



HAMPDEN TOWN COUNCIL  
HAMPDEN MUNICIPAL BUILDING  
**MINUTES**

TUESDAY

FEBRUARY 19, 2013

7:00 P.M.

*Attending:*

*Deputy Mayor Tom Brann  
Councilor Jean Lawlis  
Councilor Shelby Wright  
Councilor Bill Shakespeare  
Councilor Carol Duprey*

*Town Attorney Thomas Russell  
Town Manager Susan Lessard  
Town Clerk Denise Hodsdon  
Citizens*

*The meeting was called to order by Deputy Mayor Brann at 7:00 pm.*

**A. CONSENT AGENDA**

1. SIGNATURES

2. SECRETARY'S REPORTS

a. February 4, 2013

3. COMMUNICATIONS

- a. Goodwill Riders Snowmobile Club – Thank you
- b. Susan O'Brien – New Application for Pool Board – Referral to Services Committee

4. REPORTS

- a. Finance & Administration Committee Minutes – 2/4/2013
- b. Bangor Humane Society – Stray Animal Report – January, 2013

*The Consent Agenda was accepted by unanimous consent.*

**B. PUBLIC COMMENTS**

**C. POLICY AGENDA**

1. **PUBLIC HEARINGS** – *There were none.*

2. **NOMINATIONS – APPOINTMENTS – ELECTIONS**

- a. **Planning & Development Committee Recommendations re Committee Re-appointments:**

1. **Mike Pullen – Historic Preservation Commission** – *Motion by Councilor Wright, seconded by Councilor Lawlis to reappoint Mike Pullen to the Historic Preservation Commission. Unanimous vote in favor.*
  2. **Morten Syversen – Planning Board** – *Motion by Councilor Wright, seconded by Councilor Lawlis to reappoint Morten Syversen to the Planning Board. Unanimous vote in favor.*
  3. **Michael Avery – Planning Board** – *Motion by Councilor Shakespeare, seconded by Councilor Duprey to reappoint Michael Avery to the Planning Board. Unanimous vote in favor.*
  4. **Peter Frazier – Planning Board** – *Motion by Councilor Shakespeare, seconded by Councilor Wright to reappoint Peter Frazier to the Planning Board. Unanimous vote in favor.*
- b. **Planning & Development Committee Recommendations re New Committee Appointments:**
1. **Kristen McNutt – Historic Preservation Commission** – *Motion by Councilor Lawlis, seconded by Councilor Wright to appoint Kristen McNutt to the Historic Preservation Commission. Unanimous vote in favor.*
  2. **James Davitt – Planning Board - Associate Member** – *Motion by Councilor Lawlis, seconded by Councilor Shakespeare to appoint James Davitt as an Associate Member of the Planning Board. Unanimous vote in favor.*

### 3. UNFINISHED BUSINESS

- a. **Request for Proposals – Phase II of Hampden Business Park** – *Motion by Councilor Lawlis, seconded by Councilor Shakespeare to go forward with the Request for Proposals for Phase II of the Business Park. Unanimous vote in favor.*

### 4. NEW BUSINESS

- a. **Police Vehicle Bid Results** – *The Finance & Administration Committee met earlier in the evening with Public Safety Director Joe Rogers to review the bid results. It was the recommendation of the Committee to accept the bid from Quirk Ford for a 2013 Ford SUV Interceptor in the amount of \$25,354.00. Motion by Councilor Shakespeare, seconded by Councilor Lawlis to accept the bid from Quirk Ford for a 2013 Ford SUV Interceptor in the amount of \$25,354.00 with funding in the amount of \$25,000 from the Police operating account and \$354.00 from the Police Cruiser Reserve account. Unanimous vote in favor.*

## **REQUEST FOR PROPOSALS FROM DEVELOPERS FOR DEVELOPMENT OF PHASE II OF THE HAMPDEN BUSINESS PARK**

The Town of Hampden (Town) is soliciting proposal from qualified developers for the acquisition and development of Phase II of the Hampden Business Park. The Town is pursuing an innovative approach to development of the final phase of the Hampden Business Park (Park) located on Route 202 in Hampden, Maine.

### **Background**

The Hampden Business Park is located on limited access Route 202. Developed in 1999, the park consists of 37 lots located on 132 acres. Phase I consists of 18 pre-permitted lots of which 6 remain available. Phase II, yet to be constructed, has received Site Plan approval for and additional 19 pre-approved lots.

The Hampden Business Park has Protective Covenants specifying architectural design and landscaping guidelines, particularly in Phase I. Phase II, although covered by the Covenants is less restrictive. The Covenants were designed to protect all occupants of the park to ensure attractive buildings and protect and enhance property values.

Areas pre-permitted for development, on individual parcels, have been identified and illustrated on the approved plans available at the Town Office.

The Park has its own designated zoning district to ensure conformance of anticipated uses.

The Town desires to complete the proposed development, however, is limited in financial resources to complete the proposed infrastructure.

### **Proposed Development**

The Town desires to solicit developers who have the financial capacity and experience to develop the properties for ultimate sale by the developer.

The Town desires to have the proposed infrastructure including but not limited to roadways, bridges, water, sewer, sidewalks, storm water management and control, and electrical completed in a manner consistent with the original plan.

Plans and Specifications for construction have been prepared by WBRC Architects & Engineers, dated July 13, 2012 to complete the proposed infrastructure. Plans and Specifications may be acquired at Northeast Reprographics at the cost of reproduction. The Developer may propose valued engineering options to construction, however, must

state that any respective revisions to design, and associated local, State, and federal permitting shall be accomplished by a professional engineer of the Developer. References must be provided by the Developer as required below.

All work must conform to local, state, and federal environmental and occupational safety rules and regulations.

The Town of Hampden will evaluate RFP submissions and negotiate a preferred developer agreement by applicable means. This Agreement may require that certain milestones are accomplished.

The Town encourages interested and qualified parties to submit proposals for development of the final phases of the Park including transfer of the proposed property to the Developer.

### **Proposals**

Proposals shall include the following:

1. Detailed narrative of the proposed development of the site including phasing, scheduling and milestones for construction.
2. Estimated developer project costs and estimated financial benefits to the Town as a result of the development.
3. Relevant Project Experience: Describe current and previous similar experience of the firm or development team on similar projects within the last 10 years. Provide a minimum of 5 examples. Provide resume's of the Developer's key project team such as: Principal in Charge, Project Manager, Professional Engineer (if required), Site Supervisor, and pertinent employees or subcontractors and consultants.
4. References: Provide financial and development references with respect to current and past project development experiences. Include a minimum of 5 references with contact information and relevance to the proposed Project.
5. A proposed acquisition price or cost associated with a proposed alternative to acquisition.
6. A Surety Guarantee shall be required in the amount of the estimated infrastructure cost with terms for schedule negotiated with the Developer. Evidence of the developer's financial capacity to complete the proposed development including a letter from the developers bonding agent stating that the developer will be bonded as prescribed above. No bid bond is required to accompany this package.

7. The amount of the developer's total projected investment in the property, including anticipated property tax revenues from the developer's investment.
8. Acknowledgement that the Developer will be responsible for all local building permits, Planning Board approvals, inspections and coordination of all related work activity.

### **Evaluation of Proposals**

The Town will evaluate the proposals based on the approach to the project, schedule, qualifications and experience of the firm and the firm's personnel, financial capacity and stability, and acquisition cost. Negotiations with a select firm of the terms and conditions as defined by the proposal will proceed thereafter.

All proposals shall be submitted in sealed envelope to the Town Clerk, clearly marked "\_\_\_\_\_ " no later than 5:00 pm on \_\_\_\_\_, 2012. The Hampden Town Council will review proposals within 60 days and may interview select firms. The Town reserves the right to accept or reject any and all proposals or negotiate additional terms and conditions based on the best interests of the Town.

Questions shall be directed to and further information may be requested by contacting Dean Bennett, Economic and Development Director at 207.862.3034.

**D. COMMITTEE REPORTS**

**Infrastructure Committee** – Councilor Wright – the committee will meet from 5:30 to 6:30 pm on February 25<sup>th</sup>, to be followed by a meeting with the Hampden Water District Board of Trustees.

**Services Committee** – Councilor Lawlis – the meeting scheduled for February 11<sup>th</sup> was cancelled due to the weather. The next meeting will be at 6:00 pm on March 11<sup>th</sup>.

**Planning & Development Committee** – Councilor Brann – the committee met on February 6<sup>th</sup> with a potential developer for the old Hampden Academy property. The developer will meet with Town staff and develop a formal proposal for the committee to review at its next meeting on March 6<sup>th</sup>.

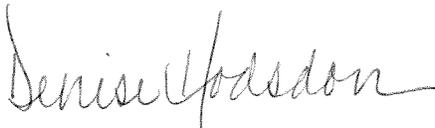
**Finance & Administration Committee** – Manager Lessard – the Committee met earlier in the evening and reviewed and signed warrants; reviewed January financial statements and police vehicle bid results; reviewed and took no action on a membership application for Maine Services Center Coalition.

**E. MANAGER'S REPORT** – A copy of the Manager's Report is attached and made a part of the minutes.

**F. COUNCILORS' COMMENTS**

Councilor Lawlis noted that one of the items on the consent agenda was a very nice letter from the Goodwill Riders Snowmobile Club. She walks her dog on the snowmobile trails and appreciates what a great service the Snowmobile Club provides to the community.

**G. ADJOURNMENT** – The meeting adjourned at 7:36 pm.



Denise Hodsdon  
Town Clerk

MANAGER'S REPORT  
February 19, 2013

Laptop Grant – Ambulances – Fire/EMS and GIS staff have applied for a grant to Maine Emergency Management to replace both laptop computers in the ambulances. The decision on recipients will be made on April 1, 2013. There is a 1/3 match required for this grant, which has been built into the computer budget. These are extremely rugged laptops for the ambulance.

Worker's Comp Refund – The Town received a \$2,641 refund today from the Maine Municipal Association for the Worker's Compensation program based on last year's actual vs estimated payroll liability.

Blizzard 2/9-2/10 – Maine Emergency Management has requested cost information on what towns expended during the blizzard. They are making application for funding for all/part of the costs of personnel/equipment for that storm. We have submitted our information and I will notify you if/when we receive any funding. In addition, at the end of that storm, one of our large plow trucks was damaged. Insurance will pay for the repairs to the truck which resulted from an encounter with a ditch.

February 25<sup>th</sup> Meeting – A reminder that we have an Infrastructure Committee meeting on Monday, February 25<sup>th</sup>. The agenda for the meeting is a meeting with the Water District Trustees about the upcoming rate increase. It is important that as many Councilors as possible attend to hear this information.

Special Election – Tuesday, February 26<sup>th</sup> – A reminder that a Special Election for a District 4 Councilor is being held on Tuesday, February 26<sup>th</sup> from 8 a.m. until 8 p.m. in the Community Room of the Public Safety building. This is for residents who live in District 4 only.

PVRDD – The reconstituted Penobscot Valley Refuse District Disposal Board of Directors have set a meeting date for March 5<sup>th</sup>. By that date, the group hopes to have all the information that has been requested from Eastern Maine Development Corporation and, based on that, make a decision on how to move forward with getting the money returned to the group. Negotiations for the provision of the return of the funds and the information surrounding the initial transfer to EMDC have stalled at this point. We are in hopes to have the information by the time the group meets again.

County Tax – We received our County Tax bill for next year – it is approximately \$36,000 higher than the current year. The memo attached to the bill said that much of increase was due to a loss of valuation in the County.