbursed by the Trust Committee at its 9/12/17 meeting. However it was reclassified as an FY17 expense, so the amount reimbursed is credited against the current reimbursement request.

Source: Angus Jennings, Town Manager
12/7/2017

EXHIBIT A
FORM OF CERTIFICATE OF TOWN

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

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

Gentlepersons:

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

The undersigned do hereby certify:

- 4. That they are the Individual Trustees of the Trust.
- 5. The Individual Trustees have approved use of property held in the Fund for purposes set forth in the Trust Indenture, in the amount set forth below.
- 6. You are hereby directed pay to **Town of Hampden, General Fund** the sum of \$1,275.95 from Environmental Trust, Income.

INDIVIDUAL TRUSTEES

Kerry L. Woodbury

[Signature]

[Signature]

CERTIFICATE OF TOWN CLERK

The undersigned DOES HEREBY CERTIFY:

- 3. That he/she is the duly appointed and incumbent Clerk of the Town of Hampden, Maine.
- 4. That the foregoing certificate of the Individual Trustees was duly approved by a majority of the members of the Town Council of the Town of Hampden on _____, _____.

Printed Name: _____
Clerk, Town of Hampden

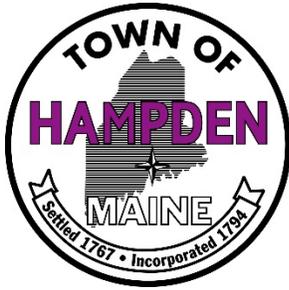
cc: Town of Hampden

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Source: Angus Jennings, Town Manager
12/7/2017



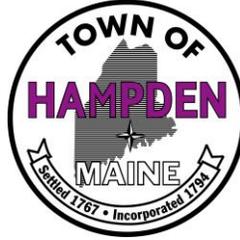
Town of Hampden
Land & Building Services

Memorandum

To: Angus Jennings, Town Manager
From: Karen M. Cullen, AICP, Town Planner *KMC*
Date: December 14, 2017
RE: Acquisition of Floating Dock – Request for Waiver of Purchasing Procedures

This request is to waive the purchasing requirements under the Town Public Purchasing Procedures for the purchase of the floating docks for the public boat landing on the Penobscot River, located adjacent to the marina. This waiver is sought because there is only one vendor we can find that we feel confident can provide floating docks within our timeframe (installation in spring 2018) that can withstand the varying tides and challenging currents in this location. When preparing the grant application for this project, our partner Hamlin's Marine had contacted Custom Float Service to obtain cost information for this floating dock. Hamlin's Marine has advised us that they have the most confidence in this company to get the job done well, in budget, and on time because they have significant experience working with municipalities, they have the capacity to complete the job in time for installation this spring, they build a very robust dock system that will probably last twice as long as the current floating docks, and they specialize in dock systems (they do not do general marine or boat yard work).

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: December 13, 2017
RE: Recommended sewer abatement, 29 Sunrise Lane

Please find enclosed a resident's request for sewer abatement.

The sewer abatement process has worked well since the Sewer Ordinance was amended in January 2017 to define a process for considering abatements. However, the present situation is not addressed by the Ordinance, which includes a "look back" at the property's prior water consumption as a basis for allowable abatement.

This request relates to a newly constructed home with no water consumption history. However, we are aware that the homes on Sunrise Lane did not initially have lawns, and the resident's account of heavy lawn watering for a period of months makes sense.

This situation would typically justify an abatement since a portion of the water usage reflected on the water bill (which is the basis for sewer billing) was never discharged into the sewer system and, therefore, did not add to the Town's sewer costs.

Hampden Sewer Ordinance, Sec. 10.3. Abatements: Abatements for use of water for lawn sprinklers, garden hoses, filling of swimming pools, or other uses of significant volumes of water, which do not enter the public sewer, may be made on application to the Town.

The adjusted billing determined shall not be less than the highest billing or adjusted billing applicable to the property during the previous three quarters. The Town shall require verification of the significant sewer usage which is cause for the requested abatement.

The Town Manager or his/her designee shall approve or deny abatements. No more than one (1) abatement can be given in one (1) calendar year except upon petition to the Town Council.

To estimate a reasonable "baseline" water usage for the property, we looked at three other sewer accounts for homes occupied by a single resident. Records for the three "comp" properties for the prior three quarters showed water consumption of 900-900-900, 500-400-500, and 700-600-600 (all in CF).

The Ordinance provides that abatements shall not reduce the billed amount below the highest of the previous three quarters. If 900 CF is used as the baseline, this would support an abatement of 4,900 CF on the bill for 29 Sunrise Lane, which would translate to a bill reduction of \$568.40 (from \$672.80 reduced to \$104.40).

I would typically approve an abatement based on the facts presented. However, based on the unusual circumstance in this case, and the methodology which doesn't track exactly to the Ordinance language, I am presenting it to the Council for action.



Angus Jennings <townmanager@hampdenmaine.gov>

Request for Sewer Abatement

1 message

Seren Bruce [REDACTED]
To: townmanager@hampdenmaine.gov

Mon, Nov 20, 2017 at 12:04 PM

Dear Town Manager,

Danielle instructed me to write to you and request an abatement on my sewer bill.

I purchased 29 Sunrise Lane on June 29th of this year and moved in on June 30th. My lawn had just been put in about a week or so before I moved in and required daily watering. I ran 2 hoses with sprinklers at full force daily for approximately 2 hours a day on days when we did not receive rain. This was daily for July, August and September, about 2 times weekly for October. I estimate that for the first 3 months I watered 5 out of 7 days each week as we had a terribly dry summer. My lot is just under .5 acres.

I wasn't aware of the summer meter until late in the season at which time I purchased one. At that point I was watering infrequently. My meter currently reads 700.

I am a retired widow, living alone in my new home. Hope this info helps in estimating an abatement! Let me know if there is any other information I can provide.

Thank you for your consideration,

Seren Bruce
29 Sunrise Lane
Hampden, ME

Sewer Abatement Calculation Worksheet

DRAFT

Customer	Seren Bruce
Account	8985
Prior 3 quarters	900
	900
	900
Avg usage	900
Highest usage	900
Billed usage	5800
Difference (from highest prior 3)	4900
Rate per 100 CF \$	11.60
Value \$	568.40
Amount of bill \$	672.80
Approved abatement \$	568.40
Adjusted bill \$	104.40

Hampden Sewer Ordinance

Section 10.3. Abatements: Abatements for use of water for lawn sprinklers, garden hoses, filling of swimming pools, or other uses of significant volumes of water, which do not enter the public sewer, may be made on application to the Town.

The adjusted billing determined shall not be less than the highest billing or adjusted billing applicable to the property during the previous three quarters. The Town shall require verification of the significant sewer usage which is cause for the requested abatement.

The Town Manager or his/her designee shall approve or deny abatements. No more than one (1) abatement can be given in one (1) calendar year except upon petition to the Town Council.

Approved by: _____
 Angus Jennings, Town Manager

_____ Date

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

TOWN OF HAMPDEN
 IN THE TOWN COUNCIL

Terry McAvoy (3)
 David I. Ryder (4)
 Mark S. Cormier (A/L)
 Gregory J. Sirois (A/L)

Order 2017-07

Adoption: December XX, 2017

ORDER ADOPTING UPDATED TRANSFER STATION DECAL POLICY

ORDERED, that the Town Council hereby approves an updated Transfer Station Decal Issuance Policy, to read as written below. Text additions from the previous version of the Policy are shown as underlined text; text deletions are marked with ~~strikethrough~~.

TRANSFER STATION DECAL ISSUANCE POLICY

The Hampden Transfer Station is for the use of Hampden residential property owners and renters ~~who occupy single family residential units or a residence in a multi-unit development of four or fewer units.~~ No vehicle will be allowed entry to the Transfer Station without a current decal. A grace period is provided for vehicles with a valid decal from the prior year, which will be allowed entry during the month of January only. Decals may be purchased at the Town Office during normal business hours at a cost specified in the Town of Hampden Fees Ordinance.

1. The vehicle registration of the vehicle on which the decal will go must be presented at the time of ~~sticker~~ decal issuance.
2. To qualify for a residential decal, ~~a vehicle must be registered~~ applicants must provide proof of current residence in Hampden. Residents who otherwise qualify for a ~~sticker~~ decal but who have company-owned vehicles not registered in Hampden, ~~without the company name or logo on the vehicle,~~ may receive a ~~paper pass for that vehicle for the year for the \$10 fee~~ residential decal pursuant to Section 4 below.
3. ~~Seasonal Non-r~~ Resident ~~applicants~~ applicants must own ~~single family residential~~ property not used solely for rental purposes ~~and provide proof of vehicle registration.~~ An owner-occupant of property that includes one or more residential rental units will be eligible to purchase a decal.
4. Businesses are not generally eligible to purchase decals or utilize the Transfer Station. ~~No stickers~~ Decals will only be issued for ~~commercial construction/contractor~~ vehicles registered to a business, and/or with company name or logo on the vehicle, if the vehicle is owned by an eligible resident of Hampden or serves as the resident's personal vehicle. In this situation, the owner of the vehicle will be required to provide documentation that the company has a current commercial waste disposal contract. ~~The requirement to document a commercial waste disposal contract may be waived for companies that do not generate commercial waste in the normal course of business (i.e. accountants, realtors).~~ regardless of place of registration.

5. Stickers-Decals will not be issued to trucks other than pickups with a regular pick-up bed of no more than 8 feet.
6. Transfer station decals must be permanently affixed to the inside of the windshield on the driver's side of the vehicle for which it was issued. Plate numbers on the decal must match the plate number on the vehicle.
7. Vehicles without a decal or ~~appropriate paper pass~~ a Temporary Vehicle Pass will not be allowed access to the transfer station.
8. Decals are non-refundable. A replacement decal will not be provided unless the original decal purchased is returned to the Town Office. A refund for Refrigerant Disposal Stickers will not be provided unless the original sticker purchased is returned to the Town Office in saleable condition.
9. A Temporary Vehicle Pass usable only on dates specified on the Pass will be sold to seasonal residents, and non-resident caretakers of local residents, at a cost specified in the Town of Hampden Fees Ordinance. Seasonal residents seeking a Temporary Vehicle Pass will be required to provide documentation of the term of local rental. Non-resident caretakers of local residents will be required to provide documentation of their relationship to the local resident(s) under their care. Upon documentation of local residence (or seasonal occupancy), a Temporary Vehicle Pass may be issued for a rental car.
10. A Temporary Vehicle Pass may be issued to a non-Hampden resident living locally only upon documentation that the person is living in Hampden on a temporary basis due to displacement from their primary residence resulting from fire, mold remediation, etc.
- 7.11. The holder of a Temporary Vehicle Pass must accompany the vehicle for which the Pass was obtained. Commercial vehicles or contractor vehicles or larger than a full-sized pick-up are not eligible for a Temporary Vehicle Pass.

This policy was amended by the Hampden Town Council on 2/17/2009, ~~and on~~ 10/5/2015 ~~and on~~ 12/XX/2017. The effective date of the revised policy is December XX, 2017.

Town Clerk: _____ ORDERED by a majority of the Town Council:

 Paula Scott

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

TOWN OF HAMPDEN
IN THE TOWN COUNCIL

Terry McAvoy (3)
David I. Ryder (4)
Mark S. Cormier (A/L)
Gregory J. Sirois (A/L)

Order 2017-08

Adoption: December XX, 2017

ORDER ADOPTING UPDATED TRANSFER STATION RULES & REGULATIONS

ORDERED, that the Town Council hereby approves updated Transfer Station Rules and Regulations, to read as written on the attached pages. Text additions from the previous version of the Rules & Regulations are shown as underlined text; text deletions are marked with ~~striketrough~~.

This policy was amended by the Hampden Town Council on 10/5/2015 and on 12/XX/2017. The effective date of the revised policy is December XX, 2017.

Town Clerk:

ORDERED by a majority of the Town Council:

Paula Scott

TOWN OF HAMPDEN
SOLID WASTE TRANSFER STATION RULES & REGULATIONS

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

- No Commercial Haulers allowed
- No Contractor vehicles allowed

PERMIT/TRANSFER STATION DECALS

A permit-decal on the vehicle is required for access to the facility. Permits-Decals are available at the Town Office at a cost specified in the Town of Hampden Fees Ordinance of \$10 per sticker per vehicle per calendar year. **A current vehicle registration must be presented annually in order to obtain a sticker-decal.** Eligibility requirements are specified in the Transfer Station Decal Issuance Policy. ~~Only year-round residents or seasonal residents who do not use their property for rental purposes are eligible to purchase stickers. Businesses and residents of apartment or private complexes with more than four units are not eligible to purchase stickers or utilize the Transfer Station.~~ No vehicle will be allowed entry to the Transfer Station after February 1st of each year without a current decal. A grace period is provided for vehicles with a valid decal from the prior year, which will be allowed entry during the month of January only.

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

HOURS OF OPERATION

MONDAY – CLOSED
TUESDAY – CLOSED
WEDNESDAY – 10 A.M. – 6 P.M.
THURSDAY – 10 A.M. – 6 P.M.
FRIDAY – 10 A.M. – 6 P.M.
SATURDAY – 8 A.M. – 4 P.M.
SUNDAY – 8 A.M. – 4 P.M.

CLOSED ALL LEGAL HOLIDAYS

New Year's Day	Labor Day
Martin Luther King Day	Columbus Day
President's Day	Veteran's Day
Patriot's Day	Thanksgiving Day
Memorial Day	Day after Thanksgiving
4 th of July	Christmas Day

EARLY CLOSURES

December 24 (close at noon)
December 31 (close at 2 pm)

WEATHER RELATED CLOSURES

During severe winter weather, the DPW Director may close the Transfer Station on a temporary basis to direct available personnel resources toward weather-related needs. All such temporary closures will be posted to the Town's website and Facebook page with as much prior notice as possible.

DISPOSAL SCHEDULE

SOLID WASTE -

ACCEPTED ON ANY DAY THAT THE TRANSFER STATION IS OPEN.

SHARPS DISPOSAL –

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

SWAP SHOP ITEMS –

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

RECYCLABLES –

ACCEPTED ON ANY DAY THAT THE TRANSFER STATION IS OPEN.

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

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

REFRIGERANT DISPOSAL FEE –

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

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

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

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

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

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

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

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

ZERO-SORT RECYCLING

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

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

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

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

- | | |
|--------------|---------|
| Plastic bags | Mirrors |
|--------------|---------|

Window Glass
Dishes
Ceramics
Facial tissue
Recyclables containing food waste
Oils
Needles
VCR tapes
Scrap Metal

Light bulbs
Pyrex
Paper Towels
Styrofoam
Paints
Hazardous material
Syringes
CD's/DVD's
Pots or Pans

UNACCEPTABLE WASTES

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

COMPOSTING

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

QUESTIONS? CALL [ROSEMARY-THE DEPARTMENT OF PUBLIC WORKS](#) AT 862-3337.