



HAMPDEN TOWN COUNCIL
HAMPDEN MUNICIPAL BUILDING
AGENDA

TUESDAY

FEBRUARY 21, 2017

7:00 P.M.

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

- A. PLEDGE OF ALLEGIANCE

- B. CONSENT AGENDA
 - 1. SIGNATURES
 - 2. SECRETARY'S REPORTS
 - a. February 6th, 2017 Council Meeting Minutes
 - 3. COMMUNICATIONS
 - a. MS4 (Stormwater) Plan Year 3 Annual Report Response to DEP
 - b. DEP acknowledgement of Hampden's completion of Plan Year 3 reporting requirements
 - 4. REPORTS
 - a. Finance Committee Minutes – 01/17/2017
 - b. Infrastructure Committee Minutes – None
 - c. Planning & Development Committee Minutes – 01/18/2017
 - d. Services Committee Minutes – None

- C. PUBLIC COMMENTS

- D. POLICY AGENDA
 - 1. NEWS, PRESENTATIONS & AWARDS -

 - 2. PUBLIC HEARINGS –
 - a. Consideration of the proposed amendments to the Fees Ordinance under Article 6 Recreation Fees – *referred by Council*

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

3. NOMINATIONS – APPOINTMENTS – ELECTIONS

- a. Appointment of Todd Hoffert to the Recreation Committee – *referral from Services Committee*
- b. Appointment of Thomas Dorrity to the Board of Assessment Review – *referral from Finance & Administration Committee*
- c. Announcement of vacancy on RSU-22 Board of Directors due to resignation of Jason Sharpe, and review of Council procedure for filling RSU Board of Director vacancies pursuant to 20-A M.R.S.A. § 1254(3) and 1474(3)

4. OLD BUSINESS

- a. Authorization of Town Manager to issue Request for Proposals / Request for Qualifications for Design, Engineering and Permitting Services for Municipal Building and Pool Site – *referral from Services Committee*

5. NEW BUSINESS

- a. Hampden Business Park – Renewal of Authorization to Sell agreement, including Business Park lot pricing, with Epstein Commercial Real Estate – *referral from P&D and Finance Committees*
 - b. Request for authorization to sell the 2006 Sterling SL8500 dump truck and Council direction for the method of sale – *requested by Sean Currier, DPW Director*
 - c. Request for authorization for the expenditure of \$435.76 out of Municipal Building Reserve funds for the purpose of paying Penobscot Temperature Controls for boiler repair – *referral from Finance & Administration Committee*
 - d. Application for a renewal liquor license for Fresh Ginger, located at 64 Main Road North
- 7:30 PM**
- e. Executive Session – pursuant to 1 M.R.S.A. § 405(6)(F) – Confidential Records

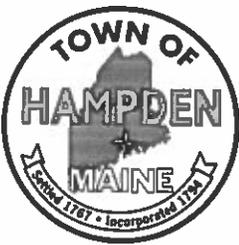
E. COMMITTEE REPORTS

F. MANAGER'S REPORT

G. COUNCILORS' COMMENTS

H. ADJOURNMENT

B-2-a



HAMPDEN TOWN COUNCIL
HAMPDEN MUNICIPAL BUILDING
MINUTES

MONDAY FEBRUARY 6, 2017 7:00 P.M.

6:00 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
- Pool Director Darcey Peakall
- Trustees of the Lura Hoit Pool
- Attorney Noreen Norton
- Attorney Erik Stumpf

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

1. SIGNATURES

2. SECRETARY’S REPORTS

- a. January 17th, 2017 Council Meeting Minutes

3. COMMUNICATIONS

- a. MMA Legislative Bulletin
- b. Minutes from the 01/19/2017 Public Safety Citizen Advisory Committee
- c. Memo from PERC with 1st Quarter Tipping Fee

4. REPORTS

- a. Finance Committee Minutes – 12/19/2016
- b. Infrastructure Committee Minutes – 12/27/2017
- c. Planning & Development Committee Minutes – 01/04/2017
- d. Services Committee Minutes – 12/07/2016

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

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

- a. **Recognition of Karen Brooks for 14 years of service on the Lura Hoit Pool Board of Trustees** – *Mayor Ryder called pool director Darcey Peakall to the podium who then read a statement of thanks to board member Karen Brooks for all that she has done for the Lura Hoit Pool as a Trustee for the past 14 years. Darcey presented Karen with a bouquet of flowers and a certificate of appreciation. Karen then offered her thanks for the recognition, and addressed the council regarding what a resource the pool is for the town and her hopes that it will continue. She thanked her fellow board members for their support and for their dedication. She thanked the Council for all they do for our community.*

2. PUBLIC HEARINGS –

- a. **Consideration of a Municipal Tax Increment Financing Development Program for the District known as the “Hampden Business Park Omnibus Municipal Development and Tax Increment Financing District” and a proposed credit enhancement agreement with the developer, Sargent Corporation, all pursuant to M.R.S.A. Title 30-A, Chapter 206– referred by Council** – *Mayor Ryder opened the public hearing at 7:10 and called Noreen Norton to the podium to give a brief overview for the public. Noreen explained that the Council was very familiar with the TIF and the Development Agreement that was passed in 2014 and which is the impetus for this TIF under the terms set forth in that agreement. As stated, this is the “Hampden Business Park Omnibus Municipal Development and Tax Increment Financing District”, approximately 130 acres which is the Business Park, including all roads and green space. It is a 30 year term, with a 20 year Credit Enhancement component. The Credit Enhancement agreement is set to start July 1st, 2018 in accordance with the agreement. There is a town tract and a developer tract; the developer tract is 53 acres and the town tract is 77 acres. Lots within the developer’s tract are subject to the Credit Enhancement Agreement, and any CEA on individual lots can last up to 10 years of that 20 year Credit Enhancement. The revenue is hard to project, not knowing what will go in there, so the projection was based on \$500,000. For any Credit Enhancement to kick in, any new development, whether on the site, or new buildings, must be valued at \$500,000.*

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Based on this projection, over a thirty year period, the tax revenue would equal \$273,000 for the town. The Credit Enhancement to the developer, over the allowed ten-year period would be \$45,500. Another benefit of TIF is tax shift. For any new valuation that comes in, the State will reduce State Revenue sharing and school subsidy, and the county will increase county taxes. Based upon \$500,000 the tax shift is an average annual \$5,200. At the conclusion of the overview, Chip Blake, the Resource Manager for Sargent Corporation approached the podium to give an update on the status of the development. The Carey Circle section is almost complete. The paving and sidewalks are in, with just a little more landscaping needed. They anticipate in spring to apply to turn that over to the town. On the east side, the road base is all in and all utilities except for power and is ready to be paved. This also should be complete by summer. He thanked the Planning & Development committee, the Council, and especially town staff. He stated it is a phenomenal project and it has taken a lot of working together to get where they are today. Councilor Marble questioned Noreen about the proceeds and whether it was per district or per lot. Noreen explained that it is all one lot and because the credit enhancement kicks in at \$500,00 and because we don't know what to anticipate, on any or all, that number was chosen as a number so that they could calculate the tax revenues on that value and the tax shift amount would be on that value. If each of the 20 lots had an increase in value to a million, there would be a \$20,000,000 investment coming into the park. Councilor McAvoy asked that since the CEA is for a 20 year period and the TIF is for a 30 year period, that means that the benefit to Sargent ends, to which Noreen confirmed. He asked if that meant that the new tax revenue going to the town is still retained within the TIF accounting process. She stated that at the end of the term of the CEA, all incremental tax revenue goes to the town. She stated that the town has the annual option to take any portion of its TIF revenues and put into the general fund. Councilor McAvoy asked if this was a benefit to the tax payers as the town would then be able to offset town expenses. Noreen confirmed and stated that there are items such as salaries for employees working on economic development, and certain road projects and other items that can be paid out of the TIF revenues. There were no further questions and the public hearing closed at 7:22 with Mayor Ryder asking for a vote. Manager Jennings stated that within the TIF documents is Exhibit G, which is in the form of a resolution and which the town clerk has assigned an order number to, stating that this is the form of the motion that DECD will be looking for. He stated that this could be read verbatim, or referred to as Exhibit G. He stated that because this is the first order the Council has approved this calendar year, it was assigned Order # 2017-001. Attorney Stumpfel advised that the motion could be to approve the proposed development Program and the Credit Enhancement Agreement as presented on the Resolution marked Exhibit G. Councilor McPike made a motion to approve Order # 2017-001, as printed in the packet. Councilor McAvoy

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seconded the motion. Unanimous vote in favor. Manager Jennings commended the consultants, Sargent Corp. and the Council, through the P & D Committee, for all of the hard work on this and asked Noreen to outline the next steps. Noreen informed the Council and the public that once the minutes and the Council resolution are compiled, it is sent to DECD who will review it for statutory compliance. The program manager will review it, then the incentive manager will review it, and then a recommendation will be made to the Commissioner. She stated we will likely receive our letter of approval by June 30th for the July 1st start date.

3. NOMINATIONS – APPOINTMENTS – ELECTIONS - None

4. OLD BUSINESS

- a. **Verbal update on 1/19/2017 meeting between Manager Jennings and Superintendent Lyons as well as the upcoming meetings with Town, School and State legislative officials regarding the FY18 budget process; and financial impact of State policies –** *Manager Jennings updated the board on his January 19th meeting with Superintendent Lyons to set out some rough time lines for budgeting for FY18. There is a follow up meeting next week which will include the managers from Newburgh and Winterport and representatives from the Board in Frankfort to discuss potential cost drivers for the budget. Additional follow up is the facilitation of a meeting with legislators for possible impacts from the state on both the school and the towns.*

5. NEW BUSINESS

- a. **Request for authorization for the expenditure of \$1,447.36 out of Matching Grant Reserve funds for the purpose of purchasing rescue equipment– referral from Finance Committee -** *Councilor Wilde made a motion to authorize the expenditure of \$1,447.36 out of Matching Grant Reserve funds for the purpose of purchasing rescue equipment. Councilor McAvoy seconded the motion. Unanimous vote in favor.*
- b. **Request for authorization for the expenditure of \$195.83 out of Municipal Building Reserve funds for the purpose of paying Penobscot Temperature Controls for boiler repair – referral from Finance Committee –** *Councilor Wilde explained that this should normally come from an operating account and will be for FY18, but at this time, the Finance Committee referred it to come from reserves. Councilor Wilde made a motion to authorize the expenditure of \$195.83 out of the Municipal Building Reserve for the boiler repair.*

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Councilor McAvoy seconded the motion. Unanimous vote in favor.

- c. **Request for authorization for the expenditure of \$481.00 out of Municipal Building Reserve funds for the purpose of paying PDQ Door for fire bay door repair – referral from Finance Committee –** *Councilor Wilde explained that this is a similar situation in that this should normally come from an operating account and will for FY18, but at this time, the Finance Committee referred it to come from reserves. Councilor Wilde made a motion to authorize \$481.00 out of Municipal Building Reserve for the fire bay door repair. Councilor McAvoy seconded the motion. Unanimous vote in favor.*
- d. **Council referral to public hearing, the proposed amendments to the Fees Ordinance under Article 6 Recreation Fees– referral from Services Committee –** *Councilor Marble reported that Recreation Director Shelley Abbot and Manager Jennings have been working hard on determining the impact that the recently passed increase in minimum wage will have on Rec programs and operational costs and the Services Committee recommended sending the fees amendments to Council. Councilor Marble made a motion to refer the proposed amendments to the Fees Ordinance to Public Hearing on February 21st, 2017. Councilor McAvoy seconded the motion. Unanimous vote in favor.*
- e. **Request for authorization for the expenditure of \$4,870.00 out of the Environmental Trust – Principal funds for the purpose of reimbursing Host Community Benefit account for December 2016 expenditure in that amount for Drumlin, LLC landfill post closure monitoring – referral from the Finance Committee –** *Councilor Wilde explained how the Environmental Trust has not been active since approximately 2009, but has now been re-activated to help fund expenses for items such as landfill monitoring and conservation. Councilor Wilde made a motion to authorize the expenditure of \$4,870.00 from the Environmental Trust for the purpose of reimbursing the Host Community Benefit account for December 2016 expenses to Drumlin, LLC. Councilor McAvoy seconded the motion. Unanimous vote in favor.*
- f. **Referral to Planning Board – Proposed amendments to Zoning Ordinance to allow for Accessory Apartments – referral from the Planning & Development Committee –** *Councilor McPike discussed work done in P & D for the allowance of accessory apartments. Councilor McPike made a motion to refer the proposed amendments to the Zoning Ordinance to the Planning Board. Councilor Wilde seconded the motion. Unanimous vote in favor.*

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- g. **Referral to Planning Board – Proposed amendments to Zoning Ordinance to allow flexibility in Parking and Signage requirements – referral from the Planning & Development Committee** – Councilor McPike reported on work done in P & D to allow waivers for parking spaces and to set standards for signage. Councilor McPike made a motion to refer the proposed amendments in Parking and Sign requirements to the Planning Board. Councilor McAvoy seconded the motion. Unanimous vote in favor.

E. COMMITTEE REPORTS

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

Finance & Administration Committee – Councilor Wilde reported that during the January 17th meeting, the reviewed and signed the warrants, reviewed the bond documents for the \$258,810 bond for overdue sewer costs, and discussed expenditures from reserves. They discussed setting the Goals and Objectives session for February 18th and to include all department heads.

Planning & Development – Councilor McPike reported that everything that has been discussed in committee has come through full Council. They have been discussing home occupations and the contract with Epstein Real Estate regarding the Business Park Lots

Infrastructure – Mayor Ryder reported that he sat in for Councilor Sirois at the last meeting at which they discussed the grant application for a culvert on Old County Rd near Sucker Brook. They discussed the cost of sewer line replacement at the Grist Mill Bridge, and discussed on-going sewer line needs for the future, including the meter pit. They discussed the Transfer Station decal process and policies and are making efforts to simplify the process, and discussed the use of the GPS's which will help to give information and to educate the Council on the costs of the Department of Public Works.

- F. **MANAGER'S REPORT** – Manager Jennings reported that of the 7 Service Charges bills that were sent, payment has been received on 5 of them, with 2 of them having appealed the charges. The Tax Assessor and the Town Attorney are working on the appeals process and once the date is set, he will inform the Council. He reported that sewer customers now have the option to receive their bills by email. He informed the Council that the auditors will be here on February 7th and we hope to close out 2016. The first meeting of the Children's Day committee will be held on the 7th at 6:00 p.m. at the Skehan Center, Gene Wheldon is now the Chair of the Planning Board, and reminded the public that 2017 Transfer Station decals must be on vehicles now.

G. COUNCILORS' COMMENTS

Councilor Sirois – no comment

Councilor McPike – Stated that Representative Haggan plans on attending Council meetings. He stated that he attended for the first time, a basketball game for 4 year olds and he takes his hat off to all of the parent coaches.

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Councilor Wilde – Stated that the new program at the Recreation Department called Pickle Ball has a huge following and recently there was a tournament with participants from all over. Susan Starbird has been instrumental in this and wanted to publicly thank her for all of her help with the tournament.

Councilor Marble – No comment

Councilor Cormier – No comment

Councilor McAvoy – Reminded residents to shop local and buy American and wished Hampden a good night.

Mayor Ryder – No comment

- H. **ADJOURNMENT** – *Councilor McAvoy made a motion to adjourn at 7:40 p.m. Councilor Marble seconded the motion. Unanimous vote in favor.*

Respectfully Submitted,



Paula A. Scott, CCM



Town of Hampden
Land & Building Services

106 Western Ave.
Hampden, Maine 04444
207-862-4500
planner@hampdenmaine.gov

February 14, 2017

Jana Wood, Environmental Specialist
MDEP, 106 Hogan Road, Suite 6
Bangor, ME 04401

RE: MS4 Annual Report Review PY3, 2015-2016, Permit Number MERO41022

Dear Ms. Wood:

This letter provides the answers to the questions and requests that you had asked in your letter of December 14, 2016 addressed to Town Manager Angus Jennings.

Question 1A (first), regarding evaluation/feedback from Town Council or Planning Board from training: A survey was given to the Town Council; the results indicate that there remains a gap in knowledge about stormwater among some of the councilors. They are somewhat concerned about water quality and understand that nonpoint source pollution is the most significant source of water pollution. They also understand the proper methods to dispose of hazardous materials as well as grass clippings, and they don't fertilize their lawns excessively. The next presentation to Town Council will include a focus on those areas where knowledge gaps exist, based on the survey results. The Planning Board was not surveyed in PY3, staff will give them a survey in PY4.

Question 1A (second), regarding development of an LOS plan in relation to the September 10, 2015 Maple Hill Farm winter maintenance roundtable: A Snow & Ice Control Level of Service Plan has been developed and is available upon request.

Question 1B, regarding outreach to the owners of private pools: there was no direct outreach to pool owners in PY3. Town staff plans to extract information on pool owners from existing databases and send letters to each during PY4. If that proves unfeasible, outreach will be done via the Town's newsletter, which is mailed to every household in Hampden.

Question 1C, regarding waste disposal information available to the public: Waste disposal information can be found on the Town's website, www.hampdenmaine.gov, under Town Departments, Public Works, Transfer Station. Many helpful documents are housed here and kept up to date, such as rules and regulations, schedules, zero sort information, household hazardous waste disposal information, and more. In addition, page 6 of the October 2015 Hampden Highlights newsletter included the Household Hazardous Waste information as well as pertinent information on stormwater quality. Specific URL's:

1. Household Hazardous Waste: http://www.hampdenmaine.gov/vertical/sites/%7B1FCAFOC4-5C5E-476D-A92E-1BED5B1F9E05%7D/uploads/HHW_Disposal.pdf

2. **Zero Sort Brochure:** [http://www.hampdenmaine.gov/vertical/sites/%7B1FCAF0C4-5C5E-476D-A92E-1BED5B1F9E05%7D/uploads/zerosort_brochure-web\(1\)\(1\).pdf](http://www.hampdenmaine.gov/vertical/sites/%7B1FCAF0C4-5C5E-476D-A92E-1BED5B1F9E05%7D/uploads/zerosort_brochure-web(1)(1).pdf)
3. **Demolition Weekend Schedule:** [http://www.hampdenmaine.gov/vertical/sites/%7B1FCAF0C4-5C5E-476D-A92E-1BED5B1F9E05%7D/uploads/Demo_Schedule_2016-17\(1\).pdf](http://www.hampdenmaine.gov/vertical/sites/%7B1FCAF0C4-5C5E-476D-A92E-1BED5B1F9E05%7D/uploads/Demo_Schedule_2016-17(1).pdf)
4. **Transfer Station Rules & Regulations is a Word document accessible at:**
http://www.hampdenmaine.gov/index.asp?Type=B_BASIC&SEC={684B77B3-273A-4562-8D23-83359490930B}&DE=
5. **October 2015 Hampden Highlights:**
[http://www.hampdenmaine.gov/vertical/sites/%7B1FCAF0C4-5C5E-476D-A92E-1BED5B1F9E05%7D/uploads/HHighlights_October2015_FINAL_web\(1\).pdf](http://www.hampdenmaine.gov/vertical/sites/%7B1FCAF0C4-5C5E-476D-A92E-1BED5B1F9E05%7D/uploads/HHighlights_October2015_FINAL_web(1).pdf)

Question 2A, regarding fulfilling public notice requirements for BASWG meetings: Starting in February 2017 and going forward, the Town of Hampden will post BASWG meeting agendas directly on our own website, on the stormwater page under Public Works.

Question 3A, Request 3A, Question 3B, and Request 3B, regarding an identified cross connection at 44 Sunrise Lane: A Non-compliance/Discharge Incident Report was prepared by DPW Director Sean Currier on December 23, 2015 (attached). It indicates that the cross connection was first discovered on December 17, 2015. Matt Young (MDEP) was notified verbally the morning of December 18, 2015 and an email follow-up was sent to Matt Young and Clarissa Trasko on December 23, 2015. Additional follow-up was sent to David Ladd on December 27, 2016. The cross connection was a sewer service from a house built in 2014 (believed to be occupied since September 2014) which was unintentionally connected to the separated storm system in the street right-of-way. The discharge entered a biofilter and did not directly enter the waters of the State. The closest waterbody is the Penobscot River which is approximately 325 feet from the discharge point, through a vegetated buffer. The Town of Hampden Public Works crew has dye tested all residences on Sunrise Lane within a month and verified they are properly connected to the sewer system. The sewer permitting process and Town ordinance were amended in PY3 to better inspect sewer service installations.

Question 3C, Request 3C, regarding automobile accidents/spills: There were four spill incidents reported in the Urban Area during PY3. They were located at 63 Main Road North, the intersection of Route 202 northbound and Coldbrook Road, 65 Western Ave, and the intersection of Maine Trail and Route 202. The detailed reports are available upon request. None of the materials spilled were discharged to the waters of the State.

Question 6A, regarding the amount of sand used for PY3 road sanding: approximately 2,500 yards of sand (and 1,200 yards of salt) were used on all roads; we cannot differentiate between the roads in the urban area and the rest of the roads. In all, there are 80 miles of roads, 26 of which are state roads.

I trust you will find this information to satisfy your requirements. Should you have additional questions, please contact me at the phone number or email address above.

Sincerely,

[signed original]

Karen M. Cullen, AICP
Town Planner/Chair, Stormwater Working Group

cc: Stormwater Working Group: Angus Jennings, Town Manager; Sean Currier, DPW Director; Myles Block, Code Enforcement Officer; Kyle Severance, GIS/IT Specialist



Maine Department of Environmental Protection

NON-COMPLIANCE/DISCHARGE INCIDENT REPORT

Facility: Town of Hampden, DPW Municipality: Town of Hampden, Maine

Date of Incident/Exceedence: Discovered December 17, 2015

Verbal Notification Date: 12/18/15 am To Whom: Matt Young

Caller: Sean Currier Phone #: 207-561-5704

Parameter/Pollutant Quantity and Concentration of Release/Exceedence (include test results):

Unknown quantity and concentration. Residential waste stream only.

Specific Location and Duration of Release/Exceedence:

Illicit connection discovered at 44 Sunrise Lane on December 17, 2015. It is my understanding that building occupancy took place in September of 2014.

Observed Environmental Effects:

None observed

Describe specifically what happened, when, and why (include all details, and use additional pages if needed, including maps, diagrams as necessary):

On Monday, December 14, 2015 HPW was conducting routine storm inspections and noticed a foul smell in a catch basin. We were able to find the resident of 44 Sunrise Lane home on December 17 and dye tested the sewer service from the property. It was confirmed that the sewer service is connected directly to the separated storm system in the street right of way. The house was built by a developer and to my knowledge, the sewer was connected without an inspection by the Town. The sewer has been connected since construction of the building on September 2014. There is a locating disc on the sewer connection and we have marked it. The contractor/developer was notified on December 21 and is currently digging up the service to rectify the issue on December 23, 2015.

Remedial Actions Taken and Times When Taken:

The contractor/developer was contacted on Dec 21, 2015 at 11:50am and notified of the cross connection. The HPW crew dispatched to site at 12:30 to locate the sewer service. The developer is rectifying the issue on December 23, 2015. The new connection will be inspected by HPW prior to backfill.

Specific Measures Needed to Prevent Recurrence:

The Town of Hampden is reviewing its permitting process and updating to provide a full permit process including inspection and documentation of new sewer installations.

Implementation Schedule:

<u>Action Item Description</u>	<u>Projected Completion Date</u>
Developer to rectify illicit connection (underway December 23, 2015)	December 24, 2015
Review permitting process and upgrade accordingly	asap
Prepared By: Sean Currier	Date: 12/23/15

Non-compliance/Discharge Incident Report Form

The Discharge Incident Report Form can be used by treatment facility personnel to notify the Department when any licensed parameter has been exceeded or when reporting combined sewer overflow related dry weather overflows (DWO's), bypasses, sanitary sewer overflows (SSO's), spills from facility premises to surface waters, or other incidents which violate license conditions as per Chapter 523 Rules regarding "Waste Discharge License Conditions." This form is not mandatory, but if you choose not to use it, be sure that the form or letter you do use includes all the information that this one does.

As per Chapter 523 "Waste Discharge License Conditions," the permittee shall report any non-compliance which may endanger health or the environment orally within 24 hours followed up by a written submission within 5 days of the time the permittee became aware of the circumstances. The following shall also be included as information which must be reported within 24 hours:

- any unanticipated bypass which exceeds any effluent limitation in the permit [including sanitary sewer overflows (SSO's) and dry weather overflows (DWO's) from CSO discharge points]
- any upset which exceeds any effluent limitation in the permit
- violation of a maximum daily discharge limitation for any of the pollutants listed by the Department in the permit

Photo#1-location



Angus Jennings <townmanager@hampdenmaine.gov>

Receipt of PY3 Response

1 message

Wood, Jana <Jana.Wood@maine.gov>

Wed, Feb 15, 2017 at 1:02 PM

To: "townmanager@hampdenmaine.gov" <townmanager@hampdenmaine.gov>

Dear Angus,

Thank you for sending the MS4 response to questions and requests posed in the Town of Hampden PY3 annual report review. Your responses to questions and requests have completed the report.

Sincerely,

Jana Wood

Industrial Stormwater Inspector

EMRO, 106 Hogan Road

Bangor, Maine 04401

207-215-7869

jana.wood@maine.gov

FINANCE & ADMINISTRATION COMMITTEE MEETING

Tuesday, January 17, 2017

MINUTES

Hampden Town Office

*Attending:**Councilor Stephen Wilde, Chair**Councilor Mark Cormier**Councilor Dennis Marble**Councilor Terry McAvoy**Mayor David Ryder**Councilor Greg Sirois (arrived late)**Councilor Ivan McPike**Town Manager Angus Jennings**Kyle Severance, GIS/IT Specialist**Chairman Wilde called the meeting to order at 6:00 p.m.*

1. **Meeting Minutes** – *The Committee voted to add the draft meeting minutes from the meeting on December 17, 2016 to the agenda. Motion by Councilor Marble seconded by Councilor McPike to approve the December 17, 2016 meeting minutes. Motion passed 6-0.*
2. **Review & Sign Warrants** – *Warrants were reviewed and signed.*
3. **Old Business**
 - a. **Review and endorsement of 2017 bond documents regarding borrowing of \$258,810 for overdue sewer treatment and pump station maintenance costs** – *The document was signed.*
4. **New Business**
 - a. **Notification of an un-anticipated invoice for the annual video streaming service in the amount of \$2,370 and review of recommended budget adjustment out of overlay for the purpose of funding Leightronix costs** – *requested by Kyle Severance, GIS/IT Specialist – Motion by Councilor Marble seconded by Councilor McPike to recommend a budget adjustment from Overlay to the Communications – Internet Costs expense account (#01-03-15-01) in the amount of \$2,370 for the purposes of paying the invoice for this annual cost to allow for broadcast of Town videos to the web and mobile devices. This recurring expense was overlooked and left out of*

the FY17 budget because the expense had been provided free of charge in FY16 as a reward from the vendor for a multi-year service plan. It was agreed to pay the expense out of the appropriate expense account to provide transparency regarding actual costs, and to offset the overspent amount through the budget adjustment.

- b. Request for authorization for the expenditure of \$1,462.50 out of Library Reserve funds for the purpose of squirrel trapping and exclusion – referral from Services Committee – Services Chairman Marble summarized the Committee’s recommendation. Motion by Councilor Marble seconded by Councilor McPike to recommend Council authorization of \$1,462.50 from the Library Reserve fund for the purpose of squirrel trapping and exclusion. Motion carried 4-2 with Councilor Cormier and Mayor Ryder opposed.**
- c. Request for Council ratification for the September 30, 2015 expenditure of \$3,345.46 from the Police Cruiser Reserve account – to retro-actively approve payment from reserve account – Manager Jennings summarized the materials in the meeting packet. Motion by Councilor McPike seconded by Mayor Ryder to recommend Council authorization of \$3,345.46 from the Police Cruiser Reserve account. Motion carried 6-0.**
- d. Request for authorization to for the expenditure of \$7,388 out of IT Reserve for the purpose of upgrading the surveillance system for the Municipal Building – requested by Kyle Severance, GIS/IT Specialist – Mr. Severance summarized the need for new and replacement equipment including cameras, a computer and software. Motion by Councilor Marble seconded by Mayor Ryder to recommend Council authorization of \$7,388.00 out of IT Reserve for the purpose of upgrading the surveillance system for the Municipal Building. Motion carried 6-0.**
- e. Discussion on the State of Maine FY18-19 Biennial General Fund Budget and its possible effect on the Town – request of Councilor Marble – Councilor Marble suggested initiating a meeting with the Town’s Senator and Representative in order to talk about State budgeting and policies, and suggested that it may make sense to pursue a joint meeting including the RSU-22 Board. Several Councilors agreed, and Mayor Ryder recommended that this be an informal group discussion (rather than a presentation). Manager Jennings said he would discuss this when he meets with the Superintendent this week and would proceed to schedule something. As a related item, Councilor McPike suggested that the Town Council consider requesting that the RSU-22 Board create an ex officio Board position to facilitate continuing attendance by a Town Council**

representative in order to keep the lines of communication open between the Town and School.

- f. Discussion of anticipated FY18 budget process including setting date(s) for Annual Council/Manager Goals Session(s) – The Council scheduled the date for the FY18 Budget Goal Setting session for Saturday, February 18, 2017 at 8 AM at the Town Offices.**

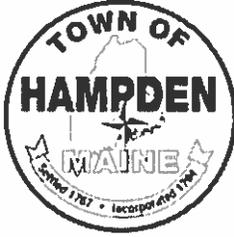
5. Public Comment – None.

6. Committee Member Comments – None.

7. Adjournment

There being no further business, the meeting was adjourned at 6:55 p.m.

Respectfully submitted –
Angus Jennings, Town Manager



Town of Hampden
Planning and Development Committee
 Wednesday January 18, 2017, 6:00 pm
 Municipal Building Council Chambers
Minutes

Attending:

Committee/Council

Ivan McPike-Chair
 Terry McAvoy
 Dennis Marble
 David Ryder
 Mark Cormier
 Greg Sirois (6:30)

Staff

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

Public

Noreen Norton, Rudman Winchell
 John Quesnel, Hampden Water District

Chairman McPike called the meeting to order at 6:03 pm.

1. Approval of January 4, 2017 Minutes – **Motion** to approve as submitted made by Councilor McAvoy with second by Councilor Marble; carried 5/0/0.
2. Committee Applications: None.
3. Updates:
 - a. Staff Report: Planner Cullen informed the committee that the Planning Board had approved the site plan application for a new 3,600 square foot building on Nadine's Way, for a restaurant equipment company. She also told them the Planning Board's Ordinance Committee had met the previous evening and discussed the home occupation amendment; they have made some edits to it and tabled it to another OC meeting pending receipt of the related amendments to other sections of the zoning ordinance.
4. Old Business:
 - a. Hampden Business Park Credit Enhancement Agreement (CEA) for Sargent Corp.

 A new version of the CEA was handed out; this version has several edits noted with underline/strikethrough format. This CEA is implementing one of the requirements of the Developer's Agreement (DA) which was executed in 2014. Planner Cullen pointed out the edits, and Noreen Norton explained them as necessary. Ms. Norton and Manager Jennings answered questions; key points were:

- 50% of the tax revenue on the value of site improvements and building development (e.g. parking lots, buildings) when the value exceeds \$500,000 will go to Sargent Corporation.
- New taxes resulting from increases in land value will go to the Town.
- Staff has built a detailed database which will allow us to track all of the values and the amounts to go to Sargent (or others assigned by Sargent) each year.
- The CEA as currently written differs from the DA in regards to when the reimbursement payments to Sargent start. According to the DA it would be the earlier of the tax year following the date of town acceptance of the infrastructure or July 1, 2018. The CEA simply states the tax year starting July 1, 2018. This discrepancy will be rectified prior to the hearing.

The committee then turned its attention to Table 1 in the Development Program which sets forth the TIF district project costs. Manager Jennings explained that Ms. Norton had given us a figure of 12 million dollars for the total, and he split that up between the various project categories in the table. Ms. Norton noted that the \$12 million figure was based on a number of assumptions, and that we could use a higher figure if so desired. She also noted these costs are for the town portion of the TIF revenue and not the portion that will go to Sargent under the CEA. The purpose of this is to give DECD an idea of how TIF revenues might be spent; it does not mean we will actually receive that amount. For example, there will probably be some lots that are not developed until the 25th year of the 30 year TIF, they would only be contributing for 5 years. Key points of discussion with the committee:

- These costs can be revised at any time, given the way DECD currently manages TIF's across the state. It was acknowledged and understood that DECD may change its oversight of TIF spending in the future.
- We could increase the total from \$12 million to something a bit higher, say \$15 million.
- The councilors agreed with the numbers presented by Manager Jennings, and Ms. Norton said she felt they are good solid numbers. None are unrealistically low, and the majority of the costs are for infrastructure as desired by Council.

Motion by Mayor Ryder to refer the Credit Enhancement Agreement for Sargent Corporation to public hearing with the Hampden Business Park Omnibus Municipal Development and Tax Increment Financing District on February 6, 2017; seconded by Councilor McAvoy. Motion carried by unanimous vote (6/0/0).

- b. Status of MRC/Fiberight: Manager Jennings gave an update on the water supply issues, noting the various documents included in the packet for this meeting. He noted the Hampden Water District (HWD) Board will be meeting Thursday January 19th at 4:00 pm at the Town Offices (since their offices cannot accommodate the number of people expected to attend the meeting). He summarized what he believes are the policy questions before the HWD Board:
 - i. Which route, pipe size, and pipe materials will be required for the water service to the site;

- ii. Will HWD contribute to the cost of the line extension; and
- iii. What will the cost allocation be for the broader infrastructure improvements (including expansion of the current pump station).

John Quesnel, President of the HWD Board, gave a status report of where the HWD is on these issues at this time. They have allocated \$45,000 toward valve costs, and are waiting for additional information from their consultant Woodard & Curran regarding the costs for other needed improvements to the system to ensure adequate flow at all times to all customers. He verified that the Ammo Park route is off the table. He also noted there are a number of "behind the scenes" infrastructure improvements that need to be done to provide water to this new area (and Fiberight) without impacting the existing system.

Manager Jennings noted that the MRC is now focused on the three issues which have been a primary focus of Town staff in recent months: water, sewer, and frontage. On the latter, we are waiting for MRC to submit a request to the Planning Board for a modification of the Board Order regarding frontage. Until we receive that we don't know what will be requested nor when it will be dealt with.

5. New Business:

- a. Discussion of Ordinance Amendments: Planner Cullen led a discussion of the table she had presented in the memo in the packet; key points were:
 - i. The amendments to parking, buffer, and signage standards will likely help with some of the zoning issues in the town center area.
 - ii. The use table, dimensional table, and district (article 3) amendments will also help with the town center area even before the town center zoning is completed.
 - iii. The shoreland zoning was almost ready to go but Planner Cullen found some serious errors that led her to pull it back; her next step is to review it word for word with the state guidelines to ensure there are no other serious problems.
 - iv. The retail and medical marijuana regulations will remain entirely separate.
 - v. The P&D is satisfied with the general order of priority presented.

Manager Jennings updated the P&D on the recodification project, noting that it has sat for so long that the costs to complete with General Code are likely to be higher, perhaps significantly so, to complete the project, and more importantly with the number of amendments ongoing now, it will be more costly both in funds to General Code and in staff resources to provide the necessary documents to General Code. After discussion it was the consensus of the committee to drop the project pending receiving answers to the specific questions staff has asked General Code.

- 6. Zoning Considerations/Discussion: Planner Cullen updated the committee on the status of the home occupation language. She briefly reviewed the changes the Planning Board's Ordinance Committee had made to the draft, the most significant of which was a change for the permit to run with the owner and not the land, with the option available to the permit granting authority to have

it run with the land. She said the next step – which is in progress now – is to prepare the amendments to the other sections of the zoning ordinance that relate to home occupations; e.g. §4.1, site plan review, 4.2, conditional use, §4.8, signage, and §7.2, definitions. Once complete, she will submit the whole package to the OC for further review and then they will refer to the Planning Board for public hearing. After that it will be referred back to Town Council or the P&D Committee.

7. Citizen Initiatives: None.
8. Public Comments: None.
9. Committee Member Comments: Manager Jennings gave an update on the hiring of an intern to perform the bus ridership survey, and asked if the P&D was comfortable with allowing him to move forward to hire the individual he had interviewed for the position. He noted the costs would be paid from the Host Community Benefit or TIF or some other funds. The P&D agreed by consensus to allow Manager Jennings to move forward on this project.
10. Adjournment: **Motion** to adjourn at 8:06 pm by Councilor Sirois; seconded by Mayor Ryder, carried 6/0/0.

*Respectfully submitted by
Karen Cullen, Town Planner*

TOWN OF HAMPDEN

The Town of Hampden Hereby Ordains
Proposed Amendments to the Town of Hampden Fees Ordinance

Deletions are ~~Strikethrough~~ Additions Double Underlined

**TOWN OF HAMPDEN, MAINE
FEES ORDINANCE**

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ADOPTED: Hampden Town Council October 20, 1986
Effective: November 19, 1986

AMENDED: Hampden Town Council December 7, 1987
Effective: January 5, 1988

AMENDED: Hampden Town Council March 21, 1991
Effective: April 21, 1991

AMENDED: Hampden Town Council July 6, 1993
Effective: August 5, 1993

AMENDED: Hampden Town Council December 20, 1993
Effective: January 19, 1994

AMENDED: Hampden Town Council May 6, 1996
Effective: June 6, 1996

AMENDED: Hampden Town Council February 7, 1998
Effective: March 18, 1998

AMENDED: Hampden Town Council November 17, 2003
Effective: December 17, 2003

AMENDED: Hampden Town Council March 21, 2005
Effective: April 20, 2005

AMENDED: Hampden Town Council April 4, 2005
Effective: May 4, 2005

AMENDED: Hampden Town Council October 6, 2008
Effective: November 5, 2008

AMENDED: Hampden Town Council June 15, 2009
Effective: July 15, 2009

AMENDED:	Hampden Town Council August 3, 2009 Effective: September 2, 2009	
AMENDED:	Hampden Town Council January 19, 2010 Effective: February 18, 2010	
AMENDED:	Hampden Town Council September 19, 2011 Effective: October 19, 2011	8.8.4, 8.9, 8.10, 8.11, 8.15, 8.16.1, 8.16.3, 8.16.5 (new 8.11 added and remainder of Article 8 re-numbered)
AMENDED:	Hampden Town Council April 23, 2012 Effective: May 23, 2012	New 1.13 added and remainder of Article 1 re-numbered, 3.5, 3.6, 3.7, 3.8, 7.2, 7.3, added 7.4 and 7.5
AMENDED:	Hampden Town Staff, November 27, 2012 Effective: December 27, 2012	Deleted Article 8.12 and 8.13
AMENDED:	Hampden Town Council, April 22, 2014 Effective: May 22, 2014	Articles 6.2, 6.3 and 6.4
AMENDED:	Hampden Town Council, September 2, 2014 Effective: October 2, 2014	Articles 8.1, 8.2, 8.3, 8.4, 8.5, 8.6, 8.7, 8.8, 8.9, 8.10, and 8.16
AMENDED:	Hampden Town Council, December 1, 2014 Effective: December 31, 2014	Articles 3.1, 3.3, 3.5, 3.7 and 3.8; 3.9 and corrected numbering of Article 3; and Articles 4.2, and 4.4
AMENDED:	Hampden Town Council, February 16, 2016 Effective March 17, 2016	Article 2.9
AMENDED:	Hampden Town Council, April 19, 2016 Effective May 19, 2016	Articles 1.8, 1.9, 1.15 (new), 2.3, 2.5, 2.7, 2.8, 2.13, 5.1, 5.2, 8.1, 8.3, 8.4, 8.6, 8.7, 8.10, 8.14, and 8.16
AMENDED:	Hampden Town Council, May 16, 2016 Effective June 16, 2016	Articles 2.6, 2.12.2, 2.12.4, 2.16.2, 2.16.4, 2.16.5, and 2.16.8
AMENDED:	Hampden Town Council, September 8, 2016 Effective October 8, 2016	Article 6.3.8, 6.3.9, and 6.4.4
AMENDED:	Hampden Town Council, February 21, 2017 Effective March 21, 2017	Articles 6.2.1- 6.2.7, 6.3.1 – 6.3.4, 6.3.11

CERTIFIED BY: _____
Paula Scott, Town Clerk

Affix Seal

**TOWN OF HAMPDEN, MAINE
FEES ORDINANCE**

The Town of Hampden hereby ordains:

In addition to those Town fees and charges, the authorization of which is provided for by Town Ordinances, the following schedule of fees for Town services is approved:

**ARTICLE I
ADMINISTRATION**

Amended 11-17-03, 3-21-05, 6-15-09, 4-23-12, 4-19-16

1.1. Business or Corporation filing	State Regulated
1.2. Copy of Certificate (marriage/birth/death)	State Regulated
1.3. Copy of Subdivision Ordinance	At Cost
1.4. Copy of Zoning Ordinance	At Cost
1.5. Copy of other ordinances	
1.5.1. up to 20 pages	\$0.25/page
1.5.2. and a page after that	\$0.15/page
1.6. Photocopies	
1.6.1. 8½ inch x 11 inch or smaller	\$0.25/page
1.6.2. 8½ inch x 14 inch	\$0.50/page
1.6.3. 11 inch x 17 inch	\$0.75/page
1.7. Marriage License	State Regulated
1.8. Notary Fee	Free for Hampden residents \$3.00 for non-residents
1.9. Record Search	\$15.00/hour (for hours over 1)
1.10. Recording of Pole Permits	
1.10.1. 1 st page	\$2.00
1.10.2. Additional pages	\$1.00/page
1.11. Tax Maps	
1.11.1. (11 inch x 17 inch)	\$50.00/complete set
1.11.2. (24 inch x 36 inch)	\$4.00 map
1.12. Compact Disk copies of ordinances or documents	\$5.00
1.13. DVD copies of recorded meetings (Added 4/23/12)	\$3.00
1.14. Liquor License (Amended 6/15/09)	
(Public hearing not required)	\$ 50.00
(Public hearing is required)	\$125.00
1.15. Incoming Faxes	\$1.00/page

ARTICLE 2
FEES FOR ACTIVITIES REGULATED BY TOWN ORDINANCE

Amended 11-17-03, 3-21-05, 6-15-09, 8-3-09, 4-19-16

- 2.1. Animal Control Ordinance**
- 2.1.1. Animal Impoundment Fee \$30.00 for each offense.
- 2.2. Cable Television Ordinance**
- 2.2.1. Initial Franchise Application Filing Fee \$500.00
- 2.2.2. Renewal Franchise Application Filing Fee \$500.00
- 2.2.3. Modification of a Franchise Agreement \$500.00
- 2.2.4. Combined Filing Fee for participating towns \$7,000.00
- 2.3. Cemetery Ordinance**
- 2.3.1. Lot Fees including perpetual care.
- 2.3.1.1. Resident \$325.00
- 2.3.1.2. Resident - Infant or Cremation \$325.00
- 2.3.1.3. Non-Resident \$450.00
- 2.3.1.4. Non-Resident Infant or Cremation \$450.00
- 2.3.2. Interment fees
- 2.3.2.1. Grave Openings Weekdays Adult \$400.00
- 2.3.2.2. Grave Openings Weekdays Infant or Cremation \$125.00
- 2.3.2.3. Grave Openings Weekends or Holidays Adult \$600.00
- 2.3.2.4. Grave Openings Weekends or Holidays Infant or Cremation \$200.00
- 2.3.3. Town Crypt Fees
- 2.3.3.1. Resident Free
- 2.3.3.2. Non-Resident \$50.00
- 2.3.4. Disinterment \$1,000.00
- 2.3.5. Vault Cremation \$400.00
- 2.3.6. Public Works Dept. Labor After 3:00 PM \$35.00/hour
- 2.4. Concourse Gathering Ordinance**
- 2.4.1. Concourse Gathering Permit Fee \$100.00
- 2.5. Floodplain Management Ordinance**
- 2.5.1. Application Fee \$100.00
- 2.5.2. Experts Fee \$500.00 horizontal review
\$1,000.00 vertical review and horizontal review.
This is a draw account established for a professional to establish flood elevation data where possible. Any unspent funds are to be returned to the applicant
- 2.5.3. Cost for public notices and mailings At cost
(Any "at cost" fee must be paid to the Town before the issuance of approved permits or variances, or action on a board order is undertaken).

2.6. Harbor Ordinance		
2.6.1. Private mooring		\$100.00 annual fee.
2.7. Historic Preservation Ordinance		
2.7.1. Certificate of Appropriateness Application Fee		\$75.00
2.7.2. Historic Site or Landmark Designation Application Fee		\$150.00
2.7.3. Cost of public notices and mailings		At cost
2.8. Mobile Home Park Ordinance		
2.8.1. Annual Mobile Home Park License <i>(This includes application review, initial inspection of premises and a follow-up inspection).</i>		\$200.00
2.8.2. Additional Inspection Fee <i>(If the town needs to perform additional inspections as a result of applicant deficiencies, each inspection will be charged prior to the inspection).</i>		\$200.00
2.9. Sewer Ordinance	<i>(Amended 8/3/09, 2/16/16)</i>	
2.9.1. Sewer Service Charge Rate	<i>(Amended 8/3/09)</i>	\$9.74 per 100 cubic feet of water (c.f.w.) consumed as indicated by consumer's water meter.
2.9.1.1. Sewer Charge Flat Rate Town Water No Meter		\$108.56
2.9.1.2. Sewer Charge Flat Rate Well Water No Meter		\$178.19
2.9.2. Sewer Service Capital Charge		
2.9.2.1. Base Rate for 1 to 2,999 c.f.w. consumed		\$0.00
2.9.2.2. 3,000 to 5,999 c.f.w. consumed (double base)		\$0.00
2.9.2.3. 6,000 to 8,999 c.f.w. consumed (triple base)		\$0.00
2.9.2.4. Other c.f.w. amount		\$0.00
2.9.3. Sewer Service Minimum Charge Rate		\$30.62
2.9.4. Sewer Service "Ready to Serve" Charge		\$30.62
2.9.5. Special Sewer Service Charge		As determined by Town Council.
2.9.6. Sewer Service Charge Rate Outside Town Limits		As determined by Town Council.
2.10. Solid Waste Flow Control Ordinance		
2.10.1. License Application Fee		\$10.00
2.10.2. Annual License Fee Per Vehicle		\$25.00
2.11. Special Amusement Ordinance		
2.11.1. Permit Application Fee		\$50.00
2.12. Subdivision Ordinance		
2.12.1. Subdivision Sketch Plan		No Charge
2.12.2. Minor Subdivision <i>(Less than 5 lots and no public improvements).</i>		\$100.00 plus \$20.00/acre
2.12.3. Minor Subdivision Review/Inspection Draw		not required.
2.12.4. Major Subdivision Preliminary Plan		\$150.00 plus \$50.00/lot plus

<p><i>(Five or more lots and /or public improvements).</i></p> <p>2.12.5. Major Subdivision Final Plan <i>(Review/Inspection Draw Account)</i></p> <p>2.12.6. Major Subdivision Final Plan <i>(Mobile Home Park Construction Review/Inspection Draw Account)</i></p> <p>2.13. Victualers Ordinance <i>(Amended 6/15/09, 4/19/16)</i></p> <p>2.13.1. Victualers License Application</p> <p>2.13.1.1. Public hearing not required</p> <p>2.13.1.2. Public hearing is required</p> <p>2.13.1.3. Cost for public notices and mailings</p> <p><i>The above fees include all inspections required by Town of Hampden Victualers Ordinance. If an inspection is performed and the Code Enforcement Officer or Fire Inspector, or their alternate, believe a reinspection is needed because of a fault of the applicant or agent then a fee per 2.16.5 will be charged and due prior to the issuance of the Victualers License.</i></p> <p>2.14. Waste Disposal Facility Licensing Ordinance</p> <p>2.14.1. Application Fee</p> <p><i>This is a draw account to be used by the Council to hire consultants as necessary to review the proposal. If at any time balance drops to \$10,000.00 the applicant shall deposit an additional \$10,000.00. Any unexpended balance shall be returned after a final decision on the application is rendered.</i></p> <p>2.15. Yard Sale Ordinance</p> <p>2.15.1. Permit Fee</p> <p>2.16. Zoning Ordinance</p> <p>2.16.1. Building Permit Applications for all Construction</p> <p><i>(Plumbing Permit Application)</i></p> <p>2.16.2. Demolition/Earth Moving Permit Application</p> <p>2.16.2.1 Demolition/Earth Moving (residential-with sewer connection)</p>	<p>\$1,000.00 peer technical review draw account or in such greater amount as determined based on type of peer review needed (i.e. traffic, stormwater etc).</p> <p>Fee based on 10% of estimated cost of completing all on-site public improvements plus 10% of estimated cost of completing all off-site public improvements.</p> <p>Fee based on 10% estimated cost of completing all on-site improvements plus 10% of estimated cost of completing all off-site improvements.</p> <p>\$100.00</p> <p>\$150.00</p> <p>At cost</p> <p>\$50,000.00</p> <p>\$5.00</p> <p>\$25.00 plus \$0.10 per sq. ft. of total building area including but not limited to finished areas, basements, attics, decks, pools, porches, sheds, garages, etc. <i>State Regulated</i></p> <p>\$100.00</p>
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2.16.2.2	Demolition/Earth Moving (residential-no sewer connection)	\$ 50.00
2.16.2.3	Demolition/Earth Moving (commercial)	\$150.00
2.16.3.	Sign Permit Application	\$25.00 per sign
2.16.4.	Certificate of Compliance Application <i>(Change of use, resumption of use, new use without building permit application)</i>	\$100.00
2.16.5.	Additional Inspections <i>(If the town needs to perform additional inspections as a result of applicant deficiencies, each inspection will be charged prior to the inspection).</i>	\$35.00 per hour per inspector
2.16.8.	Zoning Board of Appeals Variance Application	
2.16.8.1.	General Variance	\$250.00
2.16.8.2.	Dimensional Variance	\$250.00
2.16.8.3.	Disability Variance	Free
2.16.8.4.	Administrative Appeal Application	\$250.00
2.16.8.5	Cost for public notices and mailings	At cost
2.16.9.	Zoning Ordinance Map or Text Amendment Request	\$650.00
2.16.10.	Site Plan Review Applications	
2.16.10.1.	Minor Development <i>This includes reuse proposal or new structures with less than 3,000 sq. ft., and total site improvements of less than 5,000 sq. ft</i>	\$75.00
2.16.10.2.	Major Development <i>This includes new structures in excess of 20,000 sq. ft or developments with more than 50,000 sq. ft. of site improvements</i>	\$500.00
2.16.10.3.	All Others	\$150.00
2.16.11.	Commercial Secure Landfill Applications <i>(Application to expand or construct a Commercial Secure Landfill in addition to the above fees).</i>	\$0.005/cubic yard of capacity
2.16.12.	Peer Technical Review Draw Accounts <i>(In addition to the Planning Board application fees the Town shall assess a Peer Technical Review draw account accompanying a complete application as defined by ordinance and prior to review by the Board based on the following schedule. Applications which require subsequent re-review of additional information, or amended submittals shall be responsible to provide additional funds to cover these full peer review costs. Upon exhausting in excess of 75% of the funds in the original submittal, the applicant shall provide additional funding increments of 50% of the original fee. Any remaining fees held in the account upon completion of the review process shall be returned to the applicant).</i>	
2.16.12.1.	Engineering Analysis <i>(Where the staff or planning board requires an Engineering Analysis based on any on-site or off-site impacts).</i>	\$600.00.

- 2.16.12.2. Stormwater Analysis \$500.00.
(Where the staff or planning board requires a pre-development and post-development storm-water impact study based on 2 acres of proposed impervious surface or other local stormwater drainage problems).
- 2.16.12.3. Traffic Analysis \$1,000.00.
(Where the staff or planning board requires a Traffic Impact Study based on 100 peak hour trips generated on-site or other known local traffic congestion problems).

ARTICLE 3
FIRE DEPARTMENT
Amended 11-17-03, 4-4-05; 4-23-12; 12-1-14

3.1.	DELETED (Amended 12-1-14)	
3.2.	Report Copies	\$10.00
3.3.	DELETED (Amended 12-1-14)	
3.4.	Fee for pumping: 1 time emergency	Free
3.5.	DELETED (Amended 12-1-14)	
3.6.	Advanced Life Support 1 Rates (Amended 4-23-12)	
3.6.1.	ALS 1 Base Rate	\$685.00
3.6.2.	ALS 2 Base Rate	\$885.00
3.6.3.	ALS Non-Emergency Rate	\$475.00
3.6.4.	ALS Mileage	\$ 17.00
3.6.5.	ALS Backup Fee	\$100.00
3.7.	Basic Life Support Rates (Amended 4-23-12; 12-1-14)	
3.7.1.	BLS Base Rate	\$550.00
3.7.2.	BLS Non-Emergency Rate	\$450.00
3.7.3.	DELETED (Amended 12-1-14)	
3.7.4.	BLS Mileage	\$ 17.00
3.8.	Ambulance Stand-by fee for special events (Amended 4-23-12; 12-1-14)	\$143.06 per EMS staff member per 0 to 4 hour event. Each additional 0 to 4 hour event shall be billed at an additional \$143.06 per EMS staff member.
3.9.	DELETED (Amended 12-1-14)	

**ARTICLE 4
POLICE DEPARTMENT**
Amended 11-17-03; 12-1-14

- | | | |
|-------------|---|--|
| 4.1. | <i>Report Copies</i> (accident or criminal) | \$10.00 for the first page
plus .25 per page
thereafter |
| 4.2. | <i>Special Detail</i> (Dances, games, guard duty, etc.) <i>(Amended 12-1-14)</i> | \$143.06 per officer for the first
two hours. Each additional hour
shall be billed at the current
average overtime rate plus
administrative fee. |
| 4.3. | <i>Concealed Weapons (Hand Gun) Permit</i> | |
| | 4.3.1. First Permit - State Maximum | \$35.00 |
| | 4.3.2. Renewal | \$20.00 |
| 4.4. | <i>DELETED</i> <i>(Amended 12-1-14)</i> | |

**ARTICLE 5
PUBLIC WORKS**
Amended 11-17-03, 4-19-16

5.1.	<i>Additional Fees</i>	
5.1.1.	Public Works Dept. Labor After 3:00 PM	\$200.00 per person (up to 4 hours); \$50.00 per person per hour for every hour above 4.
5.1.2.	Street Opening/Utility Connection Permit	\$50.00
5.1.3.	Sewer Connection	Determined based on proposed use and flow in accordance with Sewer Connection Fee Calculation Worksheet and Sewer Connection Fee Schedule.
5.2.	<i>Solid Waste Fees</i>	
5.2.1.	Business Companies Hauling Trash	\$200.00/annually
5.2.2.	Business Hauling directly to Pine Tree Landfill or to the transfer station	\$25.00/annually
5.2.3.	Non-resident Business working on Hampden Project (temp permit)	\$25.00/annually
5.2.4.	Resident Transfer Station Sticker	\$10.00

ARTICLE 6
RECREATION
Amended 11-17-03, 4-22-14

6.1. **Recreation Fee Waiver Policy:** Any person interested in any Hampden Recreation program that feels they do not have the financial means to afford the full fee shall receive a waiver at the sole discretion of the Recreation Director. Full or partial fee waivers may be given as determined by financial need and the recreation program for which the waiver is requested.

6.2. **Program Fees:**

6.2.1. Kids Kamp (full week)	\$140.00- \$160.00
6.2.2. Kids Korner AM Program (day)	\$8.00- \$11.00
6.2.3. Kids Korner PM Program (day)	\$12.00- \$15.00
6.2.4. Kids Korner Half Day Program (12-6 PM) (day)	\$25.00- \$30.00
6.2.5. Kids Korner Full Day Program (7 AM-6 PM) (day)	\$40.00- \$45.00
6.2.6. Team Sport-Resident (depend on session length)	\$35.00-\$40.00
6.2.7. Team Sport-Non Resident (depend on session length)	\$40.00-\$45.00
6.2.8. Program Registration Late Fee (per person, per program)	\$10.00

6.3. **Skehan Recreation Center Fees:**

(all requests are subject to availability and require advance written reservation contract and payment)

6.3.1. Gymnasium Rental-1/2 Gym	\$25.00- \$40.00 /hour
6.3.2. Gymnasium Rental-Full Gym	\$50.00- \$75.00 /hour
6.3.3. Allen Fitness Room Rental	\$25.00- \$40.00 /hour
6.3.4. Interior Classroom Rental	\$25.00- \$40.00 /hour
6.3.5. Gymnasium Rental Full Day	negotiated at contract
6.3.6. Allen Fitness Room Rental Full Day	negotiated at contract
6.3.7. Interior Classroom Rental Full Day	negotiated at contract
6.3.8. Affiliated Program Rental 1/2 Gym	negotiated at contract
6.3.9. Affiliated Program Rental Full Gym	negotiated at contract
6.3.10. Gymnasium Rental-Multi Day/Multi Week	negotiated at contract
6.3.11. Private Party Rental	\$100.00- \$150.00

2 hours full gym includes classroom for any food consumed

6.4. **RESERVED Outdoor Play Field/Space Rental Fees:** Ball Field or Soccer Field

(all requests are subject to availability and require advance written reservation contract and payment)

6.4.1. Single Field/Single Game-Resident	\$25.00
6.4.2. Single Field/Full Day-Resident	\$50.00
6.4.3. Single Field-Multi Day/Multi Week-Resident	negotiated at contract
6.4.4. Affiliated Program Rental	negotiated at contract
6.4.5. Single Field/Single Game-Non Resident	\$50.00
6.4.6. Single Field/Full Day- Non Resident	\$100.00
6.4.7. Single Field-Multi Day/Multi Week-Non Res.	negotiated at contract
6.4.8. Single Field-Light Use	\$15.00 per event

ARTICLE 7
LIBRARY

Amended 11-17-03, 1-19-10; 4-23-12

7.1. Library Fees	
7.1.1. Resident Annual Fee	Free
7.1.2. Non-Resident Annual Fee	\$35.00/year
7.1.3. Overdue Fees	
7.1.3.1. Books and Periodicals	\$0.10/day
7.1.3.2. Audio or Video	\$0.10/day
7.1.3.3. Maximum Overdue Fee	\$3.00/item
7.2 Self-service Photocopies (Amended 4/23/12)	\$0.25/page
7.3 Self-service Printer Pages (Amended 4/23/12)	\$0.25/page
7.4 Self-service Sending of Faxes (Added 4/23/12)	
7.4.1. Within United States	\$1.00/page
7.4.2. International	\$2.00/page
7.5 Receiving of Faxes (Added 4/23/12)	Not Allowed

ARTICLE 8
POOL

Amended 11-17-03, 4-4-05, 10-6-08, 9-19-11, 11-27-12, 9-2-14, 4-19-16

8.1. Susan G. Abraham Memorial Endowed Scholarship provides the opportunity to learn to swim (see 8.9 & 8.10) to those who could not otherwise afford it. The scholarship is based on individual assessment of financial need and recipient must be resident of RSU #22 District.
(Amended 9/19/2011; 9/2/2014)

8.2. Annual Resident Membership Fees: *(Amended 9/2/2014)*

8.2.1. Family	\$268.00
8.2.2. Single Adult	\$163.00
8.2.3. Youth/Teen	\$126.00
8.2.4. Senior	\$152.00

8.3. Six Month Resident Membership Fees: *(Amended 9/2/2014; 4/19/16)*

8.3.1. Family	\$168.00
8.3.2. Single Adult	\$103.00
8.3.3. Youth/Teen	\$ 81.00
8.3.4. Senior	\$ 98.00

8.4. Three Month Resident Membership Fees: *(Amended 9/2/2014; 4/19/16)*

8.4.1. Family	\$103.00
8.4.2. Single Adult	\$ 65.00
8.4.3. Youth/Teen	\$ 55.00
8.4.4. Senior	\$ 60.00

8.5. Annual Non-Resident Membership Fees: *(Amended 9/2/2014)*

8.5.1. Family	\$294.00
8.5.2. Single Adult	\$189.00
8.5.3. Youth/Teen	\$152.00
8.5.4. Senior	\$179.00

8.6. Six Month Non-Resident Membership Fees: *(Amended 9/2/2014; 4/19/16)*

8.6.1. Family	\$184.00
8.6.2. Single Adult	\$119.00
8.6.3. Youth/Teen	\$ 98.00
8.6.4. Senior	\$113.00

8.7. Three Month Non-Resident Membership Fees: *(Amended 9/2/2014; 4/19/16)*

8.7.1. Family	\$113.00
8.7.2. Single Adult	\$ 76.00
8.7.3. Youth/Teen	\$ 65.00
8.7.4. Senior	\$ 70.00

8.8. Daily Swim Fee for non-members *(Amended 9/19/2011; 9/2/2014)*

8.8.1. Single Swim - Resident	\$ 4.00
8.8.2. Single Swim - Non-Resident	\$ 5.00
8.8.3. Resident 12 Use Punch Card	\$ 36.00
8.8.4. Non-Resident 12 Use Punch Card	\$ 48.00

8.9.	<i>Resident Swim Lessons</i> <i>(Amended 9/19/2011; 9/2/2014)</i>	
8.9.1.	Members	\$4.50 per class
8.9.2.	Non-Members	\$6.00 per class
8.10.	<i>Non-Resident Swim Lessons</i> <i>(Amended 9/19/2011; 9/2/2014; 4/19/16)</i>	
8.10.1.	Members	\$6.50 per class
8.10.2.	Non-Members	\$8.00 per class
8.11.	<i>Private Swim Lessons</i> <i>(Amended 9/19/2011)</i>	
8.11.1	Resident Member	
	1 Child	\$15.00 per class
	2 Children	\$20.00 per class
8.11.2.	Resident Non-member	
	1 Child	\$20.00 per class
	2 Children	\$25.00 per class
8.11.3	Non-resident Member	
	1 Child	\$20.00 per class
	2 Children	\$25.00 per class
8.11.4	Non-resident Non-member	
	1 Child	\$25.00 per class
	2 Children	\$30.00 per class
8.12.	<i>Deleted</i> <i>November 27, 2012</i>	
8.13.	<i>Deleted</i> <i>November 27, 2012</i>	
8.14.	<i>Adult Aqua Fitness:</i> <i>(Amended 4/19/16)</i>	
8.14.1.	Residents	\$4.00/class
8.14.2.	Non-Residents	\$5.00/class
8.15.	<i>Gentle Aerobics</i> <i>(deleted 9/19/2011)</i>	
8.16.	<i>Pool Facility Rental Fees</i> <i>(Limited Availability):</i> <i>(Amended 9/19/2011; 9/2/2014; 4/19/16)</i>	
8.16.1.	Resident Pool Rental (up to 30 total guests)	\$77.00/hour
8.16.2.	Resident Lounge Rental	\$20.00/hour
8.16.3.	Non-Resident Pool Rental (up to 30 total guests)	\$94.00/hour
8.16.4.	Non-Resident Lounge Rental	\$25.00/hour
8.16.5.	Every 10 Additional Guests (As Required by Rules)	\$15.00/hour
8.17.	<i>Swim Diaper</i>	\$1.00

**ARTICLE 9
ANNUAL REVIEW BY TOWN COUNCIL**

- 9.1** An itemized listing of fees for each town department will be submitted to the Town Council by the Town Manager on or before October of each year for the Council's review, revision, and approval.



**Appendix A: Town of Hampden
Sewer Connection Fee Calculation Worksheet**

Date: _____

Sewer Connection Location: _____

Address: _____

Contractor Name & Address

Name: _____

Address: _____

Phone: _____

Paid:
Check Number:
Eng Receipt:
Date:

Owner Name & Address

Name: _____

Address: _____

Phone: _____

Property Use: If applicable

Food Service Provided Y N

Grease Interceptor Y N

Oil/Sand Separator Y N

Area 1:		gpd/unit	\$/gpd	Fee	Category
	Square feet		1.06	\$	
	Units		1.06	\$	
	Seats		1.06	\$	
	Beds		1.06	\$	
	Other		1.06	\$	
Area 2:		gpd/unit	\$/gpd	Fee	
	Square Feet		1.06	\$	
	Units		1.06	\$	
	Seats		1.06	\$	
	Beds		1.06	\$	
	Other		1.06	\$	
Area 3:		gpd/unit	\$/gpd	Fee	
	Square Feet		1.06	\$	
	Units		1.06	\$	
	Seats		1.06	\$	
	Beds		1.06	\$	
	Other		1.06	\$	

Total Connection Fee: \$ _____
(minimum Fee for Sewer Connection \$50.00)



**Appendix B: Town of Hampden
Sewer Connection Fee Schedule**

Amusement Park	Determined by Public Works Director	
Apartment Building	185	gpd/unit
Auto Body Shop	0.05	gpd/ft ²
Auto Sales Garage	0.05	gpd/ft ²
Bakery	0.15	gpd/ft ²
Bank	0.1	gpd/ft ²
Barber Shop	0.35	gpd/ft ²
Beauty Salon	0.75	gpd/ft ²
Boarding House	50	gpd/bed
Bowling Alley	75	gpd/lane
Car Wash	Determined by Public Works Director	
Church (sanctuary)	185	gpd
Day Care	10	gpd/child
Dry Cleaners	0.15	gpd/ft ²
Duplex, any Combination	270	gpd/unit
Fast Food Restaurant (no table service)	20	gpd/seat
Funeral Home	0.05	gpd/ft ²
Government Building	0.1	gpd/ft ²
Health Club	0.15	gpd/ft ²
Hospitals	150	gpd/bed
Hotels/Motels	100	gpd/unit
Industrial (process flow)	Determined by Public Works Director	
Laundry	2.0	gpd/20lb machine
Lodge	0.25	gpd/ft ²
Medical/Dental	0.15	gpd/ft ²
Mobile Homes	270	gpd
Nursing	100	gpd/bed
Offices	0.06	gpd/ft ²
Restaurant	35	gpd/seat
Retail	0.05	gpd/ft ²
Retirement	120	gpd/unit
Schools	10	gpd/student
Senior Housing Facility	65	gpd/island
Single Family Homes	270	gpd
Supermarket	0.05	gpd/ft ²
Taverns, Bars, Lounges	0.09	gpd/ft ²
Theater	3	gpd/seat
Train/Bus Stations	0.075	gpd/ft ²
Utilities	0.01	gpd/ft ²
Veterinarians	0.65	gpd/ft ²
Warehouse	0.05	gpd/ft ²



Check One: Ir

Reappointment Application

D-3-a

TOWN OF HAMPDEN
APPLICATION FOR TOWN BOARDS AND COMMITTEES

NAME: HOFFERT TODD A
LAST FIRST MI

ADDRESS: 45 CANAAN ROAD HAMPDEN 04444
STREET TOWN ZIP

MAILING ADDRESS (if different): _____

TELEPHONE: 207 852 2404 _____
HOME WORK

EMAIL: todd.a.hoffert@gmail.com

OCCUPATION: RESEARCH COORDINATOR

BOARD OR COMMITTEE PREFERENCE:
FIRST CHOICE: RECREATION COMMITTEE

SECOND CHOICE (OPTIONAL): _____

How would your experience, education and/or occupation be a benefit to this board or committee? My experience coaching in Hampden in addition to my project management skills should allow me to be a productive member of this committee

Are there any issues you feel this board or committee should address, or should continue to address? Greater availability of fields / sports for the people and especially youth of Hampden.

- | | | |
|--|---------------|---|
| CONSERVATION COMMITTEE
BOARD OF ASSESSMENT REVIEW
PERSONNEL APPEALS BOARD
LURA HOIT MEMORIAL POOL
ECONOMIC DEVELOPMENT COMMITTEE
FRIENDS OF DOROTHEA DIX PARK | <u>3 YEAR</u> | DYER LIBRARY
RECREATION COMMITTEE
BOARD OF APPEALS
HISTORIC PRESERVATION COMMITTEE
TREE BOARD |
|--|---------------|---|

5 YEAR
PLANNING BOARD

JAN 19 2017

FOR TOWN USE ONLY		Date Application Received: _____
COUNCIL COMMITTEE ACTION: <u>Svc Com</u>	DATE: <u>2/13/17</u>	
COUNCIL ACTION: _____	DATE: _____	
<input type="checkbox"/> NEW APPT	<input type="checkbox"/> REAPPOINTMENT	DATE APPOINTMENT EXPIRES: _____

D-3-b



Check One: X Initial Application
_____ Reappointment Application

TOWN OF HAMPDEN
APPLICATION FOR TOWN BOARDS AND COMMITTEES

NAME: DORRITY THOMAS P
LAST FIRST MI

ADDRESS: 46 COTTAGE STREET HAMPDEN 04444
STREET TOWN ZIP

MAILING ADDRESS (if different): _____

TELEPHONE: HOME: 207-944-3892 WORK: 207-974-2241

EMAIL: THOMAS.DORRITY@TD.COM // TDORRITY@GMAIL.COM

OCCUPATION: COMMERCIAL CREDIT ANALYST, TD BANK

BOARD OR COMMITTEE PREFERENCE:

FIRST CHOICE: PLANNING BOARD - *alternate*

SECOND CHOICE (OPTIONAL): BOARD OF ASSESSMENT REVIEW

How would your experience, education and/or occupation be a benefit to this board or committee?: I held a Maine Real Estate Sales Agents and Associate Broker license from 2006 through 2008. I currently work in the Commercial Credit department of TD Bank, providing financial analysis to loans, industries, and customers in TD's portfolio. I have built a strong foundation in financial risk assessment along with industry risk analysis. I have a bachelor's in business from UMO and previously worked at IBM in Slovakia where I lived for four years.

Are there any issues you feel this board or committee should address, or should continue to address?: At this time, no. I recently moved back to the Hampden area and want to become more involved in the community. I feel that joining the planning board and board of assessment review will allow me to use some of my skills while helping the community and identifying other areas of interest in public service.

- 3 YEAR
- CONSERVATION COMMITTEE
- BOARD OF ASSESSMENT REVIEW
- PERSONNEL APPEALS BOARD
- LURA HOIT MEMORIAL POOL
- ECONOMIC DEVELOPMENT COMMITTEE
- FRIENDS OF DOROTHEA DIX PARK

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

5 YEAR
PLANNING BOARD

JAN 10 2017

FOR TOWN USE ONLY		Date Application Received: _____
COUNCIL COMMITTEE ACTION: <u>Finance & Admin. - referral</u>	DATE: <u>2/21/17</u>	
COUNCIL ACTION: _____	DATE: _____	
<input type="checkbox"/> NEW APPT	<input type="checkbox"/> REAPPOINTMENT	DATE APPOINTMENT EXPIRES: _____

of those municipal officers may then resign the office of assessor without resigning the office of selectman, and the position of assessor may then be filled by appointment made by the municipal officers. 30-A M.R.S.A. § 2526(5)(C) and (5)(G). If, for example a town failed at an election to fill all three seats on a board of assessors, the two people who were elected as assessors would not serve. Instead, the board of selectmen would become the board of assessors. It is important to be aware of this statute when electing assessors so that special effort can be made to fill all vacant seats.

Municipal School Committee

An interim vacancy in the office of *municipal school committee* member (we are not discussing here an RSU, SAD or CSD Board of Directors vacancy) gets unique treatment. Such a vacancy can only be filled as provided in 20-A M.R.S.A. § 2305(4). Section 2305 describes the circumstances under which a vacancy in the office of school board member “shall be declared” and provides that such a vacancy may be filled by appointment by the remaining members of the school committee within 30 days, and that the term of any appointee shall expire at the next annual meeting. If the remaining members fail to appoint a successor, the vacancy may be filled by election at a town meeting called for the purpose. The person elected to fill the vacancy serves for the entire remaining term, which may be for a year or two beyond the next annual meeting. Municipal officers should monitor the status of school board vacancies to see whether the board timely makes successor appointments.

RSU and SAD Board of Directors

RSU and SAD Board of Director vacancies are to be filled by appointment by the municipal officers of an interim director, who is to serve until the next annual municipal election and until a successor is elected and qualified. 20-A M.R.S.A. § 1254(3) and 1474(3). When municipal officers are notified by an SAD or RSU of a vacancy, and appoint an interim director, they should remember that the interim director does not serve out the entire remaining balance of the multi-year term where that term expires a year or two later, but only until the first annual meeting occurring after the interim director is appointed. The municipal officers should therefore include the position on the annual meeting warrant, and ensure that the clerk makes nomination papers available for that position.

CSD Boards

Statutes governing filling vacancies on CSD Boards are more complicated. See 20-A M.R.S.A. § 1653 and/or consult local counsel or MMA Legal Services staff. Note, too, that a Private and Special Act of the Legislature may have created some CSDs, and that such Acts may have provisions governing vacancies.

for the recount of ballots in case of doubt, the council shall adopt by ordinance all regulations which it considers desirable, consistent with law and this charter. Qualified voter shall mean any person qualified and registered to vote under law. (Amended: June 2, 1982, November 5, 2013)

Sec. 802 Officials Nominated and Elected At Large

- (a) *Councilors at Large.* The full names and street addresses of all candidates nominated for councilor at large, except those who have withdrawn, died, or become ineligible shall be printed on the official ballots under a heading reading: "Nominees for Councilor at Large". (Amended: November 6, 1990, November 5, 2013)
- (b) *District Councilors.* The full names and street addresses of all candidates nominated for district councilor, except those who have withdrawn, died, or become ineligible, shall be printed only on the official ballots under the separate heading reading: "Nominees for District Councilor".

Sec. 803 Nomination Paper for Specimen Ballot

- (a) Nomination Paper will be provided upon request from town office.
- (b) Specimen ballot will be provided upon request from town office.

Sec. 804 Ordering Candidate Surnames - When two or more candidates have been nominated for any office, the names of said candidates shall appear on the ballot in the order determined by lot. The municipal clerk shall determine, by lot, the order that said candidates' names shall appear on the ballot, provided the proceedings shall be public and the candidates shall be given an opportunity to be present.

Sec. 805 Election Provisions - Provisions of Title 21-A of the Maine Revised Statutes relating to the qualifications of voters, registration, the manner of voting, the duties of election officers and all other particulars respective to preparation for, conducting and management of elections, so far as they may be applicable, shall govern all municipal elections, except as otherwise provided in this charter. In the event that this charter or Title 21-A do not address a particular election matter, any relevant election provision of Title 30-A of the Maine Revised Statutes shall apply. (Amended: November 5, 2013)

Sec. 806 Nomination - Any Hampden voter may be nominated for the town council in accordance with the provisions of the Charter and of the laws of the State of Maine. A candidate for district councilor must obtain the names of not less than 10, nor more than 25, Hampden voters, who must reside in the candidate's district. At large candidates must obtain the names of not less than 25, nor more than 35, Hampden voters, who may reside any place in the town. (Amended: November 2, 2004)

- (a) The signatures to a nominating petition need not all be affixed to one paper, but to each separate paper of a petition there shall be attached an affidavit executed by its circulator stating the number of signers of the paper and that the circulator believes each signature to be the genuine signature of the person whose name it purports to be. The signatures shall be executed in ink or indelible pencil. Each signer shall indicate next to that person's signature the date of signing and the street address where that person resides. (Amended: November 6, 1990)

The regular election to choose members of the town council, School Administrative District 22, and the Water Board, shall be held on the Tuesday following the first Monday of November. (Amended: June 2, 1982)

- (b) **Filing and Acceptance of Nomination Petitions.** All separate papers comprising a nominating petition for district councilor shall be assembled and filed with the municipal clerk as one

D-4-a

Town of Hampden
106 Western Avenue
Hampden, Maine 04444



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

Request for Bid Proposals – DRAFT

Design, Engineering and Permitting Services for Municipal Building and Pool Site

The Town of Hampden is seeking bid proposals for design, engineering and permitting services for the Town-owned site at 106 and 146 Western Avenue which includes the Municipal Building, the Lura Hoyt Pool, athletic fields and undeveloped land. The Scope of Services including an existing conditions plan with recent topographic survey and wetlands delineation is attached to this Request for Bid Proposals. Services requested are detailed in the attached Scope of Work.

Prospective bidders who wish to be considered for the project are expected to attend a **mandatory pre-bid meeting** on _____, 2017 at _____ at the Municipal Building Conference Room, 106 Western Avenue, Hampden, ME.

Prospective bidders may submit written questions regarding this Request for Bid Proposals to the Town Manager on or before _____ at _____. Questions may be submitted at the Municipal Building, Monday through Thursday from 7:30 AM until 6 PM, or via email to townmanager@hampdenmaine.gov. The Town will prepare written responses to all questions received, and will provide responses in an Addenda to all prospective bidders that participate in the pre-bid meeting, or who notify the Town Manager in writing that they wish to be considered a prospective bidder.

Sealed bids, clearly marked "Bid Proposal: Design, Engineering and Permitting Services, Town Building and Pool Site" must be received no later than _____ at _____ addressed to:

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

A Statement of Bidders Qualifications (Attachment A) must be submitted with the Bid Proposal. All bids shall be submitted on the bid form supplied by the Town (Attachment B). Any bid received after the date and time of opening will be rejected and returned unopened to the bidder. Bids may not be submitted by email.

Bidders shall adhere to items specified in General Information to Bidders, attached.

Bids will be publicly opened at the Hampden Municipal Building Conference Room at _____ on _____, 2017. Bids shall include a statement of proposed price to complete the work including sufficient detail for the Town to understand the basis of the costs, as well as any assumptions or limitations. Exceptions to the specifications are to be listed separately, attached to and submitted with Bidder's proposal.

The Town's Consultant Review Team will consist of the Public Works Director, Recreation Director, Town Planner, Code Enforcement Officer and the Town Manager. Upon review of bids and qualifications the Town anticipates conducting interviews with two or more firms. The successful consultant will be selected based on the following criteria:

- 1) Demonstrated successful completion of projects of comparable scope by the proposing firm.
- 2) Established competence and experience of project team members proposed by the proposing firm.
- 3) Ability of the proposing firm to meet the Town's scheduling goals.
- 4) Proposed compensation terms and budget.

The Town Manager shall recommend a vendor and budget to the Finance Committee and the Town Council. Upon Council authorization of budgeted Reserve Funds, the Town Manager will execute a contract with the selected vendor and will schedule the work.

Prior to execution of a contract, the contractor must provide proof of workers compensation insurance, and of liability insurance with a \$400,000 minimum coverage, and shall provide a certificate naming the Town of Hampden as additionally insured.

The Town of Hampden reserves the right to reject any and all proposals, in whole or in part, and to negotiate the terms and conditions with any proposer and to accept any proposal, in whole or in part, which the Town deems, in its sole opinion, to be in the best interest of the Town of Hampden.

Scope of Work

Design, Engineering and Permitting Services for Municipal Building and Pool Site

Introduction

The 2015 Hampden Recreation Plan prioritizes the identification of land for additional playing fields, development of additional fields, and increased parking at the Lura Hoyt Pool site. The identification of a location for recreational field space is also identified as an implementation strategy in the Town's 2010 Comprehensive Plan. Funds to advance these efforts were approved through the allocation of funding to the Recreation Area Reserve account within the FY17 budget.

The Town Council's Services Committee has led an effort to identify such land, to evaluate suitability for field space, and to evaluate potential to expand parking at the Pool site. Wetlands delineation was completed and presented in summer 2016, and a conceptual plan for additional field space and parking was reviewed in September. A copy of the conceptual plan, which includes the wetlands delineations, is attached. Since that time, the Town secured topographic survey services for the parcel at a mixture of 1' and 2' contours. The conceptual plan is not intended to be fixed at this time but shall be used as the basis for this Request for Bid Proposals.

The subject property is Hampden Assessors Parcel 09-0-018 located at 106 and 146 Western Ave. (Online GIS mapping at <http://www.axisgis.com/hampdenme/>). A map of the project locus is attached as Exhibit 1.

Through this Request for Bid Proposals, the Town seeks to advance the conceptual design to a level of engineering design, including relative to stormwater management, necessary to bring the project through DEP Site Location of Development permitting that would be required in order to add impervious area to the site. Additional local, and possibly State and Federal, permitting would be required, and part of this Scope includes advising the Town regarding these requirements.

(The parcel, which includes the Town Offices, Pool building, Post Office and associated parking for each, has ~3.1 acres of impervious surface so will require DEP permitting to add any new parking or other impervious surface. The Post Office site is owned by the Town but is subject to a multi-year lease for use as the Post Office.)

The project scope includes the development of ____ multipurpose athletic field(s), parking, landscaping, (irrigation(?)), fencing, drainage, site utilities and related amenities. The Town is interested in adding parking to the site in the near term, subject to satisfying regulatory requirements, in order to serve current uses on the site, and this addition of parking is expected to be part of or all of the first phase of project implementation.

Once designed and permitted, the Town Council anticipates implementing the work in phases, with the goal of matching implementation to available resources, and preserving the Town's flexibility on project implementation based on resources if and as they become available in the future. The Council's goal is that each phase would result in a stable interim outcome, since full project implementation would be a multi-phase, multi-year undertaking which would require

future identification of resources. In short, if an interim phase is complete, and the full plan is never realized, the project should be designed in a way to ensure that any constructed phase(s) would stand alone in a manner that is stable and functional.

Scope of Services:

1. Background Investigation, Site Assessment and Survey
 - a. Review all documents related to conceptual work previously completed for and by the Town of Hampden for the layout and design of the Municipal Building and Pool site.
 - b. Review Zoning Ordinance and previous permitting on the site (i.e. Pool building, Public Safety expansion of Municipal Building etc.) with Town Planner and Code Enforcement Officer; determine local permitting needs.
 - c. Participate in initial scope clarification meeting with representatives of the Town of Hampden.
 - d. Provide surveying services including a certified property boundary survey with deed references.
 - e. Provide a soil survey, mapping and Class B report.
 - f. Participate, with Town of Hampden representatives, in a Site Location of Development Pre-Application Meeting with MaineDEP.
2. Schematic Design
 - a. Prepare at least two alternative schematic layouts for athletic fields, parking and other potential facilities based on input received in a public forum (anticipated to include at least two public meetings).
 - b. Prepare preliminary construction cost estimates.
 - c. Present the project concepts with recommendations.
 - d. On the basis of direction from the Town of Hampden, revise the preferred the schematic layout as appropriate.
 - e. Present updated schematic design at a public meeting.
 - f. Prepare a colored rendering of preferred schematic layout(s) for presentation purposes.
 - g. Participate, with Town of Hampden representatives, in a second Site Location of Development Pre-Application Meeting with MaineDEP.

Following the completion of Tasks 1 and 2, above, the Town will decide whether to proceed with the subsequent Tasks, and on what schedule, based on advance agreement to scope and budget.

3. Detailed Design Development and Preparation of Construction Cost Estimates. On the basis of the preferred schematic plan and phasing, and after determining applicable regulatory and permitting requirements, the selected consultant will work with the Town to prepare a detailed scope and budget for project permitting. Tasks may include but will not necessarily be limited to:
 - a. Design stormwater management facilities for the entire parcel including watershed pre and post development hydrology modeling and plans, design of drainage structure and channels, and design of treatment and detention features. Design work should specify phases of construction determined in consultation with the Town of Hampden.

- b. Conduct borings, test pits and ledge probings as necessary and prepare a geotechnical report providing design information and criteria for parking, utility and stormwater facilities designs.
 - c. Provide detailed design of all proposed new and upgraded existing parking lots and recreational fields including plan, profile and detail drawings, grading plans, signage/pavement marking plans and lighting plans. Design work should specify phases of construction determined in consultation with the Town of Hampden.
 - d. Design and detail utilities including public water and sanitary sewer. Coordinate with local power and phone utilities and show proposed pole layout, if any.
 - e. Prepare an Engineer's construction cost estimate for the project, broken down by phases determined in consultation with the Town of Hampden.
 - f. During design development, conduct and facilitate monthly project progress meetings with Town of Hampden representatives at Hampden Town Offices.
4. Permitting Services
- a. Prepare and submit an application for (including all applicable plans, agency letters and exhibits) and facilitate approval of a Maine DEP Site Location of Development Permit.¹
 - b. Prepare and submit applications for and facilitate approval of Natural Resources Protection Act (NRPA) and Army Corps of Engineers permits including functional assessment, alternatives analysis, mitigation/compensation plans, and all other required exhibits, reports and analyses.
 - c. If necessary, file an application for Site Plan Approval with the Planning Board and attend required meetings or public hearings regarding same.

On an ongoing basis throughout the assignment, the consultant may be asked to assist the Town in public communications regarding this initiative.

Deliverables: Provide digital files to the Town of all plans (Autocad and PDF format), maps (ArcGIS shapefile and PDF format), studies (PDF), applications (Word and PDF) and documents (PDF).

Project Timeline:

The Town wishes to initiate this work as soon as practicable, with the goal of completing Tasks 1 and 2 on or before to _____.

Minimum Town Selection Criteria:

The Town intends to engage a consultant with significant experience in the planning, design, permitting, and construction administration of projects involving natural turf type fields subject to Maine public bidding and construction regulations. To be considered, firms should meet the following minimum criteria:

¹ Prior to the Town completing wetlands and survey work on the subject property, Town staff had conducted alternative site analyses of other Hampden properties regarding potential suitability. Town staff will assist in documenting prior consideration of alternative sites as may be required within the DEP permitting process.

1. The proposing firm or team must have completed, as the prime consultant, at least three (3) projects involving the design, permitting, and construction administration of sand-based, (irrigated?), natural turf athletic field complexes.
2. At least two (2) of the projects must have been subject to Maine public bidding regulations.

Each proposal shall provide examples of representative projects demonstrating compliance with these criteria along with reference and current phone numbers. Firms will indicated members of the project team proposed who contributed significantly to each of the project examples cited in the proposal.

Comparative Selection Criteria:

Award will be made to the firm meeting the minimum selection criteria above that best meets the comparative selection criteria to include:

1. Demonstrated experience of the firm with design and construction monitoring of installations of athletic field complexes.
2. Demonstrated experience of members of the proposed project team on comparable projects.
3. History of client satisfaction based on reference checks.
4. Experience with Maine public bid laws relating to preparing bid specifications.
5. Ability to provide all required services with current in-house staff.
6. Ability to provide realistic constructed cost estimates for prevailing wage procurements.
7. Value and competitiveness of the proposed fee for the Scope of Services offered.

ATTACHMENT A

STATEMENT OF BIDDER'S QUALIFICATIONS

1. Name of Bidder: _____

Bidder is: Corporation () Partnership () Individual ()

2. Permanent Main Office Address: _____

3. Federal ID Number (Employer's ID No.): _____

4. If a corporation, where incorporated? _____

5. How many years have you been engaged in business under your present firm or trade name?

6. Similar projects (including DEP Site Location of Development, NRPA and Army Corps. of Engineers permitting) completed or in process, including client name and contact information: _____

7. Names, qualifications, and billing rates of all proposed personnel for the project.

8. Company names and qualifications summary for all proposed sub-consultants for the project.

9. A detailed list of all included services summarized by major tasks.

10. An estimated schedule for starting and completing the project.

11. A detailed explanation of proposed compensation terms and an estimated budget for each major task.

12. Any other information you feel would help the Town of Hampden assess the Bidder's ability and reliability.

13. A financial statement may be required of the successful bidder prior to award.

The Undersigned hereby authorizes and requests any person, firm, or corporation to furnish any information requested by the Town of Hampden in verification of the recitals comprising this Statement of Bidder's Qualifications.

Name of Bidder: _____

Attested By: _____

Title: _____

Date: _____

DRAFT

ATTACHMENT B

BID FORM

Deadline: _____

Submit to: Town Manager
Town of Hampden
106 Western Avenue
Hampden, Maine 04444

Company Name: _____

Address: _____

Telephone/Fax: _____

Cell Phone: _____

E-Mail Address: _____

The following bid is submitted in response to the Request for Bid Proposals for the Design, Engineering and Permitting Services for Municipal Building and Pool Site at 106 and 146 Western Ave.

The undersigned certifies that the information provided on the Bid Form is correct and that the bid meets or exceeds the specifications.

Have all specifications been met: Yes No
If no, have all deviations been listed on a separate page attached to this Bid Form?
 Yes No

Respondents are required to propose costs for Tasks 1 and 2 only. Following the completion of Tasks 1 and 2, the Town will decide whether to proceed with the subsequent Tasks, and on what schedule, based on advance agreement to scope and budget. Personnel billing rates required in Attachment A.

Base Price Bid:

1. Background Investigation, Facility Assessment and Survey \$ _____
2. Schematic Design \$ _____
3. Detailed Design Development and Preparation of Construction Cost Estimates
4. Permitting Services

5. Bid Award and Construction Period Services

Add/Alternate (if any): \$ _____

Signature: _____

Printed Name: _____

Date: _____

By affixing my signature I certify that I have the authority to submit this bid and further certify that this bid meets or exceeds all requirements of the bid.



D-5-a



6 State St, P.O. Box 2444
Bangor, ME 04401
Phone: (207) 945-6222
Fax: (207) 945-5824
results@epsteincommercial.com
www.epsteincommercial.com

EXCLUSIVE AUTHORIZATION TO SELL

This Agreement is entered into this 7 day of February 2017, by and between Epstein Commercial Real Estate of 6 State Street, P.O. Box 2444, Bangor, Maine 04402-2444, hereinafter called Broker; and Town of Hampden, 106 Western Ave, Hampden, Maine hereinafter called Owner.

In consideration of Broker's efforts to procure a sale for Owner's real estate located on Map 10, Lots; 2,4,6,8,9,10,17,19,20,21,22,23,24,25,26,27,28,29,30,31,32,33,34,35,36,37 in the Town of Hampden tax assessor's office and recorded in the Penobscot registry of deeds Book 7832, Page 2732, plans 2014-60 & 2014-61.

Owner hereby grants to Epstein Commercial Real Estate the exclusive authorization to sell the above-mentioned real estate at the following price:

Lot #	List price	Lot #	List Price
2	\$75,000	25	\$68,500
4	\$200,000	26	\$88,900
6	\$90,000	27	\$73,700
8	\$95,000	28	\$109,200
9	\$95,000	29	\$87,400
10	\$175,000	30	\$102,200
17	\$98,300	31	\$124,100
19	\$75,800	32	\$91,200
20	\$74,100	33	\$160,400
21	\$88,600	34	\$213,800
22	\$121,500	35	\$155,400
23	\$71,200	36	\$109,000
24	\$171,300	37	\$131,000

or at any sale price which is acceptable to Owner. This exclusive authorization shall begin on _____ and expire on _____.

Broker shall have the exclusive right to sell said property within the time period above and shall be entitled to a commission fee of eight percent (8%) of the sale price. This commission fee shall be paid at the time of each closing. This commission fee shall be due Broker in the event of a sale produced by Broker, Owner, or any other person or entity; all inquiries shall be referred to Broker.

Should the Owner sell, transfer, convey, lease, exchange or dispose of any portion of said property within six months after the termination of this Agreement to any person, corporation, or

entity which the Broker has introduced to the property, and whose name has been furnished to Owner in writing by the Broker during the time period of this Agreement, then in such a case the above commission shall become due and payable to the Broker.

By this Agreement it is understood that Broker is employed and is representing only Owner unless otherwise agreed to in writing. It is further understood that Broker's entitlement to the above commission fee occurs when Broker, Owner, or any other entity finds a purchaser who is ready, willing and able to purchase, and actually purchases, the said above described real estate on the terms herein setout, or on any other terms acceptable to the Owner.

Any dispute or claim arising out of or relating to this Agreement shall be submitted to mediation in accordance with the Maine Residential Real Estate Mediation Rules of the American Arbitration Association. This clause shall survive the expiration of this Agreement.

Agency and Owner each agree that this property is to be offered to any person without regard to race, color, religion, national origin, sex, age or handicap.

SPECIAL CONDITIONS:

1. A "For Sale" sign may be placed on the property. Yes No
2. Broker may advertise the property. Yes No

BUYER'S AGENCY:

This Agency's policy is to cooperate with other agencies acting as Buyer's agents, unless such other brokerage agencies have a general policy which effectively inhibits or precludes the cooperation and sharing of compensation with other brokerage agencies. This Agency's policy is to share compensation with Buyer's agents.

The undersigned jointly and severally agree to accept telefacsimile copies of the documents which have been sent by either party to the other, or to any other party or agent to this transaction, as original documents.

DATE:

OWNER:

DATE:

BROKER:
EPSTEIN COMMERCIAL REAL ESTATE



TOWN OF HAMPDEN
DEPARTMENT OF PUBLIC WORKS

106 WESTERN AVE.
HAMPDEN, ME 04444

TEL 862-3337

FAX 862-3910

February 9, 2017

To: Angus Jennings
From: Sean Currier
Subject: Existing Plow Truck #17

The Public Works Department purchased a dual axel dump truck in 2016 to replace the aging unit #17. Unit #17 is a 2006 Sterling SL8500 dump truck which was believed to be in good enough shape to use as a back-up plow truck when another inevitably broke down. After getting a mechanic on board in fall 2016 and getting some time to reassess the condition of the truck, it is now recommended that the best thing to do is sell this vehicle. The intent of retaining the vehicle at the time #44 was purchased was good but based on the more thorough review we're now able to perform in-house I do not see value in keeping the vehicle.

It is believed this vehicle is worth approximately \$15,000 which is over the \$5,000 threshold (described in Hampden Town Council Bid Procedure Guidelines, #5, attached). The typical process is to solicit a bid for the sale of the equipment and select the highest bidder.

Alternatively, we have secured an opportunity to park the vehicle at Freightliner, where we purchased the new vehicle, and have them sell it for us for a 10% fee. If we proceed in this manner we will also advertise the vehicle with other equipment dealers at the same time. This is certainly the best time of year to sell the truck while the bid process would take us very close to spring.

If the Council is willing to waive the bid process for the sale of the truck, Public Works will draft an agreement with Freightliner and park the vehicle there for sale and post with other equipment dealers. If the vehicle does not sell in the near future, it will be combined with the next bid for new equipment as a trade in.

It is my understanding that past practice has been that the proceeds of any sale would be placed back into the DPW Equipment Reserve account (3-717-00).

Thank you for considering this matter.

Sean Currier

HAMPDEN TOWN COUNCIL BID PROCEDURE GUIDELINES

1. Department heads may purchase items at their discretion. Any item in the excess of seven hundred fifty dollars (\$750) must be purchased with a purchase order. This purchase order is to be made out by the department head with a copy sent to the Town Manager within twenty-four (24) hours.
2. Purchases less than ten thousand dollars (\$10,000) may be handled by the Town Manager. The Town Manager shall handle purchases under a quotation system. Under this system prices are solicited by the Town Manager and the item or service is purchased from the supplier that the Town Manager recommends. There is no formal bid advertisement however, and no official sealed bid opening when a quotation is requested.
3. Purchase or construction in excess of ten thousand dollars (\$10,000) will be put out for bids with advertisement and an official bid opening by the Town Clerk at the Town Office. The advertisement will specify the date and the hour of the public opening. After opening of all bids, they will be turned over to the appropriate Council committee for review and said committee will report their recommendation to the full Town Council at the next regularly scheduled Council meeting. A majority vote of the Councilors present is required to accept a bid. The Town Council reserves the right to accept or reject any or all bids.
4. When unusual circumstances exist, purchases exceeding ten thousand dollars (\$10,000) may be negotiated by use of the quotation system as provided in the above Article #2 subject to the approval of the Town Council. "Unusual circumstances" include but are not confined to limited availability of the product or service within the area such as blacktop, tar, asphalt, salt, calcium chloride and short term rental of equipment.
5. In the event the Town or Department wishes to dispose of town-owned equipment with a value exceeding five thousand dollars (\$5,000) the Town Council will advertise for bids. Said advertisement shall state an official bid opening by the Town Clerk at the Town Office, specifying the date and hour of the public opening of same. After opening of all bids, they will be turned over to the appropriate Council committee for review and said committee will report their recommendation to the full Council at the next regularly scheduled Council meeting. A majority vote of the Councilors present is required to accept a bid. The Town Council reserves the right to accept or reject any or all bids. For town-owned equipment with a value of less than five thousand dollars (\$5,000), the Town Manager shall handle such sales under a quotation system. Under this system, values are solicited by the Town Manager and the item is sold to the buyer that the Town Manager recommends. There is no formal bid advertisement however, and no official sealed bid opening when a quotation is requested.

Revised 5/21/1979
Revised 5/7/1984
Revised 12/17/1990

Revised 9/18/2000
Revised 6/15/2009

D-5-c

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



INVOICE 5255

DATE 02/01/2017 TERMS NET 30 Days

DUE DATE 03/03/2017

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

ORDERED BY
Rosemary

LOCATION
Boiler Room

ITEM	DESCRIPTION	QTY	UNIT PRICE	AMOUNT
Labor	1-9-17; Building seems cool, tested problem. Found boiler # 1 down due to a failed oil valve and oil pump. Checked supply's, picked up and replaced oil valve, oil pump, and pump coupling. Boiler start up and test out. Tested Boiler # 3 , was down as well. Fixed heating pump wire connections. Cycled and test out.	3.50	60.00	210.00
Truck charge		1	18.00	18.00
Oil pump, Suntec	B2YA-8916	1	193.58	193.58
Oil valve Wheel		1	5.38	5.38
Oil pump coupling		1	8.80	8.80

TOTAL DUE

\$435.76

Acct. No. _____

DEPARTMENT HEAD SIGNATURE

DATE _____

RECEIVED
FEB 06 2017

BY:.....

Thank-you for your business!!!!

G 3-702-00 RESERVE ACCT / MUNIC BLD

-15,521.93 = Beg Bal
0.00 = Adjust

-17,584.28 = YTD Net
0.00 = YTD Enc

-33,106.21 = Balance

Per	Jrnl	Check	Date	Vendor-----	Description-----	RCB / Type	Debits	Credits
08	0151	1818	08/24/16	00392 P D Q DOOR C	BUILDING MATERIAL	R AP	1,000.00	0.00
09	0222	1825	09/14/16	00141 E.J.PRESCOTT	BLDG DRAINAGE SUPPLIES	R AP	840.72	0.00
10	0298		10/06/16		10/06/2016 C/R	R CR	0.00	20,000.00
11	0393	1834	11/16/16	00392 P D Q DOOR C	COUNTER SHUTTER DOOR	R AP	129.00	0.00
11	0393	1834	11/16/16	00392 P D Q DOOR C	HPD GARAGE DOOR MOTOR	R AP	158.00	0.00
11	0424	1837	11/23/16	00271 LAWSON'S LOC	LEVERSET	R AP	288.00	0.00
Totals-							2,415.72	20,000.00

Monthly Summary

Month	--Regular Entries--		--Balance Entries--	
	Debits	Credits	Debits	Credits
August	1,000.00	0.00	0.00	0.00
September	840.72	0.00	0.00	0.00
October	0.00	20,000.00	0.00	0.00
November	575.00	0.00	0.00	0.00
Totals	2,415.72	20,000.00	0.00	0.00

D-5-d

BUREAU OF ALCOHOL BEVERAGES AND LOTTERY OPERATIONS
DIVISION OF LIQUOR LICENSING AND ENFORCEMENT
8 STATE HOUSE STATION, AUGUSTA, ME 04333-0008
10 WATER STREET, HALLOWELL, ME 04347
TEL: (207) 624-7220 FAX: (207) 287-3434
EMAIL INQUIRIES: MAINELIQUOR@MAINE.GOV

DIVISION OF LIQUOR LICENSING AND ENFORCEMENT	
License No:	
Class:	By:
Deposit Date:	
Amt. Deposited:	
Cash Ck Mo:	

NEW application: Yes No

PRESENT LICENSE EXPIRES _____

INDICATE TYPE OF PRIVILEGE: MALT VINOUS SPIRITUOUS

INDICATE TYPE OF LICENSE:

RESTAURANT (Class I,II,III,IV) RESTAURANT/LOUNGE (Class XI) CLASS A LOUNGE (Class X)

HOTEL (Class I,II,III,IV) HOTEL NO FOOD (Class I-A)

CLUB w/o Catering (Class V) CLUB with CATERING (Class I) GOLF COURSE (Class I,II,III,IV)

TAVERN (Class IV) QUALIFIED CATERING OTHER: _____

REFER TO PAGE 3 FOR FEE SCHEDULE

ALL QUESTIONS MUST BE ANSWERED IN FULL

Corporation Name: Wang & Lo Inc			Business Name (D/B/A) Fresh Ginger		
APPLICANT(S) - (Sole Proprietor) Tan Xin Wang		DOB: 10-2-1973	Physical Location: 64 Main Road North		
		DOB:	City/Town Hampden	State ME	Zip Code 04444
Address 64 Main Road North			Mailing Address 64 Main Road North		
City/Town Hampden	State ME	Zip Code 04444	City/Town Hampden	State ME	Zip Code 04444
Telephone Number 207-862-6208	Fax Number 207-862-6185	Business Telephone Number 207-862-6208		Fax Number 207-862-6185	
Federal I.D. # 20-4195150			Seller Certificate #: or Sales Tax #: 1088507		
Email Address: Please Print			Website:		

If business is NEW or under new ownership, indicate starting date: _____

Requested inspection date: _____ Business hours: 11:00am - 9:00pm

1. If premise is a Hotel or Bed & Breakfast, indicate number of rooms available for transient guests: _____
2. State amount of gross income from period of last license: ROOMS \$ _____ FOOD \$ 540,576.17 LIQUOR \$ 7512.93
3. Is applicant a corporation, limited liability company or limited partnership? YES NO

If Yes, please complete the Corporate Information required for Business Entities who are licensees.

4. Do you permit dancing or entertainment on the licensed premises? YES NO
5. If manager is to be employed, give name: Melissa Pease
6. Business records are located at: _____
7. Is/are applicant(s) citizens of the United States? YES NO
8. Is/are applicant(s) residents of the State of Maine? YES NO

9. List name, date of birth, and place of birth for all applicants, managers, and bar managers. Give maiden name, if married:
Use a separate sheet of paper if necessary.

Name in Full (Print Clearly)	DOB	Place of Birth
Melissa Pease	6-11-92	Maine
Residence address on all of the above for previous 5 years (Limit answer to city & state)		
1390 Kennebec Road, Hampden Maine 04444		

10. Has/have applicant(s) or manager ever been convicted of any violation of the law, other than minor traffic violations, of any State of the United States? YES NO

Name: _____ Date of Conviction: _____

Offense: _____ Location: _____

Disposition: _____ (use additional sheet(s) if necessary)

11. Will any law enforcement official benefit financially either directly or indirectly in your license, if issued?

Yes No If Yes, give name: _____

12. Has/have applicant(s) formerly held a Maine liquor license? YES NO

13. Does/do applicant(s) own the premises? Yes No If No give name and address of owner: _____

14. Describe in detail the premises to be licensed: (On Premise Diagram Required) _____

15. Does/do applicant(s) have all the necessary permits required by the State Department of Human Services?

YES NO Applied for: _____

16. What is the distance from the premises to the NEAREST school, school dormitory, church, chapel or parish house, measured from the main entrance of the premises to the main entrance of the school, school dormitory, church, chapel or parish house by the ordinary course of travel? 3/4 mile

Which of the above is nearest? church

17. Have you received any assistance financially or otherwise (including any mortgages) from any source other than yourself in the establishment of your business? YES NO

If YES, give details: _____

The Division of Liquor Licensing & Enforcement is hereby authorized to obtain and examine all books, records and tax returns pertaining to the business, for which this liquor license is requested, and also such books, records and returns during the year in which any liquor license is in effect.

NOTE: "I understand that false statements made on this form are punishable by law. Knowingly supplying false information on this form is a Class D offense under the Criminal Code, punishable by confinement of up to one year or by monetary fine of up to \$2,000 or both."

Dated at: Hampden, Maine on 2-5, 2017
Town/City, State Date



Please sign in blue ink

Signature of Applicant or Corporate Officer(s)

Signature of Applicant or Corporate Officer(s)

TAN XIN WANG

Print Name

Print Name

FEE SCHEDULE

FILING FEE: (must be included on all applications)..... \$ 10.00

Class I Spirituous, Vinous and Malt \$ 900.00
CLASS I: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Clubs; Hotels; Indoor Ice Skating Clubs; Indoor Tennis Clubs; Vessels; Qualified Caterers; OTB.

Class I-A Spirituous, Vinous and Malt, Optional Food (Hotels Only) \$1,100.00
CLASS I-A: Hotels only that do not serve three meals a day.

Class II Spirituous Only \$ 550.00
CLASS II: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Clubs; Hotels; Indoor Ice Skating Clubs; Indoor Tennis Clubs; and Vessels.

Class III Vinous Only \$ 220.00
CLASS III: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Clubs; Hotels; Indoor Ice Skating Clubs; Indoor Tennis Clubs; Restaurants; Vessels; Pool Halls; and Bed and Breakfasts.

Class IV Malt Liquor Only \$ 220.00
CLASS IV: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Clubs; Hotels; Indoor Ice Skating Clubs; Indoor Tennis Clubs; Restaurants; Taverns; Pool Halls; and Bed and Breakfasts.

Class V Spirituous, Vinous and Malt (Clubs without Catering, Bed & Breakfasts) \$ 495.00
CLASS V: Clubs without catering privileges.

Class X Spirituous, Vinous and Malt – Class A Lounge \$2,200.00
CLASS X: Class A Lounge

Class XI Spirituous, Vinous and Malt – Restaurant Lounge \$1,500.00
CLASS XI: Restaurant/Lounge; and OTB.

UNORGANIZED TERRITORIES \$10.00 filing fee shall be paid directly to County Treasurer. All applicants in unorganized territories shall submit along with their application evidence of payment to the County Treasurer.

All applications for NEW or RENEWAL liquor licenses must contact their Municipal Officials or the County Commissioners in unincorporated places for approval and signatures for liquor licenses prior to submitting them to the bureau.

All fees must accompany application, make check payable to the **Treasurer, State of Maine.**

This application must be completed and signed by the Town or City and mailed to:
Bureau of Alcoholic Beverages and Lottery Operations
Division of Liquor Licensing and Enforcement
8 State House Station, Augusta, ME 04333-0008.
Payments by check subject to penalty provided by Title 28A, MRS, Section 3-B.

STATE OF MAINE

Dated at: Hamden, Maine Pendscot
City/Town (County)
On: February 21, 2017
Date

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

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

THIS APPROVAL EXPIRES IN 60 DAYS

NOTICE – SPECIAL ATTENTION

§653. Hearings; bureau review; appeal

1. **Hearings.** The municipal officers or, in the case of unincorporated places, the county commissioners of the county in which the unincorporated place is located, may hold a public hearing for the consideration of applications for new on-premises licenses and applications for transfer of location of existing on-premises licenses. The municipal officers or county commissioners may hold a public hearing for the consideration of requests for renewal of licenses, except that when an applicant has held a license for the prior 5 years and a complaint has not been filed against the applicant within that time, the applicant may request a waiver of the hearing.

A. The bureau shall prepare and supply application forms. [1993, c. 730, §27 (AMD).]

B. The municipal officers or the county commissioners, as the case may be, shall provide public notice of any hearing held under this section by causing a notice, at the applicant's prepaid expense, stating the name and place of hearing, to appear on at least 3 consecutive days before the date of hearing in a daily newspaper having general circulation in the municipality where the premises are located or one week before the date of the hearing in a weekly newspaper having general circulation in the municipality where the premises are located. [1995, c. 140, §4 (AMD).]

C. If the municipal officers or the county commissioners, as the case may be, fail to take final action on an application for a new on-premises license or transfer of the location of an existing on-premises license within 60 days of the filing of an application, the application is deemed approved and ready for action by the bureau. For purposes of this paragraph, the date of filing of the application is the date the application is received by the municipal officers or county commissioners. This paragraph applies to all applications pending before municipal officers or county commissioners as of the effective date of this paragraph as well as all applications filed on or after the effective date of this paragraph. This paragraph applies to an existing on-premises license that has been extended pending renewal. The municipal officers or the county commissioners shall take final action on an on-premises license that has been extended pending renewal within 120 days of the filing of the application. [2003, c. 213, §1 (AMD).]

D. If an application is approved by the municipal officers or the county commissioners but the bureau finds, after inspection of the premises and the records of the applicant, that the applicant does not qualify for the class of license applied for, the bureau shall notify the applicant of that fact in writing. The bureau shall give the applicant 30 days to file an amended application for the appropriate class of license, accompanied by any additional license fee, with the municipal officers or county commissioners, as the case may be. If the applicant fails to file an

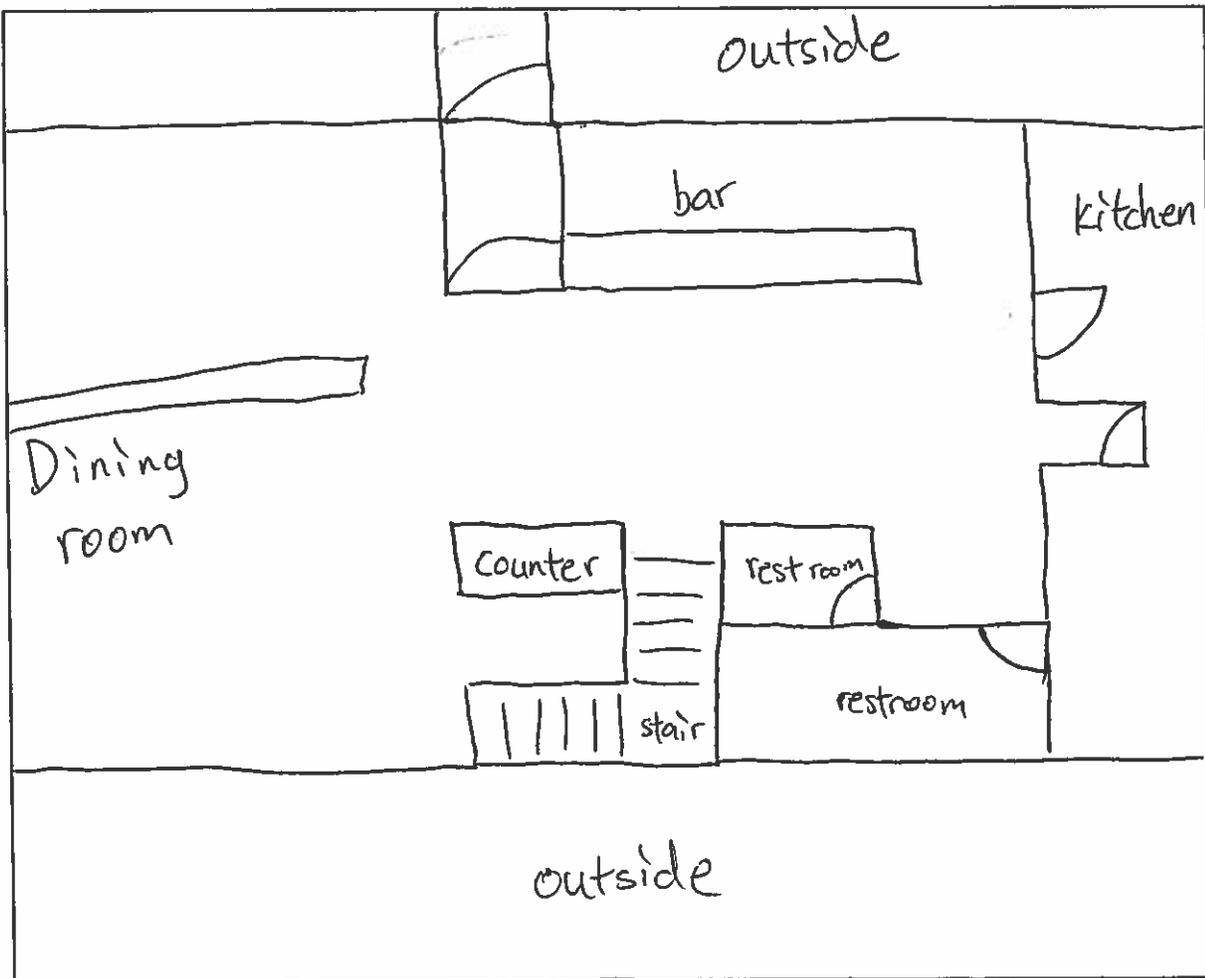
Bureau of Alcoholic Beverages and Lottery Operations
Division of Liquor Licensing & Enforcement
8 State House Station, Augusta, ME 04333-0008
10 Water Street, Hallowell, ME 04347
Tel: (207) 624-7220 Fax: (207) 287-3434
Email Inquiries: MaineLiquor@maine.gov

DIVISION USE ONLY	
<input type="checkbox"/>	Approved
<input type="checkbox"/>	Not Approved
BY:	

ON PREMISE DIAGRAM

In an effort to clearly define your license premise and the area that consumption and storage of liquor is allowed. The Division requires all applicants to submit a diagram of the premise to be licensed in addition to a completed license application.

Diagrams should be submitted on this form and should be as accurate as possible. Be sure to label the areas of your diagram including entrances, office area, kitchen, storage areas, dining rooms, lounges, function rooms, restrooms, decks and all areas that you are requesting approval from the Division for liquor consumption.





Division of Alcoholic Beverages and Lottery
Operations
Division of Liquor Licensing and Enforcement

**Corporate Information Required for
Business Entities Who Are Licensees**

For Office Use Only:	
License #:	_____
SOS Checked:	_____
100% Yes	<input type="checkbox"/> No <input type="checkbox"/>

Questions 1 to 4 must match information on file with the Maine Secretary of State's office. If you have questions regarding this information, please call the Secretary of State's office at (207) 624-7752.

Please clearly complete this form in its entirety.

1. Exact legal name: Lo & To Inc

2. Doing Business As, if any: Resturant

3. Date of filing with Secretary of State: ~~04-1-2006~~ 3-1-2006 State in which you are formed: Maine

4. If not a Maine business entity, date on which you were authorized to transact business in the State of Maine:

5. List the name and addresses for previous 5 years, birth dates, titles of officers, directors and list the percentage ownership: (attach additional sheets as needed)

NAME	ADDRESS (5 YEARS)	Date of Birth	TITLE	Ownership %
Tan Xin Wang	64 Main Road North Hampden ME 04444	10-2-1973	owner	100%

(Stock ownership in non-publicly traded companies must add up to 100%.)

6. If Co-Op # of members: _____ (list primary officers in the above boxes)

7. Is any principal person involved with the entity a law enforcement official?

Yes No If Yes, Name: _____ Agency: _____

8. Has any principal person involved in the entity ever been convicted of any violation of the law, other than minor traffic violations, in the United States?

Yes No

9. If Yes to Question 8, please complete the following: (attached additional sheets as needed)

Name: _____

Date of Conviction: _____

Offense: _____

Location of Conviction: _____

Disposition: _____

Signature:



Signature of Duly Authorized Person

2/5/17

Date

ZAN XIN WANG

Print Name of Duly Authorized Person

Submit Completed Forms to:

Bureau of Alcoholic Beverages
Division of Liquor Licensing and Enforcement
8 State House Station, Augusta, Me 04333-0008 (Regular address)
10 Water Street, Hallowell, ME 04347 (Overnight address)
Telephone Inquiries: (207) 624-7220 Fax: (207) 287-3434
Email Inquiries: MaineLiquor@Maine.gov



**STATE OF MAINE
DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES
BUREAU OF ALCOHOLIC BEVERAGES AND LOTTERY OPERATIONS
DIVISION OF LIQUOR LICENSING AND ENFORCEMENT
8 STATE HOUSE STATION
AUGUSTA, MAINE 04333-0008
TELEPHONE: (207) 624-7220
FAX: (207) 287-3434
EMAIL INQUIRIES: MAINELIQUOR@MAINE.GOV**

NOTICE

To avoid any delay in the processing of your application and issuance of your liquor license, please make sure that:

1. You completed the application in full. (Please allow us 30 days to process)
2. Application is signed by the owner(s), corporate officer(s).
3. The application is signed by the Town or City Municipal Officers or County Commissioners.
4. The license fee is correct, you have included the \$10.00 filing fee and the check is made out to Treasurer, State of Maine.
5. Your room, food and liquor gross income for the year is filled in (if applicable).
6. A diagram of the premises to be licensed accompanies the application.
7. If business is located in an unorganized township, the application must be approved by the County Commissioners and the \$10.00 filing fee must be paid to them. Please be sure to include a copy of the receipt of payment with your application.
8. Corporations, limited liability companies, partnerships must complete and submit the Corporate Information Required for Business Entities who are Licensees.
9. If not a publicly traded entity, ownership must add up to 100%.

amended application within 30 days, the original application must be denied by the bureau. The bureau shall notify the applicant in writing of its decision to deny the application including the reasons for the denial and the rights of appeal of the applicant. [1995, c. 140, §5 (NEW).][2003, c. 213, §1 (AMD) .]

2. Findings. In granting or denying an application, the municipal officers or the county commissioners shall indicate the reasons for their decision and provide a copy to the applicant. A license may be denied on one or more of the following grounds:

A. Conviction of the applicant of any Class A, Class B or Class C crime; [1987, c. 45, Pt. A, §4 (NEW) .]

B. Noncompliance of the licensed premises or its use with any local zoning ordinance or other land use ordinance not directly related to liquor control; [1987, c. 45, Pt. A, §4 (NEW) .]

C. Conditions of record such as waste disposal violations, health or safety violations or repeated parking or traffic violations on or in the vicinity of the licensed premises and caused by persons patronizing or employed by the licensed premises or other such conditions caused by persons patronizing or employed by the licensed premises that unreasonably disturb, interfere with or affect the ability of persons or businesses residing or located in the vicinity of the licensed premises to use their property in a reasonable manner; [1993, c. 730, §27 (AMD) .]

D. Repeated incidents of record of breaches of the peace, disorderly conduct, vandalism or other violations of law on or in the vicinity of the licensed premises and caused by persons patronizing or employed by the licensed premises; [1989, c. 592, §3 (AMD) .]

E. A violation of any provision of this Title; [2009, c. 81, §1 (AMD) .]

F. A determination by the municipal officers or county commissioners that the purpose of the application is to circumvent the provisions of section 601; and [2009, c. 81, §2 (AMD) .]

G. After September 1, 2010, server training, in a program certified by the bureau and required by local ordinance, has not been completed by individuals who serve alcoholic beverages. [2009, c. 81, §3 (NEW) .]

[2009, c. 81, §§1-3 (AMD) .]

3. Appeal to bureau. Any applicant aggrieved by the decision of the municipal officers or county commissioners under this section may appeal to the bureau within 15 days of the receipt of the written decision of the municipal officers or county commissioners. The bureau shall hold a public hearing in the city, town or unincorporated place where the premises are situated. In acting on such an appeal, the bureau may consider all licensure requirements and findings referred to in subsection 2.

A. [1993, c. 730, §27 (RP) .]

B. If the decision appealed from is an application denial, the bureau may issue the license only if it finds by clear and convincing evidence that the decision was without justifiable cause. [1993, c. 730, §27 (AMD) .]

[1995, c. 140, §6 (AMD) .]

4. No license to person who moved to obtain a license. [1987, c. 342, §32 (RP) .]

5. Appeal to District Court. Any person or governmental entity aggrieved by a bureau decision under this section may appeal the decision to the District Court within 30 days of receipt of the written decision of the bureau.

An applicant who files an appeal or who has an appeal pending shall pay the annual license fee the applicant would otherwise pay. Upon resolution of the appeal, if an applicant's license renewal is denied, the bureau shall refund the applicant the prorated amount of the unused license fee.

[1995, c. 140, §7 (AMD); 1999, c. 547, Pt. B, §78 (AMD); 1999, c. 547, Pt. B, §80 (AFF) .]

Please be sure to include the following with your application:

Completed the application and sign the form.

Signed check with correct license fee and filing fee.

Your local City or Towns signature(s) are on the forms.

Be sure to include your ROOM, FOOD and LIQUOR gross income for the year (if applicable).

Enclose diagram for all businesses, auxiliary locations, extended decks and storage areas.

Complete the Corporate Information sheet for all ownerships except sole proprietorships.

If you have any questions regarding your application, please contact us at (207)624-7220.

EXECUTIVE SESSION STATUTES

The eight subjects permitted to be discussed in Executive Session are as follows:

PERSONNEL MATTERS:	1 M.R.S.A. § 405(6)(A)
SCHOOL STUDENT SUSPENSIONS/EXPULSIONS:	1 M.R.S.A. § 405(6)(B)
REAL ESTATE; ECONOMIC DEVELOPMENT:	1 M.R.S.A. § 405(6)(C)
LABOR CONTRACTS/NEGOTIATIONS:	1 M.R.S.A. § 405(6)(D)
ATTORNEY-CLIENT CONSULTATIONS:	1 M.R.S.A. § 405(6)(E)
CONFIDENTIAL RECORDS:	1 M.R.S.A. § 405(6)(F)
EMPLOYMENT EXAMINATIONS:	1 M.R.S.A. § 405(6)(G)
CODE ENFORCEMENT CONSULTATIONS:	1 M.R.S.A. § 405(6)(H)

Maine Revised Statutes
Title 36: TAXATION
Chapter 105: CITIES AND TOWNS

§841. ABATEMENT PROCEDURES

1. Error or mistake. The assessors, either upon written application filed within 185 days from commitment stating the grounds for an abatement or on their own initiative within one year from commitment, may make such reasonable abatement as they consider proper to correct any illegality, error or irregularity in assessment, provided that the taxpayer has complied with section 706.

The municipal officers, either upon written application filed after one year but within 3 years from commitment stating the grounds for an abatement or on their own initiative within that time period, may make such reasonable abatement as they consider proper to correct any illegality, error or irregularity in assessment, provided the taxpayer has complied with section 706. The municipal officers may not grant an abatement to correct an error in the valuation of property.

[1993, c. 133, §1 (RPR) .]

2. Hardship or poverty. The municipal officers, or the State Tax Assessor for the unorganized territory, within 3 years from commitment, may, on their own knowledge or on written application, make such abatements as they believe reasonable on the real and personal taxes on the primary residence of any person who, by reason of hardship or poverty, is in their judgment unable to contribute to the public charges. The municipal officers, or the State Tax Assessor for the unorganized territory, may extend the 3-year period within which they may make abatements under this subsection.

Municipal officers or the State Tax Assessor for the unorganized territory shall:

A. Provide that any person indicating an inability to pay all or part of taxes that have been assessed because of hardship or poverty be informed of the right to make application under this subsection; [2013, c. 424, Pt. A, §24 (RPR) .]

B. Assist individuals in making application for abatement; [2013, c. 424, Pt. A, §24 (RPR) .]

C. Make available application forms for requesting an abatement based on hardship or poverty and provide that those forms contain notice that a written decision will be made within 30 days of the date of application; [2013, c. 424, Pt. A, §24 (RPR) .]

D. Provide that persons are given the opportunity to apply for an abatement during normal business hours; [2013, c. 424, Pt. A, §24 (RPR) .]

E. Provide that all applications, information submitted in support of the application, files and communications relating to an application for abatement and the determination on the application for abatement are confidential. Hearings and proceedings held pursuant to this subsection must be in executive session; [2013, c. 424, Pt. A, §24 (RPR) .]

F. Provide to any person applying for abatement under this subsection, notice in writing of their decision within 30 days of application; and [2013, c. 424, Pt. A, §24 (RPR) .]

G. Provide that any decision made under this subsection include the specific reason or reasons for the decision and inform the applicant of the right to appeal and the procedure for requesting an appeal. [2013, c. 424, Pt. A, §24 (RPR) .]

For the purpose of this subsection, the municipal officers may set off or otherwise treat as available benefits provided to an applicant under chapter 907 when determining if the applicant is able to contribute to the public charges.

[2013, c. 424, Pt. A, §24 (RPR) .]

3. Inability to pay after 2 years. If after 2 years from the date of assessment a collector is satisfied that a tax upon real or personal property committed to him for collection cannot be collected by reason of the death, absence, poverty, insolvency, bankruptcy or other inability of the person assessed to pay, he shall notify the municipal officers thereof in writing, under oath, stating the reason why that tax cannot be collected. The municipal officers, after due inquiry, may abate that tax or any part thereof.

[1979, c. 73, (RPR) .]

4. Veteran's widow or widower or minor child. Notwithstanding failure to comply with section 706, the assessors, on written application within one year from the date of commitment, may make such abatement as they think proper in the case of the unremarried widow or widower or the minor child of a veteran, if the widow, widower or child would be entitled to an exemption under section 653, subsection 1, paragraph D, except for the failure of the widow, widower or child to make application and file proof within the time set by section 653, subsection 1, paragraph G, if the veteran died during the 12-month period preceding the April 1st for which the tax was committed.

[2015, c. 300, Pt. A, §9 (AMD) .]

5. Certification; record. Whenever an abatement is made, other than by the State Tax Assessor, the abating authority shall certify it in writing to the collector, and that certificate shall discharge the collector from further obligation to collect the tax so abated. When the abatement is made, other than an abatement made under subsection 2, a record setting forth the name of the party or parties benefited, the amount of the abatement and the reasons for the abatement shall, within 30 days, be made and kept in suitable book form open to the public at reasonable times. A report of the abatement shall be made to the municipality at its annual meeting or to the mayor and aldermen of cities by the first Monday in each March.

[1987, c. 772, §16 (RPR) .]

6. Appeals. The decision of a chief assessor of a primary assessing area or the State Tax Assessor shall not be deemed "final agency action" under the Maine Administrative Procedure Act, Title 5, chapter 375.

[1979, c. 73, (NEW) .]

7. Assessors defined. For the purposes of this subchapter the word "assessors" includes assessor, chief assessor of a primary assessing area and State Tax Assessor for the unorganized territory.

[2001, c. 396, §15 (AMD) .]

8. Approval of the Governor. The State Tax Assessor may abate taxes under this section only with the approval of the Governor or the Governor's designee.

[1999, c. 521, Pt. A, §4 (AMD) .]

SECTION HISTORY

1973, c. 66, §15 (AMD). 1975, c. 765, §§14-A (AMD). 1977, c. 44, §1 (AMD). 1977, c. 479, §15 (AMD). 1977, c. 509, §16 (RPR). 1977, c. 694, §§688-692 (AMD). 1979, c. 73, (RPR). 1987, c. 70, (AMD). 1987, c. 772, §§15,16 (AMD). 1989, c. 508, §10 (AMD). 1991, c. 16, §1 (AMD). 1991, c. 16, §2 (AFF). 1993, c. 133, §1 (AMD). 1999, c. 521, §A4 (AMD).

2001, c. 396, §15 (AMD). 2005, c. 169, §1 (AMD). 2005, c. 218, §10 (AMD). 2011, c. 552, §1 (AMD). 2011, c. 624, §1 (AMD). 2013, c. 424, Pt. A, §24 (AMD). 2015, c. 300, Pt. A, §9 (AMD).

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